

Town of Ingersoll Corporate Policy	
Policy Title	Civic Recognition and Town Pins
Policy Section	Clerks
Policy Number	C-004
Adoption Date	September 14 th , 2026
Approved by	Council
Revision	Original
Review Cycle	2 years

1. Purpose

The Council of the Town of Ingersoll wishes to foster a positive and engaged community by recognizing citizens who have reached significant birthday or anniversary milestones, as well as local individuals and teams who have achieved excellence in sports, arts, and culture. This policy establishes a consistent, transparent process for issuing plaques, certificates, and municipal pins.

This policy replaces “Awards and Town Pins” dated May 11, 1994.

2. Scope

This policy applies to all public nominations, applications, and requests for municipal milestone recognitions, awards of excellence, and the distribution of official Town pins to residents, community groups, and sports teams.

Exclusions: This policy does not apply to the recognition of Town of Ingersoll employees, staff, or council members, which is governed separately under our administrative policy: *Employee Service Awards, Departure, and Retirement Recognition Policy*

3. Definitions

Award of Excellence: A plaque or formal certificate presented to individuals or teams who have achieved top-tier placement in recognized sports, arts, or cultural competitions.

Milestone: A significant chronological wedding anniversary or birthday achieved by a resident of the Town of Ingersoll.

Town Pin: Official metal lapel pins featuring the Town of Ingersoll logo, distributed for civic promotional purposes.

Plaque: A physical commemorative award consisting of a wooden base with an enamelled Town Crest and an engraved metallic plate (see Schedule “A”).

In-House Certificate: An official civic recognition certificate printed on heavy cardstock, bearing an embossed gold Town seal, signed by the Mayor, and presented in a formal certificate folder.

4. General

The Town of Ingersoll values its community members and recognizes that the achievements and life milestones of its residents contribute to the rich heritage and civic pride of the municipality. This policy ensures that civic recognition is distributed fairly, consistently, and transparently across the community, while protecting municipal resources and operational timelines.

5. Policy

5.1 Milestone Recognition

The Town shall provide complimentary commemorative awards (plaques or in-house certificates – see section 5.3 for criteria) to Ingersoll residents celebrating the following milestones:

- **Wedding Anniversaries:** 40th, 50th, 60th, and 70th Wedding anniversaries.
- **Birthdays:** 80th, 90th, or 100th birthdays.

5.2 Awards of Excellence and Service

Commemorative awards (plaques or in-house certificates – see section 5.3 for criteria) shall be presented to each team member or individual residing in Ingersoll for competing at the following levels:

- **Sports:** All-Ontario Finals, and All-Canadian Finals and beyond.
- **Cultural and Arts:** All-Ontario competition, and All-Canadian competition and beyond.

5.3 Award Format Criteria (Plaque vs. In-House Certificate)

To balance high presentation standards with municipal fiscal responsibility, the presentation format shall be determined as follows:

- **In-House Certificates:** Issued as the primary recognition format for: 40th wedding anniversaries; 80th birthdays; individual team members of championship sports or arts groups, and general civic commendations; and those participating in all-Ontario Finals, and all Canadian Finals and beyond.
- **Plaques:** Reserved for major milestones, specifically 50th, 60th, and 70th wedding anniversaries; 90th and 100th birthdays; individual (single participant) All-Ontario and All-Canadian championship winners; or as determined appropriate by the Clerk's Department based on special circumstances and budget availability.

5.4 Extraordinary Awards

Council may, from time to time by resolution, make extraordinary awards to other deserving citizens or community organizations not explicitly covered in this Policy.

5.5 Distribution of Town Pins

The Town shall provide metal pins, upon request, to Town organizations and individuals for activities sponsored by the organization, or for individuals who are travelling in Canada and abroad.

- **Limits:** A maximum of 25 pins per organization and 5 pins per individual/family shall be provided free of charge.
- **Overage:** Additional pins may be purchased at the Town's direct cost. Council may, upon request and by resolution, grant additional pins for special events.

6. Responsibilities

6.1 Public Responsibilities

Family, friends, or organizing bodies must submit requests for recognition (certificate or plaque) to the Clerks Department. It is not the responsibility of Council or Town staff to ensure anyone celebrating an event or accomplishment be so honoured.

6.2 Clerks Department Responsibilities

The Clerks Department shall receive and process applications. Requests for custom plaques must be made at least four (4) weeks prior to the event/celebration to ensure adequate time for verification and vendor production. A minimum of two (2) weeks is required for in-house certificates. Staff shall order and manage the inventory of pins and plaques according to Schedule 'A' and maintain the appropriate budget for expenses.

6.3 Council and Mayor Responsibilities

All awards and plaques shall be presented by the Mayor or their designate (depending on availability). Presentations shall occur at a regular Council meeting, or, at the recipient's preference, at the home or function involving the persons to be honoured, if located within the boundaries of the Town of Ingersoll.

7. Policy Administration and Review

The Clerk's Department is accountable for maintaining, updating and implementing this policy. The Clerks Department shall monitor compliance regarding pin allotments and plaque criteria. This policy shall be reviewed once per Council term to ensure vendor alignments, criteria, and material descriptions remain current.

8. Related Documents

- *Employee Service Awards, Departure, and Retirement Recognition Policy*

9. Attachments

[Civic Recognition Request Form](#)

Schedule A – Plaque Design and Material Specifications.

Schedule "A"

Plaque Design and Material Specifications

Plaques:

- 9"x12"
- Rosewood
- Gold engraved plate

Certificates:

- 8 ½"x11" Cardstock
 - Beige Parchment Pattern
 - Acid Free
- 9 ¼"x12 ½" Certificate Folder
 - notched for 8 ½"x11" Certificate
 - Acid Free
 - Navy Blue Linen
- 1.8" diameter Legal Seal
 - Gold foil
 - Permanent adhesive