

000001

3-6-8-1

External Affairs and International Trade Canada



Affaires extérieures et Commerce extérieur Canada

125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

April 14, 1993

F-16

Dear [REDACTED]

I am pleased to advise you that I have now received from our Embassy in Dublin the casket containing the ashes of your [REDACTED]. Also included are the cremation documents and some photographs of the service which were taken by the mission for you. The service was attended by Ambassador Wadsworth, several officers of the Embassy and Patrick Bierne who, as you know, worked for John Hall Kelly.

I would be grateful if you would advise me where you would like the ashes to be delivered. If I can be of any further service to you in this regard please do not hesitate to call me at 996-5595.

Yours sincerely,

Jean White  
Director  
Executive Pool/Heads of  
Mission Division

RECEIVED - REÇU  
MAR 29 1993  
APE

ACTION  
SUITE A DONNER

UNCLASSIFIED

FM DUBLN YPAG5120 26MAR93

TO EXTOTT APE

DISTR ABMA

REF TEL ABMA 0143 20JAN

---JOHN-HALL KELLY DECD

CREMATION TOOK PLACE 24MAR ATTENDED BY AMBASSADOR WADSWORTH  
AND MISSION OFFICERS. EXPECT TO FORWARD URN NEXT WEEK TOGETHER  
WITH PHOTOGRAPHS FOR MRS BEAUSOLEIL.

2. FOR ABMA. COST AMOUNTING TO \$3598.15 CHARGED TO 0729 AS  
INSTRUCTED YR REFTTEL.

UUU/777 261622Z YPAG5120

**ACTION  
SUITE A DONNER**

**RECEIVED - REÇU**

**MAR 8 1993**

**APE**

UNCLASSIFIED

FM DUBLN YPAG5089 05MAR93

TO EXTOTT (APE

DISTR ABMA

REF YRTEL 1400 26FEB ABMA TEL 0143 20JAN

---JOHN HALL KELLY DECD

CREMATION SCHEDULED FOR 10:00 HRS 24MAR93. HOM WILL ATTEND.

2. ON RECEIPT URN WILL BE SENT TO YOU VIA BAG. SHOULD BE WITH YOU BY MID APR LATEST.

3. FOR ABMA. EXPECT TO CHARGE CODING BY FYE OTHERWISE WILL RAISE PAYE.

UUU/777.080921Z YPAG5089






Extern. Affairs and International Trade Canada

Affaires extérieures et Commerce extérieur Canada  
Canada125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

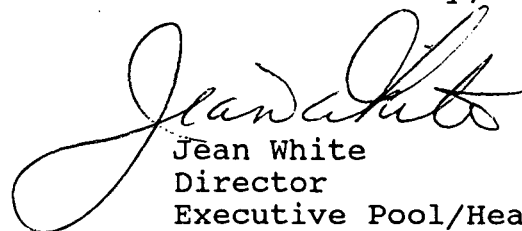
February 11, 1993

Dear 

The Embassy in Dublin has advised us that all formalities regarding the cremation of your , John Hall Kelly, are complete. The ceremony can now take place at your convenience. If it is your intention to attend the cremation in Dublin, the Embassy has suggested May or June. If you do not intend to go to Dublin, they will proceed with arrangements in March. I would be grateful if you would advise me of your wishes in this regard.

In due course, we will also need your instructions with regard to disposal of the ashes. The Department of External Affairs will cover all expenses with regard to the cremation and the return to Canada of the remains. I look forward to hearing from you at your earliest convenience.

Yours sincerely,

Jean White  
Director  
Executive Pool/Heads of  
Mission

UNCLASSIFIED

FM DUBLN YPAG5051 10FEB93

TO EXTOTT APE

DISTR ABMA

REF TEL ABMA 0143 20JAN

---JOHN HALL KELLY KC DECD

IF [REDACTED] INTENDS TO TRAVEL TO DUBLN WE SUGGEST A DATE IN  
MAY TO PERMIT HER USE DIRECT TORONTO/DUBLN CHARTER FLTS IF SHE  
WISHES. IF NOT/NOT THEN WE CAN GO AHEAD IN MAR. PLEASE ADVISE.  
2. EXHUMATION LICENCE HAS BEEN RECEIVED AND OTHER FORMALITIES ARE  
COMPLETE.

UUU/777 101632Z YPAG5051

**ACTION  
SUITE A DONNER****RECEIVED - REÇU****FEB 10 1993****APE**

**ACTION**  
**SUITE A DONNER**

UNCLASSIFIED

FM DUBLN YPAG5025 18JAN93

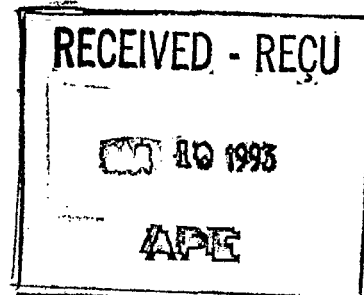
TO EXTOTT/APE

REF OURTEL YPAG5548 04DEC

---JOHN HALL KELLY DECD

ANY PROGRESS? APPRECIATE SITREP

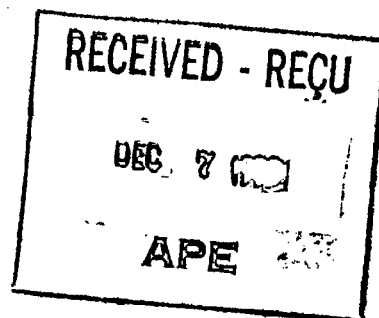
UUU/777 181630Z YPAG5025



*ABMA to advise Dublin - dept will pay. p. 20-1.*

s.19(1)

**ACTION  
SUITE A DONNER**



UNCLASSIFIED

FM DUBLN YPAG5548 04DEC92

TO EXTOTT APE

REF YRFAX 0808 29OCT

---JOHN HALL KELLY KC DECD

HAVE RECEIVED ESTIMATE OF COSTS AS FOLLOWS;

A. UNDERTAKER INCLUDING PROVISION OF CREMATION COFFIN, TRANSFER  
OF REMAINS FROM PRESENT TO CREMATION COFFIN AT FUNERAL HOME,  
HEARSE TO/FROM FUNERAL HOME/CREMATORIUM AND CO ORDINATION OF

EXHUMATION ARRANGEMENTS

CAD 1850 ✓

B. CORONERS DOCUMENTATION

CAD 100 ✓

C. CREMATION FEES (INCLUDING PROVISION OF URN)

CAD 490 ✓

D. CEMETERY FEE: OPENING OF VAULT

CAD 1750 ✓

E. AIR FREIGHT OF URN INC DOCS

CAD 225 ✓

TOTAL CAD 4415 ✓

OK

2. WE FEEL CEMETERY CHARGE FOR VAULT OPENING IS EXCESSIVE. ON  
QUERYING IT WE WERE TOLD THAT UNION RATES FOR FOUR MEN INVOLVED  
COST CAD 974 AND THAT QUOTE RENOVATION UNQUOTE OF THE VAULT WOULD  
BE CAD 774. UNDER PRESSURE CEMETERY MANAGEMENT ALLOWED THAT FREE  
USE OF THE VAULT FOR PAST 50 YEARS HAD BEEN AN ELEMENT. WE  
POINTED OUT THAT HQ MIGHT WELL ABANDON THE IDEA ON GROUNDS OF  
COST AND THAT WE WOULD COME BACK TO THEM. OVER TO YOU.

3. WE CONSIDER UNDERTAKER ESTIMATE TO BE REASONABLE IN IRISH  
TERMS.

4. IS [REDACTED] LIKELY TO ATTEND IN DUBLN?

UUU/777 071625Z YPAG5548

s.19(1)

31 JUL '92 08:36 CANADIAN EMBASSY DUBLIN

P.6

4/6

Glasnevin Crematorium Limited,  
Finglas Road, Dublin 11.  
Tel: Dublin 01-728124

## APPLICATION FOR CREMATION

ALL QUESTIONS MUST BE ANSWERED

PURSUANT TO THE BYE LAWS MADE BY GLASNEVIN CREMATORIUM LIMITED

This application  
should be made  
by an executor  
wherever  
practicable.

(Name of Applicant) ..... Mr. /Mrs. /Miss  
First names in full

(Address) .....

(Occupation or Description) BARRISTER

apply to Glasnevin Crematorium Company to undertake the cremation of the  
remains of:-

(Name of Deceased) JOHN HALL KELLY

First names in full

(Address) CANADIAN EMBASSY, DUBLIN

Occupation (if married or widow state that of husband) HIGH COMMISSIONER FOR

(Age) 61 (Sex) M (Religion) R.C. CANADA IN IRELAND

widower, or unmarried) (WIFE DECEASED - AT LEAST 25 YEARS AGO)  
at GLASNEVIN CREMATORIUM.

The answers must be completed by the applicant.

1. Are you an executor or the nearest  
surviving relative of the deceased?  
(answer "executor" or "nearest  
surviving relative" if either, if latter,  
state relationship) NEAREST SURVIVING  
RELATIVE -

2. If answer to 1 is "No"  
(a) Your relationship to the deceased. (a) .....  
(b) The reason why the application is made by you and not by an executor or the nearest surviving relative. (b) .....

3. Has the nearest surviving relative of the deceased been informed of the proposed cremation? /

4. Do you know or have you any reason to suspect that the death of the deceased was due directly or indirectly to  
(a) Violence or misadventure (a) ☐ NO  
(b) Unfair means (b) ☐ NO  
(c) Negligence or misconduct (c) ☐ NO  
(d) Malpractice on the part of others (d) ☐ NO

I declare that to the best of my knowledge and belief the information given in this application is correct and no material particular has been omitted

Date SEP 3, 1992 (Signature of Applicant) .....

The applicant is known to me and I have no reason to doubt the truth of any of the information furnished by the applicant.

Date SEP 3, 1992 (Signature) .....

(Address) .....

Mode of disposal of cremated remains: (a) Columbarium with inscribed Commemorative Plaque .....  
(b) Garden of Remembrance .....  
(c) Private Disposal X .....

000009

31 JUL '92 08:35 CANADIAN EMBASSY DUBLIN

P.3

3/6

APPLICATION FOR EXHUMATION LICENCEPART 1

I, [REDACTED] hereby make application for a licence for the exhumation of the remains of the deceased person named below from the grave in which they are interred, and for their removal for purposes of re-interment, and I certify that the particulars given below are true in all respects. If the application is granted I agree to carry out any conditions contained in the licence.

1. Name of deceased, in full.

JOHN HALL KELLY

2. Date of death.

MARCH 9, 1941

3. Cause of death.

NATURAL CAUSES - PERITONITIS

4. Name and location of the burial ground in which the deceased is interred.

GLASNEVIN CEMETARY  
DUBLIN

5. Registered number or other means of identification of grave space in which deceased is interred.

VAULT NO. 5, ST. PATRICK'S

6. Name and address of authority or person in whom the burial ground is vested (see footnote on Page 3).

CANADIAN EMBASSY,  
DUBLIN.

7. State whether the deceased was married, single or widowed.

MARRIED.

8. Relationship or connection of applicant with the deceased. It should be stated whether applicant is the nearest relative of the deceased, and, if not, why the application is not made by the nearest relative.

[REDACTED] - NEAREST  
LIVING RELATIVE

9. Are any objection raised or likely to be raised to the proposed exhumation, and if so, by whom, and on what grounds?

NO.



31 JUL '92 08:35 CANADIAN EMBASSY DUBLIN

P.4

4/6

- 2 -

10. State whether remains are to be re-interred in same burial ground and if not, give name and location of the burial ground in which it is proposed to re-inter the remains.

NO. REMAINS WILL BE  
RE-INTERRED IN CANADA -  
IN NEW CARLISLE, QUEBEC.  
AFTER CREMATION

11. Registered number or other means of identification of grave space in which it is proposed to re-inter the remains.

IN CANADA

12. Consent in writing to the proposed exhumation should be obtained from the owner of the grave space in which the deceased was interred and should be attached to this application.

CONTACT CANADIAN  
EMBASSY, DUBLIN

13. Reason for desiring the exhumation and the circumstances in which the remains came to be interred in the original grave should be fully explained.

CREMATED REMAINS WILL  
BE BURIED IN CANADA -  
PRESENT ARRANGEMENT  
IN GLASNEVIN WAS MEANT  
TO BE TEMPORARY, AND THE  
REMAINS ARE NOT PRESENTLY  
BURIED.

Signature of Applicant

Address:

Date:

September 3, 1992.

s.19(1)

*Carole,  
Pls discuss*

September 20, 1992

Ms Jean White  
Deputy Director, Executive Pool/Heads of Mission  
External Affairs and International Trade Canada  
125 Sussex Drive  
Ottawa, K1A 0G2

Re: the Hon. John Hall Kelly, K.C.

Dear Ms White,

Enclosed you will find the completed forms you sent me concerning [REDACTED] exhumation and cremation. I hope the information is sufficiently precise; if not, I will do my best to complete it.

I appreciate your attention in this matter. If you need to communicate with me, I shall be absent until the week of October 19, as I am on sabbatical leave, and will be engaged in research in Nova Scotia.

Yours sincerely,

*CD Bawinkel*

s.19(1)



External Affairs and International Trade Canada

Affaires extérieures et Commerce extérieur Canada

Canada

125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

August 24, 1992

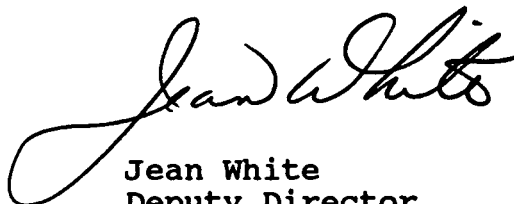


I am writing in response to your letter of July 20, 1992 concerning the interment of your [REDACTED], the Hon. John Hall Kelly. We are very pleased to be able to assist you to make final arrangement in this matter. The Embassy in Dublin has contacted Glasnevin Cemetery regarding your wish that your grandfather be cremated there and returned to Canada for burial. The cemetery officials advise that the following formalities will be necessary:

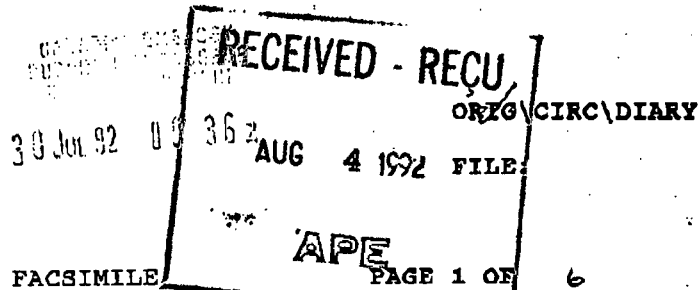
- a) an exhumation license from the Irish Government to permit transfer of the remains from the leadlined coffin to one suitable for cremation (application attached); after receipt of the application the Embassy will make the arrangements;
- b) a coroner's certificate to enable cremation to take place; the Embassy will arrange for this;
- c) clearance from the cemetery's medical referree; this normally follows (b) automatically and will be dealt with by the Embassy;
- d) completed application form for the cremation (attached).

I would be grateful if you would complete the relevant sections of the attached applications and return them to me. Should you have any questions regarding the forms or any other matter, please do not hesitate to call me at (613) 996-5595.

Yours truly,

A handwritten signature in cursive script, appearing to read "Jean White". The signature is written in dark ink and is positioned above the printed name and title.

Jean White  
Deputy Director  
Executive Pool/Heads of  
Mission



AS PER  
OTRU 4083  
RESEND

UNCLASSIFIED FACSIMILE

FM DUBLN YPAG5319 30JUL92

FACSIMILE

TO EXTOTT/APE/WHITE

REF TELECON WHITE/BANIM 29JUL

---JOHN HALL KELLY K.C. DECD.

ACTION  
BITE A DONNER

HAVE RECEIVED TODAY DOCUMENTATION FROM GLASNEVIN CEMETERY RE  
PROPOSED CREMATION. IF PROPOSAL IS TO GO AHEAD IT WILL BE  
NECESSARY TO:

- A) OBTAIN EXHUMATION LICENCE FROM IRISH DEPT OF ENVIRONMENT TO  
PERMIT TRANSFER OF REMAINS FROM LEADLINED COFFIN TO ONE  
SUITABLE FOR CREMATION. THIS PROCESS WILL ALSO REQUIRE  
SERVICES OF FUNERAL UNDERTAKER.
- B) OBTAIN CORONER'S CERTIFICATE TO ENABLE CREMATION TAKE PLACE.  
USUALLY A MEDICAL CERTIFICATE OF DOCTOR WHO ATTENDED  
DECEASED BUT IN VIEW OF CIRC'S IT IS UNDERSTOOD THAT DEATH  
CERTIFICATE WHICH MISSION CAN OBTAIN FROM LOCAL REGISTRAR  
SHOULD SUFFICE.
- C) CLEARANCE FROM CREMATORIUM'S MEDICAL REFEREE. THIS FOLLOWS  
STEP B AUTOMATICALLY IN MOST CASES.
- D) COMPLETE APPLICATION FORM FOR CREMATORIUM.

2. IT SEEMS TO US THAT PROCESS ESSENTIALLY DEPENDS ON PROPER  
CONSENT OF NEXT OF KIN. WE LEAVE OBTAINING OF THIS TO YOU HAVING  
CONSULTED DEPT LEGAL RESOURCES. HOWEVER, IT WOULD FACILITATE  
MATTERS AT THIS END IF NEXT OF KIN WOULD SIGN APPLICATION FOR

EXHUMATION LICENCE AND APPLICATION FOR CREMATION (HEREWITH) AND  
COMPLETE RELEVANT PARTS OF QUESTIONNAIRES. UNDERSTAND FAXED  
DOCUMENTS ACCEPTABLE TO IRISH AUTHORITIES.

3.COST OF CREMATION IS CAD 300 APPROX. UNDERTAKER WILL BE A  
FURTHER COST AS YET UNQUANTIFIED.

4.IS [REDACTED] LIKELY TO TRAVEL TO DUBLIN FOR CREMATION?

5.MAO ON LEAVE UNTIL 17AUG.

0730APE.FXS

J BANIM



P.3  
3/6APPLICATION FOR EXHUMATION LICENCEPART 1

I, \_\_\_\_\_ hereby make application for a licence for the exhumation of the remains of the deceased person named below from the grave in which they are interred, and for their removal for purposes of re-interment, and I certify that the particulars given below are true in all respects. If the application is granted I agree to carry out any conditions contained in the licence.

1. Name of deceased, in full. \_\_\_\_\_
2. Date of death. \_\_\_\_\_
3. Cause of death. \_\_\_\_\_
4. Name and location of the burial ground in which the deceased is interred. \_\_\_\_\_
5. Registered number or other means of identification of grave space in which deceased is interred. \_\_\_\_\_
6. Name and address of authority or person in whom the burial ground is vested (see footnote on Page 3). \_\_\_\_\_
7. State whether the deceased was married, single or widowed. \_\_\_\_\_
8. Relationship or connection of applicant with the deceased. It should be stated whether applicant is the nearest relative of the deceased, and, if not, why the application is not made by the nearest relative. \_\_\_\_\_
9. Are any objection raised or likely to be raised to the proposed exhumation, and if so, by whom, and on what grounds? \_\_\_\_\_

P.4

4/6

- 2 -

10. State whether remains are to be re-interred in same burial ground and if not, give name and location of the burial ground in which it is proposed to re-inter the remains.

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11. Registered number or other means of identification of grave space in which it is proposed to re-inter the remains.

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12. Consent in writing to the proposed exhumation should be obtained from the owner of the grave space in which the deceased was interred and should be attached to this application.

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13. Reason for desiring the exhumation and the circumstances in which the remains came to be interred in the original grave should be fully explained.

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Signature of Applicant

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Address:

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---

---

Date:

---

PART 2CERTIFICATE OF DIRECTOR OF COMMUNITY CARE AND MEDICAL OFFICER OF HEALTH

I hereby certify that the above exhumation and removal can be carried out without danger to public health or breach of public decency.

Signature: \_\_\_\_\_

Director of Community Care and Medical Officer of Health

Date: \_\_\_\_\_

PART 3CONSENT OF COUNTY(OR CITY) MANAGER OR OTHER AUTHORITY CONTROLLING THE  
BURIAL GROUND

I hereby consent to the above exhumation and removal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE - Applicant should have the Certificate and Consent at Parts 2 and 3 completed before returning Application Form.

Glasnevin Crematorium Limited,  
Finglas Road, Dublin 11.  
Tel: Dublin 01-728124

## APPLICATION FOR CREMATION

ALL QUESTIONS MUST BE ANSWERED

PURSUANT TO THE BYE LAWS MADE BY GLASNEVIN CREMATORIUM LIMITED

This application  
should be made  
by an executor  
wherever  
practicable.

(Name of Applicant)..... Mr. /Mrs. /Miss  
First names in full

(Address) .....

(Occupation or Description) .....  
apply to Glasnevin Crematorium Company to undertake the cremation of the  
remains of:-

(Name of Deceased) .....

First names in full

(Address) .....

Occupation (if married or widow state that of husband) .....

(Age)..... (Sex)..... (Religion)..... (whether married, widow,

widower, or unmarried) .....

at GLASNEVIN CREMATORIUM.

The answers must be completed by the applicant.

1. Are you an executor or the nearest surviving relative of the deceased?  
(answer "executor" or "nearest surviving relative" if either, if latter, state relationship)
2. If answer to 1 is "No"
  - (a) Your relationship to the deceased. (a) .....
  - (b) The reason why the application is made by you and not by an executor or the nearest surviving relative. (b) .....
3. Has the nearest surviving relative of the deceased been informed of the proposed cremation?
4. Do you know or have you any reason to suspect that the death of the deceased was due directly or indirectly to
 

(a) Violence or misadventure	(a) <input type="checkbox"/>
(b) Unfair means	(b) <input type="checkbox"/>
(c) Negligence or misconduct	(c) <input type="checkbox"/>
(d) Malpractice on the part of others	(d) <input type="checkbox"/>

I declare that to the best of my knowledge and belief the information given in this application is correct and no material particular has been omitted.

Date..... (Signature of Applicant) .....

The applicant is known to me and I have no reason to doubt the truth of any of the information furnished by the applicant.

Date..... (Signature) .....

(Address) .....

Mode of disposal of cremated remains: (a) Columbarium with inscribed Commemorative Plaque .....

(b) Garden of Remembrance .....

(c) Private Disposal .....


  
  
*Den*


July 20, 1992


Ms Jean White  
Department of External Affairs (APE)  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, K1A 0G2

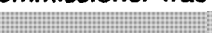
Re: the Hon. John Hall Kelly, K.C.




Dear Ms White,

Recently, I returned from a trip to Europe, during which I visited Glasnevin Cemetery in Dublin, Ireland to find the spot where  John Hall Kelly, Canada's first High Commissioner to Ireland, was buried. To my unpleasant surprise, I there discovered that his remains were placed in a vault (vault no. 5, St. Patrick's) at the time of his death (March 9th 1941) at which place they still rest in a coffin on trestles behind a door upon which is nailed a small rusted plaque.




 more than thirty years in public office, and, at his death, a respected Canadian diplomat in the service of his country, has yet to be afforded a proper burial. To this end, I visited the Canadian Embassy in Dublin, and spoke to Mr. John Banim who was most pleasant, helpful and cooperative. He referred me to you as the person to contact in Ottawa.

Mr. Banim further informed me that indeed the arrangements made in 1941 were temporary, and that  remains were meant to be returned to Canada after the War. Assuming we are talking about World War II, it is more than time that a permanent solution be found.

To settle this matter, I would much appreciate your cooperation. The simplest solution would probably to have the remains cremated and sent back to me in Canada. Though fond of Ireland, the High Commissioner was a proud Canadian who expressed a wish to be buried here. I would arrange to have  ashes buried in Québec, with those of his family, in New Carlisle which, before his service to Canada in Ireland, he represented as a Member of the Québec Legislature and of the Legislative Council and finally as a Minister without portfolio in the provincial cabinet.

The following information may be useful for your file and for any verifications you might make. John Hall Kelly had two children by his first wife who died in 1917: *Ruth*, who married Guy Hudon and died before  my mother, who married my father,  in December 1941.  had no children by his second wife; she has been dead for quite some time. My mother died in 1972; I am her only child.

Your assistance and attention to this matter would be most valued, and would serve toward arranging a burial for John Hall Kelly worthy of Canada.

KDB/sb  
c.c. Mr. John Banim

UNCLASSIFIED

FM DUBLN YPAG5268 30JUN92

TO EXTOTT CAPE

INFO PMOOTT

DISTR RWR ACB ABD

REF YOUR TEL 1347 23JUN OUR TEL YPAG5254 19JUN

---REPATRIATION OF REMAINS OF JOHN HALL KELLY

WE UNDERSTAND [REDACTED] INTENDED TO RETURN TO CANADA SOON  
AFTER HER VISIT TO EMBASSY. SHE LEFT HER CARD WITH PHONE NUMBER  
AT [REDACTED] BUT NO/NO PERSONAL ADDRESS OR PHONE NBR.

UUU/777 301613Z YPAG5268

ACTION  
SUITE A [REDACTED]RECEIVED - REÇU  
JUL 2 1992  
APE



s.19(1)

UNCLASSIFIED

FM DUBLN YPAG5254 19JUN92

TO EXTOTT/APE/WHITE

DISTR RWR ACB ABD

INFO PMOOTT

REF OURTELS YPAG5017 17JAN YPAG5403 14OCT91 YPAG5364 10SEP91

YPAG5226 17MAY91 YRTEL 0478 13MAY91 YPAG5207 08MAY91

---REPATRIATION OF REMAINS OF FIRST HIGH COMMR TO IRE; JOHN HALL  
KELLY KC.

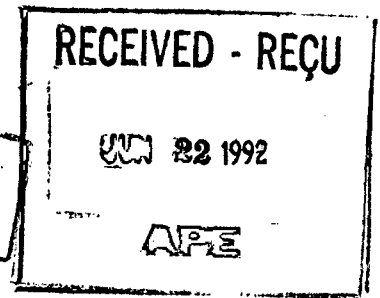
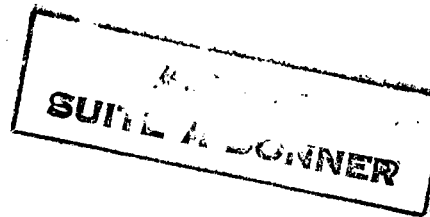
[REDACTED]  
[REDACTED] VISITED MISSION 17JUN. SHE IS

[REDACTED]  
[REDACTED] WHO WAS HERE IN 1940 WITH HER FATHER AND WHO DIED  
IN 1972.

2. [REDACTED] AND SPOUSE ON HOLIDAY IN IRELAND VISITED GLASNEVIN  
CEMETERY TO SEE GRAVE AND MONUMENT. WAS REFERRED TO MISSION BY  
CEMETERY AUTHORITIES. SHE WAS NOT IMPRESSED WITH CORRODED BRASS  
PLATE WHICH MARKS THE VAULT WHERE KELLY IS QUOTE TEMPORARILY  
UNQUOTE INTERRED SINCE 1941 AND INTENDS TO CONTACT DEPARTMENT ON  
RETURN TO PRESS FOR REPATRIATION OR PROPER INTERMENT OF REMAINS. WE  
HAVE SUGGESTED APE/WHITE TO HER AS CONTACT POINT TO AVOID  
DIFFICULTY IN OTT.

3. SHE DID MENTION THAT SHE DID LAW AT LAVAL AT SAME TIME AS PM  
THOUGH NOT SAME CLASS. WE SAY THIS AS SHE STRUCK US AS BEING A  
PERSON WHO MIGHT USE INFLUENCE TO ACHIEVE RESULTS.

UUU/777 220943Z YPAG5254



**ACTION**

**NOTE A DONNER**

UNCLASSIFIED

FM DUBLN YPAG5017 17JAN92

TO EXTOTT *LAPE*

DISTR RWR XDA ACB ABD OSS

REF OURTELS YPAG5403 14OCT91 YPAG5364 10SEP91 YPAG5226 17MAY91

YRTEL 0478 13MAY91

---REPATRIATION OF REMAINS OF FIRST HIGH COMMR TO IRE; JOHN HALL  
KELLY KC.

PATRICK BEIRNE CONTINUES TO PRESS ISSUE OF REPATRIATION OF REMAINS  
OF MR HALL KELLY. WE ARE CONCERNED LEST ISSUE RECEIVES UNFAVOURABLE  
PUBLICITY IN MEDIA, ESPECIALLY IN VIEW OF UPCOMING VISIT TO CDA OF  
IRISH PM. WOULD APPRECIATE YOUR VIEWS ON ISSUES RAISED IN OUR  
REFTELS AND ADVISE COURSE OF ACTION.

UUU/777 201412Z YPAG5017

*The post has raised this question  
several times and we have  
merely put them off. However, I  
do not want to ignore something  
which could become a problem. Please  
advise me if you wish me to do  
anything about this.*

*J.W.*

RECEIVED - REÇU

JAN 21 1992

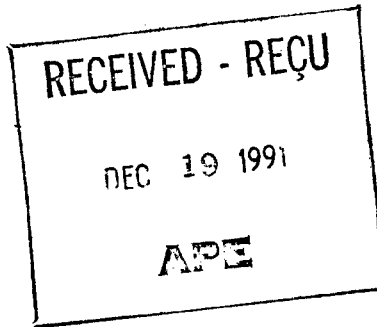
AFE

ABMA/H. J. HOLDHAM/996-2209/HJH



External Affairs and  
International Trade Canada

Affaires extérieures et  
Commerce extérieur Canada



TO / À • APE  
FROM / DE • ABMA

REFERENCE  
RÉFÉRENCE •

SUBJECT  
SUJET • JOHN HALL KELLY - DECEASED 1941

Security / Sécurité UNCLASSIFIED
Accession / Référence
File / Dossier 3-6-KELLY, JOHN HALL
Date 18 December 1991
Number / Numéro ABMA-6269

ENCLOSURES  
ANNEXES

X

DISTRIBUTION

ABD  
ABM  
ABMR

*[Handwritten signature]*

As much as we would like to help to resolve this long overdue situation, we believe APE is the appropriate division to spearhead the necessary research and ultimately decide the fate of just what to do with Mr. Kelly's remains. Should the decision be made to ship the remains back to the headquarters area, we would be prepared, in fact obligated, to cover the costs of the shipment. Any funeral, memorial or burial costs would be the responsibility of any remaining members of the Kelly family. All this of course, would be subject to the wishes of the family.

Should you be unable to locate a member of the family consideration presumably will have to be given to having the remains interred in Dublin.

H. J. HOLDHAM  
DEPUTY DIRECTOR  
FOREIGN SERVICE BENEFITS

*B. copies of the  
correspondence  
returned herewith*

UNCLASSIFIED

FM EXTOTT APE1400 26FEB93

TO DUBLN

DISTR ABMA

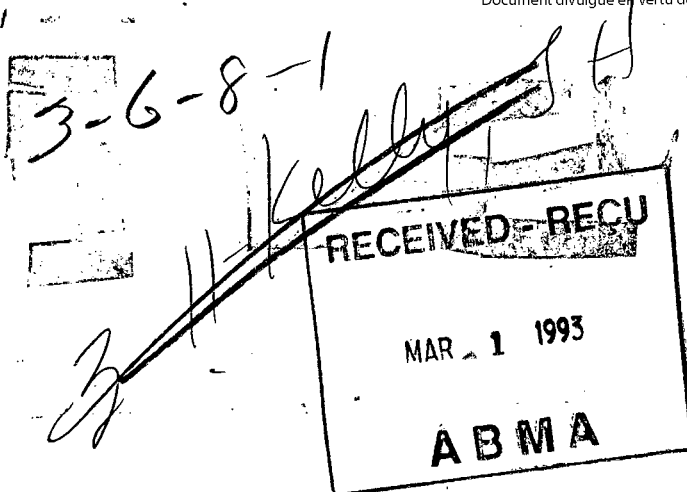
REF OURTEL ABMA0143 18JAN

---JOHN HALL KELLY, DECD

[REDACTED] ADVISES THAT SHE WILL NOT BE ABLE TO ATTEND CREMATION AND REQUESTS THAT YOU PROCEED WITHOUT HER. SHE WOULD LIKE TO BE IN POSSESSION OF THE ASHES BY 01JUNE93 IN ORDER TO TAKE THEM TO NEW BRUNSWICK FOR FINAL BURIAL.

2. SUGGEST YOU SEND ASHES TO APE AND WE WILL ARRANGE FOR ONWARD TRANSMISSION TO [REDACTED] GRATEFUL YOU ADVISE WHEN WE MAY EXPECT TO RECEIVE THEM.

UUU/197 011530Z APE1400



UNCLASSIFIED

FM DUBLN YPAG5051 10FEB93

TO EXTOTT APE

DISTR ABMA

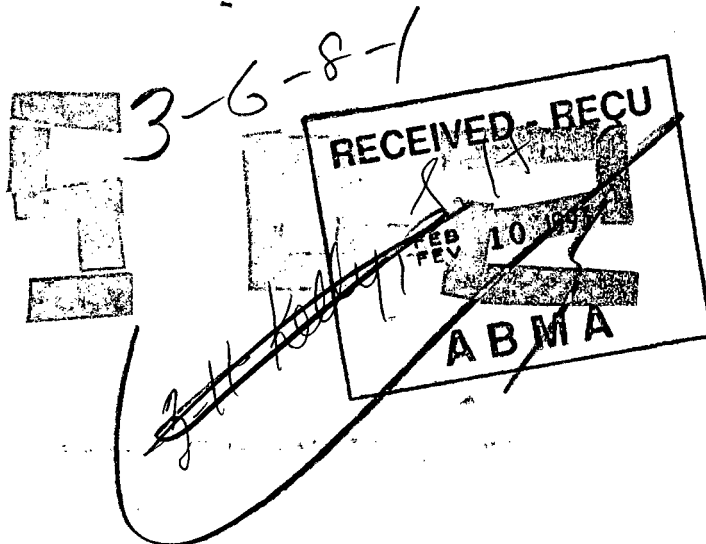
REF TEL ABMA 0143 20JAN

---JOHN HALL KELLY KC DECD

IF [REDACTED] INTENDS TO TRAVEL TO DUBLN WE SUGGEST A DATE IN  
MAY TO PERMIT HER USE DIRECT TORONTO/DUBLN CHARTER FLTS IF SHE  
WISHES. IF NOT/NOT THEN WE CAN GO AHEAD IN MAR. PLEASE ADVISE.

2. EXHUMATION LICENCE HAS BEEN RECEIVED AND OTHER FORMALITIES ARE  
COMPLETE.

UUU/777 101632Z YPAG5051



3-6-8-1

20 JAN 93 17 57 ~~2~~

UNCLASSIFIED

FM EXTOTT ABMA0143 20JAN93

TO DUBLN

DISTR APE

REF YOUR TEL YPAG5548 04DEC YPAG5025 18JAN

---JOHN HALL KELLY DECD

APE HAS REQUESTED WE RESPOND TO YOUR TEL. AUTHORITY GRANTED FOR  
MISSION TO PAY FOR COSTS OUTLINED IN YOUR TEL OF DEC 04. EXPENSES  
TO BE CODED TO 020-43600-73-0729. APE WILL BE IN CONTACT WITH [REDACTED]  
[REDACTED] TO ENQUIRE IF SHE WILL ATTEND IN DUBLN. IN THE MEANTIME  
MISSION MAY SET TENTATIVE DATE AND CONFIRM TO APE.

D EYRE

ABMA

2-9309

D EYRE



UNCLASSIFIED  
NON CLASSIFIE

3-6-8-1

*[Handwritten signature]*

UNCLASSIFIED

FM EXTOTT APE0808 29OCT92

TO DUBL *[Handwritten mark]*

REF YRTEL YPAG5319 30JUL

---JOHN HALL KELLY K.C. DECD

RECEIVED - REÇU

OCT 30 1992

APE

ATTACHED ARE COPIES OF THE COMPLETED FORMS FOR THE CREMATION AND  
REMOVAL TO CDA OF MR KELLY. ORIGINALS TO FOLLOW BY BAG.

2. PLS ADVISE COSTS.

COMCENTRE PLS FACS ATTACHED 3/3 PAGES

UNCLASSIFIED  
NON CLASSIFIE

Carol Lackie

APE

996-2093

*[Handwritten signature]*  
JEAN WHITE

s.19(1) 31 JUL '92 08:36 CANADIAN EMBASSY DUBLIN

Glasnevin Crematorium Limited,  
Finglas Road, Dublin 11.  
Tel: Dublin 01-728124

UNCLASSIFIED  
NON CLASSIFIE

P.6

2/4

APPLICATION FOR CREMATION

ALL QUESTIONS MUST BE ANSWERED

PURSUANT TO THE BYE LAWS MADE BY GLASNEVIN CREMATORIUM LIMITED

This application  
should be made  
by an executor  
wherever  
practicable.

(Name of Applicant) ..... Mr. /Mrs. /Miss  
First names in full

(Address) .....

(Occupation or Description) BARRISTER

apply to Glasnevin Crematorium Company to undertake the cremation of the  
remains of:-

(Name of Deceased) JOHN HALL KELLY

First names in full

(Address) CANADIAN EMBASSY, DUBLIN

Occupation (if married or widow state that of husband) HIGH COMMISSIONER FOR

(Age) 61 (Sex) M (Religion) R.C. CANADA IN IRELAND

widower, or unmarried) WIFE DECEASED - AT LEAST 25 YEARS AGO  
at GLASNEVIN CREMATORIUM.

The answers must be completed by the applicant.

1. Are you an executor or the nearest  
surviving relative of the deceased?  
(answer "executor" or "nearest  
surviving relative" if either, if latter,  
state relationship) NEAREST SURVIVING  
RELATIVE -

2. If answer to 1 is "No"  
(a) Your relationship to  
the deceased. (a) .....  
(b) The reason why the  
application is made by you  
and not by an executor or  
the nearest surviving relative. (b) .....

3. Has the nearest surviving relative  
of the deceased been informed of  
the proposed cremation? /

4. Do you know or have you any  
reason to suspect that the  
death of the deceased was due  
directly or indirectly to (a) Violence or misadventure (a) ☐ NO  
(b) Unfair means (b) ☐ NO  
(c) Negligence or misconduct (c) ☐ NO  
(d) Malpractice on the part of others (d) ☐ NO

I declare that to the best of my knowledge and belief the information given in this  
application is correct and no material particular has

Date SEP 3, 1992 (Signature of Applicant) .....

The applicant is known to me and I have no reason to doubt the truth of any of the  
information furnished by the applicant.

Date SEP 3, 1992 (Signature) Lorraine Douin-Barbelle

(Address) .....

Mode of disposal of cremated remains: (a) Columbarium with inscribed Commemorative Plaque .....  
(b) Garden of Remembrance .....  
(c) Private Disposal X

000030

This form when completed should be sent to the Secretary, Glasnevin Crematorium Limited, Finglas Road,  
Glasnevin, Dublin 11.

UNCLASSIFIED  
NON CLASSIFIE

UNCLASSIFIED  
NON CLASSIFIE

P.3

2/5

APPLICATION FOR EXHUMATION LICENCE

3/4

PART 1

I, [REDACTED] hereby make application for a licence for the exhumation of the remains of the deceased person named below from the grave in which they are interred, and for their removal for purposes of re-interment, and I certify that the particulars given below are true in all respects. If the application is granted I agree to carry out any conditions contained in the licence.

1. Name of deceased, in full.

JOHN HALL KELLY

2. Date of death.

MARCH 9, 1941

3. Cause of death.

NATURAL CAUSES - PERITONITIS

4. Name and location of the burial ground in which the deceased is interred.

GLASNEVIN CEMETARY  
DUBLIN

5. Registered number or other means of identification of grave space in which deceased is interred.

VAULT NO. 5, ST. PATRICK'S

6. Name and address of authority or person in whom the burial ground is vested (see footnote on Page 3).

CANADIAN EMBASSY,  
DUBLIN.

7. State whether the deceased was married, single or widowed.

MARRIED.

8. Relationship or connection of applicant with the deceased. It should be stated whether applicant is the nearest relative of the deceased, and, if not, why the application is not made by the nearest relative.

[REDACTED] NEAREST  
LIVING RELATIVE

9. Are any objection raised or likely to be raised to the proposed exhumation, and if so, by whom, and on what grounds?

NO.UNCLASSIFIED  
NON CLASSIFIE

s.19(1)

31 JUL '92 08:35 CANADIAN EMBASSY DUBLIN

UNCLASSIFIED  
NON CLASSIFIE

P.4

4/4

4/4

- 2 -

10. State whether remains are to be re-interred in same burial ground and if not, give name and location of the burial ground in which it is proposed to re-inter the remains.

NO. REMAINS WILL BE  
RE-INTERRED IN CANADA -  
IN NEW CARLISLE, QUEBEC.  
AFTER CREMATION

11. Registered number or other means of identification of grave space in which it is proposed to re-inter the remains.

IN CANADA

12. Consent in writing to the proposed exhumation should be obtained from the owner of the grave space in which the deceased was interred and should be attached to this application.

CONTACT CANADIAN  
EMBASSY, DUBLIN

13. Reason for desiring the exhumation and the circumstances in which the remains came to be interred in the original grave should be fully explained.

CREMATED REMAINS WILL  
BE BURIED IN CANADA -  
PRESENT ARRANGEMENT  
IN GLASNEVIN WAS MEANT  
TO BE TEMPORARY, AND THE  
REMAINS ARE NOT PRESENTLY  
BURIED.

Signature of Applicant

Address

Date:

September 3, 1992.

UNCLASSIFIED  
NON CLASSIFIE

000032

ABMA/D. Korth/996-22097



External Affairs and  
International Trade Canada

Affaires extérieures et  
Commerce extérieur Canada

TO/A • Assignment Officers

FROM/DE • ABMA/Korth

REFERENCE  
RÉFÉRENCE •

SUBJECT • Death of Employees:  
SUJET Intra-Departmental Coordination

Security / Sécurité  
UNCLASSIFIED

Accession / Référence

File / Dossier

3-6-8-1  
Date  
October 21, 1992


Number / Numéro  
ABMA-4718

ENCLOSURES  
ANNEXES

DISTRIBUTION

ACB  
APD  
ABD  
APG  
APV  
APT  
APE  
EIC/OMP  
CIDA/NOR

Death of an employee while on foreign assignment is a rare occurrence. Addressees may therefore never have had occasion to learn that the Department has established procedures for offering assistance to n.o.k. and executors in sorting out who does what in EAITC. The Supervisor of our Benefits Implementation Unit, Diane Eyre, has been designated as Coordinator for such situations. She can explain to n.o.k./executors how to go about claiming benefits/settling obligations and is prepared to escort them from office to office within the Branch. Please feel free to recommend her services in cases that come to your attention.

  
David Korth  
Deputy Director  
Foreign Service Benefits  
Division (ABMA)

MAISONS FUNÉRAIRES

# Hulse, Playfair & McGarry LTD.

TELEPHONE  
(613) 233-1143

FUNERAL HOMES  
315 McLEOD ST., OTTAWA, ONTARIO  
K2P 1A2

FACSIMILE  
(613) 233-9166

BRIAN McGARRY, PRESIDENT

DOUG KENNEDY, VICE PRESIDENT

## PROOF OF DEATH CERTIFICATE

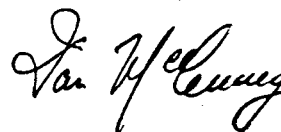
AGE	3-6-8-1	DATE	
FILE	3-9-7	DOUSTER	
LOC	D2-		

Name of Deceased : Ardith Genevieve Campbell  
Residence : 2374 Carling Avenue  
Ottawa, Ontario  
Place of Death : Queensway-Carleton Hospital  
Nepean, Ontario  
Date of Death : June 3, 1991  
Place of Birth : Watford ,Ontario  
Date of Birth : December 6, 1915  
Physician : Dr. Lucy Rabb  
Date of Funeral : June 7, 1991  
Place of Funeral : Hulse, Playfair & McGarry  
Cremation : Beechwood Crematorium, Ottawa, Ontario

DATED AT OTTAWA, ONTARIO, JUNE 7, 1991

HULSE, PLAYFAIR & MCGARRY Ltd.

per:



(Valid only with Corporate Seal)

WEST CHAPEL  
150 WOODROFFE AVENUE  
K2A 3T9

CENTRAL CHAPEL  
315 McLEOD ST.  
K2P 1A2

MEMORIAL FUNERAL HOME  
584 SOMERSET ST. W.  
K1R 5K2

ST. LAURENT CHAPEL  
1200 OGILVIE RD.  
K1J 8V1

000034

Bico-D-2

---RALPH REYNOLDS

AS ALWAYS, EXTREMELY DIFFICULT, IF NOT IMPOSSIBLE TO PHONE CDA.

2. I M A G I N E YOU ARE REFERRING TO LETTER WHICH ACTING AMBASSADOR OF ISRAEL, AYNOR, WHO WAS IN KNSHA FOR PERIOD OF THREE MONTHS, ASKED ME TO FORWARD TO MRS REYNOLDS AS HE WAS UNDER IMPRESSION THAT RALPH REYNOLDS HAD DIED. I EXPLAINED TO AYNOR THAT I WAS NOT ABLE TO CONFIRM AND THAT I WOULD CHECK WITH OUR PERSONNEL BUREAU BEFORE SENDING LETTER PY PAG.

3. BEFORE GOING ON ANNUAL LEAVE, I GAVE LETTER TO ONE OF MY COUNSELLORS ASKING HIM TO CHECK WITH YOU BEFORE FORWARDING AYNORS LETTER. YOUR REFTEL SUGGESTS THAT THIS WAS NOT DONE AND THAT LETTER WAS DELIVERED EVEN IF INFORMATION WAS NOT CORRECT. IF THIS IS CASE, PLEASE TELL THE REYNOLDS HOW TERRIBLY SORRY I AM. FOR THEIR INFO, THE AYNORS, WHO ARE RETIRED, RETURNED TO ISRAEL A FEW DAYS AGO

LAVERDURE.

CCC/081 231550Z XIAP5021

Sent to M. Reynolds  
1 7/9

SKL

ACC	DATE
FILE	DOSSIER
LOC	
D2-	

3-6-8-1  
K.E.

**PERS INFO / RENS PERS**

C O N F I D E N T I A L PERS INFO

FM KNSHA XIAP5021 23AUG90

TO EXTOTT ACB DELIVER BY 231300

REF YRTEL 0616 23AUG

---RALPH REYNOLDS

AS ALWAYS,EXTREMELY DIFFICULT,IF NOT IMPOSSIBLE TO PHONE CDA.

2.IMAGINE YOU ARE REFERRING TO LETTER WHICH ACTING AMBASSADOR OF ISRAEL,AYNOR,WHO WAS IN KNSHA FOR PERIOD OF THREE MONTHS,ASKED ME TO FORWARD TO MRS REYNOLDS AS HE WAS UNDER IMPRESSION THAT RALPH REYNOLDS HAD DIED.I EXPLAINED TO AYNOR THAT I WAS NOT ABLE TO CONFIRM AND THAT I WOULD CHECK WITH OUR PERSONNEL BUREAU BEFORE SENDING LETTER BY BAG.

3.BEFORE GOING ON ANNUAL LEAVE,I GAVE LETTER TO ONE OF MY COUNSELLORS ASKING HIM TO CHECK WITH YOU BEFORE FORWARDING AYNORS LETTER.YOUR REFTEL SUGGESTS THAT THIS WAS NOT DONE AND THAT LETTER WAS DELIVERED EVEN IF INFORMATION WAS NOT CORRECT.IF THIS IS CASE,PLEASE TELL THE REYNOLDS HOW TERRIBLY SORRY I AM.FOR THEIR INFO,THE AYNORS,WHO ARE RETIRED,RETURNED TO ISRAEL A FEW DAYS AGO

LAVERDURE.

CCC/081 231550Z XIAP5021



**PERS INFO / RENS PERS**

C O N F I D E N T I A L PERS INFO

FM KNSHA XIAP5021 23AUG90

TO EXTOTT ACB DELIVER BY 231300

REF YRTEL 0616 23AUG

---RALPH REYNOLDS

AS ALWAYS, EXTREMELY DIFFICULT, IF NOT IMPOSSIBLE TO PHONE CDA.

2. IMAGINE YOU ARE REFERRING TO LETTER WHICH ACTING AMBASSADOR OF ISRAEL, AYNOR, WHO WAS IN KNSHA FOR PERIOD OF THREE MONTHS, ASKED ME TO FORWARD TO MRS REYNOLDS AS HE WAS UNDER IMPRESSION THAT RALPH REYNOLDS HAD DIED. I EXPLAINED TO AYNOR THAT I WAS NOT ABLE TO CONFIRM AND THAT I WOULD CHECK WITH OUR PERSONNEL BUREAU BEFORE SENDING LETTER BY BAG.

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LAVERDURE.

CCC/081 231550Z XIAP5021

MITC\CHRON\DIARY\WF

C O N F I D E N T I A L P E R S I N F O

FM EXTOTT ACB0616 23AUG90

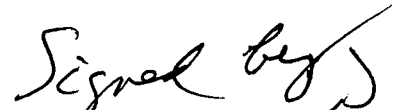
TO KNSHA/HOM DELIVERBY 090023

UNSUCCESSFUL IN TRYING TO REACH YOU BY PHONE. PLSE CALL ME SOONEST  
REGARDING ERRONEOUS REPORTS OF RALPH REYNOLDS DEATH.

  
K. Barnaby/clf

ACBX

6-5595

  
Peter F. Walker

**Page 39**

**is withheld pursuant to section  
est retenue en vertu de l'article**

**19(1)**

**of the Access to Information Act  
de la Loi sur l'accès à l'information**

Mr. Peter Walker,  
Assistant Deputy Minister,  
Personnel Branch,  
Department of External Affairs,  
Lester B. Pearson Building,  
Sussex Drive,  
Ottawa K1A 0G2

Dear Peter,

I attach a copy of a self-explanatory letter which my wife received today from Sarah Aynor, the wife of the Israeli Ambassador in Zaire (a temporary appointment out of retirement). He was Israeli Ambassador in Addis Ababa when I was, and we became very close friends, having renewed our contacts in Mexico, Costa Rica and in Toronto. We correspond every Christmas.

I find Ambassador Leverdure's action in "confirming" my death as most unprofessional, and am very strongly of the opinion that he should be reprimanded. I also hope that a telegram will be sent to him immediately instructing him to notify the Aynors that I am indeed still alive (this letter emanates from Kanata, not from Heaven or Hell). We fear that the Aynors may be in touch with other colleagues from Addis days, and I would like to ensure that Louise does not receive more letters of condolences. You will note that Mrs. Aynor's letter was dated June 15, and from the attached covering envelope it would appear the letter was sent through our bag and mailed here (on August 10).

I am afraid that I do not have Mark Twain's sense of humour. When a report of his death was published, he said that the report was grossly exaggerated.

If possible, I would also like to be able to send my wife's reply to Mrs. Aynor through our bag, since I do not know how reliable the mails are in Zaire. Could one of your staff please contact me to let me know how this could be done?

My best personal regards,  
as ever,

*Ralph*  
Ralph E. Reynolds

## DÉCÈS D'UN EMPLOYÉ À L'ÉTRANGER

Cette brochure a été préparée pour venir en aide aux conjoints et aux parents survivants de même qu'aux membres du personnel ministériel qui pourraient se trouver dans un cas d'urgence à la suite du décès d'un employé en poste à l'étranger. Elle aborde, d'une part, les questions qui doivent être réglées immédiatement, et d'autre part, les problèmes à moyen ou à long terme. Son but n'est que d'indiquer aux survivants de même qu'aux employés du Ministère où trouver l'assistance nécessaire dans une situation difficile.

Quand la nouvelle du décès d'un employé à l'étranger parvient à Ottawa, deux personnes doivent être immédiatement avisées :

- a) le responsable des affectations ou le directeur de la direction appropriée du Secteur du personnel (APG, APT, APS etc.); et
- b) la conseillère en services sociaux du Ministère, en l'occurrence  
Mme M. Caverley :  
bureau : 992-1641  
domicile : 233-2493

Il est possible que l'on doive répondre aux questions des parents sur les dispositions immédiates à prendre ou la situation à plus long terme. Éventuellement, on pourra organiser des rencontres à Ottawa afin d'examiner les questions de pension, de prestation de décès, d'assurance-maladie et le reste. Au lendemain de cet événement tragique, il serait bon de s'attarder aux points suivants que l'on a approximativement divisés en questions à court terme et à long terme.

### I

#### Dépenses relatives aux funérailles payées par le Ministère :

- coût de l'ambulance, du corbillard (déboursé à l'étranger)
- embaumement, incinération et cercueil pour le transport
- copies du certificat de décès
- frais d'autopsie obligatoire
- frais de transport des restes de la mission au lieu d'enterrement MOINS part personnelle (le cas échéant) des frais de transport entre le lieu d'enterrement et Ottawa MOINS autres frais susceptibles d'être payés par la Commission des accidents de travail, les Affaires des anciens combattants, etc.  
(Réf. : DSE 66)

Contact : Lloyd Pochopsky/ABMA 992-9309.

- 2 -

### Frais de déplacements payés :

Du poste au Canada pour les personnes à charge en résidence à cet endroit et les étudiants à charge habitant ailleurs. On pourra envisager le remboursement du coût d'un voyage effectué en vue de mettre les affaires du défunt en ordre au poste. Les frais de déplacement d'Ottawa à l'endroit de l'inhumation ou du service funèbre, s'il a lieu à l'extérieur d'Ottawa, doivent être assumés par la famille, bien qu'on puisse autoriser une avance comptable qui sera recouvrée par la suite. Le chef de mission peut autoriser le versement d'une avance couvrant tous les frais de déplacement. (Réf. : DSE 54.07).

### Frais de logement payés :

Pour les personnes à charge indiquées ci-dessus, un maximum de 5 jours au poste et à Ottawa (lorsque l'inhumation ou les funérailles ont lieu à Ottawa). L'avance comptable dont il est question plus haut peut couvrir ces dépenses.

### Frais non payés :

- catafalque;
- coût du corbillard du salon funéraire à l'église ou à la chapelle dans la ville où est survenu le décès ou au lieu d'enterrement/inhumation;
- coût des avis de décès publiés dans les journaux, etc. à la mission ou au Canada;
- location d'une limousine;
- habits.

### Arrangements funèbres :

Ceux-ci, y compris l'envoi des restes au Canada, devraient être ordonnés par l'entremise d'un service de pompes funèbres du pays où survient le décès. Pour plus d'efficacité, il est préférable que le directeur de pompes funèbres étranger entre directement en contact avec un homologue canadien. Des plans d'urgence ont été prévus pour les pays où les us et coutumes diffèrent considérablement de ceux du Canada. Les cadres au poste concerné peuvent renseigner les parents survivants sur ce point.

### Logement au poste :

Les parents de l'employé peuvent continuer d'occuper les locaux de l'État ou ceux loués par celui-ci pendant une période de temps raisonnable après le décès. De toute évidence cependant, le logement devra éventuellement être libéré à l'intention de celui qui succédera au défunt, mais on fera le plus possible preuve de souplesse et de compréhension.

- 3 -

Retour des parents au Canada :

Les coûts seront absorbés par l'employeur; habituellement le retour se fait dans une période pouvant aller jusqu'à 6 mois après le décès de l'employé.

Paie et allocations :

Elles s'arrêtent normalement à la fin du mois où survient le décès. En attendant le règlement final des affaires financières du défunt, la prestation de décès de l'employé peut être versée dans la semaine qui suit la réception du certificat de décès (voir partie II).

Conseiller en services sociaux :

Parents et amis à Ottawa ou ailleurs au Canada s'occupent habituellement des besoins personnels immédiats de la famille proche du défunt. Si des condoléances, des conseils ou d'autres services de nature personnelle semblent nécessaires, on en avisera immédiatement le conseiller en services sociaux du Ministère qui entrera en contact avec la famille à son arrivée au Canada et en rencontrera les membres pour leur offrir son aide.

II

Il faut du temps pour prendre les dernières dispositions financières résultant du décès d'un employé aussi est-il préférable d'en discuter et d'obtenir des explications de vive voix des personnes responsables de leur administration. Dès que les matières plus pressantes ont été réglées, il est bon que le conjoint ou les parents survivants viennent au Ministère pour un entretien. On prendra rendez-vous avec les personnes dont les numéros de téléphone apparaissent ici, à commencer par Shirley Dupuis de l'ABMA. Plutôt que de laisser un membre de la famille qui connaît mal le Ministère errer d'un endroit à l'autre, on réservera le bureau du conseiller en services sociaux pour la rencontre et les divers responsables s'y rendront successivement pour expliquer les différents avantages sociaux. Si on préfère cette solution, l'ABMA trouvera un moment convenable et prendra les rendez-vous appropriés.

Les paragraphes qui suivent résument les avantages à examiner avec les parents survivants.

- 4 -

### ALLOCATIONS AU DÉCÈS DE L'EMPLOYÉ

Contact : Shirley Dupuis/ABMA (tél. : 996-8758)

#### Prestation de décès :

- (employé de moins de 61 ans) une année de salaire payable au bénéficiaire désigné, au conjoint (si l'employé contribuait au régime et était marié avant le 20 décembre 1975) ou à la succession;
- (de plus de 61 ans) réduction de la prestation de 10 % pour chaque année au-delà de 60 ans.

#### Régime de retraite :

(Plus de 5 ans de service ouvrant droit à pension) :

- Rente mensuelle égale à 50 % de la pension qu'aurait touchée l'employé au moment de sa mort, payable au conjoint.
- Enfants (de moins de 18 ans) : rente mensuelle égale au cinquième de la rente précédente, par enfant, payable au conjoint ou au tuteur.
- Étudiant (entre 18 et 25 ans) : célibataire et inscrit à plein temps dans une école ou une université reconnue. Rente égale au cinquième de la rente du conjoint, par étudiant. Elle est versée directement à celui-ci.

(Moins de 5 ans de service ouvrant droit à pension) :

- Aucune rente. Remboursement des contributions plus l'intérêt au bénéficiaire désigné, au conjoint ou à la succession.

TRAITEMENT : 6 à 8 semaines après la réception de tous les certificats.

Documents nécessaires pour le versement de la prestation de décès et de la rente :

- certificat de naissance de l'employé;
- certificat de décès;
- certificat de mariage;
- certificat de naissance du conjoint;
- certificat de naissance des enfants et(ou) des étudiants.

TRAITEMENT : Environ une semaine après la réception des certificats.



- 5 -

Pas de conjoint, d'enfant ni d'étudiant :

(Plus de 5 ans de service ouvrant droit à pension) :

- Versement unique correspondant à 5 fois la rente annuelle de base ou remboursement des contributions, avec l'intérêt, selon le montant le plus élevé, au bénéficiaire désigné ou à la succession.

TRAITEMENT : 2 ou 3 mois après la réception des certificats.

(Moins de 5 ans de service ouvrant droit à la pension) :

- Remboursement des contributions, plus intérêt, au bénéficiaire désigné ou à la succession.

TRAITEMENT : 6 à 8 semaines à compter de la réception des certificats.

Documentation requise :

- certificat de naissance de l'employé;
- certificat de décès de l'employé.

RÉGIME DE PENSION DU CANADA

Prestation de décès :

- Versement unique à la succession égal au montant le moins élevé entre 6 fois la rente mensuelle à la date du décès ou 2 590 \$ (1987).

Allocation au conjoint :

- (65 ans ou plus) 60 % de la pension de retraite calculée au moment du décès jusqu'à concurrence de 312,90 \$/mois.
- (de 45 à 64 ans) pension mensuelle correspondant à un montant forfaitaire plus 37 1/2 % de la pension du défunt selon ses contributions, jusqu'à concurrence de 290,36 \$/mois (1987).

Allocation aux enfants :

(de moins de 18 ans) et aux étudiants (de 18 à 25 ans, inscrits à plein temps dans une école ou une université) :

- Allocation mensuelle calculée d'après un montant forfaitaire jusqu'à concurrence de 94,79 \$ par mois.

TRAITEMENT : Environ 3 mois à partir de la réception des documents.

- 6 -

### RÉGIME D'ASSURANCE DES CADRES DE GESTION DE LA FONCTION PUBLIQUE

La couverture dépend de l'option retenue par l'employé :

- a) Assurance-vie de base : 1 ou 2 fois le salaire annuel corrigé.
- b) Assurance-vie complémentaire : 1 fois le salaire annuel corrigé.
- c) Assurance contre la mort accidentelle et le démembrement - maximum 250 000 \$.
- d) Assurance des personnes à charge - conjoint 5 000 \$ plus 5 000 \$ pour mort accidentelle et démembrement.

### PAIE ET AVANTAGES SOCIAUX

Contact : Barry Fennessy/ABMP (tél. : 996-2803)

- Solde du traitement pour le mois où survient le décès.
- Paiement des congés annuels, de la prime pour détachement à l'étranger et du congé d'ancienneté.
- Indemnité de cessation d'emploi - une semaine de traitement par année de service continu jusqu'à concurrence du montant déterminé dans la convention collective.

Sommes dues, à savoir prêts reportés, etc. déduites des paiements qui précèdent.

- TRAITEMENT : 2 à 3 mois.

### ALLOCATION DE SERVICE A L'ÉTRANGER

Contact : Lester Pearson/ABMP (tél. : 996-7926)

Allocation de service à l'étranger :

- Solde des allocations pour le mois où survient le décès.



*File*  
ABM/J.R. Groves/995-8773/mg

TO/A 11 Staff - ABM

FROM/DE • Director

REFERENCE •  
RÉFÉRENCE

SUBJECT •  
SUJET • Death of employees

Security/Sécurité <b>UNCLASSIFIED</b>
Accession/Référence
File/Dossier <b>3-6-8-1</b>
Date September 30, 1988
Number/Numéro ABM-0256

ENCLOSURES  
ANNEXES

DISTRIBUTION

ACB  
ABD  
APD

The document Death of an employee abroad should be read by all divisional employees. While it details procedures to be followed in the case of death occurring abroad, some of the material is also applicable when a departmental employee dies at Headquarters.

2. The purpose of this memo is to set out the steps to be followed within a Division when an employee's death occurs. First and foremost, we must remember that we are dealing with a serious personal emergency for the family of the deceased. Our actions and responses must, accordingly, be particularly timely, well organised and guided by compassion for the survivors.

3. On receipt of the news of such an occurrence, it is not the responsibility of ABM to send an initial telegram of condolence or to become involved with the administrative details either of disposal of remains or of questions relating to the effects of a death on post operations. These matters are properly dealt with by the appropriate officer in one of the personnel assignment divisions, who may also want to draw on the material contained in Death of an employee abroad, in responding urgently to questions the deceased's family may have.


4. ABM's role begins at a second stage and consists mainly in responding accurately and in detail to questions the survivors will have concerning superannuation and death benefits, pay and allowances and health-related benefits administered by the Division. Ideally, a meeting will be arranged eventually with the widow or other survivor, at which the relevant divisional staff will have all the information required to answer questions about benefits and entitlements.

.../2

- 2 -

5. When questions are asked immediately following the death, responses, to the extent they are available, will be provided through a coordinator, who is the head of the FSD Benefits and Allowances Section (current incumbent: Lloyd Pochopsky, 992-9309). He will be in regular and close contact with a relevant assignments officer and will call for inputs as required from divisional staff on a top priority basis. The preparation of telegrams and other communications will be supervised by the Deputy Director, FSD Benefits Policy and Implementation (current incumbent: Jeff Le Bane, 992-5371). In the latter's absence, the coordinator will report directly to me on all related matters. Conversely, if the coordinator is absent, the Deputy Director will assume all of his responsibilities in this regard.

6. Any questions or suggestions concerning these procedures should be addressed to me.

  
J.R. Groves  
Director  
Compensation and  
Benefits Policy  
Division

## DEATH OF AN EMPLOYEE ABROAD

This booklet is intended to assist spouses and other survivors, as well as Departmental staff who may have to deal with an emergency created by the death of an employee while serving abroad. It deals with questions of two kinds: those that need to be faced immediately and those of a medium or long-term nature. It is intended to provide guidelines only and to point survivors towards areas and individuals in the Department where they may obtain some of the assistance they need in a trying situation.

When news of an employee's death abroad reaches Ottawa, the recipient should immediately inform two people:

- a) the Assignment Officer or the Director of the appropriate stream division of Personnel Branch (APG, APT, APS etc);  
and
- b) The Departmental Welfare Counsellor, Mrs. M. Caverly:  
Office no: 992-1641  
Home no: 233-2493

It may be necessary to answer questions that the family will have about either immediate arrangements or the longer-term situation. Detailed meetings in Ottawa concerning pension entitlements, death benefits, health insurance coverage and other matters will be necessary eventually. In the immediate aftermath of a tragic event, it may be helpful to draw on the following, divided roughly into short and longer-term concerns.

### I

#### Funeral-Related Expenses Paid by the Department:

- cost of ambulance, hearse, (incurred abroad)
- embalming, cremation and outside case for transportation
- copies of death certificates
- mandatory autopsy expenses
- transportation expenses of remains from Mission to place of interment MINUS personal share (if applicable ) for transportation from place of interment to Ottawa MINUS any other monies that may be paid by Worker's Compensation, Veterans Affairs etc. (ref: FSD 66)

Contact: Lloyd Pochopsky/ABMA 992-9309.

-2-

Travel Expenses paid:

From the post to Canada for dependents residing at the post or for dependent students residing elsewhere. Consideration can be given to covering the cost of a return trip to the post for the purpose of settling affairs. Cost of travel from Ottawa to place of burial or funeral service, if this takes place outside of Ottawa, is the responsibility of the family, although an accountable advance may be issued to include these costs, which will be recovered later. The Head of Mission has authority to authorise an advance for all travel costs. (Ref: FSD 54.07).

Accommodation Expenses paid:

For dependents, as defined above, for a maximum of 5 days at a post and in Ottawa (when burial or memorial service is in Ottawa). The accountable advance referred to above can cover these expenses.

Expenses Not Paid:

- display casket;
- cost of hearse from funeral home to church/chapel in city where death occurs or at place of interment;
- cost of death notices placed in newspapers, etc., at the mission or in Canada;
- limousine charges;
- clothing.

Funeral Arrangements:

including the shipment of remains to Canada, should be made through a funeral establishment where the death occurs. Arrangements are made most efficiently when the undertaker abroad establishes direct contact with a counterpart in Canada. In countries where standards and customs are very different from those in Canada, posts have contingency plans on which the post administration can brief the survivors.

Accommodation at the Post:

The deceased employee's family may continue to occupy crown-owned or-leased accommodation for a reasonable time after the employee's death. Clearly, accommodation will have to be made available eventually to a successor, but flexibility and understanding will be applied to the greatest extent possible.

-3-

Costs of family's return to Canada:

These will be met by the employer, normally within a period of up to 6 months after the employee's death.

Pay and Allowances:

These normally stop at the end of the month when the employee's death occurs. Pending a longer-term financial settlement, however, the employee's death benefit can be paid one week following the receipt of the death certificate (see section II below).

Welfare Counsellor:

The family's immediate personal needs are usually looked after by relatives and friends in Ottawa or elsewhere in Canada. If there appears to be a need for condolence, advice or other services of a personal nature, the departmental Welfare Counsellor should be advised immediately; she will contact the family on their arrival in Canada and will meet the family and offer guidance as needed.

II

Final financial settlements resulting from an employee's death take time to arrange and are best discussed and explained in person with those responsible for administering them. When more pressing matters have been dealt with, it is best for the widow or other survivor to come to the Department for detailed discussions. Appointments can be arranged with those whose telephone numbers are listed here, beginning with Shirley Dupuis of ABMA. Rather than have a survivor who may not be familiar with the Department going from place to place, the office of the Welfare Counsellor can be used as a relatively quiet meeting place, with those responsible for various benefits coming in succession to explain them. If the survivors find this option helpful, ABMA will arrange for a suitable time period and make the necessary appointments.

The following paragraphs provide a summary of benefits that should be discussed with survivors.

-4-

### ENTITLEMENTS UPON DEATH OF EMPLOYEE

Contact: Shirley Dupuis/ABMA (tel: 996-8758)

#### Death Benefit:

- (under age 61) one year's salary payable to designated beneficiary, widow (if employee was a contributor and married prior to December 20, 1975), or estate.
- (over age 61) benefit is reduced by 10% for each year age is over 60.

#### Superannuation:

##### (Over 5 years of pensionable service):

- Widow entitled to a monthly pension equal to 50% of employee's pension calculated at time of death.
- Child (under age 18) monthly pension is payable to widow or guardian and is equal to 1/5 of widow's allowance, per child.
- Student (between the ages of 18 & 25) must be single and attending an approved school or university full-time. Allowance is equal to 1/5 of widow's allowance, per student, and is payable directly to student.

##### (less than 5 years of pensionable service):

- No allowances are payable, only a refund of contributions plus interest, payable to designated beneficiary, widow or estate.

PROCESSING TIME: Approximately 6 to 8 weeks from receipt of all certificates.

Documentation required to process death and superannuation benefits:

- Employee's proof of age;
- employee's death certificate;
- employee's marriage certificate;
- spouses' proof of age;
- children and/or student's proof of age.

PROCESSING TIME: Approximately 1 week from receipt of all certificates.



-5-

No Widow, Children or Students:

(Over 5 years of pensionable service):

- A lump sum payment equal to 5 times the basic annual pension or a refund of contributions plus interest, whichever is greater. This is payable to the designated beneficiary or estate.

PROCESSING TIME: Approximately 2 to 3 months from receipt of all certificates.

(less than 5 years of pensionable service):

- A refund of contributions plus interest, payable to the designated beneficiary or estate.

PROCESSING TIME: Approximately 6 to 8 weeks from receipt of all certificates.

Documentation required to process above benefits:

- Employee's proof of age;
- employee's death certificate.

CANADA PENSION PLAN

Death Benefit:

- Lump sum payment payable to the estate is equal to the lesser of 6 times the calculated monthly retirement pension at date of death or \$2,590.00 (for 1987).

Spouse's Allowance:

- (Age 65 or over) 60% of the retirement pension calculated at the time of death, to a maximum of \$312.90/month.
- (Age 45 to 64) monthly pension is composed of a flat rate plus 37½ per cent of the deceased contributors calculated pension, up to a maximum of \$290.36/month (for 1987).

-6-

### Child's Allowance

(Under age 18) and student's allowance (between the ages of 18 and 25 and in full-time attendance at school or university):

- Monthly allowance based on a flat-rate to a maximum of \$94.79 per month.

PROCESSING TIME: Approximately 3 months from receipt of all documentation.

### PUBLIC SERVICE MANAGEMENT INSURANCE PLAN

Coverage depends on the option the employee has chosen:

- a) Basic Life Insurance: 1 or 2 times adjusted annual salary.
- b) Supplementary Life Insurance: 1 time adjusted annual salary.
- c) Accidental Death and Dismemberment Insurance - maximum \$250,000.00.
- d) Dependant's Insurance-Spouse \$5,000 plus \$5,000 accidental death and dismemberment.

### PAY AND BENEFITS

Contact: Barry Fennessy/ABMP (tel: 996-2803)

- Balance of salary for month of death.
- Payment for unused annual, foreign service and furlough leave.
- Severance Pay - 1 week salary for each year of continuous service up to a maximum determined in the Collective Bargaining Agreements.

Recovery for any monies owing, i.e. posting loan etc., will be made from above payment(s).

- PROCESSING TIME: Approximately 2 to 3 months.

-7-

FOREIGN SERVICE ALLOWANCES

Contact: Lester Pearson/ABMP (tel: 996-7926)

Foreign Service Allowances:

- Balance of allowances for month of death.



ABMA/J. Groves/992-1626

TO/À

APD APS APT APG

FROM/DE

ABM

REFERENCE •  
RÉFÉRENCE

SUBJECT •  
SUJET

Death of Employees Abroad

*File*

Security/Sécurité
UNCLASSIFIED
Accession/Référence
File/Dossier
3-6-8-1
Date
September 12, 1988
Number/Numéro
ABM-0247

ENCLOSURES  
ANNEXES

DISTRIBUTION

ABD

W. McKenzie,  
ABMA

L. Pochopsky,  
ABMA

S. Dupuis,  
ABMS

Two recent deaths of External Affairs staff while on posting have provided an unhappy reminder that the death of an employee abroad is a situation that we sometimes have to copy with, and one where accurate and sometimes complex advice has to be provided quickly to survivors.

2. The numerous staff changes in assignment divisions, as elsewhere, provide a timely occasion to re-circulate the attached paper on the subject, prepared earlier this year. It is intended primarily for headquarters staff who are called upon to assist surviving family members. It provides a summary of benefits available to survivors and services provided by ABM and other departmental personnel.

3. We would suggest making copies of the paper available to all assignment personnel, especially those who have recently assumed their duties. As before, we would welcome suggestions for improving it.

*B. A. Northgrave*

B. A. Northgrave  
Director  
Compensation and Benefits  
Policy Division



External Affairs  
Canada

Affaires extérieures  
Canada

ABMA/J. Groves/992-1626/pc

TO/À • Voir la distribution

FROM/DE • ABM

REFERENCE • notre memo ABM-0046 du 24 février 1988  
RÉFÉRENCE

SUBJECT • DECES D UN EMPLOYE A L ETRANGER  
SUJET

Security/Sécurité
NON CLASSIFIE
Accession/Référence
File/Dossier
Date
le 14 avril 1988
Number/Numéro
ABM-0075


ENCLOSURES  
ANNEXES

X

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PSR  
RWM  
RWR  
RBR  
LCR  
LSR  
JIS  
URR

Veillez trouver ci-joint la version française du document "Death of an Employee Abroad".

  
J.R. Groves  
Directeur adjoint  
Elaboration et application  
de la politique relative  
aux DSE

## DÉCÈS D'UN EMPLOYÉ À L'ÉTRANGER

Cette brochure a été préparée pour venir en aide aux conjoints et aux parents survivants de même qu'aux membres du personnel ministériel qui pourraient se trouver dans un cas d'urgence à la suite du décès d'un employé en poste à l'étranger. Elle aborde, d'une part, les questions qui doivent être réglées immédiatement, et d'autre part, les problèmes à moyen ou à long terme. Son but n'est que d'indiquer aux survivants de même qu'aux employés du Ministère où trouver l'assistance nécessaire dans une situation difficile.

Quand la nouvelle du décès d'un employé à l'étranger parvient à Ottawa, deux personnes doivent être immédiatement avisées :

- a) le responsable des affectations ou le directeur de la direction appropriée du Secteur du personnel (APG, APT, APS etc.); et
- b) la conseillère en services sociaux du Ministère, en l'occurrence  
Mme M. Caverley :  
bureau : 992-1641  
domicile : 233-2493

Il est possible que l'on doive répondre aux questions des parents sur les dispositions immédiates à prendre ou la situation à plus long terme. Éventuellement, on pourra organiser des rencontres à Ottawa afin d'examiner les questions de pension, de prestation de décès, d'assurance-maladie et le reste. Au lendemain de cet événement tragique, il serait bon de s'attarder aux points suivants que l'on a approximativement divisés en questions à court terme et à long terme.

### I

#### Dépenses relatives aux funérailles payées par le Ministère :

- coût de l'ambulance, du corbillard (déboursé à l'étranger)
- embaumement, incinération et cercueil pour le transport
- copies du certificat de décès
- frais d'autopsie obligatoire
- frais de transport des restes de la mission au lieu d'enterrement MOINS part personnelle (le cas échéant) des frais de transport entre le lieu d'enterrement et Ottawa MOINS autres frais susceptibles d'être payés par la Commission des accidents de travail, les Affaires des anciens combattants, etc.  
(Réf. : DSE 66)

Contact : Lloyd Pochopsky/ABMA 992-9309.

- 2 -

#### Frais de déplacements payés :

Du poste au Canada pour les personnes à charge en résidence à cet endroit et les étudiants à charge habitant ailleurs. On pourra envisager le remboursement du coût d'un voyage effectué en vue de mettre les affaires du défunt en ordre au poste. Les frais de déplacement d'Ottawa à l'endroit de l'inhumation ou du service funèbre, s'il a lieu à l'extérieur d'Ottawa, doivent être assumés par la famille, bien qu'on puisse autoriser une avance comptable qui sera recouvrée par la suite. Le chef de mission peut autoriser le versement d'une avance couvrant tous les frais de déplacement.  
(Réf. : DSE 54.07).

#### Frais de logement payés :

Pour les personnes à charge indiquées ci-dessus, un maximum de 5 jours au poste et à Ottawa (lorsque l'inhumation ou les funérailles ont lieu à Ottawa). L'avance comptable dont il est question plus haut peut couvrir ces dépenses.

#### Frais non payés :

- catafalque;
- coût du corbillard du salon funéraire à l'église ou à la chapelle dans la ville où est survenu le décès ou au lieu d'enterrement/inhumation;
- coût des avis de décès publiés dans les journaux, etc. à la mission ou au Canada;
- location d'une limousine;
- habits.

#### Arrangements funèbres :

Ceux-ci, y compris l'envoi des restes au Canada, devraient être ordonnés par l'entremise d'un service de pompes funèbres du pays où survient le décès. Pour plus d'efficacité, il est préférable que le directeur de pompes funèbres étranger entre directement en contact avec un homologue canadien. Des plans d'urgence ont été prévus pour les pays où les us et coutumes diffèrent considérablement de ceux du Canada. Les cadres au poste concerné peuvent renseigner les parents survivants sur ce point.

#### Logement au poste :

Les parents de l'employé peuvent continuer d'occuper les locaux de l'État ou ceux loués par celui-ci pendant une période de temps raisonnable après le décès. De toute évidence cependant, le logement devra éventuellement être libéré à l'intention de celui qui succédera au défunt, mais on fera le plus possible preuve de souplesse et de compréhension.

000059

- 3 -

Retour des parents au Canada :

Les coûts seront absorbés par l'employeur; habituellement le retour se fait dans une période pouvant aller jusqu'à 6 mois après le décès de l'employé.

Paie et allocations :

Elles s'arrêtent normalement à la fin du mois où survient le décès. En attendant le règlement final des affaires financières du défunt, la prestation de décès de l'employé peut être versée dans la semaine qui suit la réception du certificat de décès (voir partie II).

Conseiller en services sociaux :

Parents et amis à Ottawa ou ailleurs au Canada s'occupent habituellement des besoins personnels immédiats de la famille proche du défunt. Si des condoléances, des conseils ou d'autres services de nature personnelle semblent nécessaires, on en avisera immédiatement le conseiller en services sociaux du Ministère qui entrera en contact avec la famille à son arrivée au Canada et en rencontrera les membres pour leur offrir son aide.

II

Il faut du temps pour prendre les dernières dispositions financières résultant du décès d'un employé aussi est-il préférable d'en discuter et d'obtenir des explications de vive voix des personnes responsables de leur administration. Dès que les matières plus pressantes ont été réglées, il est bon que le conjoint ou les parents survivants viennent au Ministère pour un entretien. On prendra rendez-vous avec les personnes dont les numéros de téléphone apparaissent ici, à commencer par Shirley Dupuis de l'ABMA. Plutôt que de laisser un membre de la famille qui connaît mal le Ministère errer d'un endroit à l'autre, on réservera le bureau du conseiller en services sociaux pour la rencontre et les divers responsables s'y rendront successivement pour expliquer les différents avantages sociaux. Si on préfère cette solution, l'ABMA trouvera un moment convenable et prendra les rendez-vous appropriés.

Les paragraphes qui suivent résument les avantages à examiner avec les parents survivants.



- 4 -

### ALLOCATIONS AU DÉCÈS DE L'EMPLOYÉ

Contact : Shirley Dupuis/ABMA (tél. : 996-8758)

#### Prestation de décès :

- (employé de moins de 61 ans) une année de salaire payable au bénéficiaire désigné, au conjoint (si l'employé contribuait au régime et était marié avant le 20 décembre 1975) ou à la succession;
- (de plus de 61 ans) réduction de la prestation de 10 % pour chaque année au-delà de 60 ans.

#### Régime de retraite :

##### (Plus de 5 ans de service ouvrant droit à pension) :

- Rente mensuelle égale à 50 % de la pension qu'aurait touchée l'employé au moment de sa mort, payable au conjoint.
- Enfants (de moins de 18 ans) : rente mensuelle égale au cinquième de la rente précédente, par enfant, payable au conjoint ou au tuteur.
- Étudiant (entre 18 et 25 ans) : célibataire et inscrit à plein temps dans une école ou une université reconnue. Rente égale au cinquième de la rente du conjoint, par étudiant. Elle est versée directement à celui-ci.

##### (Moins de 5 ans de service ouvrant droit à pension) :

- Aucune rente. Remboursement des contributions plus l'intérêt au bénéficiaire désigné, au conjoint ou à la succession.

TRAITEMENT : 6 à 8 semaines après la réception de tous les certificats.

Documents nécessaires pour le versement de la prestation de décès et de la rente :

- certificat de naissance de l'employé;
- certificat de décès;
- certificat de mariage;
- certificat de naissance du conjoint;
- certificat de naissance des enfants et(ou) des étudiants.

TRAITEMENT : Environ une semaine après la réception des certificats.

- 5 -

Pas de conjoint, d'enfant ni d'étudiant :

(Plus de 5 ans de service ouvrant droit à pension) :

- Versement unique correspondant à 5 fois la rente annuelle de base ou remboursement des contributions, avec l'intérêt, selon le montant le plus élevé, au bénéficiaire désigné ou à la succession.

TRAITEMENT : 2 ou 3 mois après la réception des certificats.

(Moins de 5 ans de service ouvrant droit à la pension) :

- Remboursement des contributions, plus intérêt, au bénéficiaire désigné ou à la succession.

TRAITEMENT : 6 à 8 semaines à compter de la réception des certificats.

Documentation requise :

- certificat de naissance de l'employé;
- certificat de décès de l'employé.

RÉGIME DE PENSION DU CANADA

Prestation de décès :

- Versement unique à la succession égal au montant le moins élevé entre 6 fois la rente mensuelle à la date du décès ou 2 590 \$ (1987).

Allocation au conjoint :

- (65 ans ou plus) 60 % de la pension de retraite calculée au moment du décès jusqu'à concurrence de 312,90 \$/mois.
- (de 45 à 64 ans) pension mensuelle correspondant à un montant forfaitaire plus 37 1/2 % de la pension du défunt selon ses contributions, jusqu'à concurrence de 290,36 \$/mois (1987).

Allocation aux enfants :

(de moins de 18 ans) et aux étudiants (de 18 à 25 ans, inscrits à plein temps dans une école ou une université) :

- Allocation mensuelle calculée d'après un montant forfaitaire jusqu'à concurrence de 94,79 \$ par mois.

TRAITEMENT : Environ 3 mois à partir de la réception des documents.

### RÉGIME D'ASSURANCE DES CADRES DE GESTION DE LA FONCTION PUBLIQUE

La couverture dépend de l'option retenue par l'employé :

- a) Assurance-vie de base : 1 ou 2 fois le salaire annuel corrigé.
- b) Assurance-vie complémentaire : 1 fois le salaire annuel corrigé.
- c) Assurance contre la mort accidentelle et le démembrement - maximum 250 000 \$.
- d) Assurance des personnes à charge - conjoint 5 000 \$ plus 5 000 \$ pour mort accidentelle et démembrement.

### PAIE ET AVANTAGES SOCIAUX

Contact : Barry Fennessy/ABMP (tél. : 996-2803)

- Solde du traitement pour le mois où survient le décès.
- Paiement des congés annuels, de la prime pour détachement à l'étranger et du congé d'ancienneté.
- Indemnité de cessation d'emploi - une semaine de traitement par année de service continu jusqu'à concurrence du montant déterminé dans la convention collective.

Sommes dues, à savoir prêts reportés, etc. déduites des paiements qui précèdent.

- TRAITEMENT : 2 à 3 mois.

### ALLOCATION DE SERVICE A L'ÉTRANGER

Contact : Lester Pearson/ABMP (tél. : 996-7926)

Allocation de service à l'étranger :

- Solde des allocations pour le mois où survient le décès.

## DEATH OF AN EMPLOYEE ABROAD

This booklet is intended to assist spouses and other survivors, as well as Departmental staff who may have to deal with an emergency created by the death of an employee while serving abroad. It deals with questions of two kinds: those that need to be faced immediately and those of a medium or long-term nature. It is intended to provide guidelines only and to point survivors towards areas and individuals in the Department where they may obtain some of the assistance they need in a trying situation.

When news of an employee's death abroad reaches Ottawa, the recipient should immediately inform two people:

- a) the Assignment Officer or the Director of the appropriate stream division of Personnel Branch (APG, APT, APS etc); and
- b) The Departmental Welfare Counsellor, Mrs. M. Caverly:  
Office no: 992-1641  
Home no: 233-2493

It may be necessary to answer questions that the family will have about either immediate arrangements or the longer-term situation. Detailed meetings in Ottawa concerning pension entitlements, death benefits, health insurance coverage and other matters will be necessary eventually. In the immediate aftermath of a tragic event, it may be helpful to draw on the following, divided roughly into short and longer-term concerns.

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#### Funeral-Related Expenses Paid by the Department:

- cost of ambulance, hearse, (incurred abroad)
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- mandatory autopsy expenses
- transportation expenses of remains from Mission to place of interment MINUS personal share (if applicable ) for transportation from place of interment to Ottawa MINUS any other monies that may be paid by Worker's Compensation, Veterans Affairs etc. (ref: FSD 66)

Contact: Lloyd Pochopsky/ABMA 992-9309.

-2-

Travel Expenses paid:

From the post to Canada for dependents residing at the post or for dependent students residing elsewhere. Consideration can be given to covering the cost of a return trip to the post for the purpose of settling affairs. Cost of travel from Ottawa to place of burial or funeral service, if this takes place outside of Ottawa, is the responsibility of the family, although an accountable advance may be issued to include these costs, which will be recovered later. The Head of Mission has authority to authorise an advance for all travel costs. (Ref: FSD 54.07).

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For dependents, as defined above, for a maximum of 5 days at a post and in Ottawa (when burial or memorial service is in Ottawa). The accountable advance referred to above can cover these expenses.

Expenses Not Paid:

- display casket;
- cost of hearse from funeral home to church/chapel in city where death occurs or at place of interment;
- cost of death notices placed in newspapers, etc., at the mission or in Canada;
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- clothing.

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including the shipment of remains to Canada, should be made through a funeral establishment where the death occurs. Arrangements are made most efficiently when the undertaker abroad establishes direct contact with a counterpart in Canada. In countries where standards and customs are very different from those in Canada, posts have contingency plans on which the post administration can brief the survivors.

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The deceased employee's family may continue to occupy crown-owned or-leased accommodation for a reasonable time after the employee's death. Clearly, accommodation will have to be made available eventually to a successor, but flexibility and understanding will be applied to the greatest extent possible.

-3-

Costs of family's return to Canada:

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Pay and Allowances:

These normally stop at the end of the month when the employee's death occurs. Pending a longer-term financial settlement, however, the employee's death benefit can be paid one week following the receipt of the death certificate (see section II below).

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Final financial settlements resulting from an employee's death take time to arrange and are best discussed and explained in person with those responsible for administering them. When more pressing matters have been dealt with, it is best for the widow or other survivor to come to the Department for detailed discussions. Appointments can be arranged with those whose telephone numbers are listed here, beginning with Shirley Dupuis of ABMA. Rather than have a survivor who may not be familiar with the Department going from place to place, the office of the Welfare Counsellor can be used as a relatively quiet meeting place, with those responsible for various benefits coming in succession to explain them. If the survivors find this option helpful, ABMA will arrange for a suitable time period and make the necessary appointments.

The following paragraphs provide a summary of benefits that should be discussed with survivors.

-4-

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Contact: Shirley Dupuis/ABMA (tel: 996-8758)

#### Death Benefit:

- (under age 61) one year's salary payable to designated beneficiary, widow (if employee was a contributor and married prior to December 20, 1975), or estate.
- (over age 61) benefit is reduced by 10% for each year age is over 60.

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##### (Over 5 years of pensionable service):

- Widow entitled to a monthly pension equal to 50% of employee's pension calculated at time of death.
- Child (under age 18) monthly pension is payable to widow or guardian and is equal to 1/5 of widow's allowance, per child.
- Student (between the ages of 18 & 25) must be single and attending an approved school or university full-time. Allowance is equal to 1/5 of widow's allowance, per student, and is payable directly to student.

##### (less than 5 years of pensionable service):

- No allowances are payable, only a refund of contributions plus interest, payable to designated beneficiary, widow or estate.

PROCESSING TIME: Approximately 6 to 8 weeks from receipt of all certificates.

Documentation required to process death and superannuation benefits:

- Employee's proof of age;
- employee's death certificate;
- employee's marriage certificate;
- spouses' proof of age;
- children and/or student's proof of age.

PROCESSING TIME: Approximately 1 week from receipt of all certificates.

-5-

No Widow, Children or Students:

(Over 5 years of pensionable service):

- A lump sum payment equal to 5 times the basic annual pension or a refund of contributions plus interest, whichever is greater. This is payable to the designated beneficiary or estate.

PROCESSING TIME: Approximately 2 to 3 months from receipt of all certificates.

(less than 5 years of pensionable service):

- A refund of contributions plus interest, payable to the designated beneficiary or estate.

PROCESSING TIME: Approximately 6 to 8 weeks from receipt of all certificates.

Documentation required to process above benefits:

- Employee's proof of age;
- employee's death certificate.

CANADA PENSION PLAN

Death Benefit:

- Lump sum payment payable to the estate is equal to the lesser of 6 times the calculated monthly retirement pension at date of death or \$2,590.00 (for 1987).

Spouse's Allowance:

- (Age 65 or over) 60% of the retirement pension calculated at the time of death, to a maximum of \$312.90/month.
- (Age 45 to 64) monthly pension is composed of a flat rate plus 37½ per cent of the deceased contributors calculated pension, up to a maximum of \$290.36/month (for 1987).



-6-

### Child's Allowance

(Under age 18) and student's allowance (between the ages of 18 and 25 and in full-time attendance at school or university):

- Monthly allowance based on a flat-rate to a maximum of \$94.79 per month.

PROCESSING TIME: Approximately 3 months from receipt of all documentation.

### PUBLIC SERVICE MANAGEMENT INSURANCE PLAN

Coverage depends on the option the employee has chosen:

- a) Basic Life Insurance: 1 or 2 times adjusted annual salary.
- b) Supplementary Life Insurance: 1 time adjusted annual salary.
- c) Accidental Death and Dismemberment Insurance - maximum \$250,000.00.
- d) Dependant's Insurance-Spouse \$5,000 plus \$5,000 accidental death and dismemberment.

### PAY AND BENEFITS

Contact: Barry Fennessy/ABMP (tel: 996-2803)

- Balance of salary for month of death.
- Payment for unused annual, foreign service and furlough leave.
- Severance Pay - 1 week salary for each year of continuous service up to a maximum determined in the Collective Bargaining Agreements.

Recovery for any monies owing, i.e. posting loan etc., will be made from above payment(s).

- PROCESSING TIME: Approximately 2 to 3 months.

-7-

FOREIGN SERVICE ALLOWANCES

Contact: Lester Pearson/ABMP (tel: 996-7926)

Foreign Service Allowances:

- Balance of allowances for month of death.



External Affairs    Affaires extérieures  
Canada                Canada

ABMA/J. Groves/992-1626/pc

*etc*

TO/A    Voir la distribution

FROM/DE    •    ABM

REFERENCE •  
RÉFERENCE    notre memo ABM-0046 du 24 février 1988

SUBJECT •  
SUJET        DECES D UN EMPLOYE A L ETRANGER

Security/Sécurité
NON CLASSIFIE
Accession/Référence
File/Dossier
1-11-ABM-1
<u>3-6-8-1</u>
Date
le 14 avril 1988    15
Number/Numéro
ABM-0075

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ANNEXES

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URR

Veuillez trouver ci-joint la version française du document "Death of an Employee Abroad".

*J.R. Groves*  
J.R. Groves  
Directeur adjoint  
Elaboration et application  
de la politique relative  
aux DSE



*file 7-8*

TO/À



ABM

FROM/DE

ABB

*ABMA*  
*noted.*  
*French translation is now underway.*  
*own to you*  
*Guin*

REFERENCE  
RÉFÉRENCE

SUBJECT  
SUJET

Death of an Employee Abroad

Security/Sécurité
<b>UNCLASSIFIED</b>
Accession/Référence
File/Dossier
1-3-2
3-6-8-1
Date
March 21, 1988
Number/Numéro
ABB0253

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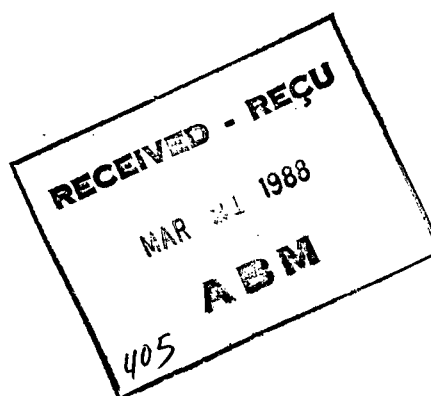
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I read with interest the document "Death of an employee abroad". The information could certainly be beneficial to all members of the Community and should perhaps be included in the revised version of the 1982 Foreign Service Employee Handbook which is now on its way.

2. As ABM is doing preliminary work on the new version of the Handbook, the present subject could be included with very minor changes.

*John*  
*you might want to keep this?*  
*Guin*

*Loréa Giannetti*  
Loréa Giannetti  
Director  
Posting Services Centre  
ABB



TO/A ABM  
FROM/DE ABB

REFERENCE •  
RÉFÉRENCE

SUBJECT •  
SUJET

Death of an Employee Abroad

Security/Sécurité
UNCLASSIFIED
Accession/Référence
File/Dossier
T-3-2
2-6-8-1
Date
March 21, 1988
Number/Numéro
ABB0253


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Loréa Giannetti  
Director  
Posting Services Centre  
ABB



ABMA/J.R.Groves/992-1626/pc

TO/À

See Distribution

*file*

FROM/DE

• ABM

REFERENCE •  
RÉFÉRENCE

SUBJECT •  
SUJET

• Death of an Employee Abroad

Security/Sécurité
UNCLASSIFIED
Accession/Référence
File/Dossier
3-6-8-1
Date
February 24, 1988
Number/Numéro
ABM-0046

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URR

... Attached are notes for the use of Departmental personnel who may be called on to deal with the death of an employee abroad. They are not exhaustive, but are intended primarily to help in answering questions that may arise in the immediate aftermath of such an event.

2. We would welcome suggestions aimed at making them more useful.

*Brian Northgrave*

Brian Northgrave  
Director

Compensation and Benefits Policy

## DEATH OF AN EMPLOYEE ABROAD

This booklet is intended to assist spouses and other survivors, as well as Departmental staff who may have to deal with an emergency created by the death of an employee while serving abroad. It deals with questions of two kinds: those that need to be faced immediately and those of a medium or long-term nature. It is intended to provide guidelines only and to point survivors towards areas and individuals in the Department where they may obtain some of the assistance they need in a trying situation.

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Office no: 992-1641  
Home no: 233-2493

It may be necessary to answer questions that the family will have about either immediate arrangements or the longer-term situation. Detailed meetings in Ottawa concerning pension entitlements, death benefits, health insurance coverage and other matters will be necessary eventually. In the immediate aftermath of a tragic event, it may be helpful to draw on the following, divided roughly into short and longer-term concerns.

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#### Funeral-Related Expenses Paid by the Department:

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Contact: Lloyd Pochopsky/ABMA 992-9309.

-2-

Travel Expenses paid:

From the post to Canada for dependents residing at the post or for dependent students residing elsewhere. Consideration can be given to covering the cost of a return trip to the post for the purpose of settling affairs. Cost of travel from Ottawa to place of burial or funeral service, if this takes place outside of Ottawa, is the responsibility of the family, although an accountable advance may be issued to include these costs, which will be recovered later. The Head of Mission has authority to authorise an advance for all travel costs. (Ref: FSD 54.07).

Accommodation Expenses paid:

For dependents, as defined above, for a maximum of 5 days at a post and in Ottawa (when burial or memorial service is in Ottawa). The accountable advance referred to above can cover these expenses.

Expenses Not Paid:

- display casket;
- cost of hearse from funeral home to church/chapel in city where death occurs or at place of interment;
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Funeral Arrangements:

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-3-

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These will be met by the employer, normally within a period of up to 6 months after the employee's death.

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Final financial settlements resulting from an employee's death take time to arrange and are best discussed and explained in person with those responsible for administering them. When more pressing matters have been dealt with, it is best for the widow or other survivor to come to the Department for detailed discussions. Appointments can be arranged with those whose telephone numbers are listed here, beginning with Shirley Dupuis of ABMA. Rather than have a survivor who may not be familiar with the Department going from place to place, the office of the Welfare Counsellor can be used as a relatively quiet meeting place, with those responsible for various benefits coming in succession to explain them. If the survivors find this option helpful, ABMA will arrange for a suitable time period and make the necessary appointments.

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- (under age 61) one year's salary payable to designated beneficiary, widow (if employee was a contributor and married prior to December 20, 1975), or estate.
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##### (Over 5 years of pensionable service):

- Widow entitled to a monthly pension equal to 50% of employee's pension calculated at time of death.
- Child (under age 18) monthly pension is payable to widow or guardian and is equal to 1/5 of widow's allowance, per child.
- Student (between the ages of 18 & 25) must be single and attending an approved school or university full-time. Allowance is equal to 1/5 of widow's allowance, per student, and is payable directly to student.

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- No allowances are payable, only a refund of contributions plus interest, payable to designated beneficiary, widow or estate.

PROCESSING TIME: Approximately 6 to 8 weeks from receipt of all certificates.

Documentation required to process death and superannuation benefits:

- Employee's proof of age;
- employee's death certificate;
- employee's marriage certificate;
- spouses' proof of age;
- children and/or student's proof of age.

PROCESSING TIME: Approximately 1 week from receipt of all certificates.

-5-

No Widow, Children or Students:

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PROCESSING TIME: Approximately 2 to 3 months from receipt of all certificates.

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- (Age 65 or over) 60% of the retirement pension calculated at the time of death, to a maximum of \$312.90/month.
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-6-

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(Under age 18) and student's allowance (between the ages of 18 and 25 and in full-time attendance at school or university):

- Monthly allowance based on a flat-rate to a maximum of \$94.79 per month.

PROCESSING TIME: Approximately 3 months from receipt of all documentation.

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-7-

FOREIGN SERVICE ALLOWANCES

Contact: Lester Pearson/ABMP (tel: 996-7926)

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- Balance of allowances for month of death.



ABMA/J. Groves/992-1626/pc

TO/À • Voir la distribution

FROM/DE • ABM

REFERENCE • notre memo ABM-0046 du 24 février 1988

SUBJECT • DECES D UN EMPLOYE A L ETRANGER

*grr*  
*lp*

Security/Sécurité
NON CLASSIFIE
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File/Dossier
3-6-8-1
Date
le 14 avril 1988
Number/Numéro
ABM-0075

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*J.R. Groves*  
J.R. Groves  
Directeur adjoint  
Elaboration et application  
de la politique relative  
aux DSE

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Documentation required to process death and superannuation benefits:

- Employee's proof of age;
- employee's death certificate;
- employee's marriage certificate;
- spouses' proof of age;
- children and/or student's proof of age.

PROCESSING TIME: Approximately 1 week from receipt of all certificates.

-5-

No Widow, Children or Students:

(Over 5 years of pensionable service):

- A lump sum payment equal to 5 times the basic annual pension or a refund of contributions plus interest, whichever is greater. This is payable to the designated beneficiary or estate.

PROCESSING TIME: Approximately 2 to 3 months from receipt of all certificates.

(less than 5 years of pensionable service):

- A refund of contributions plus interest, payable to the designated beneficiary or estate.

PROCESSING TIME: Approximately 6 to 8 weeks from receipt of all certificates.

Documentation required to process above benefits:

- Employee's proof of age;
- employee's death certificate.

CANADA PENSION PLAN

Death Benefit:

- Lump sum payment payable to the estate is equal to the lesser of 6 times the calculated monthly retirement pension at date of death or \$2,590.00 (for 1987).

Spouse's Allowance:

- (Age 65 or over) 60% of the retirement pension calculated at the time of death, to a maximum of \$312.90/month.
- (Age 45 to 64) monthly pension is composed of a flat rate plus 37½ per cent of the deceased contributors calculated pension, up to a maximum of \$290.36/month (for 1987).

-6-

### Child's Allowance

(Under age 18) and student's allowance (between the ages of 18 and 25 and in full-time attendance at school or university):

- Monthly allowance based on a flat-rate to a maximum of \$94.79 per month.

PROCESSING TIME: Approximately 3 months from receipt of all documentation.

### PUBLIC SERVICE MANAGEMENT INSURANCE PLAN

Coverage depends on the option the employee has chosen:

- a) Basic Life Insurance: 1 or 2 times adjusted annual salary.
- b) Supplementary Life Insurance: 1 time adjusted annual salary.
- c) Accidental Death and Dismemberment Insurance - maximum \$250,000.00.
- d) Dependant's Insurance-Spouse \$5,000 plus \$5,000 accidental death and dismemberment.

### PAY AND BENEFITS

Contact: Barry Fennessy/ABMP (tel: 996-2803)

- Balance of salary for month of death.
- Payment for unused annual, foreign service and furlough leave.
- Severance Pay - 1 week salary for each year of continuous service up to a maximum determined in the Collective Bargaining Agreements.

Recovery for any monies owing, i.e. posting loan etc., will be made from above payment(s).

- PROCESSING TIME: Approximately 2 to 3 months.

-7-

FOREIGN SERVICE ALLOWANCES

Contact: Lester Pearson/ABMP (tel: 996-7926)

Foreign Service Allowances:

- Balance of allowances for month of death.

## DÉCÈS D'UN EMPLOYÉ À L'ÉTRANGER

Cette brochure a été préparée pour venir en aide aux conjoints et aux parents survivants de même qu'aux membres du personnel ministériel qui pourraient se trouver dans un cas d'urgence à la suite du décès d'un employé en poste à l'étranger. Elle aborde, d'une part, les questions qui doivent être réglées immédiatement, et d'autre part, les problèmes à moyen ou à long terme. Son but n'est que d'indiquer aux survivants de même qu'aux employés du Ministère où trouver l'assistance nécessaire dans une situation difficile.

Quand la nouvelle du décès d'un employé à l'étranger parvient à Ottawa, deux personnes doivent être immédiatement avisées :

- a) le responsable des affectations ou le directeur de la direction appropriée du Secteur du personnel (APG, APT, APS etc.); et
- b) la conseillère en services sociaux du Ministère, en l'occurrence  
Mme M. Caverley :  
bureau : 992-1641  
domicile : 233-2493

Il est possible que l'on doive répondre aux questions des parents sur les dispositions immédiates à prendre ou la situation à plus long terme. Eventuellement, on pourra organiser des rencontres à Ottawa afin d'examiner les questions de pension, de prestation de décès, d'assurance-maladie et le reste. Au lendemain de cet événement tragique, il serait bon de s'attarder aux points suivants que l'on a approximativement divisés en questions à court terme et à long terme.

### I

#### Dépenses relatives aux funérailles payées par le Ministère :

- coût de l'ambulance, du corbillard (déboursé à l'étranger)
- embaumement, incinération et cercueil pour le transport
- copies du certificat de décès
- frais d'autopsie obligatoire
- frais de transport des restes de la mission au lieu d'enterrement MOINS part personnelle (le cas échéant) des frais de transport entre le lieu d'enterrement et Ottawa MOINS autres frais susceptibles d'être payés par la Commission des accidents de travail, les Affaires des anciens combattants, etc.  
(Réf. : DSE 66)

Contact : Lloyd Pochopsky/ABMA 992-9309.

- 2 -

Frais de déplacements payés :

Du poste au Canada pour les personnes à charge en résidence à cet endroit et les étudiants à charge habitant ailleurs. On pourra envisager le remboursement du coût d'un voyage effectué en vue de mettre les affaires du défunt en ordre au poste. Les frais de déplacement d'Ottawa à l'endroit de l'inhumation ou du service funèbre, s'il a lieu à l'extérieur d'Ottawa, doivent être assumés par la famille, bien qu'on puisse autoriser une avance comptable qui sera recouvrée par la suite. Le chef de mission peut autoriser le versement d'une avance couvrant tous les frais de déplacement. (Réf. : DSE 54.07).

Frais de logement payés :

Pour les personnes à charge indiquées ci-dessus, un maximum de 5 jours au poste et à Ottawa (lorsque l'inhumation ou les funérailles ont lieu à Ottawa). L'avance comptable dont il est question plus haut peut couvrir ces dépenses.

Frais non payés :

- catafalque;
- coût du corbillard du salon funéraire à l'église ou à la chapelle dans la ville où est survenu le décès ou au lieu d'enterrement/inhumation;
- coût des avis de décès publiés dans les journaux, etc. à la mission ou au Canada;
- location d'une limousine;
- habits.

Arrangements funèbres :

Ceux-ci, y compris l'envoi des restes au Canada, devraient être ordonnés par l'entremise d'un service de pompes funèbres du pays où survient le décès. Pour plus d'efficacité, il est préférable que le directeur de pompes funèbres étranger entre directement en contact avec un homologue canadien. Des plans d'urgence ont été prévus pour les pays où les us et coutumes diffèrent considérablement de ceux du Canada. Les cadres au poste concerné peuvent renseigner les parents survivants sur ce point.

Logement au poste :

Les parents de l'employé peuvent continuer d'occuper les locaux de l'État ou ceux loués par celui-ci pendant une période de temps raisonnable après le décès. De toute évidence cependant, le logement devra éventuellement être libéré à l'intention de celui qui succédera au défunt, mais on fera le plus possible preuve de souplesse et de compréhension.

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- 3 -

Retour des parents au Canada :

Les coûts seront absorbés par l'employeur; habituellement le retour se fait dans une période pouvant aller jusqu'à 6 mois après le décès de l'employé.

Paie et allocations :

Elles s'arrêtent normalement à la fin du mois où survient le décès. En attendant le règlement final des affaires financières du défunt, la prestation de décès de l'employé peut être versée dans la semaine qui suit la réception du certificat de décès (voir partie II).

Conseiller en services sociaux :

Parents et amis à Ottawa ou ailleurs au Canada s'occupent habituellement des besoins personnels immédiats de la famille proche du défunt. Si des condoléances, des conseils ou d'autres services de nature personnelle semblent nécessaires, on en avisera immédiatement le conseiller en services sociaux du Ministère qui entrera en contact avec la famille à son arrivée au Canada et en rencontrera les membres pour leur offrir son aide.

II

Il faut du temps pour prendre les dernières dispositions financières résultant du décès d'un employé aussi est-il préférable d'en discuter et d'obtenir des explications de vive voix des personnes responsables de leur administration. Dès que les matières plus pressantes ont été réglées, il est bon que le conjoint ou les parents survivants viennent au Ministère pour un entretien. On prendra rendez-vous avec les personnes dont les numéros de téléphone apparaissent ici, à commencer par Shirley Dupuis de l'ABMA. Plutôt que de laisser un membre de la famille qui connaît mal le Ministère errer d'un endroit à l'autre, on réservera le bureau du conseiller en services sociaux pour la rencontre et les divers responsables s'y rendront successivement pour expliquer les différents avantages sociaux. Si on préfère cette solution, l'ABMA trouvera un moment convenable et prendra les rendez-vous appropriés.

Les paragraphes qui suivent résument les avantages à examiner avec les parents survivants.



- 4 -

### ALLOCATIONS AU DÉCÈS DE L'EMPLOYÉ

Contact : Shirley Dupuis/ABMA (tél. : 996-8758)

#### Prestation de décès :

- (employé de moins de 61 ans) une année de salaire payable au bénéficiaire désigné, au conjoint (si l'employé contribuait au régime et était marié avant le 20 décembre 1975) ou à la succession;
- (de plus de 61 ans) réduction de la prestation de 10 % pour chaque année au-delà de 60 ans.

#### Régime de retraite :

(Plus de 5 ans de service ouvrant droit à pension) :

- Rente mensuelle égale à 50 % de la pension qu'aurait touchée l'employé au moment de sa mort, payable au conjoint.
- Enfants (de moins de 18 ans) : rente mensuelle égale au cinquième de la rente précédente, par enfant, payable au conjoint ou au tuteur.
- Étudiant (entre 18 et 25 ans) : célibataire et inscrit à plein temps dans une école ou une université reconnue. Rente égale au cinquième de la rente du conjoint, par étudiant. Elle est versée directement à celui-ci.

(Moins de 5 ans de service ouvrant droit à pension) :

- Aucune rente. Remboursement des contributions plus l'intérêt au bénéficiaire désigné, au conjoint ou à la succession.

TRAITEMENT : 6 à 8 semaines après la réception de tous les certificats.

Documents nécessaires pour le versement de la prestation de décès et de la rente :

- certificat de naissance de l'employé;
- certificat de décès;
- certificat de mariage;
- certificat de naissance du conjoint;
- certificat de naissance des enfants et(ou) des étudiants.

TRAITEMENT : Environ une semaine après la réception des certificats.

Pas de conjoint, d'enfant ni d'étudiant :

(Plus de 5 ans de service ouvrant droit à pension) :

- Versement unique correspondant à 5 fois la rente annuelle de base ou remboursement des contributions, avec l'intérêt, selon le montant le plus élevé, au bénéficiaire désigné ou à la succession.

TRAITEMENT : 2 ou 3 mois après la réception des certificats.

(Moins de 5 ans de service ouvrant droit à la pension) :

- Remboursement des contributions, plus intérêt, au bénéficiaire désigné ou à la succession.

TRAITEMENT : 6 à 8 semaines à compter de la réception des certificats.

Documentation requise :

- certificat de naissance de l'employé;
- certificat de décès de l'employé.

RÉGIME DE PENSION DU CANADA

Prestation de décès :

- Versement unique à la succession égal au montant le moins élevé entre 6 fois la rente mensuelle à la date du décès ou 2 590 \$ (1987).

Allocation au conjoint :

- (65 ans ou plus) 60 % de la pension de retraite calculée au moment du décès jusqu'à concurrence de 312,90 \$/mois.
- (de 45 à 64 ans) pension mensuelle correspondant à un montant forfaitaire plus 37 1/2 % de la pension du défunt selon ses contributions, jusqu'à concurrence de 290,36 \$/mois (1987).

Allocation aux enfants :

(de moins de 18 ans) et aux étudiants (de 18 à 25 ans, inscrits à plein temps dans une école ou une université) :

- Allocation mensuelle calculée d'après un montant forfaitaire jusqu'à concurrence de 94,79 \$ par mois.

TRAITEMENT : Environ 3 mois à partir de la réception des documents.

### RÉGIME D'ASSURANCE DES CADRES DE GESTION DE LA FONCTION PUBLIQUE

La couverture dépend de l'option retenue par l'employé :

- a) Assurance-vie de base : 1 ou 2 fois le salaire annuel corrigé.
- b) Assurance-vie complémentaire : 1 fois le salaire annuel corrigé.
- c) Assurance contre la mort accidentelle et le démembrement - maximum 250 000 \$.
- d) Assurance des personnes à charge - conjoint 5 000 \$ plus 5 000 \$ pour mort accidentelle et démembrement.

### PAIE ET AVANTAGES SOCIAUX

Contact : Barry Fennessy/ABMP (tél. : 996-2803)

- Solde du traitement pour le mois où survient le décès.
- Paiement des congés annuels, de la prime pour détachement à l'étranger et du congé d'ancienneté.
- Indemnité de cessation d'emploi - une semaine de traitement par année de service continu jusqu'à concurrence du montant déterminé dans la convention collective.

Sommes dues, à savoir prêts reportés, etc. déduites des paiements qui précèdent.

- TRAITEMENT : 2 à 3 mois.

### ALLOCATION DE SERVICE A L'ÉTRANGER

Contact : Lester Pearson/ABMP (tél. : 996-7926)

Allocation de service à l'étranger :

- Solde des allocations pour le mois où survient le décès.



External Affairs  
Canada

Affaires extérieures  
Canada

Accession/Référence

File/Dossier

3-6-8-1

MESSAGE

Align first character of Security Classification under this arrow  
Alignez le premier caractère de la Sécurité sous cette flèche

SECURITY  
SÉCURITÉ

UNCLASSIFIED/NONCLASSIFIE

14 JAN 88 18 52z

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FM/DE

FM/DE EXTOTT ACBX-0037 14JAN88

TO/À

TO/DE ALL POSTS/TOUTES LES MISSIONS/IMMED

INFO

DISTR

DISTR GENERAL/GENERALE ~~IMMED~~

REF

SUBJ/SUJ

---MR. HERBERT FREDERICK (TEMP)FEAVER

MEMBERS OF THE DEPT WILL BE SADDENED TO LEARN OF DEATH OF MR.  
TEMP FEAVER ON JAN 11 1988 IN OTTAWA ONT.THE FAMILY WILL RECEIVE  
FRIENDS AT HOME BETWEEN 5 AND 8 PM ON THURSDAY,JAN 14. IN LIEU  
OF FLOWERS DONATIONS IN HIS MEMORY MAY BE MADE TO THE PEARSON  
COLLEGE OF THE PACIFIC, R R NO.1 VICTORIA,B.C.V8X 3W9.MESSAGES OF  
CONDOLENCES MAY BE SENT TO 90 PARK RD. ROCKCLIFFE,OTTAWA,ONT.

---M.HERBERT FREDERICK(TEMP)FEAVER

LES EMPLOYES DU MINISTERE SERONT PEINES D APPRENDRE LE DECES DE  
M. TEMP FEAVER SURVENU LE 11JAN1988 A OTTAWA ONT. LA FAMILLE  
RECEVRA LES AMIS A LA MAISON ENTRE 5 ET 8 PM. LE JEUDI 14 JAN  
CEUX QUI DESIRENT POURRONT FAIRE PARVENIR DES DONNS AU PEARSON  
COLLEGE OF THE PACIFIC,R R.1,VICTORIA B C V8X3W9.LES MESSAGES DE  
CONDOLEANCES POURRONT ETRE ENVOYES AU 90 PARK  
RD.,ROCKCLIFFE,OTTAWA,ONTARIO.

DRAFTER/RÉDACTEUR

DIVISION/DIRECTION

TELEPHONE

APPROVED/APPROUVÉ

C. NADEAU *Ch.*

ACBX

9950128

G. LARIN

SIG

SIG

000096



ABM/N.W.Boyd/995-3549

TO/À • APD

FROM/DE • ABD

REFERENCE •  
RÉFÉRENCE

SUBJECT • Death of an Employee Abroad  
SUJET

Security/Sécurité UNCLASSIFIED
Accession/Référence
File/Dossier
3.6-8-1
Date November 7, 1986
Number/Numéro ABM-0183

ENCLOSURES  
ANNEXES

DISTRIBUTION

ACB  
ACBX  
APT  
APG  
APS  
ABM  
ABMA  
ABMC  
ABMR  
ABMP  
ABBW

It has been the practice that when the Personnel Branch has been notified of the death of an employee at a post, the initial communications to the post has been the responsibility of the respective assignment division, which has also served as the primary "focal point" for the post, at least until such time as the surviving spouse/family enter into direct contact with the various sections of ABM, usually upon their return to Canada.

2. This procedure has served reasonably well in the past, and we do not suggest a change. However, assignment divisions may find it helpful to know the respective responsibilities within ABM in case of a death abroad. This information is set out in Attachment "A", together with a "focal point" within each section of ABM. Obviously, the same functions are carried out by ABMA-Superannuation and ABMP in the case of death of an employee in Ottawa.

3. Attachment "B" is a draft "pro forma" telex that assignment divisions can draw on for their first communication with the post. It is based on input from ABMA (FSD's and Superannuation) and ABMR (relocation). Some amendment will be required depending on individual circumstances, including family status of the deceased.

4. In addition to ABMA, ABMR and ABMP, Mrs. Caverly (ABBW) should also be copied on all telex traffic to the post. She should also be given an opportunity to meet the surviving spouse/family on their return to Ottawa in the event that some form of ongoing assistance is required.

5. Any comments you may have with respect to this memo or attachments will be welcome.

original  
signed by  
J. F. Boehm  
Director General  
Personnel Administration Bureau

original  
signé par  
J. F. BOEHM

ATTACHMENT "A"

Summary of ABMA, ABMR and ABMP

Responsibilities in Case of Death Abroad

a) ABMA - FSD Interpretation

Focal Point: Lloyd Pochopsky, Head, FSD Allowances and  
Benefits (tel: 992-4174)

- FSD 54: Compassionate Travel
- FSD 66: Death Abroad of an Employee or Dependent

b) ABMA - Superannuation, etc.

Focal Point: Shirley Dupuis, Superannuation Counsellor  
(tel: 995-8769)

- Public Service Superannuation:
  - a) Death Benefit
  - b) Spouse's Allowance
  - c) Children's Allowances
  - d) Student's Allowances.
- Canada Pension Plan:
  - a) Death Benefit
  - b) Spouse's Allowance
  - c) Children's Allowances
  - d) Student's Allowances.
- Public Service Management Insurance Plan:
  - a) Claim for Death Benefit
- O.H.I.P. and G.S.M.I.P. coverage for spouse, children and students. (ABMP now)
- Old Age Security: Widowed Spouse's Allowance (age 60).

c) ABMR - Relocation to Canada

Focal Point: Dale Chisholm, Head, Incoming/Crossposting  
Relocations (tel: 995-7642)

Alternate: Randall Kondo, Head, Outgoing Relocations  
(tel: 996-2672)

- Making hotel reservations in Ottawa if necessary.

- Providing the post with the travel entitlement of the remaining family members and the authority/coding necessary to make travel arrangements.
- Requisitioning an advance for FSD 15.31 Specified Incidental Expenses or providing post with authority to issue advance.
- Requesting post to obtain cost and weight estimates for the shipment of personal effects and providing authority to ship on the basis of these.
- Providing guidance on procedures and entitlements to family members once they are back in Canada by means of a personal interview.
- Arranging for the delivery of personal effects received from post and in long term storage.

d) ABMP - Pay, Leave, Allowances and Health Plans

Focal Point: Diana Holtby, Supervisor (tel: 996-4447)

- Salary or Wages, including overtime, to the date of death.
- Salary or Wages from the date of death to the end of the month of death.
- Allowances.
- Severance Pay.
- Balance of unused annual leave, foreign service leave, furlough leave and compensatory leave.
- Return of Superannuation contributions for employees with less than five (5) years of continuous service.
- Recovery of amounts due the Crown (i.e. Posting Loans, Salary or Allowance Overpayments).

NOTE: These sections have similar responsibilities in cases of death of an employee at Headquarters.

ATTACHMENT "B"

DRAFT "PRO FORMA" TELEX INPUT TO POST

C O N F I D E N T I A L   PERS INFO

FM EXTOTT

TO

DISTR ABM ABMA ABMP ABMR ABBW (OTHERS AS NECESSARY)

---DEATH OF \_\_\_\_\_

(Following for inclusion in body of text of tel re death at post)

FSD 54:DEPUTY HEAD AUTHORITY HAS BEEN DELEGATED TO HOM TO APPROVE  
COMPASSIONATE TRAVEL IN ACCORDANCE WITH PROVISIONS OF FSD 54.FOR  
TRAVELLING EXPENSES PAYABLE UNDER THIS BENEFIT PLEASE REFER TO  
FSD 54.07 AND/OR FSD 54.08.ADVANCES TO BE CODED TO  
020-POST-POST-000-0747/020-POST-POST-000-0747.

2.FSD 66:UNDER THE PROVISION OF FSD 66 AUTHORITY MAY BE GRANTED TO  
REIMBURSE AN EMPLOYEE EXPENSES IN EXCESS OF EXPENSES WHICH WOULD  
HAVE BEEN INCURRED IN HQ.SUCH PAYABLE EXPENSES ARE LISTED UNDER  
FSD 66.01.DEPARTMENTAL APPROVAL IS NOT/NOT REQUIRED.ADMISSIBLE  
EXPENSES TO BE CODED TO 020-POST-POST-000-0729/020-POST-POST-000-0729.

3.PLEASE PROVIDE ABMR WITH TRAVEL PLANS FOR (SPOUSE/FAMILY)  
INCLUDING REQUESTS FOR HOTEL RESERVATIONS, TRAVEL ADVANCE, CODING  
AND AUTHORITY TO PURCHASE TRANSPORTATION TICKETS AND ANY SPECIAL  
ARRANGEMENTS REQUIRED ON ARRIVAL IN CDA.DETAILED INFORMATION  
REGARDING TRAVEL ENTITLEMENTS AND SHIPMENT OF PERSONAL EFFECTS TO  
FOLLOW IN SUBSEQUENT TELEGRAMS.

4.DEPARTMENTAL CONTACT FOR PROCESSING FAMILY ENTITLEMENTS IS  
ABMA/SHIRLEY DUPUIS (TEL: 613-995-8769).TO AVOID UNNECESSARY



PAGE 2

CONFIDENTIAL PERS INFO

PROCESSING DELAYS, PLEASE ENSURE ABMA/DUPUIS IS PROVIDED WITH ORIGINAL OR PHOTOCOPY OF DEATH CERTIFICATE ASAP. ALSO, ADVISE SPOUSE THAT ORIGINALS OR PHOTOCOPIES OF FOLLOWING DOCUMENTS MUST BE PRESENTED TO ABMA/DUPUIS WHEN SHE/HE RETURNS TO CDA: (TO BE AMENDED ACCORDING TO DOCUMENTATION ALREADY AVAILABLE EG. MARRIAGE CERTIFICATE, PROOF OF AGE FOR EMPLOYEE, SPOUSE, CHILDREN AND/OR STUDENTS).

000101



ABM/N.W.Boyd/995-3549

TO/À • APD

FROM/DE • ABD

REFERENCE •  
RÉFÉRENCE

SUBJECT • Death of an Employee Abroad  
SUJET

Security/Sécurité  
UNCLASSIFIED

Accession/Référence

File/Dossier

Date  
November 7, 1986

Number/Numéro  
ABM-0183

ENCLOSURES  
ANNEXES

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2. This procedure has served reasonably well in the past, and we do not suggest a change. However, assignment divisions may find it helpful to know the respective responsibilities within ABM in case of a death abroad. This information is set out in Attachment "A", together with a "focal point" within each section of ABM. Obviously, the same functions are carried out by ABMA-Superannuation and ABMP in the case of death of an employee in Ottawa.

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4. In addition to ABMA, ABMR and ABMP, Mrs. Caverly (ABBW) should also be copied on all telex traffic to the post. She should also be given an opportunity to meet the surviving spouse/family on their return to Ottawa in the event that some form of ongoing assistance is required.

5. Any comments you may have with respect to this memo or attachments will be welcome.

original signed by J. T. BOEHM  
original signé par

J. T. Boehm  
Director General  
Personnel Administration Bureau

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b) ABMA - Superannuation, etc.

Focal Point: Shirley Dupuis, Superannuation Counsellor  
(tel: 995-8769)

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Alternate: Randall Kondo, Head, Outgoing Relocations  
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DRAFT "PRO FORMA" TELEX INPUT TO POST

C O N F I D E N T I A L   PERS INFO

FM EXTOTT

TO

DISTR ABM ABMA ABMP ABMR ABBW (OTHERS AS NECESSARY)

---DEATH OF \_\_\_\_\_

(Following for inclusion in body of text of tel re death at post)

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TRAVELLING EXPENSES PAYABLE UNDER THIS BENEFIT PLEASE REFER TO  
FSD 54.07 AND/OR FSD 54.08.ADVANCES TO BE CODED TO  
020-POST-POST-000-0747/020-POST-POST-000-0747.

2.FSD 66:UNDER THE PROVISION OF FSD 66 AUTHORITY MAY BE GRANTED TO  
REIMBURSE AN EMPLOYEE EXPENSES IN EXCESS OF EXPENSES WHICH WOULD  
HAVE BEEN INCURRED IN HQ.SUCH PAYABLE EXPENSES ARE LISTED UNDER  
FSD 66.01.DEPARTMENTAL APPROVAL IS NOT/NOT REQUIRED.ADMISSIBLE  
EXPENSES TO BE CODED TO 020-POST-POST-000-0729/020-POST-POST-000-0729.

3.PLEASE PROVIDE ABMR WITH TRAVEL PLANS FOR (SPOUSE/FAMILY)  
INCLUDING REQUESTS FOR HOTEL RESERVATIONS, TRAVEL ADVANCE, CODING  
AND AUTHORITY TO PURCHASE TRANSPORTATION TICKETS AND ANY SPECIAL  
ARRANGEMENTS REQUIRED ON ARRIVAL IN CDA.DETAILED INFORMATION  
REGARDING TRAVEL ENTITLEMENTS AND SHIPMENT OF PERSONAL EFFECTS TO  
FOLLOW IN SUBSEQUENT TELEGRAMS.

4.DEPARTMENTAL CONTACT FOR PROCESSING FAMILY ENTITLEMENTS IS  
ABMA/SHIRLEY DUPUIS (TEL: 613-995-8769).TO AVOID UNNECESSARY

PAGE 2

CONFIDENTIAL PERS INFO

PROCESSING DELAYS, PLEASE ENSURE ABMA/DUPUIS IS PROVIDED WITH ORIGINAL OR PHOTOCOPY OF DEATH CERTIFICATE ASAP. ALSO, ADVISE SPOUSE THAT ORIGINALS OR PHOTOCOPIES OF FOLLOWING DOCUMENTS MUST BE PRESENTED TO ABMA/DUPUIS WHEN SHE/HE RETURNS TO CDA: (TO BE AMENDED ACCORDING TO DOCUMENTATION ALREADY AVAILABLE EG. MARRIAGE CERTIFICATE, PROOF OF AGE FOR EMPLOYEE, SPOUSE, CHILDREN AND/OR STUDENTS).



MGTC/DIARY/CIRCULE  
MGTC/JOURNAL/CIRC/DOSSIER

MESSAGE

Accession/Référence

File/Dossier

3-6-8-1

382

MCIP

12

10

SECURITY  
SÉCURITÉ

NONCLASSIFIE

FM/DE

DE EXTOTT RGB 0186 14MAI85

TO/À

A BRU LIVRAISON 150900

INFO

DISTR

~~INFO BREEC PARIS STBRG MRSLL LON GLSGO BONN DDORF MUNIC HMBRG~~

REF

~~BRI IN ROME MILAN ANKRA ATHNS BERN GENEV COPEN DUBLN HSNKI VT CAN~~

SUBJ/SUJ

~~HAGUE LSDON MDRID OSLO STKLM VIENN FRERT MOSCO WSAW PRGUE BREST~~

~~BUCST BGRAD~~

DISTR SFB RCD RSD RBD RCR RCT RSR RST RWP RWPT RBP RBR RBT SCD

SCC SCA SCR SFF

REF VOTRETEL ZVGR0371 DU 14MAI

---DECES DE JACQUES MONTPETIT

AVONS APPRIS AVEC GRAND CHAGRIN DISPARITION ~~SOUDAINE~~ DE NOTRE  
COLLEAGUE ET AMI JACQUES MONTPETIT.

2.PARTAGEONS AVEC DOULEUR TOUTE LA TRISTESSE QUI AFFLIGE SA FAMILLE  
ET SON ENTOURAGE.CELLES ET CEUX DU SECTEUR EUROPE QUI ONT CONNU OU  
COTOYE JACQUES ONT PU APPRECIER SES GRANDES QUALITES HUMAINES  
ET SON INLASSABLE DEVOUEMENT A LA CAUSE ~~COMMUNE~~ QUE NOUS SERVONS

TOUS.VOUS PRIONS DONC DE TRANSMETTRE A <sup>MARIE ET A</sup> SES PROCHES TOUTE LA SYMPATHIE  
QUE NOUS EPROUVONS,DEVANT LE DEPART PREMATURE D UN CAMARADE DONT NOUS  
CONNAISSIONS LA VALEUR ET QUI EN NOUS QUITTANT LAISSE UN VIDE QUE  
RIEN NE SAURAIT COMBLER.

DANIEL MOLGAT

SMA EUROPE

DRAFTER/RÉDACTEUR

DIVISION/DIRECTION

TELEPHONE

APPROVED/APPROUVE

SIG

D.MOLGAT  
SIG

informed Alan Virtue  
9:15

ACTION  
SUITE A DONNER

Page 1 of 2

FSO-

MESSAGE

FILE/DOSSIER

Align first character of Security Encl. with arrow under this arrow  
Alignez le premier caractère de la Sécurité sous cette flèche

23 Mar 84

Mrs. Blain  
824-0188  
Mr. PINNACLE  
741-6796  
Dir. ABR

SECURITY  
SÉCURITÉ  
FM/DE  
TO/A  
INFO  
DISTR  
REF  
SUB/SUBJ

UNCLASS  
SEATL UAGR-5268 SEA 007/23  
EXTOTT/DUTY OFFICER (DELIVER 0900 HRS  
24 March)

PLEASE ADVISE APPROPRIATE  
PERSONNEL OFFICER(S) OF SUDDEN  
DEATH THIS EVENING IN SEATTLE  
OF JAMES E. ("TED") COOPER (FS-3)  
CONSUL AND SENIOR TRADE COMMISSIONER.  
2. TED TOOK ILL WHILE ATTENDING  
SEATTLE OPERA WITH HIS WIFE RUTH,  
AND HOSPITAL EMERGENCY STAFF  
UNABLE TO SAVE HIM.  
3. MRS. COOPER WHO NOW IS WITH FRIENDS  
WILL NOTIFY DIRECTLY THE IMMEDIATE  
COOPER FAMILY. WE WILL ADVISE YOU IF  
YOUR ASSISTANCE NEEDED IN THIS REGARD  
3. IF ANY FURTHER INFO NEEDED BEFORE  
MONDAY 26 MARCH FOLLOWING ARE  
POST OFFICERS WHO SHOULD BE

A. Virtue 829-8976 2 ->  
206-451-8425 doesn't want to talk. ask for ALAN VIRTUE





External Affairs  
Canada

Affaires extérieures  
Canada

RECEIVED  
COMMUNICATIONS SECTION

MESSAGE

FILE/DOSSIER

Align first character of Security Classification under this arrow  
Alignez le premier caractère de la Sécurité sous cette flèche

SECURITY  
SÉCURITÉ

FM/DE

TO/A

INFO

DISTR

REF

SUBJ/SUJ

Page 2 of 2

CONTACTED:

ALAN ROWE (206) 885-7680

CONSEN JACQUES ASSEKIN  
(206) 324-8536

RECEIVED COMCEN 03:00 24 MAR

try & ~~get~~ obtain authority under PSD's for  
Mrs Cooper's Brother, Ray Cutler, of  
Brampton to ~~assist~~  
be reimbursed expenses  
related to going to Seattle to assist Mrs Cooper.

DRAFTER/REDACTEUR

DIVISION/DIRECTION

TELEPHONE

APPROVED/APPROUVÉ

000109

AUG 17 1979

INFO

NONCLASSIFIE

DE CIDA HULL AFD1180 16AUG79

A LBRVL IMMED

INFO EXTOTT GAF

DISTR FCO

AVONS REGRET VS ANNONCER QUE M LOUIS BERUBE EST DECEDE CE

MATIN SUITE CRISE CARDIAQUE. FUNERAILLES LUNDI 20AUG.

2. TEL QUE CONVENU LORS RECENT PASSAGE DEL GABONAISE OTT, AVONS  
COMMUNIQUE AVEC M GODIN AU SUJET REQUETE DU BAGON. EX-DIRECTEUR N  
EST PAS DISPONIBLE AYANT DEJA ACCEPTE POSTE AU CDA.

3. AVONS INDICATIONS QUE MAIQ FAIT DEMARCHES POUR RECRUTER REMPLACANT  
DE GODIN.

UUU/187 162037Z AFD1180

DATE	79/019	REF
ACC		
FILE	3-6-8	DOSSIER
BY HAND		PAR PORTEUR
ATTN:		

*Bouching*  
*Dover*

NONCLASSIFIE

DE CIDA HULL AFD1180 16AUG79

A LBRVL IMMED

INFO EXTOTT GAF

DISTR FCO

AVONS REGRET VS ANNONCER QUE M LOUIS BERUBE EST DECEDE CE  
MATIN SUITE CRISE CARDIAQUE. FUNERAILLES LUNDI 20AUG.

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3. AVONS INDICATIONS QUE MAIQ FAIT DEMARCHES POUR RECRUTER REMPLACANT  
DE GODIN.

UUU/187 162037Z AFD1180

## EXTERNAL AFFAIRS



## AFFAIRES EXTÉRIEURES

TO  
A Mr. J. K. Bartleman / APOFROM  
De APRREFERENCE  
Référence Our memo October 29, 1976  
Your memo November 25, 1976SUBJECT  
Sujet Procedures upon death of an employeeSECURITY  
Sécurité

UNCLASSIFIED

DATE

June 8, 1979

NUMBER  
Numéro

FILE	DOSSIER
OTTAWA	
	3-6-8-1
MISSION	
70	

ENCLOSURES  
Annexes

2

DISTRIBUTION

In late 1976 our two divisions established procedures whereby certain employees in each of our sections had specific duties to carry out when an employee died. With all the recent staff changes there now seems to be some confusion as to our respective responsibilities. Would you take a look at the attached two memorandums to see if they need any updating. If not, I suggest we re-issue them so that all concerned will know what is expected of them and with whom they should coordinate the various duties they have to perform.

ORIGINAL

ORIGINAL SIGNÉ PAR

D. M. STOCKWELL

D. Stockwell

Deputy Director

Staff Relations and

Compensation Division

3-6-8-1

46

OTTAWA KIA 0G2.

May 8, 1979.

Dear [REDACTED]

I was deeply saddened to hear the news this morning of Derek's untimely death. Within the Personnel Bureau his long experience in the Department and at a number of posts abroad made him especially effective in dealing with situations affecting the morale and conditions of life of his colleagues overseas.

Derek was both well liked and respected by the people he worked with in the Staff Relations Division and his loss will be that of a friend to all those he came in contact with.

While I know that Marge Caverly has been in contact with you for some time now, I would like to reiterate that Derek's many friends in the Department would like to offer their assistance in any way they can both at the present time and in the weeks to come.

On behalf of his many colleagues, please accept our deepest condolences.

Yours sincerely,

ORIGINAL SIGNED BY  
ORIGINAL SIGNÉ PAR  
JOHN G. HADWENJ. G. Hadwen,  
Director-General,  
Bureau of Personnel.

file diary circ

APO/L. P. LEPAGE/2-2552/smm

*File*

APR - Mr. G. B. Bull

UNCLASSIFIED

November 25, 1976

APO

Your memorandum of October 29/76

New procedures in death of an employee

3-6-8-1  
*Mr. Bull OR  
to note &  
file*

We have reviewed the procedures set out in your memorandum under reference and have incorporated a few minor suggestions which are designed primarily to keep APO abreast of the situation. The initial text has been redone to include the proposed revisions which have been underlined for your ease of reference as follows:

Para 3 - telex to post should be copied to APO

Para 4 - post supplies items requested (copy of which should be sent to APO)

Para 4 (iii) - added but not essential for APO purposes following "estimate" (under specific headings for ease of identification)

Para 8 - following "contributions". The APRE co-ordinator should consult the APO assignment officer before making contact with the Next-of-Kin to ensure they are aware of any extenuating circumstances (eg. physical or emotional problems) that may require contacting other members of family in matters of estate, etc.

Para 11 - following "amounts". After the initial contact, the APO assignment officer will refer any inquiries received from the Next-of-Kin on matters of the estate, documents, etc. direct to the APRE co-ordinator for reply.

Peter F. Walker  
P. F. Walker  
Personnel Operations Division

DEPARTMENT OF EXTERNAL AFFAIRS

MINUTE SHEET

Do not remove from correspondence

SECURITY CLASSIFICATION

FILE NUMBER

DATED

REFERENCE

MIN.  
NO.

REFERRED TO

REMARKS

(Sign in full showing Division, Telephone Number and Date)

Mr Walker

Zionel thoughts  
any ✓

Re A (2) in the attached,  
should A's not be in position  
to give next of kin (particularly  
widow or widower) some indication  
of who in ALH to contact about  
various questions? How is it  
handled now?

*[Signature]*

APRE/J.C.Hynes/6-2073/gj

EXTERNAL AFFAIRS



AFFAIRES EXTÉRIEURES

MEMORANDUM

TO  
À APO

FROM  
De APR

REFERENCE  
Référence

SUBJECT  
Sujet New procedures in death of an employee

SECURITY  
Sécurité UNCLASSIFIED

DATE October 29, 1976

NUMBER  
Numéro

FILE	DOSSIER
OTTAWA 3-6-8-1	
MISSION	

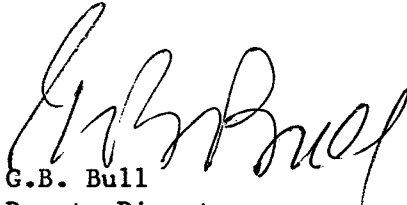
ENCLOSURES  
Annexes

DISTRIBUTION

APOS  
APRE/Super-  
annuation  
APRE/Pay  
Clerks  
AFF  
APR/G. Bull

Attached are the new procedures to be followed on the death of an employee whether abroad or in Ottawa.

2. These procedures take effect from November 1, 1976.
3. Mrs. Jean C. Hynes (6-2073) has been appointed APRE co-ordinator.

  
G.B. Bull  
Deputy Director  
Staff Relations and  
Compensation Division



## Procedures to be Followed on Death of an Employee

### A. Abroad

- (1) Post advises APO with a copy to APRE co-ordinator - giving exact date of death  
(i.e. not "last night")
- (2) APO notifies next of kin and arranges return of body to Canada, etc.  
(as at present)
- (3) APRE co-ordinator telexes post requesting: *(copy to APO)*  
death certificate  
leave credits  
OT claims, etc.  
outstanding advances, etc.  
(e.g. medical, hospitality, travel, etc.)  
birth and marriage certificates if not on file
- (4) post supplies items requested - *(copy of which should be sent to APO)*  
note: (i) forward a copy of death certificate by air immediately,  
and send an extra photocopy with the body with instructions  
to forward to APRE (if body sent to Canada) as this is  
often faster.  
(ii) telex leave credits - send card by next bag (current year  
must be pro-rated).  
(iii) if exact figures of outstanding amounts not available  
provide reasonable estimate *(under specific headings for ease of identification)*
- (5) APRE co-ordinator advises:  
appropriate pay clerk  
allowance unit  
superannuation section  
APRO, APRT, APRA, etc. as necessary

-2-

(6) pay clerk and/or co-ordinator:

- prepares: statement of accounts sent to AFF  
separation form - sent to APD, APOS, APOR
- phones CPD - verbal S.O.S.
- prepares 2517 re - S.O.S.
  - severance pay
  - month of death cheque
  - payment for unused leave, OT, etc.
- returns any cheques on hand for re-issuance to the estate

(7) Superannuation Section - requisitions Supplementary Death Benefit as soon as death certificate received

- prepares DSS-2000 if widow or children entitled to a pension
- makes an estimate of the pension payable

(8) co-ordinator will advise widow or lawyer of estimated amounts of pension, etc.

- if no pension payable, will requisition return of superannuation contributions. \*

(9) Allowance section - advises AFFG and prepares necessary requisitions for final adjustment of allowances and payment for month of death

(10) All cheques - salary, allowances, health plans, etc. are to be passed to the APRE co-ordinator who will receive completed statement of accounts, etc. and will hold or release cheques in accordance with estimates provided re outstanding amounts.

(11) All correspondence - will be drafted by the APRE co-ordinator after consultation with appropriate sections. The beneficiary will not be asked for a personal cheque as long as there are sufficient funds available from which to make recovery of outstanding amounts.

\* \* NB:

000118

-3-

- (12) Recovery of outstanding items will be made by AFF upon request of APRE co-ordinator.
- (13) All attempts will be made to release as many cheques in an interim settlement as is reasonably possible, and thus avoid holding large amounts for extended periods of time when there are still a few items outstanding.

B. In Canada

The basic procedures of Part A will remain the same - the APRE co-ordinator will notify the sections concerned (see items 5 to 13 in Part A) and be responsible for all cheques and correspondence after discussion with the appropriate sections.

FILE DIARY CIRC

APRE/J.C.Hynes/6-2073/gj

MEMORANDUM

APO

UNCLASSIFIED

APR

October 29, 1976

New procedures in death of an employee

3-6-8-1	
a	

Attached are the new procedures to be followed on the death of an employee whether abroad or in Ottawa.

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APOS  
APRE/Super-  
annuation  
APRE/Pay  
Clerks  
AFF  
APR/G. Bull

G.B. BULL

G.B. Bull  
Deputy Director  
Staff Relations and  
Compensation Division

Procedures to be Followed on Death of an Employee

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death certificate  
leave credits  
OT claims, etc.  
outstanding advances, etc.  
(e.g. medical, hospitality, travel, etc.)  
birth and marriage certificates if not on file
- (4) post supplies items requested -  
note: (i) forward a copy of death certificate by air immediately,  
and send an extra photocopy with the body with instructions  
to forward to APRE (if body sent to Canada) as this is  
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(ii) telex leave credits - send card by next bag (current year  
must be pro-rated).  
(iii) if exact figures of outstanding amounts not available  
provide reasonable estimate.
- (5) APRE co-ordinator advises:  
appropriate pay clerk  
allowance unit  
superannuation section  
APRO, APRT, APRA, etc. as necessary

-2-

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...000122

-3-

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B. In Canada

The basic procedures of Part A will remain the same - the APRE co-ordinator will notify the sections concerned (see items 5 to 13 in Part A) and be responsible for all cheques and correspondence after discussion with the appropriate sections.

CONFIDENTIAL

September 15, 1976

MEMORANDUM TO:

( Mr. P. A. Bissonnette,  
( Assistant Under-Secretary

( Mr. G. R. Harman, Director General,  
( Bureau of Personnel

External Affairs:

( Mr. R. McKinnon, Director  
( Personnel Operations Division

( Mr. J. Schioler, Director,  
( Staff Relations and Compensation Division

( Mr. J. R. Barker, Chief of Protocol

INDTC:

Mr. K. D. Taylor, General Director  
Trade Commissioner Service

MANDI:

Mr. C. F. Rogers, Director,  
Personnel, Finance & Administration,  
Foreign Service Region

CIDA:

Mr. C. P. Bassett, Director-General of  
Personnel

\*\*\*\*\*

Further to information conveyed by telephone, this will confirm that arrangements have been made to convene a meeting of the Designations Panel on Friday, September 24 at 10:30a.m. in the USSEA Board Room on the eighth floor of Tower A, Lester B. Pearson Building. An agenda covering the items proposed for discussion at the meeting will be circulated to panel members before the meeting.

*Quae Park*

Secretary  
Designations Panel



APRF/V MUTTER/5-7696/eed

SEP - 9 1976

AFFAIRES EXTÉRIEURES



EXTERNAL AFFAIRS

ORANDUM

TO  
À APO

FROM  
De APR

REFERENCE  
Référence Your memo dated May 25/76

SUBJECT  
Sujet Long Term Countermeasures against Terrorism

SECURITY  
Sécurité

DATE

August 17, 1976

NUMBER  
Numéro

CONFIDENTIAL

FILE	DOSSIER
OTTAWA 3-6-8-1	3-10-12-8 & 10-7 (LDN)
MISSION 21	

ENCLOSURES  
Annexes

DISTRIBUTION

Attached is a copy of the following correspondence which is self explanatory:

London Letter No. Per 108, April 9/76

PSP memo No. PSI-1707, June 30/76

ARB unnumbered memo dated March 30/76 - file 11-1

Our replies to each of the above.

2. All aspects of this subject are being studied with a view to establishing an adequate general compensation policy to cover life and disability in situations similar to those outlined in FSD 64 covering material possessions.

J.D. Hughes,

Staff Relations and Compensation  
Division.

APRF/V MUTTER/5-7696/eed

cd

diary

file

The Canadian High Commission,  
LONDON.

The Under-Secretary of State for External Affairs,  
OTTAWA. (APRF)

Your letter No. Per 108 dated April 9, 1976.

Personal Security

RESTRICTED

August 5, 1976

APRF - 4729

3-10-12-8

&

10-7-LIN

APO

The points raised in Mr. Couture's memo of March 28, 1976, in respect of compensation to an employee or his dependants in the event of death or dismemberment resulting from hostilities, natural disaster or other threatening circumstances are under active consideration. At the present time, however, there is no established policy which offers compensation in such exigencies, other than the existing superannuation, GSMIP and workmen's compensation plans. In his memorandum, Mr. Couture implies that there is an exclusion clause in his personal life insurance policy which renders it void in the event of accidental death or disability resulting from the above circumstances. It would be helpful if you could let us have a copy of his insurance policy containing this exclusion clause.

2. With reference to Mr. Couture's concern about loss of material possessions, i.e. automobile, household effects, etc., resulting from such circumstances, compensation may be claimed under FSD 64.07 using the same procedure outlined under FSD 15.33 covering claims for damage or loss of personal and household effects in transit between Canada and posts abroad or between posts abroad outside of Canada and the United States.

3. Mr. Cooper's letter No. 400, dated April 1, 1976, on your file 20-22-1 partially covers the concerns expressed in Mr. Couture's memorandum. We would welcome any additional information or enquiries you may have to support the need for an

... 2 ...

adequate compensation policy in the event of death or disability resulting from the circumstances outlined above, i.e. comparable provisions made by the British government, individual enquiries, etc., to enhance any proposals ultimately developed for submission to Treasury Board.

ORIGINAL SIGNED BY  
MISS V. MUTTER

Under-Secretary of State  
for External Affairs

EXTERNAL AFFAIRS



AFFAIRES EXTÉRIEURES

TO: [ ]  
DATE: 13 1976  
ATTN: [ ]

TO: The Under-Secretary of State for External Affairs  
A (APR)

SECURITY RESTRICTED  
Sécurité

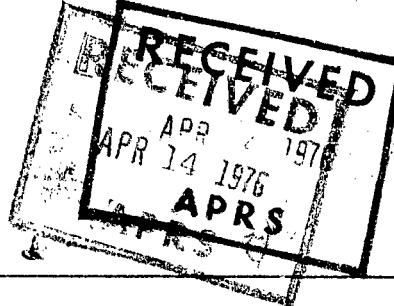
FROM: High Commission, London  
De

DATE 9th April, 1976

REFERENCE  
Référence

NUMBER PER-108  
Numéro

SUBJECT: Personal Security  
Sujet



10-7-Ldn  
FILE: This copy for  
OTTAWA  
3-10-12-8  
MISSION

ENCLOSURES  
Annexes  
1

DISTRIBUTION

By Post  
Couture  
FLA

Enclosed is a self-explanatory memorandum from a member of our staff requesting information on whether compensation would be available if he, or his family were injured or killed or if his personal property (i.e. car, house etc) were damaged or destroyed in a bombing incident in the United Kingdom caused by the present civil disturbances.

FSD  
64-07

2. We would be grateful for your advice on the matter so that we may advise Mr. Couture and other employees accordingly.

High Commission

EXTERNAL AFFAIRS



AFFAIRES EXTÉRIEURES

TO Miss H. Fraser, Personnel Div.

SECURITY RESTRICTED PERS INFO  
Sécurité

DATE March 28, 1976

NUMBER Unn  
Numéro

FROM Mr. Alain R. Couture, Comcen  
De

REFERENCE Our conversation March 28, 1976  
Référence

SUBJECT Personal Security In Britain-Compensation  
Sujet

FILE	DOSSIER
OTTAWA	
MISSION	

ENCLOSURES  
Annexes

DISTRIBUTION

I would like to request any information available in reference to Canada-Based Staff's personal security ie: compensation in case of involvement in a bomb incident.

I feel that in several incidents I could have some problems collecting or attempting to collect some compensation if I or my wife and family were to become involved in a bomb incident. As most people are aware, under bombing incidents one's personal life or disability insurance becomes void as it is an act of civil unrest or war (declared or undeclared). If for example my wife, future family or myself were travelling in a tube, automobile, train or bus and were disfigured, lost a limb or were killed because of a bomb what if any, compensation and from whom could I or my wife attempt to collect from. If I were to lose a limb ie: hand, arm or leg I wouldn't be able to continue to work in my present capacity therefore I assume I would be returned to Canada and put out to pasture. Am I in this instance entitled to collect a pension and if so how much. Am I entitled to any lump sum payment. Also if my wife or children were involved am I entitled to any compensation for them.

I am led to understand that according to the convention on diplomats and embassy staff (foreign nationals) that the receiving State is responsible for their personal security. How exactly does this work and if any compensation could be requested from the British government.

Another question is if my personal automobile were involved in a bombing incident my automobile insurance would be void and would I be able to claim compensation from anybody. This also refers to my personal property in my home.

EXTERNAL AFFAIRS



AFFAIRES EXTÉRIEURES

TO  
A Miss L. Fraser

FROM  
De Mr. A. Couture

REFERENCE  
Référence

SUBJECT  
Sujet

SECURITY  
Sécurité RESTRICTED PERS INFO

DATE March 28, 1976

NUMBER  
Numéro

FILE	DOSSIER
OTTAWA	
MISSION	

ENCLOSURES  
Annexes

DISTRIBUTION

Cont:

Their are many different situations involved in this question that fail to come to mind at the present time however, I feel that you might be able to think of a few more. I feel though, that the above points outline my basic interest and hope that satisfactory replies can be obtained.

Alain R. Couture

APO

MEMORANDUM

PSP

RESTRICTED

APR

August 17, 1976

Your memo PSI-1707 dated June 30, 1976

Provision for the Financial Security of the Family  
of a victim of a terrorist attack

3-10-12-8

and 10-7-DUBLIN

APO

Your above noted memorandum is among others we have received in respect of compensation to not only the dependents but also to the employee in the event of death or disability resulting from hostilities, natural disasters and other threatening circumstances while on assignment at a post abroad. The need for an adequate compensation policy under such circumstances has been the subject of concern for some months and is being actively pursued with a view to establishing an acceptable proposal for submission to Treasury Board.

2. We would welcome any additional information, suggestions or enquiries you may have which you consider might enhance the merits of such a proposal.

J.D. Hughes,  
Staff Relations and Compensation  
Division.

Rec'd for B Smith July 26/76 Kly  
PSI/G. W. Seymour/2-6391/cb

EXTERNAL AFFAIRS



AFFAIRES EXTÉRIEURES

APD

TO A APR

FROM De PSP

REFERENCE Référence

SUBJECT Sujet Provision for the Financial Security of the Family of a Victim of a Terrorist Attack

SECURITY Sécurité

RESTRICTED

DATE 30 June 1976

NUMBER Numéro PSI-1707

FILE	DOSSIER
OTTAWA	3-10-12-8 X
MISSION	10-7 (DUB)

ENCLOSURES Annexes

DISTRIBUTION

PDM

PDB

PDA

APP

APD

CSP

CSO

FLA

In preparation for his posting to Dublin, Mr. Ritchie called on this Bureau. In the course of our discussion on, inter alia, the international terrorist threat, we reviewed the arrangements for the protection of Canadian personnel and premises abroad as well as the Policy Guidelines and Operational Procedures for responding to hostage situations involving the seizure of Canadian embassy personnel.

2. Mr. Ritchie enquired whether anything is being done to provide for the financial security of a family of an employee of the Government who may be taken hostage and killed during a terrorist attack. Mr. Ritchie said that if he should be taken hostage he would be better prepared to face the possible consequences, if he knew that satisfactory arrangements had been made by the Government to ensure his family's future financial security.

3. Because this aspect of the problem has not yet been encountered in a crisis situation, the comments received from posts on the draft policy guidelines did not raise the question of caring for families in the event of the death of an employee in a terrorist attack. However, this could become an issue and we believe it is important to give urgent consideration to arrangements the Government is prepared to make to support families of possible victims, with a view to providing posts with the appropriate assurances. Such assurances could make an immense difference to the psychological attitude of an individual who has been taken hostage, and could conceivably improve his performance under pressure or even his prospects for survival, to the extent that he is freed from anxiety for the financial security of his family.

4. We should be grateful for your comments.

M. N. Bow  
Director-General  
Bureau of Security & Intelligence Liaison



APO

MEMORANDUM

ARB

RESTRICTED

APR

August 17, 1976

Your memo dated March 30/76

Temporary Duty

3-10-12-8

and 11-1

APO

Your above noted memo is among others we have received in respect of compensation to employees or, where applicable, their dependents in the event of death or disability resulting from hostilities, natural disasters and other threatening circumstances while on assignment at a post abroad. The need for an adequate compensation policy under such circumstances has been the subject of concern for some months and is being actively pursued with a view to establishing an acceptable proposal for submission to Treasury Board.

J.D. Hughes,  
Staff Relations and Compensation  
Division.

ARB/D.R. WILSON/2-3586/JR

EXTERNAL AFFAIRS



AFFAIRES EXTÉRIEURES

Apr 16/1976

MEMORANDUM

TO  
A

APR

FROM  
De

ARB

REFERENCE  
Référence

SUBJECT  
Sujet

Temporary Duty

SECURITY  
Sécurité

UNCLASSIFIED

DATE

March 30, 1976.

NUMBER  
Numéro

FILE

DOSSIER

OTTAWA

11-1

MISSION

ENCLOSURES  
Annexes

DISTRIBUTION

ARP  
ARC  
ARM  
ARD

On occasion it has been necessary to send Property Management staff on temporary duty into countries where a state of declared or undeclared war or revolution exists. The most recent case is Lebanon, where Mr. MacAulay was sent to Beirut to provide information for PSS security measures. During his stay, he was of course in considerable personal danger, and yet could not leave because the airport was closed. At one time he was detained by local authorities because his passport was not available. (It was with the Saudi's for visa purposes.) Fortunately there have been no injuries or deaths to date. However this raises the question of what financial protection is available for staff under these conditions. Personal insurance is normally not payable in the event of death or injury due to war or insurrection. Our staff could be interned by either side through some innocent action or omission.

2. It would be appreciated if you could advise of the financial protection provided by the Department, and the Government, for non-rotational staff on temporary duty, under the following conditions:

- (a) Death or injury due to hostilities.
- (b) Internment or imprisonment without justified cause.

3. Temporary duty to countries at war or in the throes of revolution will be avoided whenever possible. However, when the occasional requirement does arise, the employee must be aware of the protection available through his employer, and must have the right to reject the assignment.

*D.R. Wilson*

D.R. Wilson,  
Director,  
Property Management Division

000134

## EXTERNAL AFFAIRS

## AFFAIRES EXTÉRIEURES

MEMORANDUMTO  
A PSPFROM  
De APRREFERENCE  
Référence Your memo PSI-1707 dated June 30, 1976SUBJECT  
Sujet Provision for the Financial Security of the Family  
of a victim of a terrorist attackSECURITY  
SécuritéRESTRICTED

DATE August 17, 1976

NUMBER  
Numéro

FILE	DOSSIER
OTTAWA 3-6-81	3-10-12-8 and 10-7 (DUBLIN)
MISSION 24	

ENCLOSURES  
Annexes

DISTRIBUTION

APO

Your above noted memorandum is among others we have received in respect of compensation to not only the dependents but also to the employee in the event of death or disability resulting from hostilities, natural disasters and other threatening circumstances while on assignment at a post abroad. The need for an adequate compensation policy under such circumstances has been the subject of concern for some months and is being actively pursued with a view to establishing an acceptable proposal for submission to Treasury Board.

2. We would welcome any additional information, suggestions or enquiries you may have which you consider might enhance the merits of such a proposal.

*J.D. Hughes*  
J.D. Hughes,  
Staff Relations and Compensation  
Division.

*Circulate in the Division*

3-6-8-1  
24

Treasury Board  
Conseil du Trésor

Transmittal Letter/  
Lettre d'accompagnement

660-2  
APO

REGISTERED IN AUTH. INDEX  
& REFERRED FOR ACTION TO:

*APRE*

COPIES REFERRED FOR INFO  
TO:

*AFF, APO, APP, APR, FPO  
PIN, SRB*

PUBLISHED IN ADVANCE OF INCORPORATION IN THE  
PERSONNEL MANAGEMENT MANUAL

POUR PUBLICATION ANTÉRIEURE À SON INCORPORATION  
AU MANUEL DE GESTION DU PERSONNEL

Subchapter/  
Sous-chapitre 660-2

No./N° 1

Ottawa, Ontario  
K1A 0R5

26 April / avril 1976

Received from T.B. *7-5-76*

# PERSONNEL MANAGEMENT MANUAL SYSTEM

Subject: Amendments to the Supplementary  
Death Benefit Regulations

## Introduction

- Paragraph 31 of Transmittal Letter 605-1 of 22 January 1976 explained that, pursuant to the Statute Law (Superannuation) Amendment Act 1975, participants in the Supplementary Death Benefit Plan would be entitled to name the beneficiary to whom they wish their Supplementary Death Benefit to be paid.
- Treasury Board Minute TB 741666 of 26 February 1976 amended the Supplementary Death Benefit Regulations to give effect to this provision.

## Definition of Beneficiary

- For the purposes of the Supplementary Death Benefit Plan, a beneficiary may be:
  - the participant's estate;
  - a person 18 years of age or over at the date of naming;
  - a charitable organization or institution;
  - a benevolent organization or institution; or

# SYSTÈME DU MANUEL DE GESTION DU PERSONNEL

Objet: Modification du Règlement sur  
les prestations supplémentaires  
de décès

## Introduction

- Le paragraphe 31 de la lettre d'accompagnement n° 605-1 du 22 janvier 1976 explique qu'en application de la Loi de 1975 modifiant le droit statutaire (Pension de retraite) les participants au Régime de prestations supplémentaires de décès auront droit de nommer les bénéficiaires de ces prestations.
- Par la délibération n° 741666 du 26 février 1976, le Conseil du Trésor a modifié le Règlement sur les prestations supplémentaires de décès afin de donner effet à cette modification.

## Définition de bénéficiaire

- Aux fins du Régime de prestations supplémentaires de décès, le bénéficiaire peut être:
  - la succession du participant;
  - toute personne âgée de 18 ans ou plus à la date de désignation;
  - une organisation ou une société de charité;
  - une organisation ou une société de bienfaisance; ou

Originator  
Rédacteur

— Pensions and Insurance Division, Treasury Board  
des pensions et des assurances, Secrétariat du Conseil du Trésor

Distribution

— Deputy Heads, Heads of Agencies, Directors of Personnel and Basic PMM/  
Sous-chefs, chefs d'organismes, directeurs du personnel et MGP principal

PERSONNEL MANAGEMENT MANUAL SYSTEM  
SYSTÈME MANUEL DE GESTION DU PERSONNEL

Transmittal Letter/  
Lettre d'accompagnement 660-2

No./No 1

Page 2

- an eleemosynary (supported by alms) religious or educational organization or institution.

- une organisation ou une société religieuse ou éducative ou une organisation ou une société qui vit d'aumônes.

Manner of Naming a Beneficiary

4. The new Section 25.1 of the Regulations provides that a participant may name a beneficiary or substitute a new beneficiary or cancel a previously named beneficiary at any time and that the naming, substituting or cancelling shall be in writing on a form prescribed by the Minister, and shall be dated, witnessed, and forwarded to the Minister. In this case, the Minister is the President of the Treasury Board.
5. Employees should not submit Designation of Beneficiary Forms (DSS 2196) to their departments but should forward them directly to the Superannuation Division of the Department of Supply and Services since that Division is authorized to receive the forms on behalf of the President of the Treasury Board.

Effective Date

6. The naming, substituting, or cancelling of a beneficiary is effective on the date the participant executes the proper form, provided the form is received by the Minister prior to the death of the participant.
7. However, where the form is erroneously sent to the participant's employing department and retained there until death, the date the Deputy Head so advises the Minister the form was originally executed is considered to be the effective date provided the form is received by the Minister prior to payment of any benefit under the Plan.

Payment of Benefits

8. In all cases where a participant has named a valid beneficiary in a manner consistent with the procedures outlined above, payment of the Death Benefit will be made to the named beneficiary.

Façon de désigner un bénéficiaire

4. Le nouvel article 25.1 du Règlement stipule qu'un participant peut à n'importe quel moment désigner un bénéficiaire, modifier une désignation ou l'annuler. La transaction doit se faire par écrit sur une formule prescrite par le ministre, et la formule doit être datée, certifiée et envoyée au ministre. Dans le cas présent, le mot "ministre" désigne le président du Conseil du Trésor.
5. Les employés ne doivent pas envoyer les formules de Désignation du bénéficiaire (MAS 2196) à leur ministère, mais directement à la division des pensions de retraite, ministère des Approvisionnements et Services, puisque cette Division est autorisée à recevoir les formules au nom du président du Conseil du Trésor.

Date d'entrée en vigueur

6. La date à laquelle le participant établit la formule appropriée devient la date d'entrée en vigueur de la désignation d'un bénéficiaire, de la modification ou de l'annulation d'une désignation, pourvu que le ministre reçoive la formule avant le décès du participant.
7. Si par la suite de mégarde le ministère employeur reçoit la formule, la garde jusqu'au moment du décès du participant, et le sous-chef en avise le ministre, la date à laquelle le participant établit la formule appropriée devient la date d'entrée en vigueur, pourvu que le ministre reçoive la formule avant le versement de toute prestation prévue par le Régime.

Versement des prestations

8. Dans tous les cas où un participant a désigné un bénéficiaire admissible d'une manière conforme à la marche à suivre aux exposés ci-dessus, les prestations de décès sont versées au bénéficiaire désigné.

PERSONNEL MANAGEMENT MANUAL SYSTEM  
SYSTÈME DU MANUEL DE GESTION DU PERSONNEL

Transmittal Letter/  
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Page 3

9. Where no beneficiary has been named or where the beneficiary so named does not qualify, payment of the Death Benefit will be made to the participant's estate. However, in the case of the death of a married male employee who was a Death Benefit participant on 19 December 1975, and who did not cease participation and did not name a beneficiary prior to death, the death benefit will be payable to his widow or, where she does not survive him, to his estate.
10. It should be noted that, as in the past, the Minister may direct that expenses incurred in the medical care, maintenance or burial of a participant may be paid out of a Death Benefit to any person or association incurring such expenses.

Effects of Section 4(1)(j) of the Public Service Superannuation Act on Death Benefit Status

11. The Supplementary Death Benefit Regulations have also been amended to provide for the continued participation under the Death Benefit Plan of persons who, while remaining employed after age 65, have ceased to be contributors to the Superannuation Account pursuant to Section 4(1)(j) of the Act because they have applied for and are entitled to receive a pension under the Canada or Quebec Pension Plan.
12. Such persons may choose to become elective participants and the Regulations specify that the contribution rate is 10¢ per month for every \$250 of coverage, payable in advance on an annual basis. It should be noted that such elections must be made one year prior to or within 30 days after ceasing to contribute to the Superannuation Account.

9. Lorsqu'aucun bénéficiaire n'a été désigné ou que le bénéficiaire désigné n'est pas admissible, les prestations de décès sont versées à la succession du participant. Toutefois, pour le cas d'un employé marié qui participait au Régime de façon continue depuis le 19 décembre 1975, et qui n'a pas cessé d'y participer, décède sans avoir nommé de bénéficiaire, les prestations de décès sont payables à sa veuve ou, lorsqu'elle ne lui survit pas, à la succession du participant.
10. Il convient de noter que, comme par le passé, le ministre peut ordonner dans tous les cas que les prestations de décès servent à rembourser toute personne ou toute association qui a engagé des dépenses pour des soins médicaux prodigués à un participant ou pour l'entretien ou l'enterrement de ce dernier.

Répercussions sur les prestations de décès, de l'article 4(1)(j) de la Loi sur la pension de la Fonction publique

11. Le Règlement sur les prestations supplémentaires de décès a été modifié pour permettre le maintien de la participation au Régime de prestations de décès des personnes qui, tout en demeurant en fonction après l'âge de 65 ans, cessent de cotiser au Compte de pension de retraite, en application de l'article 4(1)(j) de la Loi, du fait qu'elles ont droit, après en avoir fait la demande, à une pension au titre du Régime de pensions du Canada ou du Régime des rentes du Québec.
12. Ces personnes ont l'option de participer au Régime de prestations de décès et le Règlement prévoit un taux de cotisation mensuelle de 10¢ pour chaque tranche de couverture de \$250, payable à l'avance tous les ans. Cette option doit s'exercer dans les 12 mois avant que les employés ne cessent de cotiser au Compte de pension de retraite ou dans les 30 jours qui suivent cette cessation.

PERSONNEL MANAGEMENT MANUAL SYSTEM  
SYSTÈME MANUEL DE GESTION DU PERSONNEL

Transmittal Letter/  
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No./N° 1

Page 4

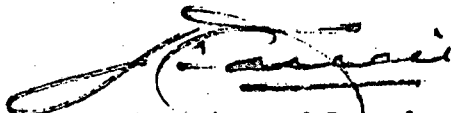
Inquiries

13. Inquiries on the above may be directed to the Pensions and Insurance Division, Personnel Policy Branch. Information on the administrative procedures to be followed in implementing the above will be issued shortly by the Superannuation Division, Department of Supply and Services. Inquiries on implementation and administrative procedures should be directed to that Division.
14. This Transmittal Letter should be retained until formal amendments to Subchapter 660-2 of the Personnel Management Manual are issued.

Demandes de renseignements

13. On peut se renseigner au sujet des modifications ci-dessus auprès de la Division des pensions et des assurances, Direction de la politique du personnel. Les modalités administratives de mise en oeuvre de ces modifications seront publiées sous peu par la Division des pensions de retraite, ministère des Approvisionnements et Services. On s'adressera à cette division pour tout mise en oeuvre et les modalités administratives.
14. Il faut conserver la présente lettre d'accompagnement jusqu'au moment de la publication des modifications officielles du sous-chapitre 660-2 du Manuel de gestion du personnel.

Chef, Groupe des autorisations et des méthodes  
Direction de la politique du personnel

  
Chief, Authorities and Procedures Group  
Personnel Policy Branch



APR

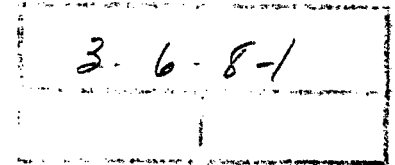
RESTRICTED

December 23, 1970

APO

Letter to the Prime Minister dated December 11, 1970  
from Mrs. Henry Cooke.

Pensions for employees killed while serving the  
Canadian Government



Further to the action request form from the Minkster's Office addressed to APO which covered the above referenced letter, we have been informed that the Department of Industry, Trade and Commerce is preparing a substantive reply for the signature of the Prime Minister which will include precise details, concerning the pension arrangements which were made following Mr. Rott's death in the bombing of the Embassy in Vienna last year.

2. However, the Prime Minister's Office is also interested in our comments in this regard, and we would ask you to draft a memorandum to Mr. Henry Alan Lawless, the Prime Minister's Correspondence Secretary, outlining:

- (a) our general comments on what pension arrangements we have made in similar circumstances;
- (b) on what basis arrangements would be made should there be a death in similar circumstances in the future;
- (c) any comments you might have to make on the settlement made to Mr. Rott's widow.

W.G.M. OLIVIER

Personnel Operations Division



FILE: DIARY: CIRCULATION: CHRON

s.19(1)

## MESSAGE

FM/DE	EXTEROTT	DATE	FILE/DOSSIER	SECURITY
		MAR 10 1970	3-6-8-1	SECURITE
TO/A	PARIS	NO	PRECEDENCE	CONFID
				APR 14 1979
INFO				

REF YRTEL 648 MAR 9

SUB/SUJ MCINNES DECEASED

AFM WILL REPLY SEPARATELY TO YOUR QUESTION 2(A).

2. LET TO [REDACTED] BEING SENT DIP BAG GIVING FULL  
PARTICULARS OF MEDICAL INSURANCE COVER AND OPTIONS.

COPY BEING AIRMAILED.

DISTRIBUTION  
LOCAL/LOCALE

NO STANDARD

CC: APO: AFM

ORIGINATOR/REDACTEUR	DIVISION	TELEPHONE	APPROVED/AUTORISE
SIG.....David Wilson/mp	APR	2-6497	SIG.....D. B. WILSON.....

EXT 18/BIL (REV 5/64)  
(COMMUNICATIONS DIV)

000141

s.19(1)

APR

## ACTION COPY

C O N F I D E N T I A L

FM PARIS MAR9/70

TO EXTER(APR)648

INFO APO AND AFM

REF OURTEL 568 MAR2 AND YOURTEL 1344 MAR4

GC MCINNES DECEASED

SENDING YOU AIRMAIL GC MCINNES LEAVE RECORD CARD AND DEATH

CERTIFICATE.

Leaver att.  
9/3/70 4:10  
He

File: Diary: Circulation

cc: IT&C (MADBICK) *done MP.*  
M&I (ADAMS)UNCLASSIFIED

OTTAWA, March 3, 1970.

Dear Sir,

3-6-8-1  
91

Re: Death Outside Canada of a  
Member of the Service

As you may know, Mr. G.C. McInnes, Permanent Representative of Canada to UNESCO, passed away on February 28. In dealing with an enquiry from Paris about monies payable to our attention was drawn to the fact that TB 486375 of March 31, 1955 is obsolete and requires to be up-dated in respect of persons to whom the Foreign Service Directives do not apply. In particular, the provision for the payment of one-half of the "living and representation allowances" formerly paid to the deceased created for us the administrative difficulty that no such allowances have been paid since May 1, 1962.

In drawing this matter to your attention I should be grateful if you would be good enough to have your staff look at possible solutions to this problem.

Yours sincerely,

Freeman M. Tovell,  
Director General,  
Personnel Branch.

Mr. R. Steward, Chairman,  
Committee on Foreign Service  
Personnel Policy,  
Treasury Board,  
731 Confederation Building,  
O T T A W A.

s.19(1)

## MESSAGE

FM/DE	EXTEROTT	DATE MAR 3 1970 MAR 4 16 13 70	FILE/DOSSIER	SECURITY SECURITE
			3-6-8-1	CONFID
TO/A	PARIS		NO	PRECEDENCE
			APR 13 44	PRIORITY
INFO				

REF YRTEL 568 MAR 2

SUB/SUJ GC MCINNES DECEASED

FORWARD COMPLETED LEAVE RECORD CARD AND ADDRESS OF MRS. MCINNES FOR SUPERANNUATION BRANCH.

2. HOPE TO DEPOSIT BY EARLY NEXT WEEK CHEQUE FOR ONE-SIXTH OF DEATH BENEFIT DOLLARS 4458 CREDIT [REDACTED]

3. YOUR PARA 3(A) REGRET THAT TB 483675 OF MAR 31/55 PROVIDES AUTHORITY ONLY FOR THOSE COSTS THAT WOULD ARISE IN DIRECT CONSEQUENCE OF TRANSPORTING BODY TO CDA. HENCE NO/NO OTHER COSTS ARE ADMISSIBLE. OUR COPY SECTION 7.10(A) MANUAL OF PROCEDURES MAY READ DIFFERENTLY FROM YOURS BUT AUTHORITY YOU SEEK FOR PAYMENT OF WHAT ARE TANTAMOUNT TO BURIAL COSTS WOULD NOT/NOT BE QUOTE IN ACCORDANCE WITH UNQUOTE OUR SECTION 7.10(A).  
 KK VERY MUCH REGRET POSSIBLE DISAPPOINTMENT TO [REDACTED] BUT YOU SHOULD EXPLAIN TO HER THAT HAD DECEASED PASSED AWAY IN CDA UNDERTAKERS CHARGES FOR SERVICES, CREMATION COFFIN AND URN FOR

~~XXXXXXXXXXXX~~  
 DISTRIBUTION NO STANDARD  
 LOCAL/LOCALE

CC: AFF: APO: AFM: APP: PDA

ORIGINATOR/REDACTEUR	DIVISION	TELEPHONE	APPROVED/AUTORISE
SIG DAVID WILSON/MP...	APR	2-6497	SIG <i>David Wilson</i>

~~xx~~ ASHES WOULD HAVE BEEN FOR ACCOUNT OF DECEASEDS ESTATE AND SAME RATIONALE WOULD APPLY ABROAD.

4. THIS IS YOUR AUTHORITY TO PAY RENTAL FOR MAR, APR AND MAY. QUOTE SECTION 13 REMOVAL EXPENSE REGULATIONS IN MISSION ACCOUNTS.

5. REF YOUR PARA 3(C) ~~R~~ ON RECEIPT YRTEL YESTERDAY WE REQUISITIONED CHEQUE FOR DOLLARS 429 PAYABLE TO [REDACTED]

6. WE SHALL REPLY (APO AND AFM) SEPARATELY TO YOUR PARAS 3(D) AND (E).

7. CONCERNING MEDICAL CLAIMS THERE IS NO/NO WAY REIMBURSEMENT CHEQUES CAN BE MADE PAYABLE TO [REDACTED] AND DEPOSITED TO HER ACCOUNT. INDEED TREASURY BOARD ON FEB 26 MAILED FOR DEPOSIT RBC ACCOUNT 30227 CHEQUES IN AMOUNTS DOLLARS 1440.21 AND 150.08. CLAIMS HAVE BEEN FORWARDED TO BLUE CROSS AND WILL THEREAFTER BE PROCESSED BY GSMIP. HOWEVER ALL PAYMENTS WILL BE MADE TO ESTATE OF DECEASED.

8. YOUR PARA 5. CAN YOU TELL US WHETHER DECEASED ACTED ON SUGGESTION OF OUR JAN 16 TEL THAT HE TAKE MEDICAL EXPENSE ASSISTANCE LOAN TO DEFER MEDICAL AND HOSPITALIZATION ~~xxx~~ EXPENSES?

Admin. Reg. ☒ Chron.  
File ☒ Diary  
Circ. ☒

# MESSAGE

## CONFIRMATION

FM/DE	EXTERNAL - OTTAWA	DATE	FILE/DOSSIER	SECURITY
		Apr 24/67	3-6-8-1 2	SECURITE
TO/A	DISARMDEL GENEVA	NO		PRECEDENCE
		A-1		IMMEDIATE
INFO				

REF

YOURTEL 464 APR 24

SUB/SUJ

DEATH OF MR. C.J. WEBSTER

AUTOPSY NOT REQUIRED UNDER DEPT OR SUPERANNUATION  
REGS. IF MRS. WEBSTER CONSIDERS THAT HER HUSBANDS DEATH  
MIGHT BE ATTRIBUTED TO SERVICE AT UNHEALTHY POSTS SHE MAY  
WISH TO HOLD AUTOPSY.

2. PLEASE FORWARD DEATH CERTIFICATE AND ADVISE  
MAILING ADDRESS OF MRS. WEBSTER.

DISTRIBUTION  
LOCAL/LOCALE

NO STANDARD

ORIGINATOR/REDACTEUR	DIVISION	TELEPHONE	APPROVED/AUTORISE
SIG.....C. GILLIES/agd.....	Admin. Services	2-4279	SIG.....M. C. GILLIES.....

Admin. Reg. ☒ Chron.  
File ☒ Diary  
Circ. ☐

CONFIRMATION

**MESSAGE**

FM/DE	EXTERNAL - OTTAWA	DATE	FILE/DOSSIER	SECURITY
		Apr 24/67	3-6-8-1 2/	SECURITE
TO/A	DISARMDL GENEVA	NO	PRECEDENCE	
		A-1	IMMEDIATE	
INFO				

REF

YOURTEL 464 APR 24

SUB/SUJ

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DISTRIBUTION  
LOCAL/LOCALE NO STANDARD

ORIGINATOR/REDACTEUR	DIVISION	TELEPHONE	APPROVED/AUTORISE
SIG.....C. GILLIES/agd.....	Admin. Services	2-4279	SIG.....M.C. GILLIES.....

→ *Copy for Mrs. Webster*  
*24/4/67-1045*  
**ACTION COPY**

10

FM GNEVA APR24/67 RESTR PERS INFO

TO EXTERL 464 IMMED

REF DISARMDL TEL 122 APR24

DEATH OF MR CJ WEBSTER

WE SHOULD LIKE TO BE IN POSITION AS SOON AS POSSIBLE TO ADVISE MRS  
WEBSTER AS TO WHETHER THERE IS ANY REASON FROM POINT OF VIEW OF  
DEPT OR SUPPERANNUATION REGS FOR HOLDING AUTOPSY, BEARING IN MIND FOR  
EXAMPLE WEBSTERS SERVICE IN UNHEALTHY POSTS. EARLIEST REPLY REQUESTED:

3-6-8.1  
2



s.19(1)

~~3-6-FRASER,~~  
M.R.

Ottawa, July 23, 1964

3-6-8-1  
2

Dear Sir,-

-- Enclosed is Bank of America Cheque No.  
545568, dated June 10, 1964, in favour of the Estate  
of Mary R. Fraser in the amount of \$1,083.37.

It would be appreciated if you would  
deposit this cheque in Account [REDACTED] in your Branch.

Yours sincerely,

A. S. MATHESON

Under-Secretary of State  
for External Affairs

*Copy sent to  
General H. D. ...*

The Manager,  
The Canadian Imperial Bank of Commerce,  
62 Sparks Street,  
Ottawa 4, Ontario.

DEPARTMENT OF EXTERNAL AFFAIRS  
MEMORANDUM

TO: ..... Finance Division .....

Security ...Unclassified.....

Date .....July 21, 1964.....

FROM: ..... Personnel Division .....

File No.

REFERENCE: Kuala Lumpur letter 297 of June 12, 1964 .....

SUBJECT: ... Miss Mary Fraser's Estate .....

OD

We should appreciate it if the cheque No. 545568  
(Bank of America) to the Royal Bank of Canada, Toronto, in  
the amount of \$1,083.37 payable to the estate of Mary R. Fraser,  
now held in holding blotter #69965 of July 6, 1964, could be  
forwarded for deposit in account [REDACTED] in the Canadian  
Imperial Bank of Commerce, 62 Sparks Street, Ottawa 4.

*[Signature]*  
Personnel Division

CIRCULATION

*Sent to Bank.  
23/7/64.  
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