



Tribute Policy

Policy Manual Section: Administration - General

Policy Number: A-GEN-005

Authority: Floral Tribute Policy (May 2006)

Date Approved: May 2006

Department Responsible: Administration

Revision Date: May 2019

Review Date: May 2023

Status: Active

Purpose:

As it is important to recognize staff members, retirees and Members of Council, a tribute policy has been established to offer condolences or well wishes.

Policy Statement:

This policy will clearly define eligibility and budget allocation.

Scope:

Those currently employed full time with the Town of LaSalle, retirees and members of Council.

Policy:

In the event of the death of a full time employee, his/her spouse, parent, children, grandparent or sibling, a tribute shall be sent offering condolences on behalf of Council and staff.

A tribute will be sent to a full time employee in the event of a hospital stay, due to illness, accident or the birth of a child on behalf of Council and staff.

In the event of the death of a member of Council, his/her spouse, parent, children, grandparent or sibling, a tribute shall be sent offering condolences on behalf of Council and staff.

In the event of the death of a retiree or his/her spouse, a tribute shall be sent offering condolences on behalf of Council and staff.



A tribute can include but is not limited to a floral arrangement, gift basket or charitable donation.

Floral tributes shall be in the amount of \$75.00 plus tax and delivery charge. Charitable Donations shall be in the amount of \$100.00.

Responsibilities:

The Council Coordinator is responsible for ensuring a tribute is provided according to the terms outlined in this policy.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

None.

Attachments:

None.