



ROCKY VIEW COUNTY
Cultivating Communities

~~Death in Service~~ DEATH IN SERVICE

Council Policy

~~Policy #~~C-120

<u>Policy Number:</u>	<u>C-120</u>
<u>Policy Owner:</u>	<u>Human Resources</u>
<u>Adopted By:</u>	
<u>Adoption Date:</u>	<u>2018 May 1</u>
<u>Effective Date:</u>	<u>2018 May 1</u>
<u>Date Last Amended:</u>	<u>2022 March 4</u>
<u>Date Last Reviewed:</u>	<u>2022 March 4</u>

Purpose

- 1 This policy governs the recognition of ~~for~~ members of Council and Employees who pass away while in ~~active~~ service with Rocky View County ("the County") ~~the County~~.



Policy Statement

- 2 Rocky View County recognizes the need for ~~to develop~~ a consistent and meaningful way to commemorate members of Council and employees who pass away while 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.~~

~~Employee Eligibility~~



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~~(3) — All Employees are eligible to be commemorated in Memorial Grove under this policy.~~

Commemoration

- 3 With approval of the deceased individual's personal representative, the County flag will be flown at half mast for the first weekday following the notification of the death of a current employee or member of Council.
- 4 Memorial Grove is an area ~~within-on~~ County Hall lands designated for trees planted in memory of members of Council and employees who pass away while in ~~active~~ service.
- 5 Operational Services will select the type of and specific tree to be planted at Memorial Grove in alignment with the County Hall landscaping plan.
- 6 ~~Human Resources will consult-~~ The office of the Chief Administrative Officer (CAO) will get permission from the deceased individual's personal representative to commemorate the deceased individual at Memorial Grove.
- 7 Commemoration at Memorial Grove includes:
 - ~~(a)~~(1) a planted tree; and
 - ~~(b)~~(2) an engraving on the Memorial Grove plaque ~~that includes, including~~ the deceased individual's name and years of service. ~~at the discretion of the Personal Representative.~~
- 8 ~~Flowers may be sent~~ Human Resources will send flowers to the deceased individual's family home or the memorial location ~~as determined by the Personal Representative, or make a A~~ donation in lieu of flowers ~~may be made~~ according to the direction of the personal representative.

Annual Ceremony

- 9 Human Resources will organize an annual 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.~~
- 10 Human Resources will consult the deceased individual's personal representative family, active Members of Council, and receive approval regarding the content of the ceremony. ~~Employees will be invited to the tree dedication ceremony, unless the Personal Representative of the deceased instructs otherwise.~~
- 11 ~~Speeches prepared by~~ County employees preparing speeches for the ceremony will consider the following when selecting deciding the types of personal information to share at the ceremony: ~~about the deceased:~~
 - (1) the wishes of the deceased individual's personal representative and family;
 - (2) the reliability of the information;
 - (3) the sensitivity of the information;



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- (4) the effect of the disclosure on the individual's reputation;
 - (5) the manner of disclosure;
 - (6) the views expressed by the individual while living; and
 - (7) any reservations expressed by public body employees; ~~and~~
 - ~~(8) the wishes of the deceased's Personal Representative and family.~~
- 12 ~~The Personal Representative of the deceased~~ A personal representative may request to pre-approve ~~that~~ all speeches and presentations ~~be submitted to them for approval~~ and /or that spontaneous speeches ~~are~~ be prohibited at the ceremony.
- 13 Upon approval of the personal representative, invitations to the tree dedication ceremony will be extended to the deceased individual's family, active members of Council, and employees.
- ~~14 Trees will be planted in the Memorial Grove at the County Hall site.~~
- Cost

Expense

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

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)	• n/a
Plans	• n/a
Related <u>Plans, Bylaws</u> , Policies, etc.	• <u>N/A</u>
Related Procedures	• <u>N/A</u>
Other	• <u>N/A</u>
<u>Approval Date</u>	• May 1, 2018



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Replaces	• n/a
Lead Role	• Human Resources
Administrative Responsibility	• Corporate Properties
Last Review Date	• n/a
Next Review Date	• May 1, 2021

Policy History

Amendment Date(s) – Amendment Description

Review Date(s) – Review Outcome Description

- January 2022 - Updated to new template, edited for clarity.
- January 2022 - Updated to new template, edited for clarity.

Definitions

16 In this policy:

~~“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.~~

- (1) “County” means Rocky View County
- (2) “Employee” means any current employee of the County regardless of type or length of contract;
- (3) “Members of Council” ~~includes~~ means the ~~Reeve, the Deputy Reeve~~ mayor, 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” means an executor or an administrator or judicial trustee of the estate of a deceased individual and includes a personal representative named in the will, whether or not a grant is issued; and ~~has the same meaning as in the Wills and Succession Act.~~
- (6) “Service” means a serving member of Council who is within their term as an elected official or a current employee who is under an employment contract with the County.