

<b>SECTION:</b> Administration		<b>POLICY #:</b> ADM-007
<b>Date Approved:</b> October 3, 2011		<b>Sympathy Expressions Policy</b>
<b>Revision Date:</b>	<b>Review Date:</b>	
<b>Authority:</b> Report DCS-27-11		

## **COVERAGE**

All Town Departments, Employees and Council Members

## **PURPOSE**

This policy is designed as a discretionary guideline when sympathy of expressions by the Corporation of the Town of Hanover is acknowledged.

## **AUTHORITY**

Upon notification of the death of an eligible person, the Corporation will ensure that the proper expression of sympathy is relayed in accordance with this policy.

## **POLICY**

### **1. SYMPATHY EXPRESSIONS FOR STAFF, CURRENT MAYOR/COUNCIL MEMBERS AND PAST MAYORS**

The Corporation acknowledges and sends an expression of sympathy for Corporation employees, current Mayor/Council members and past Mayors, by sending a floral tribute or equivalent or donation-in-lieu with a card to read "From Council and Staff, Town of Hanover" as well as for his/her:

- Spouse (including common-law)
- Sister
- Brother
- Parent
- Child
- Grandchild

### **2. SYMPATHY EXPRESSIONS FOR PUBLIC COMMITTEE MEMBERS**

The Corporation acknowledges and sends an expression of sympathy for members representing the public on the Corporation's Committees, by sending a floral tribute or equivalent or donation-in-lieu with a card to read "From Council and Staff, Town of Hanover" as well as for his/her:

- Spouse (including common-law)
- Child

### **3. SYMPATHY EXPRESSIONS FOR PAST MEMBERS OF COUNCIL AND STAFF**

The Corporation acknowledges and sends an expression of sympathy for former members of Council and Staff by sending a floral tribute or equivalent or donation-in-lieu with a card to read "From Council and Staff, Town of Hanover".

### **4. RESPONSIBILITY FOR ORDERING THE CORPORATE SYMPATHY EXPRESSIONS**

The responsibility of ordering corporate arrangements or donations shall be that of the Deputy-Clerk/Administrative Assistant on communication from the respective Department Head, CAO or Mayor.

### **5. EXCEPTIONS**

The Chief Administrative Officer/Clerk in consultation with the Mayor has the discretion to determine floral tributes and other appropriate expressions of sympathy on behalf of the Corporation with respect to exceptions to this policy.