

Procedures Title:	Death of a Community Member Procedures
Associated Policy:	Death in the University Community Policy – SF 4.0
Procedure Holder:	President’s Office
Executive Lead:	President
Original Date:	November 2023
Last Revised:	n/a
Next Review:	November 2025

1. Purpose and Background

These procedures shall guide the Yukon University’s response to the death of a Community Member to Yukon University (“YukonU” or “the University”).

2. Procedures

2.1 Reports of a Death

Initial reports of a death may come from a variety of sources. The following factors are crucial during the initial stages to effectively manage the situation. These are:

- a. Verification of the notice of death.
- b. Prompt notification of the President, Provost and VP Academic, Registrar and AVP Student Life, and other appropriate administrators as required.
- c. Response and support to the department(s) as required.
- d. Accuracy of all information received/conveyed.
- e. Respectful and compassionate response by the University.
- f. Permission is sought from the Next of Kin/executor to announce the death to the Yukon University Community.
- g. Any cultural protocols the Next of Kin/family has advised will be followed.

The University Secretary is responsible for ensuring compliance with the Freedom of Information Protection and Privacy Act and guiding in these matters.

2.2 Notification

Once the death has been confirmed, the President’s Office shall be notified immediately.

Upon receiving the notification of death, the President's office shall:

- Notify the following personnel:
 - Vice-Presidents
 - AVP University Relations
 - University Secretary
 - Board of Governors

- When deemed appropriate by the President, formally notify the Yukon University Community by email, and provide notice of memorial arrangements when that information is available.

This responsibility may be delegated to an alternate senior administrator.

3. Exceptions to the Procedures

There are no foreseen exceptions to these Procedures.

4. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

5. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
November 22, 2023	President: approval of the new Policy and Procedures
Jan 2025	Code change from SS 4.3 to SF 4.3