

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 18-582

Being a by-law to adopt a Policy for Expression of Sympathy on behalf of the Township of South Algonquin, Policy for Expression of Sympathy ADM-08-00

WHEREAS Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it considers appropriate and to enhance the Township's ability to respond to municipal issues;

WHEREAS Municipal Council deems it important for expression of sympathy on behalf of the township to be done in a standard manner when required.

NOW THEREFORE the Council of the Corporation of the Township of South Algonquin enacts as follows:

1. The Policy for Expression of Sympathy attached hereto as Schedule "A" and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.

READ A FIRST AND SECOND TIME this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	POLICY FOR EXPRESSION OF SYMPATHY			
TYPE:	ADMINISTRATION		POLICY NO. ADM-08-00	
DATE: September 25, 2018	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).

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."