

# Policy



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| Department/Section Coverage<br><b>All</b>         | Policy Number<br><b>COU-011</b>     |                                      |
| Subject<br><br><b>Congratulatory Certificates</b> | Category<br><b>Council</b>          |                                      |
|   | By-Law<br><b>2026-11</b>            |                                      |
|   | Review Period<br><b>5 Years</b>     |                                      |
| Date Amended<br><b>NEW</b>                        | Amending Motion #<br>Not Applicable | Section(s) Amended<br>Not Applicable |

## Purpose:

To establish guidelines and procedures for the issuing of congratulatory certificates by the Municipality of Centre Hastings to celebrate birthdays, anniversaries, and business operational milestones that align with federal and provincial guidelines.

This policy applies to all requests for congratulatory certificates issued by the Municipality of Centre Hastings.

## Guiding Principles:

- Streamlining the certificate request and issuance process to minimize administrative burden and ensure timely delivery.
- Utilizing municipal resources judiciously, ensuring that staff time and materials are used effectively to process certificate requests without undue strain on the Municipality's resources.
- Providing a consistent and transparent process for all eligible residents and businesses, ensuring equal access to congratulatory certificates without any preferential treatment.
- Ensuring alignment with provincial and federal congratulatory certificate programs, supporting a consistent approach to milestone recognition across all levels of government

## Definitions:

**“Anniversary”** means a milestone year recognizing a legally solemnized marriage, beginning at the 50th anniversary and every five years thereafter, unless otherwise directed by Council policy.

**“Business”** means a commercial, industrial, professional, home-based, or not-for-profit enterprise operating within the geographic boundaries of the Municipality of Centre Hastings, and able to provide proof of active operation at the time of the milestone.

**“Clerk”** means the Municipal Clerk for the Municipality of Centre Hastings or their designate.

**“Designate”** means a municipal staff member authorized by the Clerk to perform duties outlined in this policy, including preparing or presenting certificates.

**“Milestone”** means an achievement that triggers eligibility for a congratulatory certificate as set out in this policy, including birthdays, anniversaries, and business operational years.

**“Moratorium Period”** means the period beginning on Nomination Day in a municipal election year and ending when the newly elected Council’s term of office commences, during which certificates are not issued or publicly presented.

**“Municipality”** means the Corporation of the Municipality of Centre Hastings.

**“Resident”** means an individual whose primary place of residence is located within the geographic boundaries of the Municipality of Centre Hastings, and who can provide proof of residency upon request.

**“Requester”** means the individual submitting a request on behalf of the recipient, who may be a family member, friend, associate, or other eligible representative.

**“Recipient”** means the individual, couple, or business for whom a congratulatory certificate is being requested.

### **Moratorium Period:**

No certificates shall be issued or publicly presented during a municipal election year from Nomination Day until the commencement of the new Council’s term, to ensure impartiality and prevent any perception of political influence.

### **Eligibility:**

#### **1. Birthdays and Anniversaries:**

- Available to residents within the geographic boundaries of the Municipality of Centre Hastings
- Birthdays: Certificates will be issued for milestones starting at 75 years and every five years thereafter (80, 85, etc.)
- Anniversaries: Certificates will be issued for marriage anniversaries beginning at the 50th year and every five years subsequently (55, 60, etc.)

#### **2. Business Operational Milestones:**

- For businesses operating within the geographic boundaries of the Municipality of Centre Hastings
- Certificates are issued for milestones starting at grand opening or re-opening and every five years thereafter (5, 10, 15, etc.)

For clarity – no person or business with former residency or business status are eligible for a congratulatory certificate.

### **Privacy & Use of Personal Information:**

Personal information collected under this policy is obtained pursuant to the *Municipal Act, 2001* and will be used solely for the purpose of processing, verifying, issuing, and recording congratulatory certificates.

All personal information will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the Municipality’s Records Retention By-law. Information will not be disclosed except as permitted or required by law.

### **Responsibilities:**

- The Municipal Clerk:
  - Will assume the lead role and be responsible for maintaining records of all requests, approvals and denials, as well as issued certificates
  - May delegate the administrative responsibility of certificate creation to a staff member

## **Request Procedure:**

1. Submission:
  - Requests must be submitted by family, friends, or associates of the celebrant.
  - Council members are prohibited from initiating certificate requests.
2. Information Required:
  - Name of individual or business.
  - Category of milestone (Birthday, Anniversary, or Business)
  - Date of milestone
  - Milestone significance (Birthday = 75, 80, 85, etc.), (Anniversary = 50, 55, 60, etc.), (Business = Grand (Re-)Opening, 5, 10, etc.)
  - Proof of residency or business operation in Centre Hastings.
3. Deadline for Requests:
  - Requests should be submitted at least two weeks prior to the milestone date to allow for processing.

## **Issuance Process:**

1. Review:
  - The Municipal Clerk will review all requests for adherence to this policy.
  - Verification of residency/business location may be required.
2. Approval:
  - The Clerk or designated staff member will authorize the certificate issuance after confirming eligibility.
  - Each member of Councils' signature shall be applied on all congratulatory certificates on behalf of the Municipality. A script style font shall be used to facilitate the signing thereof to avoid delays in certificate issuance.
3. Presentation:
  - Certificates may be mailed if desired by the requestor or presented in-person, by the Mayor or their designate by default (subject to availability); however,
  - If a requester expresses a preference for a specific member of Council to present the certificate, the Mayor shall be deemed to authorize that Council member to act as the municipal representative for the presentation, provided the request does not occur during the moratorium period and does not conflict with the principles of impartiality and fairness.

## **Revision Control**

| Year-Month-Day | Sections Amended | Comments                     |
|----------------|------------------|------------------------------|
| 2026-01-21     | NEW              | New Policy by By-law 2026-11 |