

PP.FB.1702.A1



# Amendment

## Tsuut'ina Nation Funerals and Bereavement Expense Policies and Procedures

### Statement

The Tsuut'ina Nation has created this document to assist Citizens with compassion, kindness and care to ensure that all Citizens are treated with dignity and respect.

Amended and Approved April 3, 2017

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## 1 PURPOSE, SCOPE AND APPLICATION

- 1.1. The purpose of this Policy is to set forth policies and procedures in relation to:
  - (a) Funeral expenses for the deceased Tsuut'ina Citizen
  - (b) Tsuut'ina Citizens bereavement and funeral financial assistance
  - (c) Administrative process used for bereavement and funeral expenses
- 1.2. This document provides a process for funeral and bereavement payments for the Tsuut'ina Nation Citizenship Department, Tsuut'ina Citizens, and the Tsuut'ina Finance Department.
- 1.3. This document applies to the Tsuut'ina Citizenship Department to outline the responsibilities in administering the bereavement and funerals budget for the Tsuut'ina Nation.

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## 2 APPLICABLE LEGISLATION

2.1. This document is subject to all applicable Tsuut'ina Legislation and guiding documents namely, but not limited to;

- (a) Tsuut'ina Nation Human Resources Policies and Procedures Manual
- (b) Tsuut'ina Nation Finance and Administration Act
- (c) Tsuut'ina Nation Accountability Code

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### 3 DEFINITIONS

3.1. Definitions for this document are as follows;

- (a) "Approve or Approval" means to consent, agree to, or endorse,
- (b) "Assign or as assigned" means to appoint or delegate, or as appointed or delegated,
- (c) "Assistant Chief Executive Officer" or "ACEO" means the individual assigned by Council to serve as the Assistant Chief Executive Officer for the Tsuut'ina Nation. The ACEO is that is responsible for the day-to-day oversight of their assigned portfolio and assists the Chief Executive Officer,
- (d) "Budget" means the forecast of planned revenues and expenditures for the Nation, a Program, Department or a Company, for a specific period of time,
- (e) "Chief and Council" means the duly elected Chief and Council of the Tsuut'ina Nation,
- (f) "Chief Executive Officer" or "CEO" means the individual assigned by Council that is responsible for the day-to-day oversight of the Nation's operations,
- (g) "Citizen" or "Citizenship" means a member of the Tsuut'ina as described by the Tsuut'ina Citizenship Code,
- (h) "Minor" means a person under 18 years of age,
- (i) "Must, Will, Shall, Required" means to be obliged or bound by an imperative requirement with no discretion to avoid,
- (j) "Nation" means the Tsuut'ina Nation,
- (k) "Nation Funds" means all monies of the Nation.
- (l) "Payment" means any form of money used as payment including cheques and electronic fund transfers (EFT).
- (m) "Purchase Order" means a document that captures the approval of a purchase transaction and when accepted by a vendor, becomes a binding contract for both the Nation and the vendor.
- (n) "Responsibility" means being the individual or group of individuals who do the work or direct the completion of work or activity,

- (o) "Tsuut'ina " or "Tsuut'ina Nation" means the sovereign nation previously referred to as the "Sarcee" Nation,
- (p) "Tsuut'ina Citizen" means a Citizen of the Tsuut'ina who is or who becomes a Citizen under the Tsuut'ina Citizenship Code First Amendment,
- (q) "Tsuut'ina Registrar" means the person appointed by the Tsuut'ina Government to administer and maintain the Tsuut'ina List.

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## 4 ELIGIBILITY

- 4.1. Tsuut'ina Nation Citizens are eligible to receive the services and financial assistance outlined in this document.

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## 5 CITIZENSHIP DEPARTMENT RESPONSIBILITIES

- 5.1. A family member of the deceased contacts the Tsuut'ina Registrar.
- 5.2. The department staff will contact the designated funeral home to arrange financial transaction via purchase order to cover the standard amount for services.
- 5.3. Citizenship Department is tasked to assist the family with planning items. If the Citizenship Department is not available, then the Executive Director of Essential Services is to be the representative and support.
- 5.4. The Citizenship Department is responsible for all transactions and financial processing for funerals and bereavement pursuant to this document.
- 5.5. The Citizenship Department is to notify the Communications Department of funeral arrangements for official posting.

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## 6 BUDGET

- 6.1. The budget used for bereavement and funeral expenses is derived from the current life insurance company, and the Tsuut'ina Citizenship Department budget.
- 6.2. Tsuut'ina Nation policy plan disbursement amount for life insurance claims is as follows:
- |     |               |          |
|-----|---------------|----------|
| (a) | 0-64 years    | \$15,000 |
| (b) | 65-79 years   | \$10,000 |
| (c) | 80 plus years | \$0      |

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## 7 FUNERAL HOME EXPENSES PAYMENT

- 7.1. The Citizenship Department shall pay funeral costs directly to the funeral home through purchase order and then via Nation cheque.

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## 8 ELIGIBLE FUNERAL AND BEREAVEMENT EXPENSES

8.1. The Citizenship Department processes payments for the following eligible expenditures:

- (a) Funeral home expense: Funeral Services, Casket, Flowers, Obituary, Clergy Honorarium, and traditional services expense equivalent to Clergy Honorarium.
- (b) Headstone
- (c) Wake and Funeral Feast
- (d) Deceased clothing
- (e) Moccasins
- (f) Pendleton Blanket from Tsuut'ina Museum or equivalent cost option
- (g) Portable Toilets, Yard Lights, PA System
- (h) Community Wood to be stored at the Fire Hall
- (i) Clothing
  - i. Spouse & minor children of the deceased
  - ii. Parents(s) of a deceased minor

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## 9 AMENDMENTS

- 9.1. Amendments to the Funerals Expense Policies and Procedures will be conducted through the Tsuut'ina Legislative Process.

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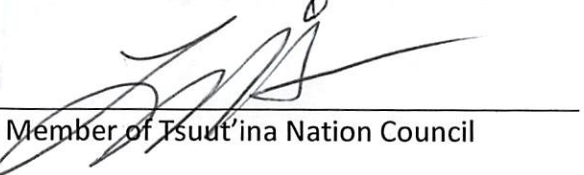
## Chief and Council Signatory Page

This Policies and Procedures Document is hereby made at this duly convened meeting of the Chief and Council of the Tsuut'ina Nation this 3rd day of April 2017.

Voting in favour of the Funerals and Bereavement Policies and Procedures, as evidenced by signatures, are the following members of the Chief and Council:



Tsuut'ina Nation Chief



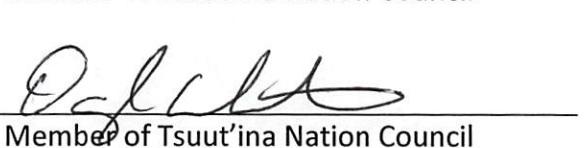
Member of Tsuut'ina Nation Council



Member of Tsuut'ina Nation Council



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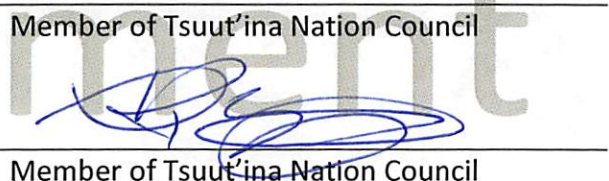
Member of Tsuut'ina Nation Council



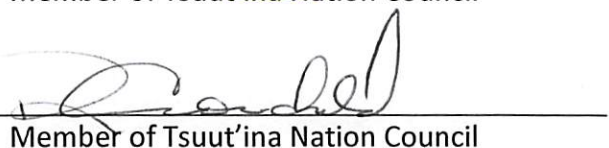
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