



WHITE RIVER FIRST NATION

FUNERAL POLICY

April 1, 2014

Approved: Chief and Council

A horizontal line with five handwritten signatures above it. From left to right, the signatures are: a stylized signature, "AD.", "A.S.", a signature that appears to be "M.", and a signature that appears to be "J".

Contents

Introduction _____	3
General _____	3
Purpose _____	3
Eligibility _____	3
Allocation _____	3
Process for Requesting Funds _____	3
Funeral Coverage _____	4
Disbursement of Funds _____	4
Funeral Policy Limitations _____	4
Funeral Policy Guidelines and Application _____	4
PROCEDURES _____	5
Schedule A _____	6

Introduction

White River First Nation Chief and Council are responsible for setting policies and ensuring that these policies are put into effect. When members elect the Chief and Council, they give the Governing Council the authority to set and carry out these policies, rules and regulations for the betterment of the First Nation.

Policies and guidelines assist Chief and Council and Administrative Staff in regulating the financial administration of First Nation services, in accordance with the basic principles of effective Governance and Administration. They provide clear guidelines for Chief and Council, Administrative Staff, and members regarding policies and procedures and ensure accountability in all financial matters concerning the operation of First Nation business.

General

1. This guide shall be known as the Funeral Policy, and shall apply to all financial administrative transactions in this regard.
2. The Council may appoint a designate, usually the Executive Director, who may then appoint an Administrator to act in its place for the purpose of proposing amendments and for the administration of this policy.

Purpose

The purpose of the Funeral Policy is to provide adequate financial assistance for burial/Potlatch costs through benefits payable to members or supplies/vendors.

Eligibility

Deceased White River First Nation Member as identified on the White River First Nation Indian Registry and/or the White River First Nation Enrollment List in effect at such time.

Allocation

Up to a maximum of \$5,000.00 per deceased White River First Nation member. Family designated Next of Kin or Estate Trustee may apply for funds associated with funeral expenses; cash or in-kind (rooms, food, travel costs).

Process for Requesting Funds

Next of Kin or Estate trustee must submit a written request and the appropriate application form as attached to this policy as Schedule A, as well as original documents and receipts (if applicable) requesting access to funeral funding under this policy to the Executive Director for approval, processing and disbursement of funds.

Funeral Coverage

Typical services and expenditures which are eligible, but not limited to, would include:

- Funeral home services
- Embalming
- Clothing for the deceased
- Casket
- Urn
- Cremation
- Clergy or officiate (includes traditional)
- Transportation of remains
- Medical certificate of death
- Registration of death
- Burial or cremation permit
- Newspaper Obituary
- Legal documents
- Traditional potlatch (feast)
- Community Hall space

Disbursement of Funds

The funeral costs and associated costs, upon approval of the application, are to be paid directly to the Funeral Home providing the services and/or to the applicant, which may apply.

- Reimburse with receipt
- Purchase Orders preferred to cash

Funeral Policy Limitations

- Policy not applicable to non-members.
- Disbursement not to exceed \$5,000.00 per deceased member.
- Funds will not be disbursed without required documentation, authorization and approval of the First Nation.
- Funds for this Policy are subject to allocations through the annual Operating Budget as approved by the Chief and Council and General Assembly.
- This Policy supersedes all other such policies as administered by the First Nation as at the effective date and shall remain in effect until such time as notified by the First Nation.

Funeral Policy Guidelines and Application

The purpose of the White River First Nation Funeral policy is to assist member families with the costs of funeral expenses and arrangements for deceased members.

It is the policy of White River First Nation to provide benefits of up to \$5,000.00 per deceased

member upon approved application. A death in any family is difficult to deal with and White River First Nation has endeavored to provide a benefit which realistically reflects the costs associated with funeral/Potlatch arrangements.

PROCEDURES

1. The Next of Kin or Estate Trustee may apply for payment of funeral costs and associated costs as outlined in White River First Nation Funeral Policy to a maximum of \$5,000.00 per deceased member. If the deceased member had a Will, a Notarized Copy of the Will shall be provided to White River First Nation in support of the application for reimbursement.
2. Any and all receipts or invoices for funeral services to be provided with the application to the Funeral Policy Administrator.
3. The Next of Kin or Estate Trustee shall keep a record of all expenses in case there is a discrepancy.

Applications will be processed and approved according to the Funeral Policy as dated:

_____ , and will be in effect unless otherwise notified by White River First Nation and based on the Annual Operating Budget as approved by Chief and Council and the General Assembly.

Schedule A

Funeral Policy Application

Name of Applicant, Estate Trustee, Next of Kin:

Address:

Name of Deceased:

- 1) Where reimbursement is to be made to the applicant family member or Executor, please provide copies of eligible receipts.**
- 2) Where direct payment is to be made to the Funeral Home/Services, please provide name, address and phone number of Funeral Director:**

Signature of Applicant:

Approved by:

White River First Nation Executive Director

cc: White River First Nation Department