

**Title: SPECIAL OCCASION MESSAGES**

**Policy No: 1024**

**Effective Date: February 12, 2018**

**Motion Number: 18.02.76**

**Supersedes Policy No: AD 24**

**Review Date:**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*"A Great Place to Live, Work and Play"*

**Purpose:** The purpose of this policy is to give recognition to Greenview residents and businesses for their significant birthday or anniversary.

**POLICY**

1. Upon request, Greenview will send congratulatory messages to citizens and businesses within Greenview on the event of a special birthday or anniversary as per the following procedure.

**PROCEDURE**

Upon request, special congratulatory message certificates may be arranged for the following events:

1. A 75<sup>th</sup> birthday and every five years thereafter to age 95, and every year following the 95<sup>th</sup> birthday.
2. A 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> wedding anniversary and yearly thereafter.
3. The 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup> anniversary and every five years thereafter of a business or organization within Greenview.
4. Greenview should receive the request at least four weeks prior to the occasion.