



## HUMAN RESOURCES

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**TO:** Council

**DATE:** June 14, 2022 **DIVISION:** All

**FILE:** N/A

**SUBJECT:** Death in Service Policy C-120

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### POLICY DIRECTION:

Council regularly develops and reviews its policies, such as Death in Service Policy C-120, to ensure Council's objectives are represented and the needs of the County are addressed, in accordance with Council's responsibilities in the *Municipal Government Act*.

### EXECUTIVE SUMMARY:

Administration recently reviewed the Death in Service Policy C-120, in accordance with the County's policy review timelines and identified opportunities to better align the policy with the County's current practices and standards. The intent of this policy is still valid, as it seeks to appropriately recognize the contributions of employees who have passed away while in service to the County.

### ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

### DISCUSSION:

The proposed amendments to the County's Death in Service Policy C-120 intended to improve clarity and ensure consistency in the application of the Policy include:

Proposed Amendment	Reasoning
Remove the descriptor "active" from "active service".	<ul style="list-style-type: none"> <li>To provide consistency in the event an employee is no longer "active" due to injury or illness.</li> </ul>
Move information about Memorial Grove to "Commemoration" section.	<ul style="list-style-type: none"> <li>Move to generic nomenclature in the event of retitling or change in name.</li> </ul>
Include information about family permission in "Commemoration" and "Annual Ceremony" sections.	<ul style="list-style-type: none"> <li>To be respectful of the family's wishes.</li> </ul>
Add definitions for "Employee" and "Service".	<ul style="list-style-type: none"> <li>Ensures clarity for relevant definitions.</li> </ul>
Improvements to grammar, clarity, and updated to new template.	<ul style="list-style-type: none"> <li>Ensures formatting and grammatical consistency between policies.</li> </ul>

### BACKGROUND:

The Death in Service Policy outlines the actions and considerations the County takes in the event of a death of a person during their employment with the County.

### BUDGET IMPLICATIONS:

There are no budget implications at this time.

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#### Administration Resources

Clayton Whitney, Director, Human Resources

**OPTIONS:**

Option #1: THAT the Death in Service Policy C-120 be amended as per Attachment 'A'.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Kent Robinson"

"Dorian Wandzura"

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Executive Director  
Corporate Services

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Chief Administrative Officer

CW/cw

**ATTACHMENTS:**

ATTACHMENT 'A': Proposed Death in Service Policy C-120

ATTACHMENT 'B': Current Death in Service Policy C-120

ATTACHMENT 'C': Redline Death in Service Policy C-120