



# BEREAVEMENT AND COMPASSIONATE TRAVEL ASSISTANCE POLICY

## 1. POLICY STATEMENT

The Kitikmeot Inuit Association (KIA) will provide financial support to Beneficiaries dealing with grief, bereavement and mourning associated with a family member who is terminally ill and facing imminent death or has died.

## 2. PURPOSE

The purpose of this Policy is to ensure appropriate guidelines are in place for the prudent allocation and administration of funding received by the KIA for bereavement assistance.

## 3. SCOPE

This Policy applies to the Aituuti Katimayit and KIA staff.

## 4. PRINCIPLES

In implementing this Policy, KIA will be guided by the following principles:

- a) Beneficiaries experiencing grief or bereavement are often exposed to unexpected financial costs.
- b) Programs should be delivered as close to the people being served as practical.
- c) Programs, project or initiatives supported with KIA funding shall be monitored for results and reported to the KIA Board.

## 5. DEFINITIONS

*Beneficiary:* an Inuit Beneficiary pursuant to Article 35 of the *Nunavut Agreement*.

Aituuti Katimayit: a subcommittee of KIA which reviews and approves funding requests from organizations and individuals on a periodic basis.

## 6. PROVISIONS

### *Eligibility for Funding*

- a) The deceased, or terminally ill person, must be a registered beneficiary and associated with a Kitikmeot community. The selected travellers must be family members, as defined in this policy, but do not necessarily need to be associated with a Kitikmeot community.
- b) The terminally ill or deceased person must be a family member. Eligible relatives include grandmother, grandfather, mother, father, daughter, son, aunt, uncle, sister, brother, grandchildren. Leniency in family relations may be exercised by the authoritative body respecting in order to honor the wishes of the immediate family and who they have chosen to benefit from the program (cousins, step parents, in-laws, close friends)
- c) A *Bereavement and Compassionate Travel Assistance Application Form* must be completed and submitted to KIA's office in Cambridge Bay.
- d) In cases where a Beneficiary registered to a Kitikmeot community passes away outside of their home community, shipment of remains in lieu of travellers may be considered.
- f) Emergency Travel booked outside of KIA's regular working hours (Monday – Friday, 8:30 am – 5:00 pm). May be considered for reimbursement if completed application and required documentation is provided.
- g) Applications for Bereavement and Compassionate travel outside of Nunavut, but not outside of Canada will be considered on a case by case basis. This includes instances where deceased or terminally ill person is a Non-Beneficiary but an Immediate Family member. (Eligible relatives include grandmother, grandfather, mother, father, daughter, son, aunt, uncle, sister, brother, grandchildren.)

### *Allocation of Funds*

- a) Funding for Bereavement and Compassionate travel assistance is provided by Nunavut Tunngavik Inc. (NTI) through a Contribution Agreement with KIA. The Contribution Agreement with NTI will specify the proportion available for bereavement and compassionate travel assistance, and the proportion available to KIA to administer the program.
- b) Funds will be used for the provision of financial assistance for air travel for a maximum of two (2) family members who wish to visit a terminally ill family member, or travel to attend the funeral of a family member with in Canada.

- c) On receipt of the completed application form and any required supporting documents, KIA will review the application, and make all travel arrangements for approved applicants.

## 7. AUTHORITY AND ACCOUNTABILITY

### KIA Board

- a) This Policy is issued under the authority of the KIA Board. The KIA Board will review the provisions of this Policy and make revisions as appropriate.

- b) Director, Department of Social and Cultural Development

The Director of Social and Cultural Development will be responsible for reviewing and applications for financial assistance on a case-by-case basis and making recommendations for approval to the Executive Director. In addition, the Department of Social and Cultural Development will make all travel arrangements for approved applicants.

- c) Executive Director

The KIA Executive Director is accountable to the KIA Board for the implementation of this Policy. In addition, the KIA Executive Director will approve all applications for financial assistance.

- d) Aituuti Katimayit

The Aituuti Katimayit will review approved applications on a quarterly basis.

- e) Director Finance

The Director of Finance shall:

- Maintain and disperse Program funds,
- Provide quarterly reports for Aituuti Katimayit review, and
- Provide a report to NTI at year end on how the funds were used.

## 8. FINANCIAL RESOURCES

KIA's ability to provide financial assistance to Beneficiaries pursuant to this Policy is subject to the following:

- a) NTI has agreed to provide a financial contribution to KIA in order for KIA to deliver the Program. A Contribution Agreement will be negotiated each fiscal year between KIA and NTI that will specify the amount of funding available for bereavement and compassionate travel assistance for the fiscal year in question.
- b) Should the funds available from NTI for bereavement and compassionate travel assistance be depleted before the end of the fiscal year, KIA will not seek nor use other monies to replenish the available funds.

c) Should the funds available from NTI be depleted before the end of the fiscal year, no funding will be available for bereavement and compassionate travel assistance until the beginning of the next fiscal year, subject to approval of funding for the next fiscal year by NTI at its Annual General Meeting.

## 9. PREROGATIVE OF KIA BOARD

Nothing in this Policy shall in any way be construed to limit the right of the KIA Board to make decisions or take action respecting the delivery of bereavement assistance funds outside the provisions of this Policy.