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## TOWN OF BRIDGEWATER SPECIAL RECOGNITION POLICY

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Policy No.	71
Approved:	September 27, 2010
Resolution No.:	10-233

### **Policy Statement**

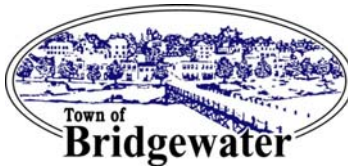
It shall be the policy of the Town of Bridgewater to acknowledge birthday and anniversary milestones and special events of residents, businesses, and community organizations in Bridgewater by awarding an appropriate certificate to commemorate the occasion. It is recognized that the Town of Bridgewater is only able to acknowledge those milestones and events that have been brought to the attention of the Town by a member of the public.

### **Policy Objectives**

- 1.0 The Town of Bridgewater will recognize individual birthdays for Town residents each year for birthdays at age 75 and in five-year increments thereafter. Starting at age 90, the Town will provide annual recognition.
- 2.0 The Town will recognize wedding anniversaries of Town residents for 25 years, and every 5 years thereafter.
- 3.0 The Town will recognize service anniversaries of community and business organizations starting at the 10<sup>th</sup> anniversary and every 5 years thereafter.
- 4.0 In special cases, the Town may be requested to provide 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 shall have discretion in whether an acknowledgement by the Town is provided.
- 5.0 Notwithstanding sections 1.0 and 2.0, birthday certificates for persons who are 75 years of age or older and anniversary certificates for persons who are celebrating their 25th 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.
- 6.0 The Town will recognize residents of the Town of Bridgewater who become a citizen of Canada.

**Policy Procedure:**

- 7.0 A standard form, *Request for Special Occasion Recognition*, shall accompany all Special Occasion Recognition Policy requests.
- 8.0 All *Request for Special Occasion Recognition* forms shall be submitted to the Administration Department Staff, who shall coordinate the administrative process of preparing the award certificate or plaque.
  - 8.1 A non-laminated certificate, complete with the Town seal and signature of an elected official, shall be provided to recipients receiving special occasion recognitions as outlined in sections 1-6 in this policy.
  - 8.2 Laminated plaques, complete with the Town seal and signature of an elected official, may be provided to the recipients of special occasion recognition at the request of the Mayor or Deputy Mayor.



## Request for Special Occasion Recognition Application Form

Please fill out this form and return it to the Town of Bridgewater at least **3 weeks** in advance of the special occasion. Please refer to Town Policy 71`1 "Special Occasion Recognition Policy."

Name of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Please select the type of occasion**

- Milestone Birthday     Milestone Wedding Anniversary     Citizenship     Other

If Birthday of Anniversary, please indicate which milestone \_\_\_\_\_

If 'other' please describe: \_\_\_\_\_

**Information as it will appear on certificate:**

Name of Celebrant(s)	_____
Address of Celebrant(s)	_____
Date of Birthday or Anniversary (if applicable)	_____
Description of Event (if applicable)	_____

**How would you like the certificate delivered?**

- Certificate is to be picked up at the Town Hall.  
*Please provide contact information for the individual who is to be notified of certificate completion.*
- Certificate is to be mailed.  
*Please provide mailing address.*
- Request that a member of Council present the certificate.  
*Please provide the date and location of event.*

**For Office Use Only**

Date form was received:	
Plaque or certificate:	If plaque, date of order:
Elected Official to present:	