

**Title: Special Occasion Messages**

**Policy No: 7004**

**Effective Date: February 28, 2023**

**Motion Number: 23.02.109**

**Supersedes Policy No: 1024**

**Department: Communications and Marketing**

**Review Date: February, 2026**



**Legal References:**

*Not Applicable*

**Cross References:**

*Not applicable*

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

## 1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.

## 2. POLICY STATEMENT

- 2.1. Upon request Greenview will send congratulatory messages to citizens and businesses within Greenview on the event of a special birthday or anniversary.

## 3. PROCEDURE

- 3.1. Applicants should send their request to the Manager of Communications and Marketing at least four (4) weeks prior to the occasion.
- 3.2. Greenview residents may request congratulatory messages for the following events:
  - A) A 75<sup>th</sup> birthday and every five years thereafter to age 95, and every year following the 95<sup>th</sup> birthday.
  - B) A 50<sup>th</sup>, 55<sup>th</sup>, and 60<sup>th</sup> wedding anniversary and annually thereafter.
- 3.3. Greenview businesses may request congratulatory messages for the following events:
  - A) The 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> anniversary and every five (5) years thereafter.