



# CITY OF WEST KELOWNA COUNCIL POLICY MANUAL

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Approval Date: August 23, 2022

<b>DEPARTMENT:</b>	<b>Chief Administrative Officer</b>
<b>SUBJECT:</b>	<b>Employee Line of Duty Death</b>

## **Policy Statement:**

The Council of the City of West Kelowna places the highest priority on the safety and health of its employees. An employee who loses their life “in the line of duty” is a tragic circumstance and the City will ensure the employee is honored in accordance with the wishes of the surviving family.

In the event of an Employee Line of Duty (LODD) death, the City will take measures to ensure that reasonable expenses related to the LODD funeral service are funded.

## **Purpose:**

To outline the City’s payment of costs related to a LODD of a City Employee.

## **Policy:**

1. This policy is applicable to all city staff (*full time union, exempt, part time and paid-on-call firefighters*).
2. This policy is applicable to all “*work-related*” deaths (*arising from or in connection with work activities*) as defined by WorkSafe BC. For clarity, this is inclusive of death from [prescribed occupational diseases](#) listed in the most recent version of the Workers Compensation Act.
3. An operational reserve account will be established as the “City of West Kelowna Line of Duty Death Reserve”. It will initially be funded with \$50,000. The reserve balance will be maintained at a minimum at that level on an ongoing basis.
4. In the event of a LODD, a joint committee of Management and Employee representatives (Union Executive) will be convened to support the planning of the LODD funeral and the allocation of funds from the reserve.
5. The Finance Department will support the committee with the disbursement and tracking of funds.
6. In the event a LODD funeral service does not take place or is not desired, consideration will be given to disbursement of funds towards an alternative memorial event or other suitable considerations as determined by the committee in consultation with surviving members of the deceased family.
7. Funds will be provided in addition to any other compensation payable due to the death of the employee.

Previous Revision/s: None
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