



MUNICIPALITY OF THE DISTRICT OF SHELburne
Policy Statement

FUNERAL POLICY

1. PURPOSE

1.1 The purpose of this policy is to outline the protocol to be followed in the event of the death of a current staff member or council member or an immediate relative of a staff member or council member.

2. RESPONSIBLE STAFF PERSON

2.1 The Executive Assistant to the Chief Administrative Officer (CAO) shall be the staff person appointed as contact and communicator for funeral information and shall be the person contacted to give official notification of a death pursuant to Section 1.1.

2.2 The Executive Assistant shall perform the following duties:

- a. After receiving a report (all particulars), consult with the CAO on office arrangements.
- b. Notify all staff and councillors of the event via email or telephone call. This message shall contain information regarding visitation and funeral arrangements and what, if any, office arrangements will be made.
- c. Notify the funeral home of the number of staff and/or councillors attending the funeral so that an area may be reserved.
- d. Send a condolence card to the staff member or council member's family on behalf of the Municipality of the District of Shelburne.

3. OFFICE CLOSURE & OTHER ARRANGEMENTS

3.1 In the event of the death of a current staff member or council member, the following shall take place:

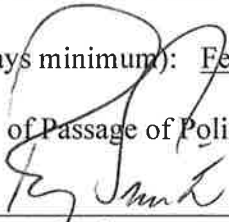
- a. All Municipal Offices shall be closed except necessary and emergency services for half a day to permit those who wish to attend the service.
- b. Notice of closure and the reason for such closure shall be posted on the Municipality's office doors, as well as the Municipal website and relevant social media.
- c. Flags shall be lowered to half mast on the day of the funeral or service.
- d. Subject to the wishes of the family, flowers shall be sent or a donation of fifty (\$50.00) dollars shall be given to a requested charity.

4. COLLECTIVE AGREEMENT PROVISIONS

4.1 Relevant provisions outlined in the Collective Agreement which may be in effect between the Municipality of the District of Shelburne and the International Brotherhood of Electrical Workers, Local 1928 shall form part of this policy.

5. EXCEPTIONS TO POLICY

5.1 All exceptions to this policy shall be approved by the CAO or designate.

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider	
(7 days minimum):	<u>February 10, 2014</u>
Date of Passage of Policy: <u>February, 24, 2014</u>	
 _____ Clerk	<u>February 28, 2014</u> Date