	<b>R.M. OF WALLACE-WOODWORTH</b>	
	<b>GENERAL</b>	
	<b>Congratulatory Message Policy</b>	DATE: September 26, 2017  APPROVED by: Resolution No. 17/485  Revision Date: September 2019  PAGE: 1

**PURPOSE**

The Rural Municipality of Wallace-Woodworth is committed to recognizing individuals, teams, organizations, and/or businesses for various achievements throughout the year.

The *Congratulatory Message Policy* outlines the guidelines and process by which the Municipality will recognize these achievements in a consistent and equitable manner across the Municipality.

**POLICY**

The Rural Municipality of Wallace-Woodworth will recognize achievements within the Municipality, as requested, by presenting a framed certificate, to be signed and sealed by the Reeve (*or an alternate member of Council where the Reeve is not available*) of the R.M. of Wallace-Woodworth.

Certificates may then be presented by the Reeve or an alternate Councillor, to the individual, team, organization and/or business, as determined by the individual situation, request, and availability of Council to make the presentation for the same.

**Birthday Greetings:**


Requests will be accepted for those R.M. of Wallace-Woodworth residents who are celebrating their 75<sup>th</sup> birthday (*and at 5 year intervals thereafter*).

**Wedding Anniversaries:**

Requests will be accepted for those R.M. of Wallace-Woodworth residents who are celebrating their 25<sup>th</sup>, 40<sup>th</sup> 50<sup>th</sup> or 60<sup>th</sup> wedding anniversary.

**Special Greetings:**

Requests will be accepted for those R.M. of Wallace-Woodworth residents who have achieved something out of the ordinary, and for which it is determined they should be recognized. All special message requests must be accompanied by a short history. Special messages can also be requested for business or community groups celebrating special anniversaries or special milestones.

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**PROCEDURES**

A message can be requested by anyone on behalf of a resident of the R.M. of Wallace-Woodworth.

Requests for *Congratulatory Messages* will be extended by completing and submitting the *Congratulatory Message Request Form* made available to the public on the Municipal website ([www.wallace-woodworth.com](http://www.wallace-woodworth.com)) ; or also available at the following Municipal Offices:

- Municipal Main Office located at 154023 PR 257 at Virden, MB; or
- LUD of Elkhorn Office located at 12 Richhill Avenue West in Elkhorn, MB; or
- LUD of Kenton Office located at 220 Cornwall Street in Kenton, MB.

All Requests should be made a minimum of three weeks prior to the event, wherever possible.

**Congratulatory Messages**

1. Council are to provide for the *Congratulatory Message Program* expenses within their annual Financial Plan.
2. Administration are to process each request in a timely manner, as soon as possible after each request is received.
3. Administration are to coordinate all presentations of *Congratulatory Messages* with the Reeve or an alternate available Councillor, wherever possible.



**RURAL MUNICIPALITY OF WALLACE-WOODWORTH  
CONGRATULATORY MESSAGE REQUEST FORM**

I, wish to request the Council of the Rural Municipality of Wallace-Woodworth recognize the following individual(s), team, organization, and/or business located within the Municipality for the following achievement:

\_\_\_\_\_

- Birthday Greetings - *(please circle the # of years)* – 75, 80, 85, 90, 95, 100
- Wedding Anniversary - *(please circle the # of years)* – 25, 40, 50, 60
- Other Special Greetings *(please describe)* \_\_\_\_\_

*\* In the case of a Special Greeting, please provide a short history to accompany this request:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should the applicant wish to request that a Council representative attend an event being held in the community for the recipient, for the purpose of making a presentation of the framed Congratulatory Message, please indicate below the date and time of the event along with any pertinent information concerning the same.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone