



Policy #67

Policy Title: Chain of Office Protocol

Approved by Council on: May 17, 2017

1. Purpose

The Township of Southgate Chain of Office Protocol, Policy #67, is to establish guidelines and directives that will address the wearing, engraving, maintenance, and safekeeping of the Chain of Office. The Mayor of the Township of Southgate shall wear the Chain of Office on ceremonial and business occasions when he/she appears in an official capacity, with a mark of pride and dignity; said Chain is to be maintained in such a manner in keeping with its symbolic significance.

2. Scope

The protocol applies only to the Chain of Office introduced by the Township of Southgate upon amalgamation in 2000.

3. Wearing the Chain of Office

The Mayor of the Township of Southgate shall wear the Chain of Office at all meetings of the Township of Southgate Council. When practical, and at the Mayor's discretion, the Chain of Office shall be worn at all official Township functions taking place at Southgate Municipal Offices and other venues within the Township of Southgate and elsewhere.

4. Engraving the Chain of Office

During the month of June of an election year, or as required, the Township of Southgate shall select an engraver for the Chain of Office in accordance with the Purchasing By-Law or the Delegation of Authority By-law of the Township of Southgate. The only type of engraving permitted on the oval discs on the Chain of Office shall be in standard print form. Engraving on the Chain of Office shall take place on the front side of an oval disc and shall only include the following: the name of the Mayor of the Township of Southgate (first and surname) and the first year in full and the last year in full of that Mayor's continuous period of tenure.

For example:

Thomas Smith
2008 - 2012

Only one Mayor's name shall be engraved on an oval disc on the Chain of Office. Starting at the lowest oval disc on the right collar of the Chain of Office (that is, the part of the collar resting on the right side of the wearer's chest), the names of the Mayors shall be engraved on oval discs on an annual alternating basis from right to left. The engraved letters, in standard print form, shall be such that the names of the Mayors and years of service shall be visible to the eye and shall be of the same dimension on every oval disc in the

Chain of Office. The Township of Southgate shall make best efforts to have the Chain of Office engraved without having to remove the Chain of Office from the Southgate Municipal Office.

5. Maintenance of the Chain of Office

Except for the Mayor, all Township of Southgate staff who are required to handle the Chain of Office shall wear white cotton gloves while doing so. The Township of Southgate shall make arrangements with the Canadian Conservation Institute or other comparable agencies in June of each year to have the Chain of Office examined for the purpose of cleaning and repair of the metal components of the Chain. In addition, the protective fabric collar attached to the Chain of Office shall be examined for fraying, stains etc. and, if necessary, be replaced by another collar of the same colour and style.

On the recommendation of the Canadian Conservation Institute or other comparable agencies, the Township of Southgate shall make arrangements to have the cleaning and repair of the Chain of Office undertaken, preferably at the Municipal Office. This work shall be undertaken during the months of July and August, such that the Chain of Office can be worn by the Mayor in September when regular Council meetings resume. In the event that the Chain is damaged or its integrity is endangered, the Township of Southgate shall seek the advice of the Canadian Conservation Institute or other comparable agencies prior to having restorative measures undertaken, preferably at the Municipal Office.

If the Chain of Office is to be removed from the Municipal Office for cleaning, repair, or engraving, the Township of Southgate shall ensure that all appropriate measures for the security of the Chain, while it is in another venue are taken (i.e. purchase of insurance, provision of carrying case, safe-keeping etc.).

6. Safekeeping of the Chain of Office

While not in official use, the Chain of Office shall be stored in a safe and secured location in the Council Chambers at the Municipal Office.

7. Exceptions

Exceptions to this protocol may only be made by the Mayor after consultation with Council and by their direction.