	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Department:	GOV-1014 Condolence and Congratulations Policy April 8, 2024 Legislative Services
Revisions:	

Policy Statement:

When Town of Vegreville employees face joyful, sorrowful, or special occasions in their lives, the occasion will be recognized in an appropriate manner to express the support of the municipality. Upon notification of a bereavement, birth, marriage, or retirement of a Town of Vegreville employee, administration will send the appropriate token on behalf of the organization.

1.0 Reason for Policy

- 1.1 To provide direction to administration with a consistent practice to follow regarding the sending of flowers or donations, using public funds, for condolences and congratulations.

2.0 Related Information

- 2.1 Town of Vegreville Policy GOV-1013 *Civic Recognition on the Death of a Current or Former Member of Council.*

3.0 Definitions

- 3.1 **Immediate Family Member** as defined in the HR-4001 Employee Policy Manual is:

- Parent (biological, adoptive, step or in-law)
- Spouse/Partner (including common law)
- Child (biological, adoptive, step or in-law)
- Sibling (biological, step or in-law)
- Grandparent (biological, step or in-law)
- Grandchild (biological, step or in-law)

- 3.2 **Retired Employee** is an employee who has retired from the Town of Vegreville is and drawing their LAPP pension.

4.0 Condolence

- 4.1 Flowers or donation in lieu will be sent to elected officials and employees upon the death of an Immediate Family Member.
- 4.2 In the event of the death of an employee or retired employee flowers will be sent to the family of the deceased. If a donation in lieu is specified, the donation will be made to the charity of choice listed in the obituary.
- 4.3 In the event of the death of an elected official, administration will defer to Town of Vegreville Policy GOV-1013 *Civic Recognition on the Death of a Current or Former Member of Council*.

5.0 Congratulations

- 5.1 A card will be sent to an elected official or employee experiencing a significant life event. Significant events may include:
 - 5.1.1 Birth or adoption of a child
 - 5.1.2 Marriage of staff member
 - 5.1.3 Retirement of staff member

6.0 Amount Allocated

- 6.1 Flowers or donation in lieu is not to exceed \$75.00.
- 6.2 Town Council may, at its discretion, increase the amount spent and/or decide on a different form of recognition for special circumstances.

7.0 Responsibilities

7.1 Town Council to:

- 7.1.1 Approve by resolution this policy and any amendments.
- 7.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

7.2 Chief Administrative Officer to:

- 7.2.1 Implement this policy and approve procedures.
- 7.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

7.3 Director/Manager of the Department to:

- 7.3.1 Ensure implementation of this policy and procedure.
- 7.3.2 Ensure that this policy and procedure is reviewed every three years.
- 7.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 7.3.4 Understand, and adhere to this policy and procedure.
- 7.3.5 Ensure employees are aware of this policy and procedure.


7.4 All Employees to:

- 7.4.1 Understand and adhere to this policy and procedure.

8.0 End of Policy



Mayor Tim MacPhee



Sandra Ling, CAO