



Band Member Support Policy



Lheidli T'enneh

Wheni Lheidli T'enneh ts'inli



1 PURPOSE

Lheidli T'enneh First Nation (LTFN) is committed to assisting Band Members under circumstances who lack the financial resources to deal with the situation. This assistance will be provided only within policy, approved budgets and a case by case basis.

The following funding guidelines have been developed by the Chief and Council of LTFN for financial assistance for Band Members who encounter an emergency or urgent situation and lack the resources to deal with it.

These guidelines apply to on, and off-reserve Band Members and funds will come from own source revenue based on approval of an annual budget for these purposes and the eligibility of the applicant and the nature of the request.

This assistance will only be accessed after all other funded resources are exhausted or unavailable.

2 SCOPE

The scope of this policy is to outline the provision of supporting LTFN member or their immediate family member in the following areas:

- a) Funeral Assistance
- b) Emergency Support
- c) Merchandise purchase from individual band member

3 DEFINITIONS

Chief and/or Council means the elected leadership for LTFN (as defined by the Indian Act).

Band member means a person recognized by the LTFN as being a status Indian (as defined in the Indian Act) and is included on the LTFN membership list (as opposed to the Indian Registry List).

Family means the immediate family of the deceased.

Family Representative means the nearest relative, in the order listed below:

- i. the personal representative named in the will of the deceased;
- ii. the spouse of the deceased;
- iii. executor/executrix of the estate;
- iv. an adult child of the deceased;
- v. an adult grandchild of the deceased;
- vi. if the deceased was a minor, a person who is the caregiver at the date of death with documented proof;
- vii. a parent of the deceased;
- viii. an adult sibling of the deceased;
- ix. 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*;

Immediate Family means immediate family, for this purpose, (and at the time of death for funeral assistance purpose);

- i. spouse or same-sex partner;
- ii. A parent (in-law), step-parent, foster parent or guardian of the family member or of the spouse or same-sex partner;
- iii. A child, step-child, or foster child, or of the spouse or same-sex partner;
- iv. A grandparent, step-grandparent, grandchild or step-grandchild;
- v. The spouse or same-sex partner of a child of the family;
- vi. The brother (in-law) or sister (in-law);

Non-band member family member means a member of a band member's family who is not registered on the LTFN membership List; and is not status Indian (as defined in the Indian Act).

Non-band member spouse means a spouse of a band member who is not registered on the LTFN membership.

Proof of death means a document from appropriate authority such as medical doctor's note, funeral announcement from funeral home. Social media posts, texts from others are not acceptable as proof of death.

Funeral Assistance Policy

Chief and Council have created this policy to outline the procedure of compassionate, financial, internment and moral support for all LTFN members who experience the loss of:

- i. an immediate family member (band member).
- ii. an immediate family member (non- band member).

It is also intended to outline the closure of the LTFN offices while balancing the respect for the families and the administrative and governance responsibilities in a respectful manner.

1 POLICY

1.01 LTFN is committed to help when a family experiences the loss of an immediate family member.

1.02 All LTFN band member and immediate family as defined in this policy are eligible to receive financial assistance for funeral, as per below table.

1.03 All requests must be sent to the Executive Director in the form attached as **Appendix A**, by the family representative only as per definition in this policy, without any exception.

1.04 LTFN administration will provide funeral financial assistance to the family as per the below table:

Deceased	Cheque Recipient (Selected by family representative)	Funeral Financial Assistance Amount	Funeral Home
Member	Member (immediate family as per definition)	\$1000.00	Will be paid directly to the funeral home invoice which will not exceed \$15,000.00.
Non-member	Member (immediate family as per definition)		
Member	Non-member (immediate family as per definition)		

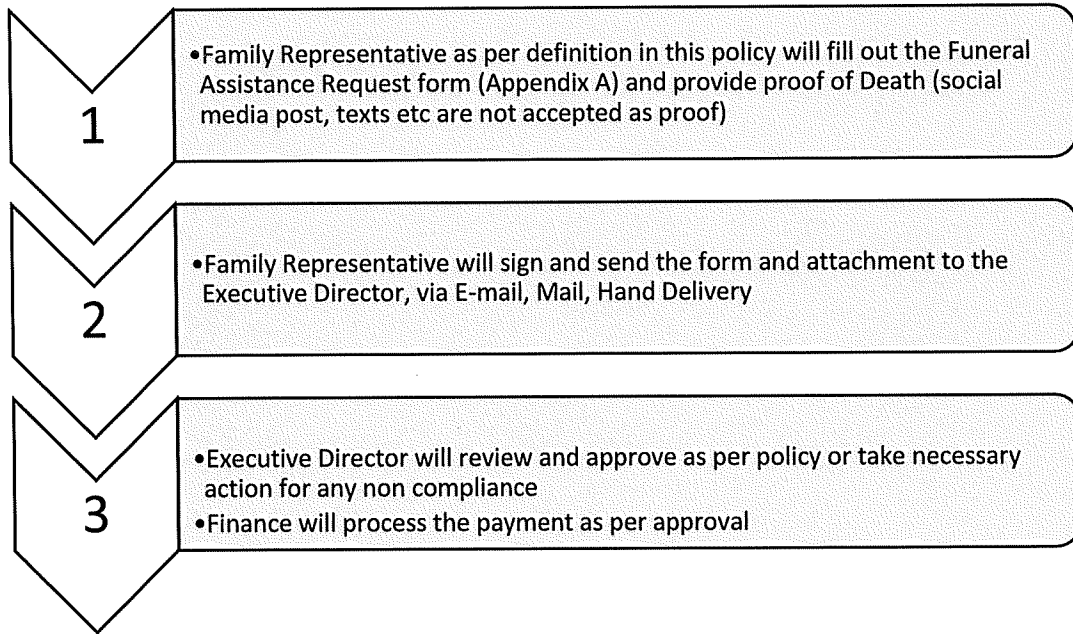
1.05 Maximum financial assistance and eligibility will follow the above table with no exception. Financial assistance amount covers the maximum support available for the family, regardless of the size of family, travel requirements etc.

1.06 LTFN Administration and Chief & Council, out of respect for a deceased LTFN member

shall order that the LTFN administration offices be closed on the day of passing and funeral day, at the discretion of the family Closure of business entities of LTFN will be at the discretion of the operations manager.

2 Procedure

Procedure will follow below steps:



Note: Anything that is not explicitly covered in this policy will be submitted to Council for quorum approval

3 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

Approved on the date of February 5, 2024

Chief: *Doreen Logan*

Councillor: *[Signature]*

Councillor: *[Signature]*

Councillor: *[Signature]*

Councillor: *[Signature]*

Councillor:

Councillor:

Funeral Assistance Form

Date of Request:

Funeral of: **Status #**

Cheque Payable to: **Status #**

Relation with deceased: spouse or same-sex partner A parent (in-law), step-parent, foster parent or guardian of the family member or of the spouse or same-sex partner child, step-child, or foster child, or of the spouse or same-sex partner A grandparent, step-grandparent, grandchild or step-grandchild The brother (in-law) or sister (in-law)

Mailing Address:

Cheque will be: Picked up Mailed **Phone:**

Proof of Death (As defined in policy): Attached

Requested by (Name & Sign):

Relation with deceased: the personal representative named in the will of the deceased the spouse of the deceased executor/executrix of the estate an adult child of the deceased an adult grandchild of the deceased if the deceased was a minor, a person who is the caregiver at the date of death with documented proof; a parent of the deceased an adult sibling of the deceased 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* (proof required from notary public)

For Office Use Only:

Date Received:

Documentation Required:

Approved Not Approved

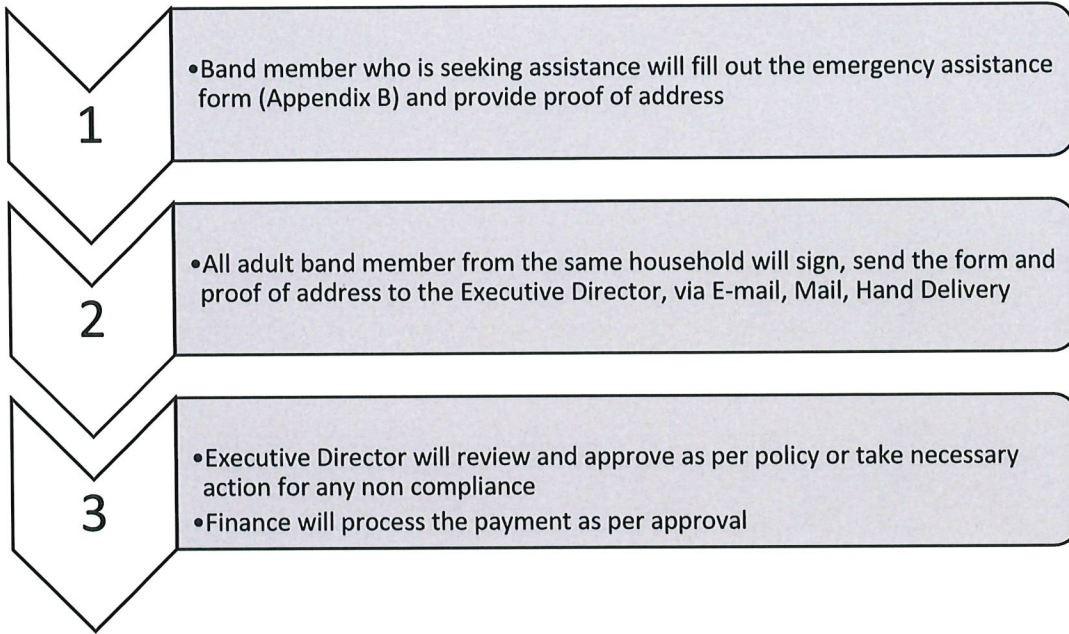
Executive Director:

Emergency Assistance Policy

Chief and Council have created this policy to outline the procedure of financial support for all LTFN members facing an emergency and exhausted all resources through other departments such as Health, Family Development, Social Assistance etc.

1 Policy & Procedure

- 1.1 Any LTFN band member facing an emergency, will be required to reach out to Health, Family Development and Social Assistance requesting for help.
- 1.2 If the above-mentioned departments are not unable to assist, a request can be made to the Executive Director in the prescribed form (Appendix-B).
- 1.3 Maximum allowable assistance in a fiscal year (April to March) for a household will not exceed \$250.00.
- 1.4 Proof of address will be required with the application, acceptable proof for address would be one these:
 - i. Government issued ID Card such as services card, Driver's License
 - ii. Passport
 - iii. Utilities bill
 - iv. Rental Agreement
 - v. Property tax document
- 1.5 Below steps will be followed:



Note: Anything that is not explicitly covered in this policy will be submitted to Council for quorum approval

Approved on the date of February 5, 2024

Chief: <i>Dolleen Logan</i>	Councillor: <i>[Signature]</i>
Councillor: <i>[Signature]</i>	Councillor: <i>[Signature]</i>
Councillor: <i>[Signature]</i>	Councillor: <i>[Signature]</i>
Councillor:	

Emergency Assistance Form

Date of Request:

Cheque payable to: Status #

Number of people in the household: Adult # Child#

Mailing Address:

Cheque will be: Picked up Mailed Phone:

Proof of Address: Government issued ID card such as services card, Driver's License
Passport Utilities bill Property tax document Rental Agreement

Requested by (Name & Sign):

Name & Signature of Adults in the same household Providing Consent:

For Office Use Only:

Date Received:

Documentation Required:

Approved Not Approved

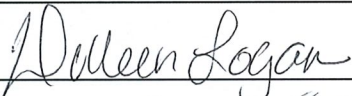

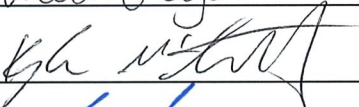


Executive Director:

Merchandise purchase policy from individual band member

Chief and Council have created this policy to outline the procedure of purchasing merchandise from LTFN members.

- 1 Policy
- 1.01 LTFN is committed to help to promote innovation and creativity while crafting the way to flow the traditional knowledge to generations downwards.
- 1.02 Council with quorum approval will provide the merchandise purchase request to Executive Director, including the details of merchandise, quantity, approximate budget etc.
- 1.03 Executive Director will publish the purchase request in all Lheidli communications platform and request bids from members.
- 1.04 Final selection of merchandise will be approved by the Council quorum.
- 1.05 No merchandise will be bought from any willing individual band member outside this process.
- 1.06 No soliciting or activities of such kind is not accepted or tolerated in any LTFN offices.

Approved on the date of February 5, 2024

Chief:		Councillor:	
Councillor:		Councillor:	
Councillor:		Councillor:	
Councillor:			