



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
ADMINISTRATION

POLICY NUMBER: AD 05

POLICY TITLE: BEREAVEMENT / ILLNESS RECOGNITION

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Date Adopted by Council / Motion Number:

09.12.661

PURPOSE:

To show sympathy on behalf of the M.D. to an individual, family or relative of an Employee, Councillor, former Councillor, Board Member, who has experienced a loss or suffering.

POLICY:

The M.D. will provide a floral arrangement or other expression of empathy:

- 1.0 Recognition to a maximum of \$100.00 (plus G.S.T. and delivery) shall be given in the event of a serious illness or bereavement of a Councillor, former Councillor, Board Member, an Employee, or a member of their immediate family as defined in the Personnel Policy.
- 2.0 Council may provide posthumous recognition of past contributions and community involvement of the deceased by establishing or contributing to a memorial.
- 3.0 The C.A.O, the C.A.O. Executive Assistant, or the Manager of Human Resources, may on behalf of Council, authorize the purchase of a floral arrangement to a maximum of \$100.00 (plus G.S.T. and delivery) to other individuals associated with the M.D.
- 4.0 The C.A.O, the C.A.O. Executive Assistant, or the Manager of Human Resources, shall also be authorized to send floral arrangements/expression of compassion to Councillors, Board Members, Employees or their spouses or dependent children in the event of illness or hospitalization.

(Original signed copy on file)

REEVE

C.A.O.