



ST. ANNE CENTRE
Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 027
SECTION: BRD

SUBJECT: ST. ANNE CENTRE THERAPEUTIC GARDEN	
MOTION #: 09-06-14	DATE OF MOTION: June 11, 2014
CHAIRPERSON: <i>Margaret Ouellet</i>	DATE SIGNED: <i>June 23/2014</i>
DATE EFFECTIVE: August 3, 2011	DATE REVISED: <i>June 9, 2014</i>
DATE REVIEWED: November 25 , 2013; June 11, 2014	

POLICY

This policy is to outline the managing of the Therapeutic Garden.

GUIDING PRINCIPLES AND VALUES

St. Anne Centre Board of Directors sanctions the establishment of the St. Anne Centre Therapeutic Garden Committee.

One member of the St. Anne Centre Board of Directors and one member of staff will be appointed as members of the St. Anne Centre Therapeutic Garden Committee

PROCEDURE/GUIDELINES

The St. Anne Centre Therapeutic Garden Committee may use St. Anne Centre in its fundraising efforts, provided all applications, media reports and promotional/marketing materials are approved by St. Anne Centre Administration.

St. Anne Centre permits the use of its charitable donation status for the issuance of charitable receipts for their projects.

All construction, expansion and maintenance for the St. Anne Centre Therapeutic Garden must fall under St. Anne Centre Building Committee and must meet all St. Anne Centre building policies, guidelines and Provincial Building Codes.

St. Anne Centre Therapeutic Garden

The St. Anne Centre Therapeutic Garden Committee bookkeeping will be done through St. Anne Centre Finance Department and quarterly statements are to be forwarded to the Chairperson of the Therapeutic Garden Committee.

All St. Anne Centre Therapeutic Garden Committee funding applications must be submitted through St. Anne Centre.

St. Anne Centre Therapeutic Garden Committee will be responsible for ongoing maintenance of the Therapeutic Garden.

The spending limit for a single purchase is \$1500.00. Any amount exceeding this limit must have the approval of the Treasurer or designate of St. Anne Centre Society.

St. Anne Centre Business Office will provide a list of all donors to the Therapeutic Garden as deposits are made, so donations can be acknowledged.

REFERENCES

Legislative Acts/Regulations

Other

RELATED DOCUMENTS

Policies

Forms

Brochures

Appendices

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