



# AHOUSAHT

General Delivery  
Ahousaht, BC V0R 1A0  
250-670-9531  
Fax: 250-670-9696

## Funeral Guide

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# 1: Appointment of Ahousaht Council/Social Development Employee

## 1 A: Appointment

Ahousaht will direct one Council member and one Social Development employee to assist families with funeral arrangements.

- This council member will be in contact with the Ahousaht Administration on a daily basis.
- If the Council member is directly related, another Council member will be appointed to assist the family.
- The appointed Ahousaht Council member will be expected to rotate and/or share duties to assist with families.
- The Council members will have a rotation to prevent stress on the council member(s).
- The Ahousaht Social Development employee will assist the Ahousaht council member when the deceased is a Social Development client.
- If a Social Development employee is unavailable, an additional council member or designated employee will be called upon to assist.
- Designated Council Member and Social Development Employee will contact Administration Designate for updates.

Date:
Name of Deceased:
Ahousaht Member: #659 _____
Designated Council Member:
Social Development :
Administration Designate:

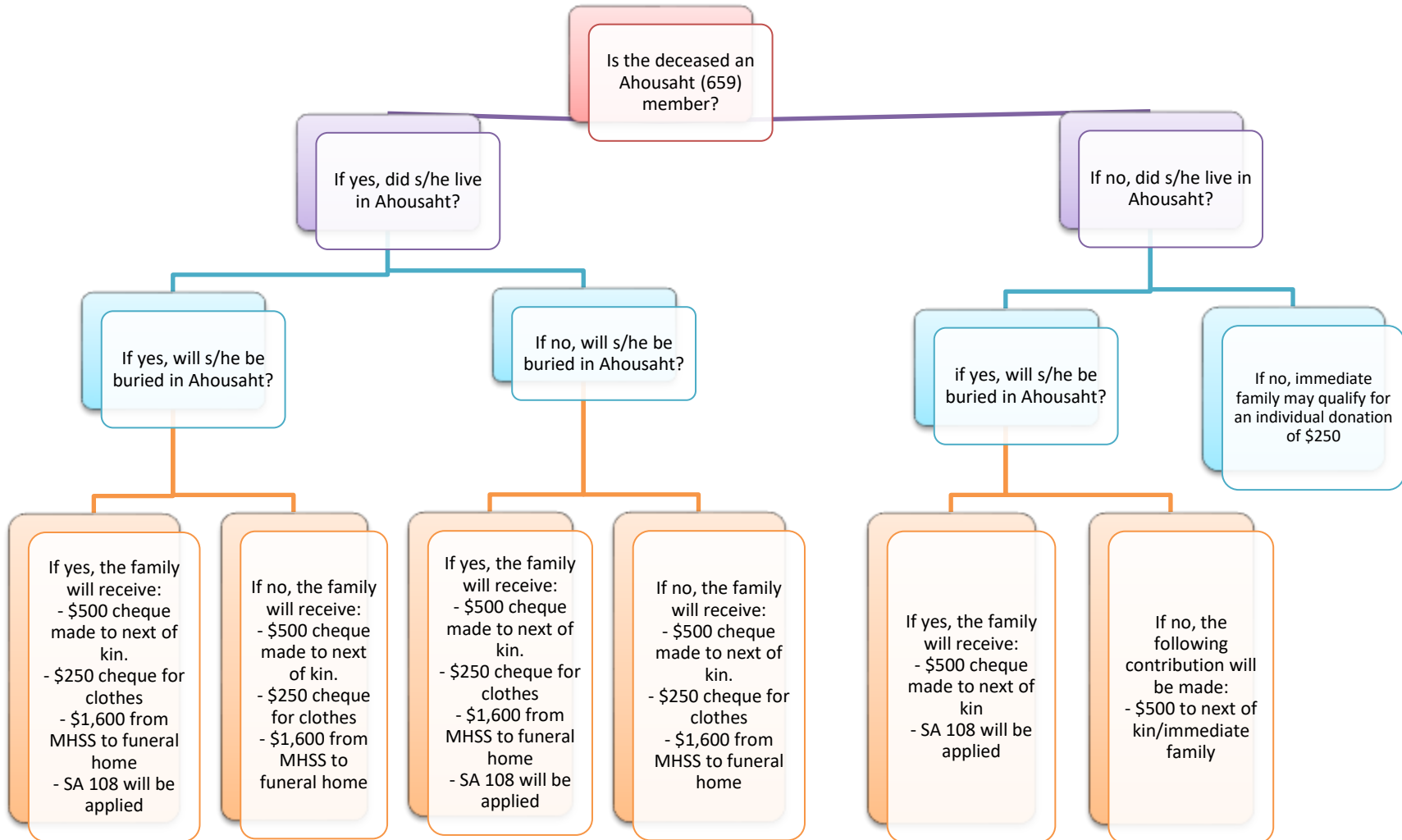
## 1 B: Council/SD Check List

**Complete**

1. Designates Assigned	
2. Next of Kin Form- signed & dated	
3. Personal Information	
4. Select Funeral Home	
5. Setup Meeting With Funeral Home	
6. Contact Administration designate to Prepare for Community Meeting	
A. Emergency Donation Funds	
B. Water taxi set up	
7. Service, Funeral, Burial, Luncheon	

## 2: Financial information

Follow the chart for applicable contributions



Based on the chart above, the following is the details of what the Ahousaht Nation will assist with to alleviate the funeral expenses; the designated council member will inform the family of these funds, verbally and will hand a hard copy of these contributions to the next of kin- see attached letter on page 8.

<b>Funds directed to Funeral Home</b>		
<ul style="list-style-type: none"> <li>Maaqtusiis Hahoulthlee Stewardship Society (MHSS)</li> </ul>	\$1,600.00	If this balance does not cover funeral expenses, the funds collected at the emergency community meeting will go towards payment to the funeral home.
<ul style="list-style-type: none"> <li>Ahousaht Social Development</li> </ul>	SA 108 entitlement- pending factors: residence, plans qualify	
<ul style="list-style-type: none"> <li>Community meeting funds</li> </ul>	Cash amount varies	Funds from the emergency community meeting will go towards payment to the funeral home, thereafter go towards additional expenses, such as: water taxis, accommodations, food, etc.
<b>Funds directed to Family</b>		
<ul style="list-style-type: none"> <li>Ahousaht Admin. Donation</li> </ul>	\$500.00 \$250.00	Food costs for the house and funeral day Clothing, blanket, etc.
<ul style="list-style-type: none"> <li>Accommodation from Council</li> </ul>	Two rooms for two nights	For immediate family when meeting with funeral home
<ul style="list-style-type: none"> <li></li> </ul>	<i>Exception: If service and funeral are not in Ahousaht, two rooms for one additional night will be added.</i>	
<ul style="list-style-type: none"> <li>Water Taxi</li> </ul>	Immediate family traveling to/from Ahousaht  Extended Family is responsible for their own water taxi fare	* As Per Personnel Policy: 114 PG 16 Immediate family includes: Child, Grandchild, Brother/Sister, Mother/Father, Aunt/Uncle (Parents siblings), Grandparent, Mother-in-Law/Father-In-Law, Brother-in-Law/Sister-in-Law, and spouse
<b>Funds for Luncheon</b>		
<ul style="list-style-type: none"> <li>By community donation</li> </ul>		Double check with T-Bird hall staff for stocked supplied before ordering extra

### 3: Personal Information Form

Full Given Name:	
Date of Birth:	Place of Birth:
Fathers Name:	Place of Birth:
Mothers Name:	Place of Birth:
Mothers maiden name:	
Social Insurance Number:	
Care Card Number:	
Employment:	
Marital Status:	
Physician: Dr. _____	
Phone #:	

It is important for the next of kin to have the deceased photo ID, if possible.

#### 4: Next of Kin Verification Form

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**Attention:** Ahousaht Social Development 250-670-9558  
Ministry Funeral Call Centre: 1-866-866-0800

I, (print name) \_\_\_\_\_ verify that I am the next of kin for

Name: First \_\_\_\_\_ Middle: \_\_\_\_\_

Last name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Membership #: 659 \_\_\_\_\_

Relation: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Next of Kin Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**5: Select Funeral Home**

1. Yates Funeral Service & Crematorium – Port Alberni	250-723-5859
2. Chapel of Memories Funeral Directors – Port Alberni	250-723-3633
3. Telford Burial & Cremation Centre – Nanaimo	250-591-6644
4. Sands Funeral Chapel – Nanaimo	250-753-2032
5. Sands Funeral Home – Victoria	250-388-5155
6. McCall Bros. Funeral Directors – Victoria	250-385-4465
7. Care Funeral Services – Victoria	250-419-0579
8. Royal Oak Burial Park & Crematorium – Victoria	250-400-6137
9. Cedar Creek Caskets- Nanaimo	250-740-0106

**Funeral Home**

Services Provided By:		
Name:		
Address:		
Phone #:	Fax #:	Email:

Expenses:

\_\_\_\_\_

\_\_\_\_\_

Funeral Services:

\_\_\_\_\_

\_\_\_\_\_

Casket:

\_\_\_\_\_

Burial site:

\_\_\_\_\_

Cremation:

\_\_\_\_\_

Obituaries:

\_\_\_\_\_

Death Certificate:

\_\_\_\_\_

**The Social Assistance 108 Form needs to be filled in by Ahousaht at this time.**

## 6: Funeral Arrangements

Memorial Service: Date/Time/Place \_\_\_\_\_

Funeral Service: Date/Time/Place \_\_\_\_\_

Service/ Funeral Officiated by: \_\_\_\_\_

Luncheon: Date/Time/Place \_\_\_\_\_

Songs/Hymns:

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Pallbearers:

1. \_\_\_\_\_  
3. \_\_\_\_\_  
5. \_\_\_\_\_  
7. \_\_\_\_\_

2. \_\_\_\_\_  
4. \_\_\_\_\_  
6. \_\_\_\_\_  
8. \_\_\_\_\_

Honorary Pallbearers:

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Eulogy given by: \_\_\_\_\_

Pictures: if you wish to have hymn sheets please provide pictures to Administration.



**7: Community Meeting**

<b>Donations</b>	<b>Donor Name</b>	<b>Total</b>
\$1600.00 -	MHSS	\$1600.00
Pending if the deceased is living in Ahousaht, the city or another reserve, if the body is coming home- these factors affect Soc. Dev contribution	Ahousaht Social Development Department	\$_____
<b>Emergency Community Meeting Donations</b>		
<b>Name</b>	<b>Amount</b>	<b>Total</b>



Funeral Home Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Bill To:**  
**INAC**

Date: \_\_\_\_\_  
 Invoice #: \_\_\_\_\_ (should be deceased status number as an invoice)

**Reason:** \_\_\_\_\_, Service: Transportation from Tofino to Ahousaht, Chapel facilities, Plot fee, opening and closing fee.

Name	Membership #	Description	Amount
		Tofino – Ahousaht	
		Chapel facilities Fee	
		Plot Fee	
		Opening and Closing Fee	
ADMIN FEE (10%)			
GST (5%)			
<b>Total</b>			

**Payable to:**  
 Ahousaht First Nation General Delivery Ahousaht BC V0R 1A0

GST #: 106689540

**Contact person:**  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone/email: \_\_\_\_\_

**9: SA 108 Form**

See attachment—page 14-15. To be filled out by Funeral Home representative, and sent to Ahousaht Social Development for payment.