

<b>TOWN OF MIDDLETON CODE D - PERSONNEL</b>	
<b>Subject: Gifts, Flowers, &amp; Cards (Congratulations &amp; Condolences)</b>	<b>Number: 5.2</b>
<b>Coverage: Staff, MFD, Committee/Panel Members &amp; Council</b>	<b>Approved by: Council &amp; CAO</b>
<b>Effective Date :</b> February 18, 1980	<b>Revision Date:</b> March 3 1980, December 2, 1985, December 2, 2002, October 2, 2006, March 5, 2007, May 15, 2023

### ***Rationale***

The Following policy establishes uniform practice for the offering of congratulations and condolences to town officials.

### ***Definitions***

In this policy,

“employee” refers to current and past:

- a) regular, full- or part-time employees,
- b) members of Council,
- c) volunteers of the Middleton Volunteer Fire Department,

“volunteer” refers to current and past:

- a) members of any Town board, commission, committee, or panel,

“gift” refers to:

- a) gift or flowers in an approximate \$50.00 to \$75.00 range value or
- b) donation of \$50.00 to \$75.00 range value to a non-profit organization, in the name of the affected individual.

### ***Policy Statement***

#### **1.0) Congratulations & Condolences - Employees**

- 1.1) Upon the death of an employee or a gift shall be sent to the family.
- 1.2) In the event of the death of an employee’s sibling, child, spouse, parent or spouse’s parent, the Town shall send a gift to the employee.
- 1.3) In the event of an employee or an employee’s spouse giving birth, the Town shall send a gift with the appropriate card.
- 1.4) In the event of an employee, or an employee’s spouse falling ill and requiring a stay in hospital, the Town shall send a gift, along with an appropriate card.
- 1.5) The Town shall send a gift of condolence for stays in hospital not more than twice per year for any one employee.

**2.0) Congratulations & Condolences - Volunteers**

- 2.1) Upon the death of a volunteer an appropriate card shall be sent to the family.
- 2.2) In the event of the death of a volunteer’s sibling, child, spouse, parent or spouse’s parent, the Town shall send an appropriate card to the employee.

**3.0) Special Circumstances**

- 3.1) Gifts for other special events or activities shall be dealt with by Council as occasions arise, with limitations determined in accordance with the amount of approved budgeted monies or any additional monies Council may wish to approve from time to time for these purposes.

**4.0) War Memorial**

- 4.1) The Town shall participate in the cost of laying a wreath at the war memorial annually.

**Previous Policies**

The previous policy 3/1 “Gifts Flowers & Cards” passed by Council on February 18, 1980 is hereby amended.

**Certification**

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 15th day of May, 2023.

**GIVEN** under the hand of the Town Clerk and under the seal of the Town of Middleton this 17th day of May, 2023.

//original signed by Susan Purcell,  
Town Clerk, on 17 May 2023//

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Susan Purcell  
Town Clerk

<b>Policy Adoption</b>	
Date of 7-day notice	May 1, 2023
Date of Approval	May 15, 2023