



Response to the Death of a Member of the Board of Governors	
Policy: Death of a College Community Member	
Category: Administrative	Approval Date: November 17, 2020
Procedure Owner: President	Effective Date: November 17, 2020
Procedure Administrator: Chief of Staff & Board Liaison	Review Period: 5 Years
Associated Documents: N/A	

PURPOSE

To ensure a consistent and coordinated approach by the College when responding to the death of a current or former member of the Board of Governors.

PROCEDURE

1. Reporting

Current Board Member

1. Response to a death of a Board Member on or off campus falls within the jurisdiction and responsibility of the RCMP. The RCMP is responsible for notifying the next of kin.
2. If a member of the College community is present at a Board Member's death, they should:
 - a. first, call 911 immediately; and,
 - b. second, call the Security Centre emergency phone line: 343-4000 or 4000 from any campus phone.
3. Should the death occur on campus, Campus Security will be notified by calling the Security Centre emergency phone line: 343-4000 or 4000 from any campus phone.
4. Campus Security will:
 - a. contact and coordinate communication with RCMP immediately upon notification
 - b. contact the appropriate internal contacts within the College including:

- i. RDC Manager, Security & Emergency Response;
- ii. President;

- iii. Chief of Staff and the Vice Presidents.

Former Board Member

1. If a member of the College community learns of the death of a former Board member they report the death to the Office of the President.

2. Coordinating Notification and Response

The Chief of Staff or designate, will:

- a. notify the appropriate departments within the College (Appendix A);
- b. ascertain the date and time of the funeral or memorial service. Depending on the circumstances coordinate a College presence at the funeral or memorial service;
- c. act as the primary College contact and coordinate all response activities respecting the wishes of the family;
- d. prepare the college response with Marketing and Communications to
 - i. family;
 - ii. employees and students;
 - iii. media;
 - iv. past RDC leaders and Board of Governors members;
 - v. Advanced Education and others as appropriate.
- e. request documentation when appropriate to do so (copy of death certificate, power of attorney or estate executor) in order to direct communication appropriately;
- f. request the return of college property if applicable and when appropriate to do so;
- g. evaluate the need for support services for those affected by the death;
- h. evaluate the appropriateness of lowering the flag in memory of the deceased;
- i. prepare condolence letter, on behalf of the President, to family/next of kin/Estate Executor, including if applicable:

- i. details of final Payroll information if the deceased was employed with the College;
- ii. direction to collect personal belongings;
- iii. information to access the deceased's T2202A and T4 forms;
- iv. collect and include letters of condolence from the College community to the family.

3. Timelines for Response

Due to the sensitive and urgent nature involved in responding to the death the College endeavours to respond within two (2) working days. Communication to the family/next of kin is done within five (5) working days of notification of the death.

Appendix A

The following Offices and departments are responsible for inactivating and updating records within their custody and control pertaining to the death of a college community member.

Contact for Notification	Current Board of Governor Member	Former Board of Governor Member
Office of the President	√	√
Office of the Vice President Academic, College Services or Corporate Services	√	√
Office of the Registrar	√	√
Dean, Associate Dean, Supervisor		
Advanced Education	√	
Ancillary and Sport Services		
Community Relations / Alumni Association		
Continuing Education		
Counselling and Career Centre		
Campus Management		
Campus Store		
Centre for Teaching and Learning		
Finance	√	
Health, Safety and Wellness Centre		
Human Resources / Payroll	√	√
Information Technology	√	√
Library & Student Support Services	√	√
Marketing and Communications		
Residence		
Security and Emergency Response		
Strategic Planning & Analysis		
Student Connect Centre (Funding, Awards, Prospective Students)		
Students' Association		
S/A Student Benefits		