

Certificate of Recognition

Date Approved by Council: 2024-03-12

Resolution: 2024-03-12-09

Review Date: March 2027

Related Bylaw: n/a

Amendments:

Purpose

The purpose of this policy is to recognize special occasion birthdays and wedding anniversaries of its citizens.

Guidelines

1. Certificates of Recognition may be issued to residents within the Village for 50th Anniversaries and subsequent anniversaries at 5-year intervals and above, and Birthdays 80 years and above and subsequent birthdays at 5-year intervals.
2. Certificates of Welcome may be issued to residents within the Village who have had the birth or adoption of a child.
3. Certificates of Recognition may be issued to individuals or groups within the Village who contributed to the betterment of the community, for acts of heroism, or who achieved sport or other milestones.
4. Certificates will be signed by the Mayor and CAO and sealed with the Village of Arrowwood seal.

Certificates of Recognition and Welcome shall be granted upon request of citizens (form attached).

Requests for Certificates of Recognition for other special occasions are at the discretion of the Village Council and may be issued in the form of a certificate or letter printed on the Village Letterhead signed by the mayor.

At the request of the individual, the Certificate of Recognition may be presented by a council member. In all other instances, the requesting individual must make arrangements to obtain the Certificate of Recognition.

BIRTHDAY/ANNIVERSARY CERTIFICATE REQUEST FORM

(Please PRINT Clearly)

Date of Request: _____

☐ Birthday _____ yrs.

☐ Anniversary _____ yrs.

☐ Birth/Adoption

Do you wish to have this
placed on the Village of
Arrowwood Social Media
Platforms?

____ Yes

____ No

Name of Recipient:

Date of Birthday/Anniversary:

Celebration Date:

Requestor's Name:

Telephone Number & Email:

Other Comments:
