



# CITY OF CORNER BROOK

## Policy Statement

<b>Index</b>	Finance and Administration	<b>Section</b>	Donations and or Grants		
<b>Title</b>	Bereavement or Sickness Donation	<b>Policy Number</b>	11-04-05	<b>Authority</b>	Council
<b>Approval Date</b>		<b>Effective Date</b>		<b>Revision Date</b>	

### ***Purpose:***

To outline the procedure for ordering wreaths, flowers & donations in the event of bereavement to ensure no duplication exists

### ***Policy Statement:***

Authorization for donations, etc., in the event of bereavement or sickness, can only be approved by the Chief Administrative Officer or City Clerk. Requests for donations should be forwarded to the staff in Office of the Chief Administrative Officer's who will deal with the matter immediately.

### ***Detailed Action Required:***

Memorandum from City Clerk (Oct 11/84)

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the City of Corner Brook.

[Redacted Signature]  
MAYOR

[Redacted Signature]  
CITY CLERK