




## *Town of Rimbey Policy Manual*

		<h2 style="text-align: center;"><i>Town of Rimbey Policy Manual</i></h2>	
Title:	Public Relations - Flowers	Policy No:	2803
Date Approved:	January 23, 2017	Resolution No:	028/17
Date Effective:	January 23, 2017		
Purpose:	To give staff consistent instructions regarding this matter.		
<p><b>Policy Statement:</b></p> <p>The Director of Finance or Chief Administrative Officer shall purchase flowers or a gift basket, as they deem appropriate, for permanent employees and councilors who suffer a serious injury, illness, or have a death in their immediate family.</p> <p>Flowers or a gift basket may also be purchased by the Director of Finance or Chief Administrative Officer, at their discretion, for Committee Members, volunteers or contractors who work closely with the Town.</p> <p>Definitions: “Immediate family” shall mean: a son, daughter, sister, brother, parent or grandparent of an employee or councilor or his/her spouse or cohabitant.</p>			
Initial Policy Date:	August 28, 1991	Resolution No:	656/91
Revision Date:	December 13, 2005	Resolution No.	437/05
Revision Date:	January 23, 2017	Resolution No.	028/17