

## Condolences

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**Date of Approval by Council:** 01/28/88; 05/27/92;  
08/24/99

**Resolution No:** C-7/88; C-59/90;  
C-73/92; 552/99

**Lead Role:** Chief Commissioner

**Replaces:** 40-44-013

**Last Review Date:** November 30, 2006

**Next Review Date:** 11/2009

**Administrative Responsibility:** Human Resources

### Policy Statement

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County Council expects elected officials and department heads to advise Human Resources of the death of employees, former employees, elected officials and former elected officials as well as other significant relatives of employees and elected officials.

### Procedures

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1. Human Resources shall notify, as soon as possible, the Mayor and Employee Assistance staff regarding the deaths as identified above.
2. In the event of the death of a significant relative of an employee or elected official, Human Resources shall send a sympathy card signed by the Mayor to the employee or elected official.
3. In the event of the death of a former employee or former elected official, Human Resources shall send a sympathy card signed by the Mayor to the family.
4. In the event of the death of an employee or councillor, Council shall send flowers and/or other appropriate acknowledgement as well as a card to the family, and the Mayor or designate will attend the funeral, where appropriate.