
DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Flowers, Fruit Baskets & Memorial Donations**

Minutes reference date: June 21, 1993

Revision dates: March 20, 1995, April 3, 2007, November 10, 2010, January 20, 2015

Review Date: April 19, 2022

PURPOSE:

To establish a policy for the appropriate recognition by the Council of the Town of Amherst of current Council members, employees, members of Boards and Commissions and past members of Council in cases of death or hospitalization.

POLICY STATEMENT:

Upon learning of the death of an active member of Council, current employee or Board or Commission member, or member of their immediate family, or the death of a past member of Council, the Town may send flowers in the amount not to exceed \$100.00 plus applicable taxes and delivery charges. If the family has requested "no flowers", arrangements will be made for an equivalent donation to a charitable organization. Also an appropriate card shall be the accepted means of expression of sympathy to the family.

In the event of the hospitalization of a current member of Council, current employee or Board or Commission member, the Town may send flowers or a fruit basket along with an appropriate card in the amount not to exceed \$50.00 plus applicable taxes and delivery charges.

Individual Directors may, at their discretion, send flowers and/or fruit baskets or similar items in addition to the items sent by Council in accordance with the amounts set out above.

DEFINITIONS:

Employee – A person currently employed by the Town of Amherst, including unionized and non-unionized personnel, and retired employees.

Immediate Family - Shall mean a parent, spouse, partner, son, daughter, or a family member who resides at the employee's primary household.

Board/Commission Member – Shall mean any person appointed by Council currently serving on any Board or Commission of the Town.