

## VILLAGE OF ANDREW

Policy Number: 2018-11-05

Date of Issue: November 28 2018

Policy Subject: **PLAQUES AND CERTIFICATES COMMEMORATING  
WEDDING ANNIVERSARIES AND BIRTHDAYS**

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### **POLICY STATEMENT:**

The purpose of this policy is to establish guidelines on what occasions the Village of Andrew will provide plaques and certificates for milestone events.

### **PROCEDURES:**

#### **Plaques:**

The Village of Andrew will provide a Village Plaque which bears the names of all elected officials, and Chief Administrative Officer to Village Residents (on request) in recognition of their 25<sup>th</sup>, 50<sup>th</sup>, 60<sup>th</sup>, 70<sup>th</sup>, and 75<sup>th</sup> Wedding Anniversary. Plaques requested in recognition of a 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, and 45<sup>th</sup> Wedding Anniversary may be provided for sentimental reasons at the discretion of the Chief Administrative Officer or his/her designate.

The Village of Andrew will provide a Village Plaque which bears the names of all elected officials, and Chief Administrative Officer to Village Residents (on request) in recognition of a 100<sup>th</sup> Birthday.

#### **Certificates:**

The Village of Andrew will provide a Certificate to Village Residents in recognition of their milestone Wedding Anniversary, and in recognition of a Birthday on request. Frames will be provided only for special Village Council presentation purposes.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER