

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	POLICY FOR EXPRESSION OF SYMPATHY			
TYPE:	ADMINISTRATION	POLICY NO. ADM-08-01		
DATE: March 6, 2019	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	# OF PAGES: 1

Purpose:

The Purpose of this policy is to provide procedures and rules for the Township to send expression of sympathy for the death of a family member of staff or council.

Guidance:

Administrative Staff will send an expression of sympathy on behalf of the Township of South Algonquin when notified of the death of an employee/council member or their immediate family member.

The sympathy expression may include a donation to charity or flowers in the amount of \$50. For the purposes of this policy, an immediate family member is defined as a spouse or partner, son or daughter (including stepchildren), parent or parent in-law.

A sympathy expression as outlined above will also be sent to the family when a former Township of South Algonquin member of council passes away.

Administrative staff should be notified as soon as possible when a death has occurred. Please let us know the name of the deceased and if there will be an obituary. Depending on the wishes of the family, we will either send flowers to the funeral home (or the employee/councillor's home address) or make a donation in memory of the deceased to the family's charity of choice. The choice of how the condolence card will read will be determined by administrative staff.

Such as: "From your colleagues at Township of South Algonquin."