

# **TOWN OF VULCAN**

## **Policy Manual**

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-24</b>			<b>Special Occasion Certificates</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>14/07/2003</b>		
<b>From: C-8</b>		<b>To: A-24</b>	
<b>Amended</b>	<b>26/06/2017</b>	<b>17.258</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to set the criteria upon which Certificates for Special Occasions will be issued.**

#### **1. Policy**

- 1.1** The Municipal Administrator is authorized to provide a certificate for special occasions.
- 1.2** The certificate must be requested.
- 1.3** Upon request, a certificate will be issued for the following occasions:
  - (a)** Anniversary – 25<sup>th</sup> or greater
  - (b)** Birthday – 65<sup>th</sup> or greater
  - (c)** Special certificates for other occasions will be issued at the discretion of the Administrator.
- 1.4** The following information is to be supplied by the person making the request:
  - (a)** Name as it is to appear on the certificate.
  - (b)** Date of the occasion.
  - (c)** Date certificate is to be picked up at the Town of Vulcan office.

**- END OF POLICY-**