



Policy regarding sympathies of the Town of Baie-D'Urfé

1. Objective

This policy allows the Town of Baie-D'Urfé (hereinafter the "**Town**") to establish an administrative standard for the purpose of making a donation in the event of death and/or hospitalization.

2. General considerations

- a) It is the intent of the Town to develop a uniform, consistent and just procedure to ensure fairness to applicants.
- b) The purpose of this policy is to establish guidelines for the expression of sympathies to the following individuals:
 - i. Members of the Municipal Council and their immediate families;
 - ii. Town employees and their immediate families;
 - iii. Volunteers, upon request of the Town's non-profit organization.
- c) Immediate family is defined as the father, mother, child, sister, brother, spouse, stepchildren, father-in-law and mother-in-law.
- d) Where the context requires, a word indicating the masculine gender may include the feminine form, a word indicating the singular form may include the plural form.
- e) Funds for the implementation of this policy shall be provided from the general fund.

3. Procedures upon death:

- a) Upon the death of a current member of the Municipal Council, a current employee or a current volunteer, following permission obtained by the family of the deceased, the Town will donate an amount of \$150 to a charity of the deceased's family's choice.
- b) Upon the death of a former member of the Municipal Council, employee or volunteer, upon permission obtained by the family of the deceased, the Town shall donate an amount of \$150 to a charity of the deceased's family's choice.
- c) Upon the death of the immediate family of a current member of the Municipal Council, a current employee or a current volunteer, upon permission obtained by

the family of the deceased, the Town shall donate an amount of \$150 to a charity of the deceased's family's choice.

4. Procedures in the event of hospitalization:

- a) Hospitalization refers namely to the admission and stay in a health care facility for more than 2 weeks, surgery or childbirth.
- b) The Town shall send a get well card to a current member of Municipal Council, a current employee or a current volunteer, along with a wreath of an amount which does not exceed \$100.

5. Application process:

Upon knowledge of a hospitalization or death covered by this present policy, Municipal Council members, employees and volunteers are responsible for notifying the Community and Industrial Park Coordinator.

6. Adoption

This policy was adopted on March 9, 2021, by resolution no. 2021-03-41.