

<b>Policy No:</b>	<b>CL – 002</b>
<b>Department:</b>	<b>COUNCIL</b>
<b>Subject:</b>	<b>SPECIAL OCCASIONS – CERTIFICATE POLICY</b>

1. Wedding Anniversaries  
40<sup>th</sup> Anniversary and up in increments of 10 years.
2. Birthdays  
70<sup>th</sup> Birthday and up in increments of 5 years.
3. Business Openings  
New or new larger location.
4. Business Anniversaries  
10<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup> and up in increments of 10 years.
5. Miscellaneous  
Ground breaking, institutional opening, honorary citizens.

That Members of Council requesting business certificates ensure that all other Members of Council and the Economic Development Department are notified of the time and place of the presentation;

That the Ward Sub-Committee be notified in advance of a Special Occasion Certificate being issued;

That the subject Policy include opportunity for the Mayor and Members of Council to make exceptions, provided such exceptions are described in writing by the Member of Council proposing such exception and that a copy of the proposed exception be circulated to all Members of Council;

That Special Occasion Certificates be issued upon request;

That the “package” presented to those receiving congratulations (for Wedding Anniversaries, Birthdays, Business Anniversaries, Business Openings, Groundbreakings, etc.) include the certificate signed by the Mayor on behalf of all Members of Council.

---

Council Approval:	1995/11/27	Amended:	2007/09/10
Report No:	N/A	Report No/Item:	36/1
Cross Reference:	Policy No. 01.15	Amended	2008/02/11
		Report No/Item:	3/4