



<b>Policy No.: G-09</b>	<b>Section: General</b>	<b>Page #1 of 3</b>
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<b>Title:</b>	<b>Birthdays and Anniversaries</b>
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<b>Legislation Reference:</b>	<b>Municipal Government Act</b>
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**Purpose:** To set guidelines and standards for presenting gifts of recognition on behalf of the Town of Smoky Lake to residents of the Town who are celebrating birthdays, anniversaries, and other special occasions as they arise.

**Statement**

The Town of Smoky Lake will recognize local residents who are celebrating birthdays and anniversaries by presenting the resident with a gift or special acknowledgement upon approval by a member of Council or the Chief Administrative Officer (CAO). Written requests for gifts of recognition may be submitted by members of the public, Council, or the CAO.

**Scope**

This Policy applies to all elected officials and administration responsible for coordinating the gift giving.

**Standards**

**1.0 Birthdays**

Upon written request, birthday greetings and gifts of recognition may be sent to Town residents from the mayor. Birthday greetings may be sent as a congratulatory note or printed scroll to acknowledge birthdays of residents eighty (80) years and older.

Birthday greetings may be presented for other birthdays longer than 80, in five-year increments, thereafter, provided if the recipient has not already received a gift for a previous birthday, meaning, only one birthday gift will be presented to the same recipient, and scrolls/certificates may be presented in five-year increments.

Birthday gifts include framed scrolls/certificates, flower arrangements, and Town promotional items, purchased at a reasonable price at the discretion of administration staff.

## 2.0 Wedding Anniversaries

Upon written request, wedding anniversary gift may be presented to:

- 50<sup>th</sup> Anniversary couples currently residing in the Town of Smoky Lake.
- 50<sup>th</sup> Anniversary couples who do not currently reside in the Town of Smoky Lake but have lived in the Town for majority of their married years and have lived in the Town or Smoky Lake Region within the last two (2) years.

A Wedding Anniversary gift may be presented for other anniversaries longer than 50 years, in five-year increments, thereafter, provided if the recipients have not received a gift for a previous anniversary. If the recipients have already received a gift for a previous anniversary, they will receive a congratulatory note from the mayor, meaning, only one wedding anniversary gift will be presented to the same recipients.

Wedding Anniversary gifts include plaques, flower arrangements, and Town promotional items, purchased at a reasonable price at the discretion of administration staff.

## 3.0 Special Occasions

Special Occasions include Anniversaries or Significant Milestones for Service Organizations, Community Organizations, Clubs, Religious Organizations, and their affiliates (i.e., Parish Halls or Societies), and School Reunion Events, and may be presented to special guests or ratepayers for the said special occasion.

Upon written request, gifts for Special Occasions include framed scrolls/certificates and Town promotional items, purchased at a reasonable price at the discretion of administration staff.

	DATE	RESOLUTION NUMBER
Approved	01/12/1998	417/98
Amended	March 1, 2022	167-2022
Amended		

Original Signed

Original Signed

**Amy Cherniwchan**  
Mayor

**Adam Kozakiewicz**  
Chief Administrative Officer



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## Request for Birthday/Anniversary Recognition

Please fill out this form under the guidelines of this Policy and submit to the Town Office at least four (4) weeks in advance of the special occasion.

<b>Person Making Application:</b> Name: _____ Address: _____ Phone Number: _____ Cell Phone: _____
<b>Type of Occasion:</b> <input type="checkbox"/> Resident Milestone Birthday <input type="checkbox"/> This resident has received a Birthday Gift from the Town previously <input type="checkbox"/> Residents Wedding Anniversary <input type="checkbox"/> These residents have received a Wedding Anniversary Gift from the Town previously <input type="checkbox"/> Special Occasion (please specify): _____
<b>Recipient Information:</b> Name of Recipient(s): _____ Birthday Age/Anniversary Years: _____ Phone Number: _____ Address: _____ Date of Occasion: _____
<b>Preferred Method of Delivery:</b> <input type="checkbox"/> Picked up from Town Office: Date: _____ Name: _____ <input type="checkbox"/> Request Mayor & Council to present on behalf of the Town of Smoky Lake: Date: _____ Location: _____ <input type="checkbox"/> Mailed: Address: _____  _____ (Applicant Signature) Date: _____

### OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Date Mailed (if applicable): \_\_\_\_\_  
Received By: \_\_\_\_\_ Elected Official to Present: \_\_\_\_\_