

Title: Bereavement/Illness Recognition

Policy No: 2017

Effective Date: April 26, 2022

Motion Number: 22.04.225

Supersedes Policy No: AD 05

Review Date: April, 2025



Purpose: To show sympathy on behalf of the Greenview to an individual, family or relative of an Employee, Councillor, former Councillor, who has experienced a loss or suffering.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No 16.
- 1.2. **Employee** is a person currently employed by Greenview, in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No 16.
- 1.4. **Immediate Family** is defined as father, or stepfather, mother or stepmother foster parent, grandmother, grandfather, grandchild, brother, sister, spouse, common law spouse, child, ward of the Employee who is a resident of the Employee's household, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or a relative who permanently resides in the Employee's household or with whom the Employee permanently resides. As defined in the Greenview Staff Agreement.

2. POLICY STATEMENT

- 2.1. Greenview will provide a floral arrangement or other expression of empathy.

3. PROCEDURE

- 3.1. Recognition to a maximum of \$100.00 (plus GST and delivery) shall be given in the event of a serious illness or bereavement of a Councillor, former Councillor, an Employee, or a member of their immediate family.
- 3.2. Council may provide posthumous recognition of past contributions and community involvement of the deceased by establishing or contributing to a memorial.
- 3.3. The CAO, the CAO 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 GST and delivery) to other individuals associated with Greenview.
- 3.4. The CAO, the CAO Executive Assistant, or Manager of Human Resources, shall also be authorized to send floral arrangements/expression of compassion to Councillors, Employees or their spouses or dependent children in the even of illness or hospitalization.