

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: **KEY TO THE CITY**

PURPOSE: To establish a means for the City of Whitehorse to recognize individuals for unique contributions or accomplishments

AUTHORITY: Council Resolution #2014-10-05 dated April 22, 2014

KEY TO THE CITY POLICY

BACKGROUND

It is beneficial to establish a policy that provides a means for the City to recognize individuals for unique contributions or accomplishments by giving them the “Key to the City”. This is a symbolic gesture that allows Council to recognize such persons in a manner more formal and substantial than simple acknowledgement at an open public meeting.

PURPOSE

1. The purpose of this policy is to:
 - (1) Establish the process council will use for formal public recognition;
 - (2) Identify the information required to enable council to offer formal public recognition; and
 - (3) Identify options for formal recognition.

ELIGIBILITY

2. Any citizen of Whitehorse may recommend any person or persons be given the Key to the City. The Key may be given for any reason, but must include an accomplishment or contribution that has national or international significance and brings recognition to the City of Whitehorse.
 - (1) Potential recipients could be artists, athletes, and persons who have made significant social contributions that bring positive recognition to Whitehorse.
3. Council may by resolution award the Key to the City to a visiting head of state, mayor, or significant person who spends some time in Whitehorse and brings positive national or international attention to the City.

NOMINATION PROCEDURES

4. Citizens recommending the award of the Key to the City to any person shall include comprehensive reasoning for awarding the Key.

5. Administration will prepare a report and suggested resolution for consideration by the Community Services Committee.
6. Council shall consider recommendations for awarding the Key to the City at an open meeting, and a resolution to award the Key shall be passed by a majority vote.

PRESENTATION

7. The Key to the City shall be presented at an open public forum, including at a Council or Standing Committee meeting, or a public event convened for a purpose at which the presentation would be considered suitable.

Examples:

- Presentation to a political figure at an event hosted by another level of government.
- Presentation to an artist, athlete, or social recipient at an event hosted by a community organization:

AWARD OPTIONS

8. A variety of options are suitable for the Key to the City award, including:
 - (1) A plaque with a mounted key and citation;
 - (2) A presentation key with inscription;
 - (3) A presentation copy of the administrative report, recommendation documents and subsequent resolution;
 - (4) A framed copy of a letter from the Mayor awarding the Key to the City with details;
 - (5) A proclamation made at an open meeting with a presentation copy of the proclamation presented to the recipient. A proclamation could, at Council's discretion, be published in local newspapers.
9. Council may by resolution choose any of the options noted in section 5 hereof, or any variation deemed appropriate for the recipient.

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