



TOWN OF HINTON

POLICY TITLE: Key to the Town Protocol Policy

POLICY #: 077

EFFECTIVE DATE: September 16, 2008

**ADOPTED BY
COUNCIL ON:** September 16, 2008

POLICY STATEMENT

Circumstances may arise when Council may wish to present an individual(s) or group, who have shown outstanding service to the Town of Hinton, Council's appreciation for their dedication.

1. REASON FOR POLICY

This policy exists to establish a clear protocol to guide Council and Administration when presenting of a Key to the Town to an individual or group.

2. DEFINITIONS

"Key to the Town/City" – symbolic recognition bestowed upon distinguished persons or groups.

"Eligible Recipients" – A non-resident(s) of the Town of Hinton, or, an individual(s) who no longer resides in Hinton, who has made a long term impact or contribution to the community.

3. RESPONSIBILITIES

Town Manager – to receive requests from Council and/or Town citizens for presentation of Keys to the Town/City and ensure protocol and procedures are followed.

4. PROCEDURES

- a) Public recommendation – written requests may be submitted by citizens of the Town of Hinton to Administration providing a background and history as to why an individual or group should be presented the Key to the Town;
- b) Council recommendation – The Mayor or a Council member may submit a verbal or written request to Council providing a background and history as to why an individual or group should be presented the Key to the Town;
- c) Submissions received for a Key to the Town (including background and history information) shall be reviewed by Council as an In Camera item at a Standing Committee of Council;
- d) The decision of council on who shall receive a Key to the Town shall be unanimous.

Presentation:

Upon the determination of an individual, group or guest being presented with the Key to the Town, the Town Manager's office shall make the necessary arrangements and advise Council accordingly of the formal presentation.