KEY TO THE CITY POLICY

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. This policy is to establish a means for the City of Lethbridge to recognize individuals or groups for unique and significant contributions or accomplishments. Awarding a "Key to the City" permits the City to recognize individuals or groups for unique and significant contributions or accomplishments. This symbolic gesture allows City Council to recognize such individuals or groups in a formal manner.

PERSONS AFFECTED

City Council

POLICY STATEMENT

The purpose of this policy is to:
1. Establish the process to approve the awarding of a Key to the City; and
2. Identify the information required to determine eligibility for such formal public recognition.

ELIGIBILITY

In order to be eligible to receive a Key to the City under this policy the recipient must meet all of the following eligibility requirements:

1. Must be an individual resident in the City of Lethbridge or a group located within the City of Lethbridge
2. The individual or group must have exhibited accomplishments and/or contributions:
   a. with national or international significance, and / or
   b. that made significant contributions to the city of Lethbridge, and / or
   c. brought positive recognition to the city of Lethbridge
3. City Council may, by resolution, award a Key to the City to other individuals or groups who they believe otherwise merit this honour but do not meet the eligibility criteria set out in this policy.

NOMINATION PROCEDURES

1. Where a Member of City Council wishes to award a Key, they must submit a Letter of Recommendation and Support to the Priorities and Agenda Committee.
2. The Priorities and Agenda Committee will refer the Letter to an Incamera Meeting of City Council for discussion.
3. After such Incamera discussion the Mayor, Deputy Mayor and Acting Mayor shall determine if the Key shall be awarded.
4. City Council shall be advised of the decision of the Mayor, Deputy Mayor and Acting Mayor at an Incamera meeting of City Council prior to the Key being awarded.

PRESENTATION

1. The Key to the City shall be presented by the Mayor at either a Regular Meeting of Council or at a public event at which the presentation would be considered suitable.
2. A Key to the City award may include:
   a. a plaque with a mounted key and citation;
   b. a presentation copy of the Letters of Recommendation and Support;
   c. any supporting documents and subsequent Council resolution;
   d. a framed copy of a letter from City Council awarding a Key to the City with details.
3. The Mayor, Deputy Mayor and Acting Mayor shall, by majority, determine which of the above options, or any variation thereof, is deemed appropriate for the recipient.

DEFINITIONS

- **Other Individuals or Groups** - Any individual or group who no longer, or who has never, resided in Lethbridge, yet whose work or contributions locally, provincially, nationally or internationally deserves recognition by the City of Lethbridge. Such individuals or groups could include (but not be limited to) visiting head of state or government, significant individual or group who effected positive national or international change in areas of society, environment, economy or politics.

- **Public Event** - a non-City hosted event at which the recipient is a member or is recognized as a leader within that community, such as (but not limited to) an event hosted by another order of government or community organization. This could also include a public event specifically convened for the purpose of recognizing the recipient.
• Regular Meeting - A regularly scheduled meeting of City Council, open to the public, where City Council passes formal resolutions

REVISION/REVIEW HISTORY

• December 7, 2015 New Document (Key to the City Policy)