



Policy 2022-**

Community Milestone Recognition

Implemented: February 2022

Revision Date: February 2023

References and Related Documents: Appendix 'A' – Milestone Certificate Examples

Policy Statement

The Township of Georgian Bluffs is committed to building community, by recognizing the achievement of milestones by residents and businesses.

Purpose and Scope

The purpose of this policy is to determine guidelines and an administrative process for the issuance of mayoral certificates to residents who have achieved personal, or business milestones as set out in this policy.

This policy applies to all residents and business owners and operators of the Township of Georgian Bluffs.

Definitions

“Business” means a business operating within the Township of Georgian Bluffs.

“Business Owner/Operator” means any person who owns or operates a business within the Township of Georgian Bluffs.

“Residents” means persons who reside within the geographic boundaries of the Township. Including those who own property, rent, or reside in the Township on a permanent or seasonal basis.

“Staff” means anyone employed by the Township on a full-time, part-time, contract, or permanent basis.

Policy Requirements

Criteria

Certificates signed by the Mayor on behalf of the Township Council may be requested for the below prescribed milestones and achievements.

Birthdays

Certificates for birthday milestones may be requested on occasions such as a first (1st) birthday, 50th, 80th, 90th and 100th birthdays.

Birthday certificate requests are not limited to the above milestones and can be requested from a 1st birthday increasing at 5-year intervals.

Anniversaries

Certificates for anniversaries may be requested on occasions such as a first (1st) anniversary and milestones increasing in 5-year intervals (5th, 10th, 15th, 20th, 25th, 30th, 35th, 40th anniversaries etc.).

Business Milestones

Businesses are essential to our community and the economic health and development of the Township. Achievements such as grand openings and years in business are milestones which should be celebrated and recognized. The following milestones are eligible to request a certificate:

- Grand opening
- 1st anniversary
- 5th anniversary
- 10th anniversary

Milestones following these may be requested in 5-year intervals (15th anniversary, 20th anniversary, etc.).

Graduations

Certificates for graduation achievements may be requested for public school, high school, and post-secondary (college and university) graduations.

For these requests, please be sure to indicate the diploma or degree (program/credential) being received for inclusion on the certificate at the time of inquiry.

Request for Certificate Issuance

Requests for certificates can be made through the Clerk's Department. Requests are encouraged to be made in writing to the Deputy Clerk by email or written correspondence or through the Township's website.

Requests for certificates should include the following information to avoid delays in processing:

1. Name of recipients
2. Milestone being achieved/type of certificate being requested
3. If graduation, please include type of diploma or degree (program name/credential being received)
4. Mailing address of requestor or recipients or specify in-office pick up
5. If being mailed to requestor, requestors name and contact information
6. Date needed

Certificate Issuance

Certificates may be requested at any time but are encouraged to be requested two weeks in advance of the special occasion or date needed.

Certificates may be mailed or picked up at the Township office. For certificates being delivered via mail, please allow an additional 5-day minimum buffer period to accommodate Canada Post delivery timelines.

Monitoring and Review

The Clerk's department will review this policy annually, with any pressing amendments to be made on an as needed basis.

Appendix 'A'

Township of Georgian Bluffs

Milestone Certificate Examples