

The Corporation of the City of Stratford

Policy Manual

Policy Number: A.1.9
Policy Section: A.1 Expressions of Sympathy
Department: CAO's Office

Date Adopted: August 18, 1997
Date Amended: *(to be inserted if approved)*
Scheduled for Review: June 2030
Date of Last Review:
Policy Type: Council-adopted Policy

Expression of Sympathy

Policy Statement: The City recognizes that former elected officials and staff make meaningful contributions to the Corporation, and expressions of sympathy is one way to mourn and recognize the impacts they have had.

Purpose:

The purpose of this policy is to set out consistent methods for expressing sympathy on behalf of Stratford City Council. Through this policy the City of Stratford will endeavour to provide a donation as requested or as outlined in the obituary or the family's wishes in the amount of \$100.00.

Scope:

Upon notification of the death of an eligible individual, as received from a City department, the Mayor's Office will ensure that an expression of sympathy is relayed in accordance with this policy on behalf of Stratford City Council. The Mayor's Office will communicate this action with City Council and the Director of the department. Should a Director wish to offer a different expression of sympathy than a donation (i.e. flowers in

the amount not to exceed \$100), the Director shall consult with the Mayor's Office for the purchase and identification of appropriate expense GL code.

This policy applies:

- a) Upon the death of:
 - a. A current Member of Council
 - b. A former Member of Council
 - c. A current City of Stratford employee
 - d. A retired City of Stratford employee
 - e. The immediate family (parent, spouse or child) of a current employee
 - f. The immediate family (parent, spouse or child) of a current Member of Council

or

- b) Upon a death of a significant community member where the Mayor, CAO or Council would like to express a shared mourning.

Definitions: A current employee includes:

- a) All staff of internal City departments reporting to the Chief Administrative Officer of the City of Stratford
 - a. Mayor & CAO's Office
 - b. Human Resources Department
 - c. Stratford Fire Department
 - d. Community Services Department
 - e. Social Services Department
 - f. Corporate Services Department
 - g. Infrastructure Services Department
 - h. Building & Planning Services Department
 - i. Any other unionized, staff or administrative employee including part time, casual and students

Procedure:

When a department would like to offer an expression of sympathy on behalf of Stratford City Council, but the policy (Section A) does not allow for a donation, the Mayor's Office will endeavour to send a card or letter.

Similarly, in the case of immediate family members (parent, spouse or child) of retired employees and previous members of Council, the Mayor's Office will send a card or letter.

If it is determined by the Mayor or CAO, that a public statement is required, the Corporate Communications Specialist will coordinate with the Mayor and CAO's office any expressions of sympathy or commemorative services the City is undertaking.

When appropriate, the Mayor or CAO may request a book of condolences to be circulated or a signed by Council, staff or residents of the city.

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