

Municipality of the District of Lunenburg POLICY

Title: Funeral Protocol	
Policy No. 028	
Effective Date:	Amended Date:

1.0 The PR Committee recommends that council appoint a **lead staff person** as contact and communicator for funeral information. This person would be the first person called by either a staff member or council member to give official notification of a death of a municipal staff or council member or a relative of a municipal staff or council member.

2.0 Role of Lead Staff Person

- a) After receiving a report (all particulars), consult with senior managers on office arrangements.
- b) Notify all staff and Council of the event through email or phone call. This message should contain information on visitation and funeral arrangements and what, if any, office arrangements will be made.
- c) Staff and Council will be asked to reply on their intention of attending funeral as soon as possible.
- d) Notify funeral home of number of staff and council attending funeral so an area may be reserved.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members

Date of Passage of Current Policy: April 12, 2005

I certify that this "*Funeral Protocol Policy*" was adopted by Council as indicated above.

Municipal Clerk

Date