



CITY OF IQALUIT COUNCIL POLICIES

Policy Title: Compassionate Funeral Subsidy Program	Policy Number: CNCL 26-001
Authority: City Council	
Council Resolution/Motion Number: 26-48	
Mayoral Signature: 	Effective Date: <i>March 30, 2026</i>

POLICY NAME

This policy is titled the Compassionate Funeral Subsidy Program Policy.

PURPOSE

The purpose of this Council policy is to set out the Procedure by which family members of a deceased resident of the City of Iqaluit may access this program.

POLICY STATEMENT

The City of Iqaluit recognizes the incredible hardship that the loss of a loved one can put upon the family members of the deceased. To the extent outlined in this policy, the City of Iqaluit wishes to alleviate some of the financial burdens that families face for funeral and burial expenses for deceased Iqaluit residents.

APPLICATION

This program is available to family members, next of kin, or the executor of a deceased resident of the City of Iqaluit.

DEFINITIONS

Approved Costs: A list of Funeral and Burial Services expenses that have been submitted to the City for review and have been approved for payment under this program.

Burial Permit: A legal document that serves as official authorization for the burial or cremation of a deceased individual. A burial permit is requested by the Funeral Services Provider and issued by the City of Iqaluit. The issuing of a burial permit requires a minimum of 48 hours (excluding weekends and statutory holidays) notice from a Funeral Services Provider.

Death Certificate: An official document, issued by a government's Vital Statistics department, which can be used as a legal proof of death, to settle an estate, or by family members to obtain benefits like pensions and insurance. This document can be released to a family representative upon submission of an application to the appropriate government's Vital Statistics department. The City of Iqaluit does not obtain or keep copies of Death Certificates.

Deceased Resident: A deceased person, who, at the time of their death, was a resident of the City of Iqaluit as verified by a piece of identification (e.g. a driver's license or other card issued by a government agency) or an official document (i.e. lease or rental agreement, statement or bill, or correspondence from an educational institution) with the deceased resident's name and address in Iqaluit.

Eligible Costs: Eligible Costs are the costs of the Funeral and burial services that qualify for support under this program. Eligible Costs refer to standard and essential services provided by a Funeral Services Provider, as outlined in the Eligible Funeral Services section of this policy.

Estate Executor: An Estate Executor is a person or entity appointed to administer the financial affairs and wishes of a deceased person according to their will. Their responsibilities include ensuring that the stipulations of the will are carried out, disbursing the estate's assets, paying any taxes due, and covering outstanding debts.

Family Representative: A member of the Deceased's family or extended family, next of kin, or the executor of the estate of the Deceased.

Funeral Services Provider: A provider of Funeral Services to the residents of the City of Iqaluit, operating within the boundaries of the City of Iqaluit, and who is in good standing with the City.

Ineligible Costs: Any costs not considered under the list of eligible funeral services are ineligible for payment or reimbursements. This includes the cost of extra or additional services, upgrades to the services beyond what is considered eligible, and any costs that are covered by a third party (see third party coverage).

Payment Terms: All payments and reimbursements are subject to the City of Iqaluit's standard terms of payment of 30 days.

Proof of Death: An official document, issued by a Funeral Services Provider, that certifies the death of an individual. This document is part of an individual's confidential health record and is only shared with the City of Iqaluit to verify a death. The City of Iqaluit is not authorized to release this document to anyone outside of the Funeral Service Provider that issued the document, other than the Government of Nunavut Vital Statistics.

Registration of Death: An official document, issued by the Government of Nunavut or health institution that certifies the death of an individual. This document is part of an individual's confidential health record and is only shared with the City of Iqaluit to verify a death. The City of Iqaluit is not authorized to release this document or any of its information to anyone outside of the government or health institution that issued the document.

Reimbursement: Approved costs will be reimbursed to the Funeral Services Provider, and not to individuals or other organizations, upon receipt of invoice from the Funeral Services Provider. If the

family has purchased a casket or urn from a third party vendor after they had applied for the program, they may be reimbursed for the value of what would normally have been covered under the program had the Funeral Services Provider provided the urn or casket.

Third Party Coverage: Some costs related to funeral services may be covered by a third party such as Canada Pension Plan (CPP) benefits, Bereavement Program under Inuit Organizations, Government of Nunavut Family Services benefits, Government of Nunavut Seniors Burial Benefit, Government of Nunavut Medical Travel Policy, Employer Group Benefits, or other groups or organizations.

ELIGIBLE FUNERAL SERVICES

Standard Funeral and Burial Services eligible under this program include the following:

- Administration costs
- Most economical coffin or urn
- Body preparation (maximum of 2 hours)
- Transfer of remains within Iqaluit by automotive vehicle which may include hearse or pick up truck (up to 3 trips)
- Standard cross or non-religious grave marker (of the same value)
- Standard name plaque
- Burial plot as assigned by the City of Iqaluit
- Grave opening
- Grave closing

Any expenses or upgrades outside of the standard services listed above are the responsibility of the family and are not covered by the City.

Additional Consideration:

- **Coffin or Urn Upgrades:** If the family chooses to upgrade the coffin or urn to a more expensive option, the family is responsible for paying the price difference between the standard eligible option and the upgraded item.
- **Customized or Personalized Coffins:** If the family wishes to build or purchase a customized or personalized coffin or casket, the City of Iqaluit is not responsible for any materials, labour, or additional costs associated with creating or customizing it.
- **Upgraded Grave Markers or Plaques:** If the family wishes to choose an upgraded grave marker, plaque, or any personalized engraving beyond the standard option, the family must cover the additional cost.
- **Ceremonial or Cultural Services:** Any cultural, religious, or ceremonial services that fall outside the standard funeral and burial services listed above are not eligible for coverage. Families may arrange and pay for these services privately.
- **Additional Supplies or Equipment:** Items such as flowers, memorial programs, clothing for the deceased, keepsake urns, or other optional supplies are not covered by the City.

This program is only available for deceased individuals who were residents of the City of Iqaluit at the time of their death, and whose burial will take place within the boundaries of the City of Iqaluit.

APPLCIATION GUIDELINES/PROCESS

Family representatives can apply for this program by completing the attached application form and the solemn declaration and returning them to the City Clerk:

City Clerk
City of Iqaluit
100-1085 Mivvik Street Iqaluit, NU CA X0A 3H0
CityClerk@iqaluit.ca

Applications must be received by the City Clerk in advance of the burial date, or within 30 days of the burial date listed on the Burial Permit.

Approval for this program is subject to meeting all application requirements, as verified by the Chief Administrative Officer or designate.

The maximum payable under this program is \$10,000 per funeral.

Application Requirements:

1. Completed Application Form - The official City of Iqaluit Compassionate Funeral Subsidy Program Application Form must be fully completed, including the solemn declaration or affirmation, which must be signed by the Family Representative and certified by a Commissioner for Oaths or a Notary Public.
2. Proof of Residency - A piece of identification or official document, as outlined in the Definitions section, must be provided to verify that the deceased was a resident of Iqaluit. If no identification or documents are available, the Sworn Declaration included with the application may be used to verify residency.

REVIEW AND APPROVAL PROCESS

Once the City receives the invoice from the Funeral Services Provider, the charges will be reviewed to confirm that only eligible services are included. After the invoice is verified, the City will review the completed application.

The decision will be communicated to the Family Representative or the Funeral Services Provider. If the application is approved, payment will be issued directly to the Funeral Services Provider.

The Funeral Services Provider and the Family Representative are responsible for determining any remaining costs and payment terms for ineligible services under this program.

RECORDS AND REPORTING

The Compassionate Funeral Subsidy Program is administered by the City of Iqaluit, under the general supervision of the Chief Administrative Officer or their designate.

Records are kept by the Chief Administrative Officer or designate and include the following:

- Personal details of the deceased;
- Associated Registration of Death or Proof of Death as the case may be;
- Associated Burial Permit;
- Associated Compassionate Funeral Subsidy Program Application Form;
- Associated invoice from the Funeral Services Provider; and
- Associated and total costs for the Compassionate Funeral Subsidy Program

Annual reports will be delivered to Council on the financial costs of the program and may include some generalized demographic information, taking care to protect the privacy of all individuals accessing the program.

EXCEPTIONS AND VARIANCES

There will be no exceptions to the policy or appeal process.

ACCOUNTABILITY AND REVIEW

This program will be reviewed annually by the Chief Administrative Officer, as part of the annual reporting process to Council, to ensure that the program continues to function as intended.

REVIEW HISTORY

Issued by:	Approved by:	Date:



CITY OF IQALUIT COMPASSIONATE FUNERAL SUBSIDY PROGRAM APPLICATION

Name of Deceased: _____

Designated Family Representative Information:

Name: _____ Relationship to the Deceased: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Requested Date of Funeral: _____

Name of Funeral Services Provider: _____

Which third party coverage is the burial eligible for?

Check and complete all that apply

- Canada Pension Plan (CPP) benefits Amount: \$2500
<https://www.canada.ca/en/services/benefits/publicpensions/cpp/cpp-deathbenefit.html>
- Bereavement Program under Inuit Organizations
(not including travel) Amount: _____
- Government of Nunavut Family Services benefits Amount: _____
- Government of Nunavut Medical Travel Policy Amount: _____
- Government of Nunavut Seniors Benefit Amount: _____
- Employer Group Benefits Amount: _____
- Private Insurance Amount: _____
- Other Amount: _____

Note: Third-party benefits that apply will be reflected first on the invoice prepared by the Funeral Services Provider. The City will cover the remaining eligible costs through the subsidy.

Signature of Designated Representative



Solemn Declaration

I, _____, solemnly declare that the information provided on the City of Iqaluit Compassionate Funeral Subsidy Application is true and correct.

Signature

Date

Commissioner for Oaths or
Notary public