

LAST WISHES

Carpenter Creek Last Wishes Society

Box 231, New Denver, BC V0G 1S0
250 358 7991

Last Wishes is a non-denominational volunteer community society. It was formed to provide information about all the different types of funeral arrangements. This knowledge then allows an individual or family to make informed choices in planning for burial or cremation.

Funerals have traditionally been provided by commercial funeral companies. However it is legal in British Columbia to make private funeral arrangements, as long as no money is exchanged.

Because a death in the family is exceedingly stressful, Last Wishes encourages pre-planning. In this way, decisions regarding the disposal of the body of the deceased will have already been considered and documented by the time of death.

We do not provide funeral services.

We do provide information regarding private arrangements.

MEMBERSHIP

Families or individuals may join for a one-time fee of \$20.

This provides:

- Information on alternatives for private or commercial funeral arrangements
- Assistance with pre-planning and recording of wishes
- Access to all Last Wishes support when a death occurs
- Information seminars
- The future development of educational and public awareness programs
- All members are encouraged to contribute to the organization of this service.

TASKS WHICH NEED TO BE ACCOMPLISHED AT THE TIME OF DEATH

2.

1. Family meeting
2. Complete the Authorization for the Last Wishes Group to provide support.
3. Completion of forms needed immediately, see below.
4. Book burial or cremation
5. Order coffin
6. Assess transportation requirements
7. Plan laying out of body
8. Arrange viewing of body
9. Make service arrangements
10. Arrange disposition of remains (ashes)
11. Send obituary to newspaper
12. Defer financial decisions.

DETAILS OF TASKS AT THE TIME OF DEATH

Depending upon the circumstances of death, each set of activities will be slightly different.

1. FAMILY MEETING

Upon request, a Last Wishes volunteer will arrange a meeting with family/friends to determine the wishes of the deceased and plan for the implementation of those wishes. If the death is expected, this meeting could take place before the death occurs, and may include the person who is dying.

2. AUTHORIZATION

If the funeral arrangements are to be private and support of the Last Wishes Group is requested, the Last Wishes Authorization should be signed by a family member or executor. Copies are kept in the Box with other Last Wishes Group documents.

3. COMPLETION OF FORMS

Three BC Government official forms are time related and must be obtained, filled out and faxed **as soon as possible** after the death has occurred.

1. **Registration of Death** forms are numbered by the BC Government. The Last Wishes Group may have a copy available but if not, they can be obtained by phoning 250 712 7595 (have local fax number ready, for forms to be sent to you).
2. **Medical Certificate of Death** obtained from the attending physician.

These two forms must be faxed together to 250 712 7598. A Burial Permit will be faxed back; before this is received, the body may not be moved.

3. **Private Transfer Permit Application** The Last Wishes Group will likely have a copy available, if not phone 250 265 4865. This form must be filled out and faxed before moving the body and can be started in anticipation of the death but the permit does not need to be returned to you prior to transportation. For further details on paperwork see Required Forms, page 6.

4. **BOOK BURIAL or CREMATION**

BURIALS are legally required to take place in a designated cemetery. The New Denver Cemetery is run by the Village of New Denver. Burials need to be booked through the village office at 250 358 2316. Two village employees are required to do the “opening and closing” of the grave (digging and filling in). Burial usually takes place within 72 hours of death. If the time is longer or if the body of the deceased is to be viewed, sanitation issues may require embalming. This process replaces blood with a preservative to prevent decomposition of tissues, and is only carried out by a commercial funeral provider.

CREMATION cannot take place prior to 48 hours after death. It must be done in a designated crematorium, arranged through a commercial funeral provider.

Note: Prior to cremation, prostheses or pacemakers have to be removed.

PLANNED HOME DEATH. The body of the deceased may be kept in the home until burial or cremation. If the death occurs in the New Denver Health Center, the facility staff need to know as soon as possible what the funeral arrangements will be. In the case of an unexpected death, the Coroner will be responsible for assessing the cause of death, and also must be informed about funeral arrangements. An autopsy (medical examination of the body to determine the cause of death) may be required.

5. **ORDER COFFIN**

A ‘rigid, combustible, leakproof, closed container’(coffin) is required for either burial or cremation. This can be made locally from any kind of wood, including particle board or plywood. Last Wishes volunteers will provide names of local wood workers who keep materials at hand. If it is not possible to have one made, commercial providers can supply an inexpensive coffin.

Note: If the body is to be cremated, the head end of the coffin must be marked.

6. **ASSESS TRANSPORTATION NEEDS**

So that the coffin is not visible, a van or closed truck is required. A car will accommodate a child’s coffin. The coffin needs to be brought to the location of the body. Transportation from the site of death to wherever else the body needs to go must be arranged. Three or more adults will be required to lift the coffin with an adult body inside.

Note: A sheet may be used to lift the body into the coffin.

7. **PLAN LAYING OUT** if this is desired.

Arrange for the “laying out” of the deceased. In this process, the body may be washed and dressed for viewing and burial or cremation. This may take place at home, or in a community building with many people participating. If none of the people have done this before, it may be helpful to have an experienced person join the group. It helps if the people gather beforehand to discuss what to expect and what they will do. Items need to be assembled such as water, towels, and clothes.

Note: People closest to the person who has died are usually clear about whether or not they wish to be included in the laying out. In particular, mothers who have lost babies or young children often feel a strong need to tend to the body. Those who participate generally find it easier than they anticipated, and are thankful for the opportunity to do this for the person who has died. It can be a tremendously powerful part of grieving.

8. ARRANGE VIEWING if desired

Viewing can occur at home or in a community building. If the viewing period is to be prolonged, embalming may be necessary.

Note: in situations of sudden death, or when family or friends have not seen the deceased person for some time, the opportunity to see the body can be a crucial component of coming to terms with the reality that death has occurred.

9. MAKE FUNERAL, CEREMONIAL or MEMORIAL SERVICE PLANS

Ceremonies serve various purposes including community acknowledgment of the death, providing support, sharing the grief with bereaved family and friends, and celebrating the life of the person who has died. The body or cremated remains may be present at the service or not. Arrangements can be made entirely by family and friends, or may include a religious leader. An “order of service” may be prepared that includes biographic or other information, and whatever rituals, readings, music, etc., are chosen.

10. DISPOSITION of CREMATED REMAINS.

If cremation has taken place, arrange to pick up the cremains (commonly known as ashes). Cremains weigh 4 - 8 pounds, and are returned from the crematorium in a plastic bag and/or cardboard box. They may be transferred to an urn, kept, buried, or scattered as desired. Urns may be made of various materials, eg., pottery, brass, wood. If cremains are scattered on water they will not sink and the water will move them to the shore.

11. ARRANGE NOTICES

If desired, request someone to write and place a funeral notice or obituary to go in a local newspaper.

Supply a notice to go in the window the Post Office.

12. DEFER FINANCIAL DECISIONS

At this emotionally fragile time, it is best to defer financial decisions.

LEGAL AUTHORITY to CONTROL DISPOSITION of the BODY

The legal authority to control the disposition of the body of the deceased person is in the following order of priority:

- a) the personal representative named in the will of the deceased (ie the executor of the estate)
- b) the spouse (including same sex partnerships) of the deceased, if living with the deceased at the time of death, or a person who was living with the deceased as husband or wife for a continuous period of not less than two years
- c) an adult child
- d) a parent
- e) an adult brother or sister
- f) an adult nephew or niece
- g) an adult next-of-kin determined by the Estate Administration Act

Under c) to g), the order of priority is from oldest to youngest.

If a person is unavailable or unwilling to give instructions, the right passes to the next available qualified person.

EXPECTED COSTS OF BURIAL OR CREMATION

All expenses are the responsibility of the family of the deceased or their estate. Costs vary greatly and may be higher than the minimum quoted, for example, elaborate coffins may cost thousands of dollars. Local cemetery fees are higher on weekends/holidays.

In 2007, approximate expenses START at:

Coffin	\$250
Grave space in New Denver Cemetery	\$150
Opening and Closing the Grave	\$350
One-time Cemetery Maintenance Fee	\$38
Cremation (inc taxes)	\$845
Urn	\$50
Embalming	\$240
Death Certificate (each)	\$33.

REQUIRED FORMS

Check list:

1. Written Authorization for Last Wishes Group participation.
2. Registration of Death (required by Department of Vital Statistics)
3. Medical Certificate of Death (from Physician)
4. Burial Permit (will be received from Vital Statistics)
5. Private Transfer Permit (from Business Practices and Consumer Protection)
6. Cremation Authorization Form (provided by crematorium)
7. Death Certificate (issued by Vital Statistics)
8. Notification of Death Form (to be sent to Government of Canada)
9. Death Benefit Application (to be sent to Government of Canada).

DETAILS OF REQUIRED FORMS

Fill all forms out in black ink so the writing can be copied by fax machines.

1. WRITTEN AUTHORIZATION

This is required by the Last Wishes Group from the next-of-kin or executor prior to assisting them with paperwork.

2. REGISTRATION OF DEATH

This form is required by the Department of Vital Statistics as soon as possible following the death. It may be provided by the Last Wishes Group or by calling 250 712 7595. Last Wishes Group members who have completed a Vital Statistics sheet will have already provided the needed information.

3. MEDICAL CERTIFICATE OF DEATH

The Medical Certificate of Death is filled out by the physician of the person who has died. Information concerning the cause of death is confidential to the next-of-kin. If the coroner is involved, they will issue this Certificate.

It is essential to ensure that the name provided on these forms is the same as the name on the person's Birth Certificate, unless there has been a legal name change; otherwise the forms will be rejected.

The Registration of Death and Medical Certificate of Death forms must be faxed together to Vital Statistics as soon as possible FAX: 250 712 7598.

The **Burial Permit** will be faxed back.

Within a couple of weeks of the death, the original copies of the Registration of Death and Medical Certificate of Death must both be **mailed** to:

The Department of Vital Statistics
#101, 1475 Ellis Street
Kelowna, BC V1Y 2A3.

Stamped addressed envelopes may be found in the Last Wishes Group box.

4. BURIAL PERMIT

The Burial Permit will be faxed back from Vital Statistics soon after they receive the Registration of Death and Medical Certificate of Death. The Burial Permit authorizes transportation of the body. Three copies will be issued: one for the funeral director (to be kept by the next-of-kin in the case of a private funeral), one for a religious leader (if involved), and one for the cemetery or crematorium.

WEEKENDS

On weekends, there is a problem obtaining a Burial Permit, as Vital Statistics is closed. If it is not possible to wait until Monday, a commercial funeral provider may issue a Burial Permit although they are not required to do so. They cannot charge for the Permit, so it is appropriate either to offer a donation to cover their time, or to hire them to transport the body. The problem of obtaining a Burial Permit is especially complex on long weekends as the body should either be buried or cremated within 72 hours. If a weekend death is expected, it may be possible to contact the Vital Statistics Regional Manager to obtain a Burial Permit ahead of time.
Cell Phone: 250 712 7562.

5. PRIVATE TRANSFER PERMIT

This form should be filled out, sent in and returned before the body is moved anywhere. The heading of the form is BPCPA Cemetery and Funeral Services.

Copies are in the Last Wishes Group box, or may be obtained from the District Registrar in Nakusp, 250 265 4865.

6. CREMATION AUTHORIZATION FORM

This form is provided by the crematorium, to be completed by the executor or next-of-kin. The crematorium requires copies of the Medical Certificate of Death, Burial Permit and Private Transfer Permit.

7. DEATH CERTIFICATE

This certificate is required if there is an estate to settle, to apply for death benefits, to obtain compassionate airline tickets and for other reasons. The fee for each copy was \$32.95 (incl taxes) in 2007. The form to apply for Death Certificates is called Application for Marriage or Death. If the Last Wishes group does not have a copy on file, it may be obtained through the Government Agent Office in Nakusp, 250 265 4865.

8. NOTIFICATION OF DEATH FORM

This form is used to stop payment of CPP and/or Old Age Pension, GST Benefits, etc., in order to avoid overpayment. Call 1 800 959 8281.

9. CPP BENEFIT APPLICATION

This only applies for people who have paid in to CPP.

CPP Survivor's Pension for legal spouse or common-law partner.

CPP Children's Benefit for dependent or adopted child under 18.

Death Benefit a one-time, lump-sum payment made to the estate of the deceased; this is a \$2,500 Maximum Benefit dependant upon the amount paid into the plan.

Internet Site : www.sdc.gc.ca Tel: 1 800 277 9914.

The Death Benefit is taxable and will need to be declared as income on the deceased's final income tax form.

THE TIME of DEATH

When death is expected:

1. Check to see if any preplanning of last wishes has been done
2. Initiate arrangements to fulfill the dying person's requests, for example, coffin building
3. Make a list of who to call when death occurs. This may include:
 - Physician, Home Care Nurse, other medical attendant
 - Family member or friend with planned phone tree
 - Spiritual advisor if desired
 - Funeral Provider or Last Wishes Society
 - Hospice, 358 - 7819, or 358 - 7787.

When expected death occurs:

1. *DO NOT CALL 911*
2. There is no rush to do anything, and no legal requirement to move the body immediately
3. Make the phone calls listed above
4. The person will have to be officially 'pronounced' deceased by a medical attendant
5. To assist the grieving process, review how the death occurred and encourage articulation of events
6. An important step in the grieving process is spending time with the body
7. Allow expression of feelings
8. Remember to explain what is happening to children
9. Make sure that any remaining medication is safely put away until it can be disposed of.
 - It can be given to the medical attendant or to any pharmacy for safe disposal.

In case of UNEXPECTED death:

CALL 911. This will bring the ambulance and the police who may initiate CPR.
The Coroner is notified in all cases of unexpected death.

KOOTENAY AREA COMMERCIAL FUNERAL SERVICE PROVIDERS

Thompson Funeral Services Ltd
613 Ward Street, Nelson Tel: 352 - 3613

Valley Funeral Home
1203 Front Street, Nelson Tel: 352 - 0036
101 Nelson Avenue, Nakusp Tel: 265 - 4316
8350 Walsh Road, Trail Tel: (250) 364 – 0455

Personal Alternative Funeral Services
1398 McQuarrie Street, Trail Tel: (250) 368 – 8080

Carberry's Funeral Home & Cremation
1298 Pine Street, Trail Tel: (250) 364 – 1211

First Memorial Funeral Services and Crematorium
411 9th Avenue, Castlegar Tel: (250) 365 - 3222;
Nelson 352 – 3220.

LAST WISHES CONTACTS

For information, or for services of the Last Wishes Society, please call one of the Board members:

Kay Costley-White 250 358 7991
Gloria Lisgo 250 358 2253
Carolyn Parker 250 358 7760
Roger Lewis 250 358 2158
Gail Hiebert 250 358 2397
Sharie Merrifield 250 358 6806
Jamie Barber 250 358 7269
Eleanor Spangler 250 358 2145

Last Wishes Guidelines and membership papers are stored in a box at the home of Gloria Lisgo at 1316 Vancouver Street, Denver Siding 250 358 2253
If there is no response, please try other board members to access the box.

Last Wishes Guidelines are available on line at [www. Slocanlake.com](http://www.Slocanlake.com)

Revised February 2009.

VITAL STATISTICS

INFORMATION REQUIRED AT TIME OF DEATH

PLEASE PRINT CLEARLY

Date of Death _____

Name, with all given names _____
The name provided must be the same as that on the Birth Certificate.

Birth name if different _____

Mailing Address _____

Street Address _____

Phone _____ Birthdate with month by name _____ Sex ___ M ___ F

Birthplace with city, province, country _____

Mother's maiden name and given names _____

Mother's birthplace _____

Father's surname and given names _____

Father's birthplace _____

Occupation: kind of work done during most of life _____
type of business or industry _____

Marital Status _____ never married _____ married _____ separated
_____ divorced _____ widowed _____ other

Full name of spouse with woman's birth name _____

Personal Health Number _____ Social Insurance Number _____

Aboriginal Registration Number _____ DVA Serial Number _____

Family Physician name _____ Phone _____

Address _____

Next-of-kin or Executor name _____ Phone _____

Address _____

OR name _____ Phone _____

Address _____

Funeral Provider _____

Time & Place of Funeral or Cremation _____

PREPLANNING

Full name _____

Disposition of body:

I request _____ conventional burial at _____ cemetery

_____ cremation _____ ashes returned to my family
_____ burial of ashes at _____
_____ scattering of ashes at _____

Type of service:

I request _____ graveside service
_____ funeral service
_____ memorial service
_____ no service

I have arranged donation of _____ eyes
_____ other organs

arrangements are made with _____

I understand that feasibility of organ donation depends upon time and place of death.

I request _____ no viewing of my body
_____ suitable time for viewing of my body without embalming
_____ embalming if necessary to allow family members to arrive
to view if they wish

I would like any donations to go to: _____

At the service I would like (flowers, music etc) _____

If possible, I would like my coffin to be made by _____

Other wishes _____

Signature _____ Date _____

LAST WISHES MEMBERSHIP

This Membership sheet will be filed by Last Wishes. The other two papers you are requested to fill out when you join Last Wishes may be filed with this sheet if you wish. If you prefer, you may keep the others for your privacy. If papers are filed at your residence, please inform family members of their existence and location.

***Please return this form to a member of Last Wishes.
Preplanning and Vital Statistics sheets may be included if so desired.***

Full Name _____

Mailing Address _____

Street Address _____

Phone _____ email _____

Please provide the name of the person you would like Last Wishes to coordinate
with at the time of your death _____

Street address _____

Phone _____

If this person is not available, who would you like in their place

_____ Phone _____

Street Address _____

The above information may change. Please be responsible for providing Last Wishes with updates.

Signed _____ **Date** _____