

City of Mississauga

# Corporate Policy & Procedure



**Policy Title: Appendix 1 - Revised Expressions of Sympathy Policy - 06-04-02.docx**

**Policy Number: 06-04-02**

Section:	<b>Public Relations</b>	Subsection:	<b>Recognition</b>
Effective Date:	<b>January 20, 2010</b>	Last Review Date:	<b>March, 2018</b>
Approved by:	<b>Council</b>	Owner Division/Contact: Legislative Services, Corporate Services Department	

## Policy Statement

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.

## Purpose

This policy identifies City protocol for expressions of sympathy and establishes procedures to ensure that expressions of sympathy are made appropriately.

## Scope

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

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 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.

## Definitions

For the purposes of this policy:

“Employee” means all employees of the City of Mississauga, current and retired, including part-time employees.

“Spouse” includes the person with whom the Employee is living in a spousal relationship.

Note: “Parent or child” does not include “in-law” relationships.

## Related Policies

[Flag Protocol at City Facilities](#)

[Community Recognition Program](#)

## Types of Expressions of Sympathy

Sympathy is expressed through:

- 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 (in accordance with Corporate Policy and Procedure - [Flag Protocol at City Facilities](#))

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.

## 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.

## Procedure

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.

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.

## **Resolution of Sympathy**

A “Resolution of Sympathy” is read and passed in Council when the City Clerk is advised of the death of:

- A current elected official of the City of Mississauga
- An Employee
- 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 Employee
- A prominent community member or prominent public figure whom Council wishes to recognize, or
- A current sitting member of a Committee of Council

### **Procedure**

Anyone who becomes aware of the death of any member of the group listed below should immediately notify the City Clerk:

- A retired Employee
- A former elected official
- A prominent public or community figure, or
- A current sitting member of a Committee of Council

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.

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.

## **Floral Arrangement/Charitable Donation**

A floral arrangement is sent or a charitable donation made should the City be made aware of the passing of:

- A current elected official of the City of Mississauga
- An Employee
- 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

### **Procedure**

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.

NOTE: Staff wishing to recognize the death of an individual not listed are responsible for all costs incurred.

### **City Employee**

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 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.

### **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.

### **Flags at Half-mast**

Flags will be flown at half-mast in accordance with Corporate Policy and Procedure - [Flag Protocol at City Facilities](#).

### **Revision History**

<b>Reference</b>	<b>Description</b>
GC-23-93 - 1993 01 13	
April 01, 1999	Revised to update definition of "spouse"
November 04, 1999	Revised to include prohibition of reimbursement through petty cash
June 30, 2002	Revised– clarified procedures for flags at half-mast
GC-102-2003 - 2003 03 26	Re: Remembrance Day

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June 30, 2008	Revised to expand flying flags at half-mast to include National Day of Mourning
GC-0002-2010 – 2010 01 20	Moved half-masting information to new Flag Protocol policy
January 29, 2014	Admin revision – donation receipt sent to Finance
March 6, 2018	Scheduled review. Admin changes for clarity only.