

### 4.4.4 Memorial for a Former Employee

**Preamble:**

A.1 This policy will apply for memorials that are donated for former employees as a memorial by family or friends.

A.2 Rationale

When a current or past employee is deceased the following options will be available for family or friends as a celebration of the employee’s life and contributions to the College.

**Procedures:**

B.1 The following options will be made available to family and friends:

- (1) Establishment of a Bursary or Scholarship
- (2) Planting of a tree at an appropriate College campus location
- (3) Donation of a bench to be placed on College property in an appropriate Location, space permitting

B.2 Upon receipt of the request, the College will determine the cost of the option proposed and discuss these costs with the appropriate parties. The cost estimates will include ongoing maintenance costs as well.

B.3 If there is agreement on costs and the chosen option is viable as a choice at the time, the parties will proceed with the chosen option.

Issue Date:	September 30, 2009	Concerning:	All Employees
Amendment:			
Manager Approval:	<i>Original signed by S. MacDonald</i>	Title: Executive Director HR	Date: October 2009
College Approval:	<i>Original signed by N. Rubidge</i>	Title: President & CEO	Date: October 2009