

<b>COMMUNICATIONS</b>		Page 1 of 3
		<b>POLICY # 3005</b>
<b>MILESTONE/LONG SERVICE RECOGNITION</b>	<b>EFFECTIVE DATE</b> October 2003	<b>REVISION DATE</b> February 2007

### **Purpose**

The purpose of the Milestone/Long Service Recognition policy is to acknowledge individual and group milestones and long service in the Municipality of Digby by awarding an appropriate certificate to commemorate the occasion.

### **Objectives**

The objectives of the Milestone /Long Service Recognition Policy are to:

1. The Municipality of Digby will recognise individual birthdays, beginning at age 80 and every five years thereafter.
2. The Municipality of Digby will recognise wedding anniversaries for forty and fifty years; and every five years thereafter.
3. The Municipality of Digby will recognise special anniversaries of community organisations in five-year increments. 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.
4. In some exceptional cases a request may be made to provide a milestone recognition certificate of an outstanding contribution to the community by an individual or group or simply to mark a special occasion. In these cases, the Warden, or Councillor whose constituent(s) is affected, shall have discretion to indicate if the Municipality will provide a milestone recognition certificate.
5. Notwithstanding sections (1), (2) and (3), in some instances a milestone recognition certificate may be issued at any anniversary, but subsequent certificates will only be issued in accordance with the policy as outlined.
6. The Municipality of Digby will annually recognise all Volunteer Fire Department and Ground Search and Rescue personnel upon completing a minimum of 15 years of service. Further individual recognition will subsequently be based on five year increments.

### **Policy**

1. A standard form shall be drawn up that residents, and elected officials are requested to fill out to ensure that a particular milestone or long service is recognised.
2. The Fire Chief of the Volunteer Fire Department and/or the president of the Ground Search and Rescue will be contacted annually (January) by the Deputy CAO to have a standard form submitted to the Executive Secretary for each volunteer being recognised.

<b>COMMUNICATIONS</b>		Page 2 of 3
		<b>POLICY # 3005</b>
<b>MILESTONE/LONG SERVICE RECOGNITION</b>	<b>EFFECTIVE DATE</b> October 2003	<b>REVISION DATE</b> February 2007

3. The Warden and Councillors may attend the annual banquet/meeting of the Fire Departments in their district to present the long service certificate.
4. The Warden or his/her delegate may attend the annual banquet/meeting of the Ground Search and Rescue Organization to present the long service certificate.
5. All milestone and long service request forms shall be submitted to the Executive Secretary, at least ten (10) working days prior to the anniversary date, which shall compile the information necessary to produce the milestone long service recognition certificate.
6. The Executive Secretary shall produce the certificate and ensure it is delivered to the appropriate elected official at least one day prior to the occasion or event.
7. All milestone/long service recognition certificates shall be signed and sealed by the Warden and a Councillor. In the absence of the Warden, the Deputy Warden shall sign and in the absence of a Councillor the CAO shall sign.
8. It is the responsibility of the person submitting the request form to verify all information and ensure dates and spellings are correct.

COMMUNICATIONS		Page 3 of 3
		POLICY # 3005
MILESTONE/LONG SERVICE RECOGNITION	EFFECTIVE DATE October 2003	REVISION DATE February 2007

## MILESTONE RECOGNITION CERTIFICATE REQUEST FORM

**Directions:**

Please fill out the form ensuring dates and spelling is correct. Once completed, please drop off to the Executive Secretary at the Municipal Office. The Municipality will produce the milestone or long service recognition certificate according to the information submitted.

**Name of Person or Group to be recognized:**

\_\_\_\_\_

**Event (please circle one):**

Birthday; 80 85 90 95 other\_\_\_\_\_

Anniversary; 40 50 55 60 65 other\_\_\_\_\_

Long Service 15, 20, 25, 30, other\_\_\_\_\_

Other (describe)\_\_\_\_\_

**Date to be shown on certificate:**\_\_\_\_\_

**Name of person requesting certificate:**\_\_\_\_\_

FOR OFFICE USE ONLY
Date Received: _____
Date Produced: _____
Date Delivered to Official: _____
Staff Initials: _____