

POLICY MANUAL

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POLICY TITLE: Special Recognition and Condolences Policy	SUBJECT: Guidelines regarding recognition and condolences
POLICY SECTION: S	POLICY NO: 4
EFFECTIVE DATE: April 19 <sup>th</sup> , 2023	ENACTED BY: Resolution, By-law 23-32

**PURPOSE:**

This policy is to provide guidelines regarding recognition of special occasions celebrated by local residents and recognition of deceased staff, families, Members of Council and former Members of Council.

The value limitation for floral bouquets is established at \$50 or a contribution of similar value to a non-profit organization.

Upon notification, condolences will be at the Clerk's discretion in the allotted amount of \$100.00.

**ANNIVERSARIES**

- For 50<sup>th</sup> and 55<sup>th</sup>, a certificate will be provided from the Office of the Mayor, upon request.
- For 60<sup>th</sup> and each five year interval thereafter, floral bouquet and a certificate from the Office of the Mayor, upon request.

**BIRTHDAYS**

- For 80<sup>th</sup> birthdays and each five year interval thereafter, a certificate will be provided from the Office of the Mayor, upon request.
- For 90<sup>th</sup> birthday and each five year interval thereafter, a certificated and floral bouquet will be provided from the Office of the Mayor, upon request.

**MERIT AWARDS**

- Certificates of merit will be presented at the discretion of Council by the Mayor or Council delegate to persons considered worthy of such recognitions.
- Examples of merit awards: achieving provincial championship status in athletics or other activities; volunteer achievements; retirement of individuals involved with community affairs/services for a significant number of years.

**STAFF FUNERALS**

- Floral bouquet or contribution to a non-profit organization will be provided for the funeral of a staff person or family member. In other circumstances cards will be sent.

**COUNCIL MEMBER FUNERALS**

- Floral bouquet or contribution to a non-profit organization will be provided for the funeral of The Township of The North Shore Council member or family member. In other circumstances cards will be sent.

**FORMER COUNCIL MEMBER FUNERALS**

- Floral bouquet or contribution to a non-profit organization will be provided for a former member of the Township of The North Shore Council.

\*\*Family member for the purposes of this policy is defined as a spouse, parent or a child.

\*\*Value limitations within this Policy will be reviewed by Council every five (5) years and amended as deemed necessary.

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