

## Rural Municipality of Corman Park No. 344 Policy

Policy # HR- 024

### Policy Title: Condolence and Congratulations Policy

**Policy Objective:**

To provide direction to administration with a consistent practice to follow regarding the sending of flowers or gifts, using public funds, for condolence and congratulations.

**Authority: (Bylaw#, Resolution date/#)**

Resolution #58, July 16, 2018 Council Meeting

**Policy:**

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

**Condolence**

a) Flowers or an equivalent gift (or donation in lieu) will be sent to employees, Reeve and members of Council upon the death of an immediate family member. The definition of an immediate family member is as defined below:

Spouse, Common-Law Spouse, Father, Mother, Step Parent, 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.

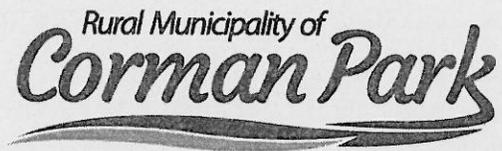
**Significant Event**

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

- a) Birth or adoption of a child;
- c) Marriage of a staff member.

**Amount allocated**

The spending limit would be up to \$75.00 (plus applicable tax and delivery charge)



**Delegation of responsibility**

Reeve and/or Administration will advise Council via email or phone call of the request to activate this policy. The information required to be provided by Administration to prompt the Condolence and Congratulations Policy will include:

- a) A description of the event, including the employee's name;
- b) The approximate date and time for delivery of the flowers/gift;

Administration will arrange the purchase of the flowers/gifts.

Administration will advise Council of the event and the activation of the policy.