

**GENERAL STATEMENT OF POLICY:**

56.01 It shall be the policy of the Region of Queens Municipality to acknowledge individual and group milestones of residents and community organizations in Queens when the Region is aware of such by awarding an appropriate certificate to commemorate the occasion. It is recognized that the Region of Queens Municipality is only able to acknowledge those milestones that have been brought to the attention of the Region.

**POLICY OBJECTIVES:**

56.02 The Region of Queens Municipality will recognize individual birthdays each year for birthdays at age 80 and in five-year increments thereafter.

56.03 The Region will recognize wedding anniversaries for forty years, fifty years, sixty years and in five-year increments thereafter beyond sixty years.

56.04 The Region will recognize special anniversaries of community organizations in increments of no less than five years, notwithstanding that an exception may be made where there is an important historical significance for a year other than in an increment of five years.

56.05 In some exceptional cases it may requested to provide some acknowledgement of an outstanding contribution to the community by an individual or group or simply to mark a special occasion. In these cases, the Mayor and Councillor whose constituent(s) is affected, shall have discretion in whether an acknowledgement by the Region is provided or not.

56.06 Notwithstanding sections 56.02 and 56.03, birthday certificates for persons who are eighty years of age or older and anniversary certificates for persons who are celebrating their fortieth anniversary or subsequent anniversaries, the first certificate can be issued on any birthday or anniversary date, but subsequent certificates will only be issued on a birthday or anniversary date that ends in a zero or five.

56.07 The Region will recognize residents of Queens County that become a citizen of Canada.

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**POLICY PROCEDURE:**

- 56.08 A standard form shall be drawn up that residents and elected officials are requested to fill out to ensure that a particular milestone in the community is recognized.
- 56.09 All milestone request forms shall be submitted to the Executive Secretary who shall compile the information necessary for the certificate of recognition in consultation with the appropriate elected official(s).
- 56.10 The Executive Secretary shall complete the certificate and ensure its delivery to the appropriate elected official at least one day prior to the occasion or event with any particulars about a specific function.
- 56.11 All recognition certificates shall be signed and sealed by the Mayor and Councillor whose district the individual(s) live in. If the presentation is to a body that encompasses more than one electoral district, then the Mayor and Deputy Mayor shall sign accordingly.

**Approved by Council:**

**March 21, 2005**