Section 4: Human Resources Management

Policy 4.10: Flowers or Memorial Donations for Bereavement

Supporting Policies:

Supporting Procedures:

Flowers or Memorial Donations for Bereavement Procedure

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Approved by Board Resolution #39-1999 02 23
Revision Approved by Board #068-2017 06 20
Revision Approved by Board #021-2022 02 15
Revision approved by Board #061-2026 11 10

1 RATIONALE:

Algoma District School Board recognizes the need to express sympathy during the time of bereavement. It is also recognized that an appropriate procedure is required to ensure that when memorial recognition is considered it is done in a consistent manner throughout the Board.

2 POLICY STATEMENT:

It is the policy of the Algoma District School Board to send on behalf of the Board a floral tribute or memorial donation in memory of the deceased to a charitable or research association upon the death of the following:

a) A Trustee of the Board
b) An employee of the Board
c) An immediate family member of an employee or trustee of the Board. An immediate family member is a spouse/partner, father, mother, child of an employee or trustee of the Board
d) Student enrolled in Algoma District School Board schools
e) Others as named at the discretion of the CEO.

The Associate Director of Corporate Services and Operations or designate shall coordinate and determine the dollar value from time to time, as necessary. The appropriate department to contact is the BAS department within the Finance Department.