



Milestone Recognition

Council
Policy F15

Policy:	F15 – Milestone Recognition
Policy Department(s):	Council
Adoption Date:	November 28, 2016
Adoption Reference:	CM20161128.1007
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Policy Purpose

To provide direction to Administration when requests are received for Milestone recognition.

Policy Statement

To provide an opportunity for Council on behalf of the County to recognize significant Milestones celebrated by the residents of the County of Grande Prairie No.1.

Definitions

“Council” means the duly elected Council members of the County of Grande Prairie No.1;

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation;

“Milestone(s)” means wedding anniversary, birthday, retirement, anniversaries, College, University or Journeyman Certificates;

“Recognition” means the act of providing Council’s acknowledgement of Milestone dates under this policy;

“Residents” means people presently residing in the County or in the case of College, University or Journeyman Certificates, have previously resided and still have parents/guardians residing in the County.

Policy Guidelines

1. This policy is to provide a consistent response to requests and a means to provide Recognition of significant Milestones in County Resident’s lives.
2. Wedding Anniversary: Upon reaching a Wedding Anniversary Milestone of twenty-five (25) years or more in five (5) year intervals, County residents shall be recognized with a congratulatory letter/certificate upon request.



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3. Birthday: Upon reaching a Birthday Milestone of sixty-five (65) years or older at five (5) year intervals, County residents shall be recognized with a congratulatory letter/certificate upon request.
4. Individual Retirement: Upon the retirement of a County Resident who has served a business or organization for a minimum of twenty-five (25) years, he/she shall be recognized with a congratulatory letter/certificate upon request.
5. College, University or Journeyman Certificates: Upon graduation and obtaining a degree, diploma or Journeyman Certificate, Residents shall be recognized with a congratulatory letter/certificate upon request.
6. The letter/certificate once completed can be:
 - 6.1. Mailed directly to the recipient(s);
 - 6.2. Presented to the recipient(s) by a Council Member at a convenient time as arranged by Administration depending on the Councillor's availability;
 - 6.3. Picked up at the main administration building by the requestor.
7. All Milestones shall require confirmation in the form of certificate, diploma, transcripts, affidavit, letter from employer on retirement or equivalent. The Chief Administrative Officer, at their discretion, may accept a different form of confirmation.
8. The County shall require proof of being a County Resident in order for the Milestone request to be considered.
9. The letter / certificate shall be issued in advance of any Milestone celebrations.
10. All requests shall be completed via the online Milestone Recognition Request Form available on the County's website at least three (3) weeks prior to the Milestone.
11. A copy of the Recognition of the Milestone letter or certificate shall go into Council's reading file for Council information.
12. The Reeve of the County shall review and sign all Milestone Recognitions on behalf of Council.

Attachments

N/A

References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	Milestone Recognition Request Form



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Revision History

Review Date	Description
November 28, 2022	Reviewed and Amended and Transferred from Legislative Services (B24) to Council (F15) CM20221128.013
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