

Policy Number:	Bereavement Contribution Policy 02/99
Coverage:	Village of Belledune
Council Approval:	<u>99 / 03 / 09</u> Y M D
Effective Date:	<u>99 / 03 / 09</u> Y M D

## BEREAVEMENT CONTRIBUTION POLICY

### Policy

It is the policy of the Municipality of Belledune to establish and maintain an orderly system for the administration and control of various forms of bereavement contributions by the municipality.

### 1.0 Specific Objectives

1.1 The objectives of this policy are to:

- a. ensure that the municipality of Belledune extend respect to citizens of Belledune during a time of mourning by way of a bereavement contribution
- b. ensure uniform standards and procedures respecting the provision and administration of bereavement contributions by the municipality
- c. provide administration with guidelines and standards for bereavement contributions from the municipality.

### 2.0 Responsibilities

2.1 The Council will:

- a. review, amend, and adopt changes to the *Bereavement Contribution Policy* as considered appropriate

2.2 The administrative staff (CAO, Clerk Treasurer, Administrative Assistant) will:

- a. provide for the administration of the procedures outlined in the *Bereavement Contribution Policy*

2.3 The Council and/or administrative staff and/or municipal employees will:

- a. notify administration of any death they are aware of, which is specified in section 3.1 of this policy.


### 3.0 Procedures

3.1 Upon notification of a death the administrative staff will follow the following procedures of the *Bereavement Contribution Policy*:

- a. When there is a death of an existing or past council member or municipal employee the municipality will make a contribution of a \$50 flower arrangement and a \$50 donation to their Religious Parish or an alternate specified organization (ie: foundation, society, etc.)
- b. When there is a death of an immediate family member of the existing council or municipal employee the municipality will make a contribution of a \$50 flower arrangement and a \$50 donation to their Religious Parish or an alternate specified organization (i.e.: foundation, society, etc.)
- c. When there is a death of any other resident within the municipal boundaries of Belledune the municipality will make a contribution of either a \$50 flower arrangement or a \$50 donation to their Religious Parish or an alternate specified organization (i.e.: foundation, society, etc.)
- d. When there is a death under other circumstances not mention above, upon council approval, administration may be notified to make a bereavement contribution of either a \$50 flower arrangement or a \$50 donation to their Religious Parish or an alternate specified organization (i.e.: foundation, society, etc.)

*Note: Immediate family includes: father, mother, spouse (including common law), brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-son, step-daughter, step-brother, step-sister, half-sister, and half-brother, grandfather, grandmother, grandson, and granddaughter.*

Adopted this 9<sup>th</sup> day of March 1999

  
\_\_\_\_\_  
Clerk/Treasurer

  
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Mayor