



## **TOWN OF BURIN**

### **Expressions of Sympathy or Recognition Policy**

#### **POLICY #2026-009**

#### **1. PURPOSE**

The purpose of this policy is to provide consistent guidance for expressing condolences, recognition, and support on behalf of the Municipality in the event of illness, death, or significant life events affecting members of Council, employees, or their immediate families.

#### **2. SCOPE**

This policy applies to:

- Members of Council
- Municipal employees (full-time, part-time, and casual)
- Immediate family members of the above

#### **3. DEFINITIONS**

**Immediate Family** includes a spouse/partner, child, grandchild, parent, sibling & parents in-law or any person residing in the Employee's/ Council members household.

#### **4. POLICY STATEMENT**

The Municipality recognizes the importance of acknowledging significant life events and offering support in times of illness or bereavement. Expressions of sympathy or recognition shall be made in a respectful, equitable, and fiscally responsible manner.

#### **5. GUIDELINES**

##### **5.1 Illness (Serious or Prolonged)**

Where a member of Council or an employee experiences a serious or prolonged illness:

- A card shall be sent on behalf of the Municipality.
- Flowers or a gift basket may be purchased or a donation made up to a maximum value of **\$100.00**

### **5.2 Death – Member of Council or Employee**

Upon the death of a current member of Council or employee:

- A sympathy card shall be sent to the family.
- Flowers or a memorial donation may be made up to **\$100.00**.
- The Municipality may lower flags in accordance with applicable protocols.

### **5.3 Death – Immediate Family Member**

Upon the death of an immediate family member of a Council member or employee:

- A sympathy card shall be sent.
- Flowers or a memorial donation may be made up to **\$100.00**

### **5.4 Retired Council Members or Employees (Optional)**

The Municipality may, at its discretion:

- Send a sympathy card and/or
- Make a donation or send flowers up to **\$100.00**.

In all instances, attendance at visitation or funeral services by representatives of Council or staff is encouraged where appropriate.

### **5.5 Other Significant Life Events**

For events such as births, or other significant milestones:

- A card and/or gift may be provided at the discretion of Council or employee designate.

## **6. ADMINISTRATION**

- The Town Manager or designate shall be responsible for administering this policy.
- All expenditures must remain within approved budget allocations.
- Staff shall ensure consistency and fairness in applying this policy.

## **7. PUBLICATION**

This policy will be published on the Town of Burin website in 2026.

**8. ENACTMENT**

This Policy supersedes all previous versions and came into effect once adopted by Motion of Council (**Motion #APR2026-057**), voted on by a majority of the Councillors in attendance at the Town Public Council Meeting on **April 22, 2026**.

IN WITNESS WHEREOF, the Seal of the Town of Burin has been here unto affixed, and this Policy has been signed by the Town Manager and the Mayor on behalf of the Council.

Town Manager: Leo Hartson

Date: April 22, 2026

Mayor: Kevin Lundigan

Date: April 22, 2026

