



Condolences Policy 10-11 Amended July 2024

Purpose

1. The purpose of this policy is to give direction to staff regarding when and to whom the Municipality wishes to automatically send condolences.

Definitions

2. In this Policy:

“Employee” means a person employed by the Municipality of Cumberland.

“Immediate Family” means a parent, spouse, partner, son, daughter, or a family member who resides at the employee’s primary household.

“Member of Council” means a person elected to Municipal Council.

“Committee Member” means any person currently appointed to a Committee of Council.

Policy

3. The CAO shall appoint a staff position to be responsible for sending condolences and shall inform Council and staff which position has been appointed and when that appointment is changed.
4. Upon learning of the death of a current member of Council, current committee member, current employee, or member of their immediate family, or the death of a past member of Council, the Municipality may send flowers in the amount not to exceed \$100 plus applicable taxes and delivery charges. If the family has requested “no flowers”, arrangements will be made for an equivalent donation to a charitable organization. An appropriate card shall also be the accepted means of expression of sympathy to the family.
5. In the event of the hospitalization of a current member of Council, current employee or current committee member, the Municipality may send flowers or a fruit basket, or similar item, along with an appropriate card in the amount generally not to exceed \$75 plus applicable taxes and delivery charges.

Effective Date

6. This policy is in effect upon adoption and repeals all previous versions of the Condolences Policy.

Clerks Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): May 19, 2010

Date of Passage of Policy: June 9, 2010

Date of Notice to Council of Intent to Consider the amended Policy: June 26, 2024

Date of Passage of Amended Policy: July 24, 2024

I hereby certify that this Condolences Policy was adopted as indicated above.

Amanda Kinnear

Clerk

July 25, 2024

Date