



Town of Antigonish Sympathy Gifts Policy

Purpose

The purpose of this policy is to provide guidelines for the distribution of tangible personal gifts, as an expression of sympathy, to current and past Town of Antigonish employees, elected officials and their families.

Policy

Interpretation:

1. In this Policy:
 - 1.1. "employee" means a full-time, seasonal, or part-time employee of the Town of Antigonish;
 - 1.2. "immediate family member" means a father, mother, spouse, sister, brother, son, daughter, father-in-law, or mother-in-law;
 - 1.3. "elected official" means a member of the Town of Antigonish Town Council.

General:

2. It shall be the policy of the Town of Antigonish to present a tangible personal gift, such as flowers, upon the death or serious illness of an immediate family member of a past or current employee or elected official.
3. It shall be the policy of the Town of Antigonish to present a tangible personal gift, such as flowers, upon the death or serious illness of a past or current employee or elected official to the person's family.
4. As an alternative to s.2 and s.3, a cash contribution may be made to a charitable organization in lieu of a tangible personal gift. Cash contributions must be accompanied by a letter on official Town letterhead which states that the donation was made on behalf of the Town.
5. Cash contributions or gifts presented under this policy shall not exceed \$50.

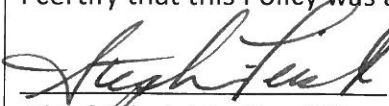
CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent: November 19, 2012

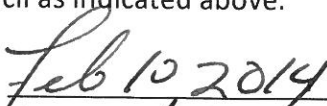
To Consider (Minimum 7 Days): November 26, 2012

Date of Passage of Current Policy: November 26, 2012

I certify that this Policy was adopted by Council as indicated above.



Chief Administrative Officer



Date