The Corporation of the Town of South Bruce Peninsula

By-Law Number 100-2017

Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Recognition of Deceased Persons)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

And whereas Section 270 (1) 5 of the Municipal Act, 2011, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by amending the policy with regard to Recognition of Deceased Persons.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

1)  That the policy named Recognition of Deceased Persons (A.5.1) be amended as attached hereto and shall hereby be included in the Municipal Policy Manual.

2)  That all by-laws and polices inconsistent with this by-law are hereby repealed.

3)  That this by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time this 14th day of November, 2017.

[Signatures]

Read a third time and finally passed this 14th day of November, 2017.

[Signatures]
Recognition of Deceased Persons

Purpose

To provide for an appropriate and uniform recognition upon notice of the death of a current or former municipal employee, current or former Council member, immediate family member of a current employee or current Council member or an individual currently appointed by by-law to represent the Town of South Bruce Peninsula.

To provide for an appropriate and uniform recognition of national or social tragedies of significance and the death of members of the commonwealth.

Policy

1.1 Any staff member with knowledge that there has been a death of a current or former employee or current or former elected official will notify their Department Head.

1.2 The Department Head will notify the Clerk who will ensure that a card is sent to the family/surviving spouse from the Mayor, giving appropriate condolences on behalf of the Town.

1.3 The funeral/service arrangements, if known, will be forwarded to the members of Council.

1.4 The Town of South Bruce Peninsula flag will be lowered.

1.5 The individual will be recognized at the next regularly scheduled meeting of Council.

2.1 In the event of the death of a current or former employee or elected official or an immediate family member of a current employee or elected official thereof, a floral tribute with a value of $75.00 shall be sent from the Town to the memorial services of such individuals.
2.2 In the event of the death of a current or former employee or elected official or an immediate family member of a current employee or elected official thereof, and in the event that there is no memorial service or the memorial service has taken place prior to the Town becoming aware of said memorial service a floral tribute with a value of $75.00 shall be sent from the Town to the family or surviving spouse of the individual or a memorial donation in the amount of $75.00 to the charity of choice will be made by the Town.

2.3 For the purpose of this policy, immediate family members shall be a spouse or child of the former or current employee or elected official.

3. In the event of a death of a current employee or current elected official the office will be closed on the day of the funeral to allow all employees to attend the funeral services.

4. In the event of a death of a current or former elected official a tree will be planted in memory of the individual on one of the municipal properties with a plaque erected in their memory.

5. In the event of a death of a member of the commonwealth, the Town of South Bruce Peninsula flag will be lowered.

6.1 In the event of a death of an individual currently appointed by by-law to represent the Town (ie. Committee or Local Board appointment), the Town of South Bruce Peninsula Flag will be lowered.

6.2 The individual will be recognized at the next regularly scheduled Council meeting.

6.3 The Mayor will decide whether a card of condolence or a floral tribute in the amount of $75.00 will be sent to the surviving spouse or family of the appointed individual.

7.1 In the event of a national or social tragedy of significance, the Mayor will be notified of the tragedy of significance.

7.2 The Mayor will determine if the flag will be lowered to recognize the tragedy of significance. If determined by the Mayor that the flag will be lowered, staff will lower the flag.