



BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Laying of Wreaths	013

1. PURPOSE

To ensure appropriate and equitable donations to the Royal Canadian Legions for the laying of wreaths.

2. SCOPE

Applies to all Directors laying wreaths on behalf of the SCRD.

3. DEFINITIONS

4. POLICY

- 4.1** On each occasion that a Director lays a wreath on behalf of the Sunshine Coast Regional District (SCRD) at a Remembrance Day Ceremony, a donation will be made to the respective Royal Canadian Legion.

5. EXCEPTIONS

6. AUTHORITY TO ACT

6.1 Directors

- a) To inform the Executive Assistant(s) to the Chief Administrative Officer that they have laid a wreath on behalf of the SCRD.

6.2 Executive Assistant

- a) To inform finance staff to provide a donation to the appropriate Royal Canadian Legion(s).

6.3 Finance

- a) To process cheques and forward them to the appropriate Royal Canadian Legion(s).

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 8, 2007	Resolution No.	94/07
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