



Policy for the Issuing of Greeting Cards

Overview:

In order to provide Administration authority to send out greeting cards.

Card Policy:

The following rules and procedures will apply for **Birthday** Cards:

1. At the request of a member of Council or ratepayer/resident to Administration a Birthday card will be issued to any person at the age of 80 years or over whom is a ratepayer/resident of the Rural Municipality of Whitemouth.
2. The card is to be signed "On behalf of the Council, Staff and Ratepayers of the Rural Municipality of Whitemouth".
3. The card is to be sent by regular mail through Canada Post

The following rules and procedures will apply for **Sympathy** Cards:

1. At the request of a member of Council or ratepayer/resident to Administration a Sympathy Card will be issued to any family whom has lost a present or past member of a Manitoba Municipality;
2. The card is to be signed "On behalf of the Council, Staff and Ratepayers of the Rural Municipality of Whitemouth".
3. The card is to be sent by regular mail through Canada Post.

The following rules and procedures will apply for **Anniversary** Cards:

1. At the request of a member of Council or ratepayer/resident to Administration an Anniversary Card will be issued to any couple who is celebrating their 50th or over Anniversary and whom are ratepayers/residents of the Rural Municipality of Whitemouth.

2. The cards is to be signed "On behalf of the Council, Staff and Ratepayers of the Rural Municipality of Whitemouth.
3. The card is to be sent by regular mail through Canada Post.

Accepted as Policy on July 27, 2016, by Resolution No. 238/16