



Your file - Votre référence

Our file - Notre référence

CIDM: #1349641

June 25, 2009

All Band Social Development Workers
Holders of the Social Development
Policy and Procedures Manual
British Columbia Region

To: All Band Social Development Workers

Policy Directive Letter No #1 2009/2010

Re: **Section 11.7: Burial or Cremation Conditions and Procedures:
Funeral Provider's Service Fees: Rate and Structure Change**

This policy directive letter provides an update to the *Social Development Policy and Procedures Manual BC Region: Volume 1*, and is effective as of July 1, 2009.

This letter is to inform you of changes to the funeral provider's service fee and the items that are eligible within this new fee structure. The primary changes include: (a) the removal of the differential fee (a fee for deceased over 12 years of age; and a different fee for deceased under the age of 12) and the implementation of a single fee for the deceased regardless of age; and (b) the separation of costs for the immediate disposition of the deceased and the costs related to additional funeral services requested by the family. The details follow:

Section 11.7: Burial or Cremation Conditions and Procedures: Funeral Provider's Service Fees (Page 2): Where eligibility for service has been established, whether burial or cremation is chosen, the administering authority will pay a **basic rate for the funeral provider's service fees up to a maximum of \$1,285. This basic fee covers the cost of an immediate disposition, and includes all of the following:**

- Transportation of the body within 32 kilometres
- Completing and filing the registration of death
- Obtaining a burial or cremation permit
- Co-ordination with crematorium and cemetery

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- Professional and staff services including:
 - Counseling and co-ordination with legal representative of deceased
- Preparation of the deceased including:
 - Basic sanitary care and casketing
- Use of facilities and equipment including:
 - Preparation room, refrigeration, parking and service areas
- Transfer of the deceased from the funeral home to the cemetery or crematorium

Additional Services When Requested by Family: Not all of these items will be requested all of the time. **The funeral provider may charge up to a maximum of \$815 for the following additional funeral services.** These additional fees are to be itemized on the funeral provider's invoice to the administering authority:

- Professional and staff services including:
 - Counseling and co-ordination with legal representative of deceased, clergy and officiant
 - Attendance of staff for services and visitation
- Preparation of the deceased including:
 - Embalming
 - Dressing
 - Hairdressing
- Use of facilities and equipment including:
 - Funeral home and all necessary facilities
 - Funeral chapel
 - Preparation room
 - Refrigeration
 - Parking and service areas
 - Taped music
- Funeral coach for transport of the deceased from the funeral home to the cemetery or crematorium

Please ensure that invoices itemizing the basic and additional services (as requested by the family) are attached to a completed Budget and Decision Form (901-25) for the administering authority's file.

If you have questions or require clarification on this policy directive letter, please contact Gwen John at the First Nations Social Development Society at 1-800-991-7099, 604-913-4158 (Lower Mainland) or gwen@fnsds.org.

Sincerely,



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Manager, Income Assistance, Intergovernmental Affairs
Indian and Northern Affairs Canada BC Region

cc. Chief and Council
Band Administrator / Manager
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