



Nunavut Tunngavik Inc.

COMPASSIONATE AND BEREAVEMENT TRAVEL PROGRAM POLICY

Approved by the Board of Directors on March 20, 2024
(*Approved to take effect on April 1, 2024)*

1.0 PURPOSE

1.1. The purpose of the Compassionate and Bereavement Travel Program (CBTP or the “Program”) is to assist Inuit dealing with grief, bereavement and mourning associated with a family member being terminally ill and facing imminent death or has died, by providing financial support to cover certain costs related to travel of family members and/or transportation of human remains.

2.0 PROGRAM COVERAGE AND ELIGIBILITY

Financial Assistance

2.1 Financial assistance will be provided to cover air travel from a location within Canada to a Nunavut community for a maximum of three (3) family members (as defined in this Policy) who wish to:

- (a) visit another family member who is terminally ill and facing imminent death, or
- (b) travel to attend the funeral of a deceased family member.

Where airline tickets are purchased by a RIA, one discretionary change will be allowed free of charge. Additional changes will be at a cost of \$100 per change.

For clarity, if the funeral of the family member has already taken place, applications will still be considered if they are made within one week of the funeral and the travel will take place within 30 days of the funeral. The travel coverage provided above is a one-time financial assistance.

2.2 Where airline tickets are purchased by a RIA, a connecting flight was delayed due to weather, and a traveler is required to cover his/her own accommodation, the Program may cover hotel cost for up to four (4) nights or \$1,000, whichever is lower, or up to four (4) nights of billeting cost at \$100 per night. For clarity, the Program does not cover accommodation costs at the originating or final destination, or any meal costs or per-diems. Hotel or billeting costs will be covered on a reimbursement basis, with supporting documents. The accommodation coverage provided above is a one-time financial assistance.

Where airline tickets are purchased by a RIA, reasonable ground transportation costs (e.g., train or bus tickets, reasonable taxi fares and/or gas costs) to and from the originating airport will be covered on a reimbursement basis, with supporting documents.

2.3 Where the family chooses to travel by means other than air, the Program may provide reimbursement for the gas costs, based on actual receipts, to the maximum of the equivalent value of three (3) airline tickets, or \$6,000, whichever is lower. For clarity, a family may choose airline tickets under section 2.1 or gas reimbursement under 2.3, or a combination of both, to the maximum of the equivalent value of three (3) airline tickets. The gas coverage provided above is a one-time financial assistance.

2.4 In addition to the travel assistance above, in the event that

- (a) an eligible Inuk died in Nunavut but outside of their associated or home community and/or in Canada but outside of Nunavut, and
- (b) the next of kin or the immediate family members wishes to ship the human remains back to the associated or home Nunavut community,

the Program will cover the reasonable transportation cost as approved by a RIA. For clarity, the Program covers the transportation/shipping cost of human remains and expenses directly related to the transportation, but not other expenses (e.g., coffin).

2.4 Transport costs for human remains will be covered on a reimbursement basis, with supporting documents. Families intending to use the service are strongly advised to seek pre-approval of the transportation costs based on any quotes from the airlines or shipping agents. In exceptional circumstances where a family faces financial hardship, a RIA has the discretion to directly provide payment to the airline or shipping agent.

Eligibility

2.5 To be eligible for financial assistance, the terminally ill or deceased person must be a family member, and

- is/was enrolled under the *Nunavut Agreement* or with associated community in the region from which the financial assistance is requested pursuant to this Policy; or
- is/was the spouse or parent of an Inuk enrolled under the *Nunavut Agreement* or with associated community in the region from which the financial assistance is requested pursuant to this Policy.

2.6 A recipient (Inuk/Inuit) of financial assistance pursuant to this Policy must also be enrolled under the *Nunavut Agreement*, and is a family member of the individual who is terminally ill and facing imminent death or has died. Proof of illness and/or death issued by the local health centre, doctor, funeral home or a relevant government agency will be required using forms/templates prescribed by a RIA or in the form of an official document such as a death certificate.

2.7 Eligible “family members” include grandmother, grandfather, mother, father, spouse, daughter, son, sister, brother, grandchildren, aunt, uncle, niece, and nephew. Flexibility in family relations may be exercised by a RIA in order to respectfully honor the wishes and choices of next of kin or the immediate family members.

3.0 PROCEDURES

3.1 All applicants are required to complete and submit an application form prescribed by a RIA and provide any required supporting documents.

3.2 A RIA will review the application, and make flight arrangements for approved individuals under section 2.1 above, or process reimbursements for applications under sections 2.2 to 2.4 based on supporting documents, after the relevant expenses have been incurred.

4.0 ADMINISTRATION AND DELIVERY

4.1 The Program will be overseen by the CBTP Secretariat at NTI, with the assistance of the CBTP Working Group consisting of representatives from both NTI and the RIAs.

4.2 The CBTP Working Group may recommend CBTP Delivery Guidelines for approval by the Chief Executive Officer.

4.3 The Program will be funded by NTI through its annual budgetary process.

4.4 The Program will be delivered by the RIAs in accordance with this Policy and the CBTP Delivery Guidelines.

5.0 REVIEW

5.1 The Policy/Program may be reviewed every five (5) years at the discretion of the Board of Directors. Nothing in this section shall prevent the Senior Management Committee or the Secretariat from reviewing the Program on a more frequent basis.