

TANTRAMAR POLICY NUMBER: 2025-19	Pages: 1
Administered by: Chief Administrative Officer	Subject: Compassionate Giving Policy
Effective Date: September 8, 2025	

1. PURPOSE

To establish clear guidelines for the provision of gifts and flowers in cases of sympathy or illness, ensuring consistency, appropriateness, and thoughtful support.

2. SCOPE

- a) Gifts for illness (overnight hospitalization) shall be provided for Mayor, Councillors, Employees, Fire Department Members, their spouses and children.
- b) Sympathy offerings, in the form of donations to charitable organizations, shall be provided as follows:
 - Mayor, Councillors, Employees, their parents, spouse, children, siblings, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law or son-in-law.
 - Fire Department Members, their spouse, children or parents.
 - In memory of a former Mayor, Councillor or Retired Employee.

3. PROCEDURE

Upon notification, it is the responsibility of Directors or Fire Chiefs or designate to notify the Clerk's Office when gifts for illness or sympathy offerings are required. Directors or Fire Chiefs are not to use money from their budgets to duplicate the above. Gifts and sympathy offerings other than the above are the responsibility of the employee.

A maximum price of \$60.00 be placed on gifts for illness or sympathy offerings unless exceptional circumstances prevail. These circumstances would be determined at the discretion of the Chief Administrative Officer or in their absence, the Director of Financial Services (Treasurer).

4. REVIEW

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices. The review process will be conducted by the Clerk's Office and any necessary updates will be brought forward for Council review and approval.

5. REPEAL

Town of Sackville Policy No. 2022-12 Gifts & Flowers – Sympathy or Illness is hereby repealed.