MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM – 2.6.2
Achievement and Recognition	Bereavement and Get Well Acknowledgment Policy	

Policy Objective

This policy provides clarification to ensure that appropriate and consistent acknowledgment is provided while avoiding duplication within the organization.

Policy

1. The following shall constitute the form, recipient and qualification for bereavement acknowledgement:

Bereavement	Flowers, In Memoriam" Donations	Death of Employee and/ or Council
		Member, Spouse, Child, Mother, Father

- 2. A similar acknowledgement may be used (at the discretion of managers) in a circumstance whereby a staff or council member is seriously ill.
- 3. The maximum amount to be expended for each acknowledgement will be \$50.00.
- 4. The Warden or his/her designate shall be responsible for the administration of this policy as it relates to council members.
- 5. The Chief Administrative Officer or his/her designate shall be responsible for the administration of this policy as it relates to staff members.

Municipal Clerk's Annotation for Official Policy Book
I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice February 8, 2011

Council Approval February 15, 2011

Carolyn A. Young

February 15, 2011

Municipal Clerk Date

At Annapolis Royal Nova Scotia