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The Land, The People, The Future

## FUNERAL ASSISTANCE AND INTERNMENT POLICY

### PURPOSE:

The Funeral Assistance Fund and Internment Policy is established to assist Nipissing First Nation members with funeral and burial costs, and to provide guidance to the family member in charge when coordinating arrangements.

### I. FUNERAL BURIAL ASSISTANCE FUND

The Funeral and Burial Assistance Fund is made available to all members of Nipissing First Nation up to a maximum of \$5,000.00. (see eligible expenses below).

#### **1. Next-Of-Kin Responsibility**

- a) The next of kin is the contact person agreed upon by the family to coordinate arrangements.
- b) The next of kin is responsible to ensure that NFN is provided with a copy of the Death Certificate.
- c) The family is responsibility to complete application to CPP or Pensions, if applicable, and to contact other organizations ie: ODSP to notify of the family members demise.

#### **2. Process:**

- i. Next of Kin will make contact with the Social Services Manager who will gather documentation.
- ii. Cheque will be made payable to the Funeral Home where arrangements are being made.

#### **3. Eligible Expenses:**

Expenses eligible to be covered under this policy to a maximum of Five Thousand (\$5,000.00) must be directly related to funeral and burial costs such as: Funeral Home Services, burial costs, grave markers and miscellaneous expenses such as prayer cards. All invoices will be directly paid to the supplier based on invoice received.

## **II. INTERMENT POLICY**

### **1. Membership Office Responsibility**

- i. The Membership Clerk will meet with the family to select the burial site.
- ii. Make arrangements with the Public Works Department for a rough box and burial site and arrangements for burial.
- iii. Advising Chief, Council and staff of funeral arrangements.
- iv. Ordering of flower arrangements or donations to family choice cause on behalf of Nipissing First Nation.
- v. Request and maintain death certificate on behalf of Nipissing First Nation.

### **2. Public Works / Facilities Responsibility**

- ≈ Ensure that Public Works is available for burial assistance for opening and closing of grave site.
- ≈ Grounds maintenance.
  - a. No person shall plant trees, flower beds or shrubs in the cemetery except with the approval of the maintenance department. Only trees/shrubs planted in a planter of 30 cm (1 ft) high and 30 cm (1 ft) in diameter will be allowed.
  - b. No person shall be allowed to place barriers around a gravesite as this hinders the regular maintenance and grass cutting of the site.
  - c. Flowers and memorial wreaths that are in a state of disrepair shall be removed by the maintenance staff to maintain a tidy appearance of the cemetery.
  - d. Minor scraping of the monument base of an upright monument due to grass and lawn maintenance is considered to be normal wear. The maintenance staff will take reasonable precautions to protect the property but assumes no liability for the loss of or damage to any marker or other structure or part thereof.
- ≈ Record keeping.

### **3. Family Responsibility**

- i. Grave site selection for burial.
- ii. Contact the membership office as soon as possible to advise when the burial will take place.
- iii. Families are responsible for the grave markers purchase and installation. Grave sites are to be marked immediately. (Crosses could be ordered by Public Works at a cost of \$25.)
- iv. Family is responsible for the purchasing of rough box (optional). (Rough box could be ordered through the Public Works at a cost of \$100.)
- v. Urns must be buried a minimum of 1 metre (3ft)

### **4. Burial for Non-Band Member**

Interment/burial costs associated with non band member on request by band member spouse or by special approval of Council is as follows:

≈ Weekday / Weekend cost - \$350.00

These charges do not apply to the spouse and children of the band member.

### **5. General**

- i. This policy does not allow for pre-grave selection.
- ii. This policy does not imply the responsibility of Chief and Council or Nipissing staff to make funeral arrangements or interment / burial arrangements.

*Approved this 3<sup>rd</sup> day of June, 2014.*

*Amended and approved this 5<sup>th</sup> day of September, 2017.*

*Amended and approved this 3<sup>rd</sup> day of September, 2019.*