

# Willow Lake Metis Nation

## Bereavement Assistance Policy

### Responsible Person

The Willow Lake Metis Association Board of Directors are responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

### Purpose / Rational

To establish Willow Lake Metis bereavement assistance program for a member we have loss due to a death and assist their families who are grieving.

### Definition (for purposes of this Policy)

Members – Metis who have signed the Statutory Declaration and Authorization form and their children registered on this form. Children’s membership is authorized by their parent until the age of 18.

Fund – Financial amount paid through the Bereavement Fund

Immediate family:

- ♦ spouse or common-law partner of the member
- ♦ child of the member or a child of the member’s spouse or common-law partner
- ♦ parent of the member

### Policy

The Willow Lake Metis Association Bereavement Fund (the “Fund”) has been established to provide financial assistance to members who experience a death in their family.

The Fund shall be funded by community investment funding, board fundraising and charitable donations provided by members and any entities or individuals who want to assist members financially in their time of grief.

## **GENERAL PROVISIONS**

### **Members Eligibility for Financial Assistance**

To be eligible to receive assistance from the Fund, a member must be pre-registered on the Willow Lake Metis membership list. Persons who are not eligible to participate are non-Metis and Metis not registered in the Willow Lake Metis membership list.

### **Qualifying Event**

The Fund is intended to assist members who have experienced a death of a Willow Lake Metis member in their immediate family.

The goal of the Fund is to help members assist in the cost of Willow Lake Metis member's funeral expenses.

### **Recipient Regulations**

- All funds are subject to the availability. Because the Fund is supported by donations, there is no guarantee that there will be available funds at a given time.
- Financial assistance will apply towards funeral expenses for the deceased member.

### **Fund Review Committee**

The Willow Lake Metis Leadership will be responsible for the management of this fund. The Committee shall meet monthly. Financial aid will be approved by a majority vote of the committee. At the discretion of the Committee they can determine if a request is deemed an emergency and review the request immediately. Any member of the Committee who has a conflict of interest due to immediate family, personal or business associations shall refrain from discussing or voting on such matters.

### **Administration**

The Committee must maintain adequate records to show that payments further the Fund's charitable purpose. The Committee's records will be retained in the Willow Lake Metis office. Generally, documentation will include:

- An application for the assistance provided;
- The name, address, and amount distributed to each recipient; and
- Any conflict of interest between a recipient and Committee members.

## **Related Procedures**

### **DONATING TO THE FUND**

- Any person or entity is eligible to donate to the Fund.
- The fund will be administered by the Willow Lake Metis Association.
- Donations cannot be earmarked for specific individuals.

## **APPLYING TO THE FUND**

- Applications must be completed and submitted to the Willow Lake Metis Office. The family member who is financial covering the costs of the funeral for the deceased member may apply on the behalf of the family. All decisions made by the Committee will be based solely on the information submitted with the application.
- Each application must be accompanied by supporting documentation from the vendor. Recommended documentation included would be a quote or receipt of payment,
- Approval of applications are subject to availability of funds,
- Information provided by applicants will be treated as confidential,
- The Committee may request additional information or documentation from an applicant before making a decision. Such requests will be communicated by the Willow Lake Metis Leadership. The applicant will be given two weeks to provide the requested information or to explain why it cannot be provided. If the applicant does not respond to the request, the application will be deemed withdraw,
- The President will communicate the Committee's decision to the applicant.
- Once receipts are submitted payment will be made directly to the applicant; or in the case a quote is submitted a payment will be made directly to the vendor from which the applicant has acquired services.
- All decisions by the Fund Review Committee are final. No appeals process is available.

# Willow Lake Metis Nation

## Bereavement Application

Applicant's Information:

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of your circumstances:

[illegible]

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** submit completed application to Stella Lavallee @ E:mail: [s.lavallee@wlmmn.ca](mailto:s.lavallee@wlmmn.ca) or call (780) 334.0008 for further inquiries.

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