



Mitchell Business Improvement Area Condolence Policy

INTENT

The Mitchell Business Improvement Area (Mitchell BIA) will send an expression of sympathy on behalf of the Mitchell BIA when notified of the death of a business owner, their spouse or their child.

The sympathy of expression will be in the form of a sympathy card, signed by all Board of Management members and the BIA Coordinator.

For the purposes of this policy, a business owner is defined as:

- Downtown business owner(s)
- Associate Member business owner(s)

For the purposes of this policy, a spouse is defined as:

- Married spouse/partner
- Common law spouse/partner

For the purposes of this policy, a child is defined as:

- Son/Stepson
- Daughter/Stepdaughter

RESPONSIBILITIES

A Board of Management member(s) will monitor obituaries in the West Perth and surrounding area funeral homes. They will notify the Board of Management and BIA Coordinator of the death and the BIA Coordinator will circulate a card for signing. The BIA Coordinator will deliver or mail the card pending direction from the funeral home.

The Board of Management will make every effort to monitor obituaries and notify the Board and BIA Coordinator to send condolences. There will be no announcements posted via the BIA newsletter or BIA social media outlets.

At the discretion of the Board of Management, if a prominent member of the business community passes, the Board of Management may choose to send an expression of sympathy.

REVISION

The Board of Management will review this policy bi-annually.

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Approved by BIA Board: January 6, 2021