



REPORT

To: Chair and Directors

Report Number: ADM-BRD-059

From: Kelsey Bates, Deputy Corporate Officer

Date: July 9, 2020

Subject: Condolence and Get Well Policy - Amendment

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board adopt the amended Condolence and Get Well Policy, which updates the purpose of the Policy and the definition of immediate family.

BACKGROUND/RATIONALE:

The Peace River Regional District 2019-2022 Strategic Plan includes completion of a comprehensive policy review as a strategy under Organizational Effectiveness.

The Condolence and Get Well Policy has been amended to provide an updated purpose, in alignment with the Regional Board's strategic priority to "Support and Develop Human Resources". It is a key piece to developing a culture of care and community in the organization, for both staff and Board Members, and building a corporate culture that supports and values employees' is a tool for employee retention. Also, the definition of family has been updated (expanded) to align with the definition found in the *Employment Standards Act*.

In the attached amended Condolence and Get Well Policy, new clauses are highlighted in yellow and information that is proposed for removal is stricken. Internal operating procedures have been removed from the Policy and documented separately.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
 - ☒ Comprehensive Policy Review
 - ☒ Support and Develop Human Resources

FINANCIAL CONSIDERATION(S):

The definition of "immediate family" now includes siblings, grandchildren, grandparents, a spouse's children and parents, and any person who lives with an employee as a member of the employee's family. The inclusion of additional family members may result in an increase to the cost of administering the Policy as it will be more broadly applicable; however, the magnitude of the potential increase is

difficult to estimate, as the events that would enact this Policy, such as a hospitalization, are generally unpredictable.

COMMUNICATIONS CONSIDERATION(S):

The PRRD will not send condolence or get well gifts unless it is notified. Staff and Board Members are asked to advise Administration should any situations arise where this Policy applies.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Draft Amended Condolence and Get Well Policy