



Downtown Mitchell Business Improvement Area (BIA) Condolence Policy

Intent

The purpose of this policy is to ensure that the Downtown Mitchell Business Improvement Area (Downtown Mitchell BIA) responds with compassion and consistency when expressing condolences upon the passing of a member, their spouse, their child a person of significance to the BIA and its community.

Scope

This policy applies to all Board members and staff of the Downtown Mitchell BIA, and it covers responses to the death of:

- Downtown business owner(s)
- Associate Member business owner(s)
- Former or current BIA Board member
- Prominent local leader with a relationship to the BIA
- Immediate family members of the above, including married spouse/partner, common law spouse/partner, son/stepson or daughter/stepdaughter

Type of Condolence Action

The sympathy of expression will be in the form of a sympathy card, signed by the Chair and/or all Board members and the BIA Coordinator. At the discretion of the Chair, the BIA may send flowers in memory of the deceased.

When appropriate and feasible, a representative of the BIA may attend a funeral or memorial service.

Notification and Process

Any Board Member or staff who become aware of a death relevant to the BIA community should notify the Chair and BIA Coordinator as soon as possible. The BIA Coordinator will take action and prepare the sympathy card and deliver it to the funeral home. In consultation with the Chair and/or Board, the BIA Coordinator may coordinate flowers in memory of the deceased.

There will be no announcements posted via the BIA newsletter or BIA social media platforms.

Review & Amendments

This policy will be reviewed every two years or as needed by the Board of Management to ensure relevance and effectiveness.

REVISION: Approved by BIA Board: July 2, 2025