

<b>GOVERNANCE POLICY and PROCEDURE MANUAL</b>			
Section:	Council	SPP No.	<b>GP 3.01.BC</b>
		Drafted:	Oct. 2021
Subject:	<b>FINANCIAL and OTHER ASSISTANCE FOR FUNERALS</b>	Approved:	Oct.25, 2021
Issue to:	All Council Members and All Policy Manual Administration Holders	Page:	1 of 5
		Amended:	Mar. 2022

## **FINANCIAL and OTHER ASSISTANCE FOR FUNERALS**

### **1. PURPOSE**

1.01 The purposes of this policy are to:

- outline the provision of compassionate, financial, internment, and moral support that the OKIB may provide following the death of a Member, Spouse, or an Immediate Family member; and
- set out who may be buried in a Community Cemetery
- to repeal Burial Policy 13.2.9

### **2. POLICY**

2.01 The OKIB is committed to providing assistance when a family experiences the loss of a loved one.

#### *Condolences*

2.02 Upon being notified, OKIB will send condolences to the Family Representative with a floral tribute on behalf of the Council and Administration.

#### *Financial assistance*

2.03 Upon the passing of:

- a. a Member living on or off Reserve, the OKIB will provide funeral financial assistance not to exceed \$3000.00 made payable to the Family Representative; and
- b. a Spouse or a Member's child (adopted or natural born) who resides on Reserve, the OKIB will provide financial assistance not to exceed \$700.00 made payable to the Family Representative.

#### *Community Cemetery Burial*

2.04 The following deceased may be interred in a Community Cemetery: Members, Member's Spouse, and Member's children (adopted and natural born).

2.05 OKIB will only provide burial related services for those persons described in s.2.04 who will be laid to rest in a Community Cemetery.

#### *Assistance and Services provided by Public Works and Housing*

2.06 Public Works and Housing (PWH) will:

- facilitate reserving the Head of the Lake Hall for the Wake and funeral. [While there is no key deposit, it should be noted that a lost key costs the OKIB roughly \$1000.00 in having to redo the locks, so please take care not to lose the key]. Items that can be included in the Hall rental:
  - water for drinking and cooking (until HOL water system is fixed);
  - full set-up of clean chairs and tables; and,
  - putting tables and chairs away as well as a full clean-up of the Hall after the funeral;
- provide and set up a tent where the Family Representative has advised that Member/Spouse/Immediate Family wish to host the Wake;

<b>GOVERNANCE POLICY and PROCEDURE MANUAL</b>			
Section:	Council	SPP No.	<b>GP 3.01.BC</b>
		Drafted:	Oct. 2021
Subject:	<b>FINANCIAL and OTHER ASSISTANCE FOR FUNERALS</b>	Approved:	Oct.25, 2021
Issue to:	All Council Members and All Policy Manual Administration Holders	Page:	2 of 5
		Amended:	Mar. 2022

- assist the Family Representative in selecting a burial site in a Community Cemetery
- provide for grave digging at the Community Cemetery; and
- provide a custom made Crib for burial.

*Moral and Other Support*

2.07 The Health and Wellness Department will supply firewood for Wakes.

2.08 The Social Development Department will each advise the Family Representative that Employees will be available to the Immediate Family for moral support and to provide information about financial support and services that the family may require and/or be eligible for.

**3. SCOPE**

3.01 This policy applies to Council, Employees, Members, Spouses and Immediate Family members.

**4. RESPONSIBILITY**

*Member/Spouse/Immediate Family*

4.01 The Member, Spouse and/or Immediate Family members are responsible to appoint a Family Representative as soon as practicable after the death of a loved one.

4.02 In the event that the Member, Spouse and/or Immediate Family members cannot agree upon who to appoint as a Family Representative, the Member, Spouse and/or Immediate Family members must contact a Council member, provide a list of potential candidates and ask that Council meet and decide who from the list should be appointed. When asked to do so, Council is responsible to meet and make a decision on who should be appointed.

4.03 The Member, Spouse and/or Immediate Family are responsible for all ceremonial costs (e.g. drummers, singers, Elders, etc.).

*Employees*

4.04 To eliminate Employees from receiving conflicting instructions from a Member, Spouse and/or Immediate Family members regarding Wake funeral and burial instructions, no Employee shall take instructions from anyone other than the Family Representative.

*Family Representative*

4.05 The Family Representative:

<b>GOVERNANCE POLICY and PROCEDURE MANUAL</b>			
Section:	Council	SPP No.	<b>GP 3.01.BC</b>
		Drafted:	Oct. 2021
Subject:	<b>FINANCIAL and OTHER ASSISTANCE FOR FUNERALS</b>	Approved:	Oct.25, 2021
Issue to:	All Council Members and All Policy Manual Administration Holders	Page:	3 of 5
		Amended:	Mar. 2022

- a. shall be the sole point of contact with OKIB;
- b. will confer with the Member, Spouse and/or Immediate Family members and complete the Funeral Preparation Guide, reach consensus, and then complete the Wake/Funeral/Burial Checklist Form and deliver them to a Front-line Employee at the Band Office, Health Department, Public Works and Housing, Social Development, and be the point of contact in case an Employee is unclear on any instruction; and
- c. answer any questions about the Wake, funeral or burial instructions that an Employee may have.

*Finance*

4.06 Finance will provide a cheque for funeral assistance made payable to the Family Representative as soon as practicable after being notified of the Member/Spouse/Immediate Family member's passing.

*Social Development*

4.07 Social Development will develop a Funeral Preparation Guide and will forms to the Family Representative required to apply for:

- a. the Indigenous Services Canada Funeral Supplement,
- b. Canada Pension Death Benefits, and
- c. funds from the Ministry of Social Development and Poverty Reduction (SDPR) Funeral Assistance Program.

*Public Works and Housing*

4.08 The Public Works and Housing will provide those services set out in the Wake/Funeral/Burial Checklist Form that have been requested.

*Health*

4.09 The Health Department will provide firewood for the Wake, moral support, and other supports and services that may be required by the surviving Member, Spouse, and/or Immediate Family members.

*Council*

4.10 Council will decide whether a Spouse or an Immediate Family may be interred in a Community Cemetery.

*Administration*

4.11 The Band Council Secretary or Band Office Receptionist will purchase a bouquet of flowers upon the passing of an Elder and have it delivered to the person who the Family Representative has advised it should be sent to.

*General*

4.12 Front-line Employees at the Band Office, Health Department, Public Works and Housing, and Social Development shall each be responsible to provide a copy of the Funeral Preparation Guide and the Wake/Funeral/Burial Checklist Form to any person who attends their office and indicates that a Member, Spouse or Immediate Family member has passed away and to ensure that completed forms are delivered to the applicable department personnel.

<b>GOVERNANCE POLICY and PROCEDURE MANUAL</b>			
Section:	Council	SPP No.	<b>GP 3.01.BC</b>
		Drafted:	Oct. 2021
Subject:	<b>FINANCIAL and OTHER ASSISTANCE FOR FUNERALS</b>	Approved:	Oct.25, 2021
Issue to:	All Council Members and All Policy Manual Administration Holders	Page:	4 of 5
		Amended:	Mar. 2022

**5 DEFINITIONS**

“Community Cemetery” means a cemetery located on Reserve;

“Council” means the elected Chief and Counsellors of the OKIB;

“Elder” means a Member who is sixty-five years of age or older;

“Employee” means a person who works under a contract of employment with the OKIB and who works at the Administration Department, Health and Wellness Department, Social Development Department, or the Public Works and Housing Department;

“Family Representative” includes:

- a. the personal representative named in the deceased's will;
- b. Spouse;
- c. an adult child of the deceased;
- d. an adult grandchild of the deceased;
- e. if the deceased was a minor, a person who was a legal guardian at the date of death;
- f. a parent of the deceased;
- g. an adult sibling of the deceased;
- h. an adult nephew or niece of the deceased;
- i. an adult next of kin of the deceased, determined on the basis provided by sections 89 and 90 of the Province of British Columbia’s *Estate Administration Act*; or
- j. an adult person having a personal or kinship relationship with the deceased, other than those referred to in paragraphs (b) to (d) and (f) to (i).

“Immediate Family” includes:

- a. a parent, parent in-law, step-parent, foster parent or guardian;
- b. a child, step-child, foster child, or of the Member or Spouse;
- c. grandparent, step-grandparent, grandchild, or step-grandchild;
- d. the Spouse of the deceased’s child/children;
- e. deceased’s brother-in-law, sister-in-law;
- f. any person who lived with the deceased as a member of the immediate family.

“Member” means a status Indian (as defined in the *Indian Act*) that is listed as a member in the OKIB’s Membership List;

“OKIB” means the Okanagan Indian Band;

“Reserve” means Okanagan Indian Reserve No.1, Otter Lake Indian Reserve No.2, Harris Indian Reserve No.3, Swan Lake Indian Reserve No.4, Priest’s Valley Indian Reserve No.6, and Duck Lake Indian Reserve No.7;

<b>GOVERNANCE POLICY and PROCEDURE MANUAL</b>			
Section:	Council	SPP No.	<b>GP 3.01.BC</b>
		Drafted:	Oct. 2021
Subject:	<b>FINANCIAL and OTHER ASSISTANCE FOR FUNERALS</b>	Approved:	Oct.25, 2021
Issue to:	All Council Members and All Policy Manual Administration Holders	Page:	5 of 5
		Amended:	Mar. 2022

“Spouse” includes a Member’s husband, wife, common-law wife, common-law husband, or same-sex partner;

“Wake” means the community practice of gathering and the duration of a Wake is typically from the date of passing until the morning of the funeral.

**6 REFERENCE and RELATED STATEMENTS of POLICY or PROTOCOL**

- 2009 BC Regional IA Policy Handbook
- Canada Pension (death benefits)
- Province of British Columbia’s *Cremation, Internment and Funeral Services Act*
- Ministry Social Development and Poverty Reduction

**7 PROCEDURE**

7.01 Front-line Employees at the Band Office, Health and Wellness, Public Works and Housing, and Social Development shall each be responsible to provide a copy of the Funeral Preparation Guide and the Wake/Funeral/Burial Checklist Form to any person who attends their office and indicates that a Member, Spouse or Immediate Family member has passed away.

7.02 The Member, Spouse and/or Immediate Family will appoint a Family Representative who will liaise with Finance, Health and Wellness, Public Works and Housing, and Social Development regarding:

- a. obtaining financial assistance from the Department of Finance;
- b. providing details about the Wake, funeral and burial; and
- c. what financial assistance and services are available from the OKIB and other government sources.

7.03 Finance, upon being advised of the passing of a Member/Spouse/Immediate Family member, will provide a cheque made payable to the Family Representative as soon as practicable.

7.04 Public Works and Housing will provide the services requested by Family Representative and if necessary, meet with the Family Representative to discuss:

- (i) details about the burial services requested; and
- (ii) selection of a burial site.

7.05 Health and Wellness will provide firewood for Wakes.

7.06 Social Development, when contacted by the Family Representative, will make arrangements to meet with the Family Representative to discuss providing other support that may be required.

**8 ATTACHMENTS**

None

<b>GOVERNANCE POLICY and PROCEDURE MANUAL</b>			
Section:	Council	SPP No.	<b>GP 3.01.BC</b>
		Drafted:	Oct. 2021
Subject:	<b>FINANCIAL and OTHER ASSISTANCE FOR FUNERALS</b>	Approved:	Oct.25, 2021
Issue to:	All Council Members and All Policy Manual Administration Holders	Page:	6 of 5
		Amended:	Mar. 2022

**9. REPEALS**

9.1 Burial Policy 13.2.9