

## TOWN OF VULCAN

**TITLE:** Special Occasion Certificates

**POLICY NUMBER:** C -8

**ADOPTED BY:** Town of Vulcan Council

**SUPERSEDES  
POLICY NUMBER:**

**DATE ADOPTED:** JULY 14, 2003

**AMENDED:**

**SUPERSEDED BY  
POLICY NUMBER:**

**PURPOSE:** The purpose of this policy is to set the criteria upon which Certificates for Special Occasions will be issued.

**CRITERIA:**

1. The certificate must be requested.
2. Upon request, a certificate will be issued for the following occasions:
  - Anniversary - 25<sup>th</sup> or greater
  - Birthday - 65<sup>th</sup> or greater
  - Special certificates for other occasions will be issued at the discretion of the Administrator
3. The following information is to be supplied by the person making the request:
  - Name as it is to appear on the certificate.
  - Date of the occasion.
  - Date certificate is to be picked up at the Town of Vulcan office.

July 14, 2003