

# TOWNSHIP OF RIDEAU LAKES

## ADMINISTRATION

### POLICY STATEMENT

#### **SUBJECT: CONGRATULATORY SCROLLS**

#### **SITUATION:**

The Corporation of the Township of Rideau Lakes creates Congratulatory Scrolls for Birthdays, Anniversaries and Special Messages for the Residents of the Township of Rideau Lakes and guidelines are to be set out for the production of same.

#### **POLICY:**

It shall be the policy of the Township of Rideau Lakes that the preparation of Congratulatory Scrolls will be handled in the following manner.

#### **PROCEDURE:**

1. Any information regarding the preparation of a Congratulatory Scroll will be given to the Clerk by Members of Council and/or Township residents.
2. The Congratulatory Scrolls will be prepared for the following:

**Birthdays:** 80<sup>th</sup> to 99<sup>th</sup> at five-year intervals. 100<sup>th</sup> or over will be prepared for each following birthday, if requested.

**Anniversaries:** 40<sup>th</sup> to 59<sup>th</sup> at five-year intervals. 60<sup>th</sup> and over will be prepared for each following anniversary, if requested.

**Special Messages:** Residents may receive special congratulatory messages for outstanding service to the Community or distinguished accomplishment in their field of endeavour. Organizations, private businesses, churches and other groups may also receive recognition for jubilees of fifty years or more.

**Time:** Notice is to be given to the Clerk two weeks in advance of the function.

This Policy Statement has been approved and adopted by Council under By-Law Number 2013-73 dated October 7<sup>th</sup>, 2013.