

MUNICIPALITY OF LOUISE
POLICY & PROCEDURES MANUAL

<i>Reference</i> General Government	<i>Classification</i> Policy
<i>Subject</i> Donation, Flowers or Gifts	<i>Pages</i> 1
<i>Authority</i> Council	<i>Effective Date</i> 27 March 2019
<i>Approved</i> Resolution 2019-03-16	<i>Index</i>

PURPOSE

The purpose of this policy is to ensure that consideration be given to Municipality of Louise employees and Council members in times of bereavement or hospital stay lasting longer than five (5) working days.

PROCEDURE

1. Flowers and/or a donation to a charity of choice to a maximum value of \$50.00 shall be provided to employees and members of Council upon their bereavement of:

Spouse, common-law spouse, child, parent, mother-in-law, father-in-law, brother or sister.
2. Flowers and/or a fruit basket for a hospital stay to a maximum value of \$40.00 shall be provided to a Council member or employee.
3. Donation to a charity of choice to a maximum value of \$25.00 shall be provided upon the bereavement of family members, in memory of past employees and members of Council whom have serviced a minimum of four (4) years with the municipality.