



**WHITE RIVER FIRST NATION
MEMORIAL POLICY**

April 1, 2014

Approved: Chief and Council

CR AD. A.S.M. J

Table of Contents

Introduction 3

General 3

Purpose 3

Eligibility 3

Allocation 3

Process for Requesting Funds 3

Memorial Coverage 4

Disbursement of Funds 4

Memorial Policy Limitations 4

Memorial Policy Guidelines 4

Procedures 4

Schedule A 6

Memorial Policy Application 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 basic principles of effective Governance 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 Memorial 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 memorial Policy is to provide adequate financial assistance for Memorial/Headstone Potlatch costs through benefits payable to members or supplies/vendors.

Eligibility

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

Allocation

Up to a maximum of \$2,000.00 per Memorial Potlatch. Family designated Next of Kin may apply for funds associated with Potlatch costs; cash or in-kind (rooms, food, travel costs).

Process for Requesting Funds

Next of Kin 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 memorial funding under this policy to the Executive Director for approval, processing and disbursement of funds.

Memorial Coverage

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

- Headstone costs
- Newspaper ad
- Community Hall rental
- Food/supplies
- Transportation (fuel)
- Accommodations

Disbursement of Funds

The Memorial Potlatch and associated costs upon approval of the application to be paid directly to establishment providing services; rooms, fuel, food supplies (Purchase Orders). May reimburse upon receipt being given.

Memorial Policy Limitations

- Policy not applicable to non-members.
- Disbursement not to exceed \$2,000.00 per Memorial Potlatch.
- 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 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.

Memorial Policy Guidelines

The purpose of the White River First Nation Memorial Policy is to assist member families with the costs of memorial (headstone) Potlatch expenses.

It is the policy of White River First Nation to provide benefits of up to \$2,000.00 per Memorial Potlatch (Headstone) upon approved application. White River First Nation has endeavored to provide a benefit which realistically reflects the costs associated with a Memorial Potlatch.

Procedures

1. The Next of Kin may apply for payment of Memorial costs and associated costs as outlined in the White River First Nation Memorial Policy to maximum of \$2,000.00 per Potlatch.
2. Any and all receipts to be provided with the application to the Memorial Policy Administrator.
3. The Next of Kin shall keep a record of all expenses in case there is a discrepancy.

Applications will be processed and approved according to the Memorial 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

Memorial Policy Application

Name of Applicant, Next of Kin:

Address:

Name of Member that Memorial is for:

- 1) Where reimbursement is to be made to the applicant family member or Next of Kin, please provide copies of eligible receipts.
- 2) Where direct payment is to be made to the service provider (Sunspun, Fuel, Hotel), please provide name, address and phone/fax numbers.

Signature of Applicant:

Approved:

White River First Nation Executive Director

cc White River First Nation Finance Department