

**Title: Citation Policy**  
**Policy No: 1201**  
**Approval: Town Council**  
**Effective Date: February 8, 2006**



Supersedes Policy No:

**Policy Statement:** To provide citations in recognition of particular events or achievements to residents of the Town of Hardisty.

1. The Town will provide citations for the following purposes:
  - **Birthdays** – 75<sup>th</sup> birthdays and thereafter in 5-year increments.
  - **Wedding Anniversaries** – 50<sup>th</sup> and thereafter in 5 year increments.
  - **Retirements** – Town of Hardisty employees only.
  - **Clubs and Organizations** – Anniversaries – 25<sup>th</sup>, 50<sup>th</sup> and thereafter in 25-year increments. Recognition will be given for special achievements or recognition from a provincial, national or international body.
  - **Significant Individual Achievements** – Within the scope of provincial, national or international recognition.
2. All requests are to include the correct spelling of the recipients' name, the event and the date.
3. Request should be made at least seven (7) days in advance of the event.
4. Other significant events may be recognized at the discretion of the Chief Administrative Officer or Council if deemed appropriate.
5. Individuals/Groups/Clubs/Organizations are responsible for notifying the Town of specific events.
6. Congratulatory messages are also available, upon request directly to government agency from following individuals:

<u>Category</u>	<u>Birthday</u>	<u>Anniversary</u>
Queen	100 <sup>th</sup> (proof required)	60 <sup>th</sup> (proof required)
Governor General	90+	50+
Prime Minister	75+	25+
Lieutenant Governor	90+	50+
Premier	75+	25+
MLA	75+	25+