



Death in Service

Council Policy

Policy #C-120

Purpose

- 1 This policy governs recognition for Members of Council and Employees who pass away while in Active Service with the County.



Policy Statement

- 2 Rocky View County recognizes the need to develop a consistent and meaningful way to commemorate Members of Council and Employees who pass away in Active Service with the County.



Policy

- 3 Memorial Grove
 - (1) Memorial Grove is an area within the County Hall lands designated for trees planted in memory of Members of Council and Employees who pass away in Active Service.
- 4 Permission of Family Required
 - (1) The County must receive permission from the deceased individual's Personal Representative to commemorate the deceased individual at Memorial Grove.
 - (2) Human Resources will consult the deceased individual's Personal Representative while planning the tree dedication ceremony at Memorial Grove and must receive the Personal Representative's approval in regards to the content of the ceremony.
- 5 Employee Eligibility
 - (1) All Employees are eligible to be commemorated in Memorial Grove under this policy.
- 6 Commemoration
 - (1) Commemoration at Memorial Grove includes:
 - (a) a planted tree; and
 - (b) an engraving on the Memorial Grove plaque that includes the deceased individual's name and years of service at the discretion of the Personal Representative.



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- (2) Flowers may be sent to the deceased individual's family home or the memorial location as determined by the Personal Representative. A donation in lieu of flowers may be made according to the direction of the Personal Representative.

7 Annual Ceremony

- (1) A tree dedication ceremony will be held annually for Employees and Members of Council who have passed away in the previous year. The ceremony is organized by Human Resources.
- (2) The deceased individual's family, active Members of Council, and Employees will be invited to the tree dedication ceremony, unless the Personal Representative of the deceased instructs otherwise.
- (3) Speeches prepared by County Employees for the ceremony should consider the following when deciding the types of personal information to share about the deceased:
 - (a) the reliability of the information;
 - (b) the sensitivity of the information;
 - (c) the effect of the disclosure on the individual's reputation;
 - (d) the manner of disclosure;
 - (e) the views expressed by the individual while living;
 - (f) any reservations expressed by public body employees; and
 - (g) the wishes of the deceased's Personal Representative and family.
- (4) The Personal Representative of the deceased may request that all speeches and presentations be submitted to them for approval and that spontaneous speeches are prohibited at the ceremony.
- (5) Trees will be planted in the Memorial Grove at the County Hall site.

8 Cost

- (1) Flowers sent to the deceased individual's family will not cost more than \$150.00 including delivery and GST.
- (2) If, under section 6(2), the Personal Representative chooses a donation in lieu of flowers, the donation will be no more than \$150.00.
- (3) The type of tree planted at Memorial Grove will be aligned with the County Hall landscaping plan and will be organized by Corporate Properties.



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References

Act(s)	<ul style="list-style-type: none"> • <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000, c F-25. • <i>Wills and Succession Act</i>, SA 2010, c W-12.2.
Regulation(s)	<ul style="list-style-type: none"> • n/a
Plans	<ul style="list-style-type: none"> • n/a
Related Policies, Bylaws, Directives	<ul style="list-style-type: none"> • n/a
Related Procedures	<ul style="list-style-type: none"> • n/a
Other	<ul style="list-style-type: none"> • n/a

Approval Date	<ul style="list-style-type: none"> • May 1, 2018
Replaces	<ul style="list-style-type: none"> • n/a
Lead Role	<ul style="list-style-type: none"> • Human Resources
Administrative Responsibility	<ul style="list-style-type: none"> • Corporate Properties
Last Review Date	<ul style="list-style-type: none"> • n/a
Next Review Date	<ul style="list-style-type: none"> • May 1, 2021

Definitions

9 In this policy:

- (1) “Active Service” for a Member of Council means they are serving their term as an elected official and for an Employee means that the employee has not resigned or been terminated from the County.
- (2) “County” means Rocky View County
- (3) “Members of Council” includes the Reeve, the Deputy Reeve, and all elected Councillors for Rocky View County.
- (4) “Memorial Grove” means the site specified for trees planted in memory of deceased Councillors and employees.
- (5) “Personal Representative” has the same meaning as in the *Wills and Succession Act*.