

**TOWNSHIP OF ARMOUR**  
**POLICY FOR COUNCIL'S RECOGNITION OF SIGNIFICANT DATES**  
July 21, 2010

**1. Purpose:**

The purpose of this policy is to provide an opportunity for Council to recognize residents of Armour Township who celebrate milestone birth dates and wedding anniversary dates.

**2. Scope:**

This policy outlines the timing and method of response to requests for recognition. Municipal staff shall administer this policy in conjunction with Council.

Unless otherwise identified, this policy applies to residents of the Municipal Corporation of the Township of Armour.

**3. Definitions:**

Council - The current term elected officials of the Municipal Corporation of the Township of Armour.

Recognition - The act of providing Council's acknowledgment of milestone dates under this policy.

**4. General Provisions:**

4.1 It is the intention of the Township of Armour that this policy be created to provide a consistent response to requests for recognition of significant milestone dates. It is understood that unforeseen situations may require action outside of the governance of this policy;

4.2 It is the intention of this policy to provide Armour Township residents with a means to receive recognition for significant milestone birth dates and anniversary dates, and to permit municipal staff the means to respond to such requests.

4.3 The Corporation of the Township of Armour provides discretionary authority to municipal staff to undertake necessary expenditures required to satisfy a request under this policy. Such expenditure(s) shall not exceed \$10.00 plus taxes and charges, per request;

- 4.4 In no circumstance will the provision of a certificate of recognition exceed the value of \$10.00 plus charges and taxes, without a resolution of council.
- 4.5 In all cases, Council shall retain discretionary power to determine recipient and expenditure for recognition on a case by case basis, by specific resolution;

## **5. Application of the Policy:**

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### **5.1 Birthday Recognition**

On request, an individual residing in Armour Township may be presented with an appropriately worded certificate signed by the Reeve. Presentation may be made by the Reeve or designate on or as close to the celebrated event as possible at an agreed upon location:

- A. Celebration of 90<sup>th</sup> birthday
- B. Celebration of 95<sup>th</sup> birthday
- C. Celebration of 100<sup>th</sup> birthday and successive birthdays.

### **5.2 Anniversary Recognition**

On request, married couples residing in Armour Township may be presented with an appropriately worded certificate signed by the Reeve. Presentation may be made by the reeve or designate on or as close to the celebrated event as possible at an agreed upon location:

- A. Celebration of 50<sup>th</sup> anniversary
- B. Celebration of 60<sup>th</sup> anniversary

### **5.3 Requests for Recognition**

All requests shall be received in writing at least 3 weeks prior to the event and shall include:

- A. Full name of recipient
- B. Type of event
- C. Date of event
- D. Presentation details including location, date and time
- E. Information on who to contact in relation to the request.

## **6. Terms and Conditions:**

This policy shall take effect and remain in effect until otherwise deemed, upon passing of resolution of Council.