

**Comparison of Current and Proposed –
Expressions of Sympathy Policy**

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<i>Current Policy – What Exists Today in Expressions of Sympathy policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>POLICY STATEMENT</p> <p>Expressions of sympathy are extended on behalf of the Mayor, Members of Council and City of Mississauga staff in recognition of the passing of City of Mississauga employees or their immediate families; elected officials or their immediate families; former elected officials; and prominent public figures.</p>	<p>POLICY STATEMENT</p> <p>Expressions of sympathy are extended on behalf of the Mayor, Members of Council and City of Mississauga staff in recognition of the passing of existing or retired City of Mississauga employees or their immediate families; elected officials or their immediate families; former elected officials; current sitting members of a Committee of Council; and prominent public figures.</p>	<p>The recommendation is to extend recognition to both existing and retired employees and to include part-time employees.</p>
<p>PURPOSE</p> <p>This policy identifies City protocol for expressions of sympathy and establishes procedures to ensure that expressions of sympathy are made appropriately.</p>	<p>PURPOSE</p> <p>No change.</p>	
<p>SCOPE</p> <p>This policy does not include procedures for flying flags at half-mast. Refer to Corporate Policy and Procedure - Public Relations – Recognition - Flag Protocol at City Facilities for information on flying flags at half-mast in recognition of the death of</p>	<p>SCOPE</p> <p>This policy applies to existing or retired City of Mississauga employees or their immediate families; elected officials or their immediate families; former elected officials; current sitting members of a Committee of Council; and prominent public figures.</p> <p>No change.</p>	<p>Added for clarity.</p>

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prominent public figures; active or retired City of Mississauga firefighters; a fallen soldier; or the death of a firefighter in a surrounding municipality in the line of duty.	Requests to name a City facility on behalf of a deceased person may be made in accordance with Corporate Policy and Procedure – Facility Planning – Facility Naming.	Added for clarity/information.
DEFINITIONS For the purposes of this policy: “Employee” includes employees who are receiving disability benefits. When “permanent, full -time Employee” is specified, all other employees are excluded.	DEFINITIONS For the purposes of this policy: “Employee” means all employees of the City of Mississauga, current and retired, including part-time employees	Revised for clarity and to align with the Scope of the policy.
“Spouse” includes the person with whom the Employee is living in a spousal relationship. Note: “Parent or child” does not include “in-law” relationships.	No change.	
RELATED POLICIES Flag Protocol at City Facilities	RELATED POLICIES No change. Community Recognition Program	Included Community Recognition Program that includes, for example, the National Day of Mourning and Remembrance Day.

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<p>TYPES OF EXPRESSIONS OF SYMPATHY Sympathy is expressed through:</p> <ul style="list-style-type: none"> • The personal condolences of the Mayor, Members of Council and/or senior staff • Resolutions of sympathy • Floral arrangements or charitable donations, and/or • Flags flown at half-mast <p>More than one type of expression of sympathy may be appropriate. Each section of this policy should be reviewed to ensure that all appropriate action is taken. Exceptions to this policy may be approved by Council.</p>	<p>TYPES OF EXPRESSIONS OF SYMPATHY Sympathy is expressed through:</p> <ul style="list-style-type: none"> • No change. • No change. • No change. • Flags flown at half-mast (in accordance with Corporate Policy and Procedure - Flag Protocol at City Facilities) <p>No change.</p>	<p>Added reference to the Flag Protocol policy.</p>
<p>PERSONAL CONDOLENCES OF MAYOR, MEMBERS OF COUNCIL, SR. STAFF The Mayor, Members of Council and senior staff are given an opportunity to express their personal condolences in the event of the death of an Employee, or an Employee's Spouse, parent or child.</p>	<p>PERSONAL CONDOLENCES OF MAYOR, MEMBERS OF COUNCIL, SR. STAFF No change.</p>	

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<p>Procedure</p> <p>Any staff member who becomes aware of the death of an Employee or an Employee's Spouse, parent or child should inform his/her supervisor immediately. The supervisor should inform the manager, director and the applicable department's administrative coordinator.</p> <p>The department's administrative coordinator is responsible for informing the commissioner, the City Manager's Office, the Mayor's Office and all councillors immediately. Since timeliness is a factor, e-mail is recommended.</p>	<p>Procedure</p> <p>Any staff member who becomes aware of the death of an Employee or an Employee's Spouse, parent or child should inform their supervisor immediately. The supervisor should inform the manager, director and the applicable department's administrative coordinator.</p> <p>No change.</p>	<p>Minor edit to replace “his/her” with gender neutral “their”.</p>
<p>RESOLUTION OF SYMPATHY</p> <p>A “Resolution of Sympathy” is read and passed in Council when Legislative Services is advised of the death of:</p> <ul style="list-style-type: none"> • A current elected official of the City of Mississauga • A permanent, full time Employee of the City of Mississauga • A former elected official of the City of Mississauga (including the Towns of Mississauga, Port Credit and Streetsville and the Township of Toronto) • A retired City of Mississauga Employee, or 	<p>RESOLUTION OF SYMPATHY</p> <p>A “Resolution of Sympathy” is read and passed in Council when the City Clerk is advised of the death of:</p> <ul style="list-style-type: none"> • No change. • An Employee • No change. • No change. 	<p>Specified the City Clerk, as opposed to “Legislative Services”.</p> <p>The policy will now apply to all employees as defined in the policy.</p>

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<ul style="list-style-type: none">• A prominent community member or prominent public figure whom Council wishes to recognize	<ul style="list-style-type: none">• No change.• A current sitting member of a Committee of Council	Revised to add current sitting members of committees.

<p>Procedure</p> <p>Anyone who becomes aware of the death of a retired City of Mississauga Employee, former elected official or prominent public or community figure should notify the City Clerk immediately.</p> <p>In the event of the death of a staff member, the department's administrative coordinator is responsible for notification. The name and address of the next of kin is required.</p> <p>The City Clerk or designate prepares a resolution for inclusion on the next available Council agenda and advises the bereaved family, by letter, of Council's resolution.</p>	<p>Procedure</p> <p>Anyone who becomes aware of the death of any member of the group listed below should immediately notify the City Clerk:</p> <ul style="list-style-type: none"> • An Employee • No change. • No change. • A current sitting member of a Committee of Council <p>In the event of the death of an active employee, the department's administrative coordinator is responsible for notification to the City Clerk. The name and address of the next of kin is required.</p> <p>No change.</p>	<p>Arranged into bullet format.</p> <p>Revised to include all employees.</p> <p>Revised to include sitting member of committees.</p> <p>Minor revision to specify an active employee and notification to the City Clerk.</p>
<p>FLORAL ARRANGEMENT/CHARITABLE DONATION</p> <p>A floral arrangement is sent or a charitable donation made, in the event of the death of:</p> <ul style="list-style-type: none"> • A current elected official of the City of Mississauga • A permanent, full time Employee of the City of Mississauga 	<p>FLORAL ARRANGEMENT/CHARITABLE DONATION</p> <p>A floral arrangement is sent or a charitable donation made should the City be made aware of the passing of:</p> <ul style="list-style-type: none"> • No change. • An Employee 	<p>Revised to clarify that the City must be aware that the person has passed.</p> <p>Revised to include all employees.</p>

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<ul style="list-style-type: none"> • The Spouse, parent or child of a permanent full time Employee or an elected official of the City of Mississauga, or • The Chairman of the Region of Peel or a current elected official of a municipality within the Region of Peel. 	<ul style="list-style-type: none"> • The Spouse, parent or child of an employee or an elected official of the City of Mississauga, or • The Chairperson of the Region of Peel or a current elected official of a municipality within the Region of Peel 	<p>Revised to include all employees.</p> <p>Revised to be gender neutral.</p>
<p>Procedure</p> <p>The total expenditure for flowers or for a charitable donation may not exceed \$100.00, exclusive of taxes and delivery charges. Charitable donation receipts must be forwarded to the Accounting Supervisor, Financial and Treasury Services Division, Corporate Services Department. Established procedures for purchasing apply and reimbursement through petty cash is not permitted. Specific responsibilities are outlined below.</p> <p>NOTE: Staff wishing to recognize the death of an individual not listed are responsible for all costs incurred.</p>	<p>Procedure</p> <p>No change.</p>	
<p>City Employee</p> <p>The applicable department's administrative coordinator or designate is responsible for ordering flowers or making a charitable donation. The costs incurred are funded by the applicable department. The message included with the flowers or donation must express the sympathy of the Mayor, Members of</p>	<p>City Employee</p> <p>No change.</p>	

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Council and staff of the City of Mississauga.		
City Elected Official Legislative Services is responsible for ordering flowers or making a donation in the event of the death of an elected official or the Spouse or child of an elected official of the City of Mississauga. The costs incurred are funded by Legislative Services. The message included with the flowers or donation must express the sympathy of the Mayor, Members of Council and staff of the City of Mississauga.	City Elected Official No change.	
Other Elected Official Upon notification of the death of an elected official of another municipality or the Chairman of the Region of Peel, Legislative Services is responsible for ordering flowers expressing the sympathy of the Mayor and Members of Council of the City of Mississauga or for making a charitable donation. The costs incurred are funded by Legislative Services.	Other Elected Official Upon notification of the death of an elected official of another municipality or the Chairperson of the Region of Peel, Legislative Services is responsible for ordering flowers expressing the sympathy of the Mayor and Members of Council of the City of Mississauga or for making a charitable donation. The costs incurred are funded by Legislative Services.	Revised to be gender neutral.
Flags at Half-mast Flags will be flown at half-mast in accordance with Corporate Policy and Procedure - Flag Protocol at City Facilities.	Flags at Half-mast No change.	