



# REQUEST FOR PLAQUES/CERTIFICATES

POLICY -The certificates/plaques are intended as special recognition of birthdays and anniversaries to residents residing within the Municipality of Trent Hills.

In most cases a plaque is presented by the Mayor; however residents residing in nursing homes or in hospital may prefer certificates.

1. All requests must be made in writing by a family member or associate.
2. An information sheet must be completed and signed before any plaques or certificates are ordered.
3. A minimum of two weeks' notice is required.
4. The Municipality will make Federal and Provincial contacts if requested; however, more notice is usually required.
5. Plaques will be given for the following:  
     Birthdays: 80, 85, 90, 95, 100+      Anniversaries: 50, 55, 60, 65+
6. Certificates may also be requested for special recognition of individuals, groups and organizations (e.g. winning "All Ontario", anniversaries of the founding of Organizations – 25, 40 75, etc.)
7. Letters of commendation may also be prepared when appropriate.

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Name of Individual/Organization to receive recognition (as it is to appear):

\_\_\_\_\_

Reason for recognition:

Birthday \_\_\_\_\_ Date: \_\_\_\_\_

Anniversary \_\_\_\_\_ Date: \_\_\_\_\_

Details of Celebration -.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Time of Presentation: \_\_\_\_\_

Is this a surprise?       Yes       No

Do you want Provincial/Federal contacts made?       Yes       No

Individual/Organization making request:

Name/Address: \_\_\_\_\_ Phone - \_\_\_\_\_

Date: \_\_\_\_\_ Signature or e-mail: \_\_\_\_\_

Please forward your request to: Susan Noonan - [susan.noonan@trenthills.ca](mailto:susan.noonan@trenthills.ca)  
P.O. Box 1030, 66 Front Street South, Campbellford, ON K0L 1L0  
Phone: (705) 653-1900 Fax: (705) 653-5203