



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: In Memoriam Donations Policy	POLICY NUMBER: GGS-09
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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 residents, past 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 \$100.00.
- 3) Memorial information shall be brought forward by a member of Council during a meeting of Council for resolution.
- 4) Administration shall not bring forward memorial information during a meeting of Council.

Procedures

- 1) A member of Council may bring forward memorial information during an open meeting of Council.
- 2) Council will provide resolution to all donations made in memoriam.
- 3) Once resolved, Administration will advise Accounts Payable of the donation.
- 4) A cheque will be made payable to the Selkirk & District Community Foundation in the name of the St. Andrews Fund.