
Municipality of Cumberland Policy 10-11

Condolences Policy

1. The purpose of this policy is to give direction to staff regarding when and to whom the Municipality wishes to automatically send condolences.
2. In this Policy:
 - a) “condolences” means a sympathy card (on-line condolences where appropriate) unless Council or the CAO directs otherwise; and
 - b) “immediate family” means spouse, parent, child, grandchild, brother or sister.
3. The CAO shall appoint a staff position to be responsible to send condolences and shall inform Council and staff which position has been appointed and when that appointment is changed.
4. The staff position responsible for condolences is only responsible to send condolences when they are aware of circumstances addressed by this Policy. The staff position is not responsible to actively seek out or research such circumstances.
5. When a person in the immediate family of a current Councillor or employee of the Municipality passes away the Municipality will send condolences.
6. When a current Councillor or employee of the Municipality passes away the Municipality will send condolences to that person’s spouse and children, and will send flowers of a value not to exceed \$100 or a charitable donation in the amount of \$100 in memory of the deceased.
7. When a former Councillor of the Municipality passes away the Municipality will send condolences to the former Councillor’s family.
8. When current member of other municipalities’ Councils in Nova Scotia passes away the Municipality will send condolences to the immediate family in care of the funeral home and to the municipality.
9. In addition, Council may direct that condolences be sent to persons under circumstances not covered by this Policy.

Clerk’s Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): May 19, 2010

Date of Passage of Current Policy: June 9, 2010

I certify that this Policy was adopted by Council as indicated above.

Clerk

Date