



RURAL MUNICIPALITY OF ST. ANDREWS

POLICY AND PROCEDURES MANUAL

POLICY NAME: In Memoriam Donations Policy	POLICY NUMBER: GGS-09
POLICY MANUAL SECTION: General Government Services	RESOLUTION NUMBER: 2024-046
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IN MEMORIAM DONATIONS POLICY

Purpose

The Rural Municipality of St. Andrews recognizes and supports individuals who have made a difference in the local community. The purpose of this policy is to provide guidelines on how current and former employees, firefighters, Council members and volunteers in our community may be memorialized.

Policy

- 1) In lieu of flowers, all in memoriam donations will be made to the Selkirk & District Community Foundation in the name of the St. Andrews Fund.
- 2) All donations will be given in the amount of \$250.00.
- 3) In Memoriam Donations will be bestowed for all current employees, firefighters and Council members of the municipality.
- 4) In Memoriam Donations will be bestowed for all former employees and firefighters of the municipality that were employed for more than 15 years
- 5) In Memoriam Donations will be bestowed for all former Council members that served the municipality for a minimum of two (2) election terms.
- 6) In Memoriam Donations will be bestowed to community volunteers that have demonstrated over 15 years of community service on local boards and/or committees.

Procedures

- 1) Any person identified for the donation will be submitted to Administration to verify their eligibility.
- 2) Once verified, Finance Department to proceed to process the payment to the Selkirk and District Community Foundation in the name of the St. Andrews Fund identifying the person being memorialized.
- 4) Funds for the donation to be through an internal Purchase Order to produce a cheque and shall be debited from GL 10-1350-0000 (Donations/Recognitions) Donation approval will be brought forward as part of the regular cheque report, authorized by Council for signing of the cheque.