



Rural Municipality of GRAHAMDALE

www.Grahamdale.ca

23 Government Road, P. O. Box 160, Moosehorn, Manitoba, R0C 2E0

Title: Sympathy & Condolences

POLICY NO. 33/2023

RESOLUTION NO. 2023-202

YEAR: 2023

Purpose:

The purpose of this policy is to provide consistent direction regarding the sending of flowers, gifts, or donations for the significant events of death or illness.

The Policy shall clearly describe Council's position, the cost from Municipal funds, the amount of expense acceptable, the scope of who the policy applies to and the relationship to the deceased or ill person.

The policy recognises a balance between use of public funds with the importance of Council and employee relations, health, and compassion.

Definitions:

1. CAO means the Chief Administrative Officer who is employed or contracted by the RM of Grahamdale.
2. Employee is a person employed by the RM of Grahamdale.
3. Volunteer Firefighter is an individual who is on call for the prevention or suppression of fires and who is directly engaged in the hazards of firefighting within the RM of Grahamdale on a volunteer or paid on-call basis.
4. Council Member means an elected official who has been elected in the most recent Municipal election.
5. Elected Official means a provincial Member of Legislative Assembly (MLA), federal Member of Parliament (MP) or a Municipally elected member.
6. Former Council Member means an elected official who has retired or has not been re-elected from the most recent municipal election within the RM of Grahamdale.

Policy:

In the event of a death, or an extended illness or hospitalization, of any of the following individuals or their immediate family member, the Municipality may make an expression of sympathy to the Reeve, Councillor, CAO, Municipal Employee, Volunteer Fire Fighter, and/or their families.

Only current Reeve, Councillors, CAO, Municipal Employees, and Volunteer Firefighters will be covered by this policy. The policy shall not apply to contractors, past employees or former Council Members.

Gift or Expression:

Administration will send, to the funeral home or home address, of those listed above, an expression of sympathy on behalf of the Municipality when notified of the death of the individual or their immediate family member. An expression of sympathy may take the form of flowers, a fruit/gift basket, or a donation if requested by the family.

In the case of the individual or their immediate family member being hospitalized for, serious illness, incident, and/or accident, administration will send flowers, or a fruit/gift basket, to the hospital or home address of the individual affected.

Spending Limit or Amount:

The spending limits for the gift shall not exceed \$100 in the case of a death (not including applicable tax and delivery), and shall not exceed \$50 in the case of a hospitalization (not including applicable tax and delivery).

Immediate Family Member includes:

- a. Spouse or partner;
- b. Mother or mother-in-law (including spouse or partner's);
- c. Father or father-in-law (including spouse or partner's);
- d. Son or son-in-law (including spouse or partner's);
- e. Daughter or daughter-in-law (including spouse or partner's);
- f. Grandchild (including spouse or partner's);
- g. Brother or brother-in-law (including spouse or partner's);
- h. Sister or sister-in-law (including spouse or partner's);
- i. Grandparents (including spouse or partner's).

