

SPECIAL OCCASION RECOGNITION POLICY

Mayor Paul Pike, on behalf of the Municipal Council of St. Lawrence is pleased to issue congratulatory certificates to our residents who are celebrating a milestone birthday, an anniversary or event.

The following information is required:

- Name and contact information of the person requesting the certificate
- Full name and address of the recipient
- Address of where the certificate is to be sent, if you would pick it up in person, or have the Mayor/Designate present the certificate
- The occasion being celebrated and the date of the birthday, anniversary or the event being recognized
- The date the certificate is required

GUIDELINES FOR SPECIAL OCCASION RECOGNITION POLICY

1. The Town of St. Lawrence will recognize individual birthdays of town residents on age 80 and five year increments thereafter
2. The Town will recognize wedding anniversaries of town residents for 50 year and every five years thereafter
3. The Town will recognize service anniversaries of community and business organizations starting at their 10th anniversary and every five years thereafter
4. In special cases, the Town will be requested to provide acknowledgement of an outstanding contribution to the community by an individual or group or to simply mark a special occasion. Council shall have the discretion to whether an acknowledgement by the Town is provided
5. The Town will recognize residents of the Town of St. Lawrence who become Canadian citizens

REQUEST FOR SPECIAL OCCASION REGOGNITION

APPLICATION FORM

Please fill out this form and return it to the Town Office at least 3 weeks in advance of the special occasion. Please refer to Town Policy "Special Occasion Recognition Policy".

Name of Applicant: _____

Date of Application: _____

Please select the type of occasion

Name of Recipient(s)	_____
Address of Recipient(s)	_____
Date of Birthday or Anniversary	_____
Description of Event (if applicable)	_____

How would you like the certificate delivered?

<p><input type="radio"/> Certificate to be picked up at the Town Office. <i>Please provide contact information for the individual who is to be notified of certificate completion.</i></p> <p><input type="radio"/> Certificate is to be mailed. <i>Please provide mailing address.</i></p> <p><input type="radio"/> Request that a member of Council present the certificate. <i>Please provide the date and location of event.</i></p>
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For Office Use Only

Date form was received:	_____
Certificate Sent:	_____
Elected Official to present:	_____