

Policy Title	Effective Date	Updated to	Policy Number
Congratulations and Condolences Policy	November 22, 201		1.1.18

Purpose:

The purpose of this policy is to provide the Mayor, Council, management and staff with a consistent practice to follow regarding the sending of flowers, gifts or donation in lieu, using public funds, for the following occasions:

Policy:

1. Condolence

- a) Flowers or an equivalent gift (or donation in lieu) will be sent to employees and members of Council upon the death of an immediate family member.

Immediate family member is as defined below:

Spouse, Common-Law Spouse, Father, Mother, Step-Parent, Sibling, Child, Step-Child, Grandchild or Great-Grandchild.

- b) In the event of the death of a retired employee or Council member, flowers or an equivalent gift or donation in lieu will be sent to the family of the deceased.

2. Significant Event

A card will be sent to an employee or member of Council experiencing a significant life event. Significant events may include the following:

- a) Birth or adoption of a child;
- b) Marriage of an employee or Council member.

3. Amount allocated

A spending limit of up to \$75.00 (plus applicable tax and delivery charge).

4. Delegation of responsibility

The information required to be provided to Administration to prompt the Condolence and Congratulations Policy will include:

- a) A description of the event, including the employee's or Council member's name;
- b) Relationship to the employee or Council member;


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c) The approximate date and time for delivery of the flowers/gift;

Administration will arrange the purchase of the flowers/gifts and advise Council of the event.



Mayor



Chief Administrative Officer