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| Policy Number: | C-120 |
| Policy Owner: | People and Culture |
| Adopted By: | Council |
| Adoption Date: | 2018 May 1 |
| Effective Date: | 2026 May 12 |
| Date Last Amended: | 2026 March 31 |
| Date Last Reviewed: | 2026 March 31 |

Purpose

- 1 This policy governs the recognition of members of Council and employees who pass away while in service with Rocky View County (“the County”).



Policy Statement

- 2 Rocky View County recognizes the need for a consistent and meaningful way to commemorate members of Council and employees who pass away while in service with the County.



Policy

Commemoration

- 3 The County will half-mast flags in accordance with the *Flag Protocol* policy upon the notification of death of a current employee or elected official unless the deceased individual’s personal representative requests otherwise.
- 4 Memorial Grove is an area on County Hall lands designated for trees planted in memory of members of Council and employees who pass away while in service.
- 5 Operational Services will select the type of and specific tree to be planted at Memorial Grove in alignment with the County Hall landscaping plan.
- 6 The office of the Chief Administrative Officer (CAO) will seek permission from the deceased individual’s personal representative to commemorate the deceased individual at Memorial Grove.

- 7 Commemoration at Memorial Grove includes:
- (1) a planted tree; and
 - (2) an engraving on the Memorial Grove plaque, including the deceased individual's name and years of service.
- 8 People and Culture will send flowers to the deceased individual's family home or the memorial location, or make a donation in lieu of flowers, according to the direction of the personal representative.

Annual Ceremony

- 9 People and Culture will organize an annual tree dedication ceremony for employees and members of Council who passed away the previous year.
- 10 People and Culture will consult the deceased individual's personal representative and receive approval regarding the content of the ceremony.
- 11 County employees preparing speeches for the ceremony will consider the following when selecting the types of personal information to share at the ceremony:
- (1) the wishes of the deceased individual's personal representative and family;
 - (2) the reliability of the information;
 - (3) the sensitivity of the information;
 - (4) the effect of the disclosure on the individual's reputation;
 - (5) the manner of disclosure;
 - (6) the views expressed by the individual while living; and
 - (7) any reservations expressed by other employees.
- 12 A personal representative may request to pre-approve all speeches and presentations and/or that spontaneous speeches be prohibited at the ceremony.
- 13 Upon approval of the personal representative, invitations to the tree dedication ceremony will be extended to the deceased individual's family, active members of Council, and employees.

Expense

- 14 Flowers sent to the deceased individual's family will not cost more than \$150.00, including delivery and GST.
- 15 A donation in lieu of flowers will be no more than \$150.00.



References

Legal Authorities

- *Protection of Privacy Act, SA 2024, c P-28.5*
- *Wills and Succession Act, SA 2010, c W-12.2.*

Related Plans, Bylaws, Policies, etc.

- *Flag Protocol C-713*

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date(s) – Amendment Description

- January 2022 - Updated to new template, edited for clarity.
- May 2026 – Amended to align half-masting with the *Flag Protocol* policy.

Review Date(s) – Review Outcome Description

- January 2022 - Updated to new template, edited for clarity.



Definitions

16 In this policy:

- (1) “County” means Rocky View County;
- (2) “Employee” means any current employee of the County regardless of type or length of contract;
- (3) “Members of Council” means the mayor, deputy mayor, and all elected Councillors for Rocky View County;
- (4) “Memorial Grove” means the site specified for trees planted in memory of deceased Councillors and employees;
- (5) “Personal Representative” means an executor or an administrator or judicial trustee of the estate of a deceased individual and includes a personal representative named in the will whether or not a grant is issued; and
- (6) “Service” means a serving member of Council who is within their term as an elected official or a current employee who is under an employment contract with the County.