

GOVERNANCE POLICY AND PROCEDURE MANUAL			
Chapter:	Council	SPP No.	GP 1.03.BC
Section:		Drafted:	Sept.9, 2021
Subject:	FUNERAL PROTOCOL	Approved:	Sept. 13, 2021
Issue to:	All Council Members	Page:	1 of 3
		Amended:	

1 PURPOSE

- 1.01 The purposes of this policy are to:
- establish meeting protocols for the OKIB Council and its Committees in the event that an OKIB member passes away; and
 - to repeal Funeral Protocol GP.1.0.BC, approved on January 27, 2015.

2 POLICY

- 2.01 This policy ensures that OKIB governance and administrative matters can be dealt with in a respectful and timely fashion.
- 2.02 The meeting protocols are intended to balance the interests of respectfully observing the passing of an OKIB member while also allowing for the OKIB Council and its Committees to carry out its governance and administrative responsibilities in a respectful and efficient manner.

3 SCOPE

- 3.01 This policy applies to all Council and Committee members.

4 RESPONSIBILITY

- 4.01 The Executive Director in collaboration with the Council Secretary is responsible for rescheduling and communicating changes to meeting times and locations to the expected attendees.

5 DEFINITIONS

- “Bereavement Leave”* means the time off that Council members receive for the death of an Immediate Family member;
- Bereavement Policy* means the bereavement policy outlined in the Okanagan Indian Band Personnel Policy & Procedures Manual;
- “Committee”* means a Committee of the OKIB Council. A Committee’s membership is comprised of the Chief and at least 3 Councilors and any non-Council members that the Council wishes to appoint;
- “Council”* means the Chief and Councilors of the OKIB;
- “Funeral”* means a ceremony or service held shortly after an OKIB member’s passing, usually including the burial or cremation;
- “Immediate Family”* means immediate family as defined in the OKIB Personnel and Procedures Manual;

GOVERNANCE POLICY AND PROCEDURE MANUAL			
Chapter:	Council	SPP No.	GP 1.03.BC
Section:		Drafted:	Sept.9, 2021
Subject:	FUNERAL PROTOCOL	Approved:	Sept. 13, 2021
Issue to:	All Council Members	Page:	2 of 3
		Amended:	

- OKIB**” means the Okanagan Indian Band;
- “OKIB member”** means a registered member of the OKIB and includes an immediate family member of an OKIB member, such as a spouse or child that is generally an accepted member of the OKIB community;
- “On-reserve”** means taking place on one of the following reserves: Okanagan Indian Band Reserve No. 1; Otter Lake Reserve No. 2; Harris Reserve No. 3; Swan Lake Reserve No. 4; Priest Valley Reserve No. 6; and Duck Lake Reserve No.7;
- “Wake”** means the community practice of gathering after the passing of an OKIB member. The length of a wake is typically from the date of passing until the morning of the Funeral. This gathering is typically held at either a community hall or a family residence;
- “Wake Prayers”** means the community practice of gathering for the reciting of prayers. This practice typically takes place the evening before the day of the funeral.

6 REFERENCE and RELATED STATEMENTS of POLICY and PROCEDURE

- H.R. 4.06 OKIB – Bereavement Leave

7 PROCEDURE

Bereavement

- 7.01 OKIB employees appointed to a Committee wishing to attend the Wake, Wake Prayers or Funeral that occur during the employee’s regular working hours will follow the applicable procedures set out in the Bereavement Leave Policy.
- 7.02 Council members who are entitled to Bereavement Leave, may be absent from Council or Committee meetings during the bereavement period. The absent Council member shall have the words “Bereavement Leave” recorded next to their name in the attendance section of the meeting minutes.
- 7.03 Council members who not are entitled to Bereavement Leave, consistent with the provisions of this Protocol, may opt to be absent from Council or Committee meetings and will have the word “Apologies” recorded next to their name in the attendance section of the meeting minutes.

GOVERNANCE POLICY AND PROCEDURE MANUAL			
Chapter:	Council	SPP No.	GP 1.03.BC
Section:		Drafted:	Sept.9, 2021
Subject:	FUNERAL PROTOCOL	Approved:	Sept. 13, 2021
Issue to:	All Council Members	Page:	3 of 3
		Amended:	

7.04 *On-reserve Wakes or Funerals*

- a. If a scheduled Council meeting occurs during the Wake or Wake Prayers for an OKIB member is taking place, Council may, if a majority of the Council members are in agreement, postpone the meeting and reschedule it to a date and time of their choosing.
- b. If a scheduled Committee meeting occurs during the Wake or Wake Prayers for an OKIB member is taking place, Committee members may, if a majority are in agreement, postpone the meeting and reschedule it to a date and time of their choosing.
- c. If a scheduled OKIB Council or Committee meeting occurs on the day of a Funeral of an OKIB member the meeting shall be postponed to a later date agreed upon by a majority of the Council or Committee members.
- d. If a scheduled OKIB public information or consultation session occurs during the day of a Wake or Funeral of an OKIB member, then that meeting shall be postponed to a later date as agreed upon by the majority of Council.

7.05 *Off-reserve wakes or funerals*

- a. In the event of an OKIB member's passing where the remains are not repatriated for the Wake and Funeral to occur On-reserve, then Council may order that the OKIB will observe the passing of the OKIB member by lowering all OKIB flags half-mast from the time of passing until the day of the Funeral to pay respects to the OKIB member who has passed away and to the families of that member.
- b. In the event of an OKIB member's passing where the remains are not repatriated for the Wake and Funeral to occur On-reserve, then the family of the OKIB member may submit a written request to Council for its consideration to apply the On-reserve observances and protocols as stated above.

7.06 *Meetings required by law*

- a. Meetings and votes that are a legal requirement of an election or referendum process shall continue on the date and at the time and place scheduled for the meeting or vote.

8 ATTACHMENTS

8.01 None

9 REPEALS

9.01 Funeral Protocol GP.1.0.BC