Funeral Education Guide

Presented by

www.basicfunerals.ca
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The Simple and Affordable Choice for Cremations and Funerals
Hello,

My name is Eric Vandermeersch and I am the founder of Basic Funerals. The purpose of this guide is to provide you with all of the information that you need in order to accomplish these 3 objectives:

1. Get the most meaning and value from the services you choose.
2. Completely understand all of the options available to you and your family.
3. To get the best price without sacrificing compassion or professionalism.

Basic Funerals was founded on the principles that funerals should not be so costly and that the funeral arrangement process should be free of pressure. We have served over 5000 families with this in mind. We believe everyone has the right to a fair price and excellent treatment, no matter what funeral provider they choose. Funeral traditions have evolved over the years and there are so many options that you should be aware of.

I hope that the information we have compiled in this guide will help you with planning what so many families describe as the most difficult time in their lives.

Eric Vandermeersch
Founder of Basic Funerals
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1. Where to Start

Planning a funeral is a challenging time made even more difficult by complicated emotions. Regardless of whether the death was foreseen or unexpected, the reality that comes with organizing and executing funeral services can be overwhelming. We’ve assembled helpful information to help you navigate this tough time.

1.1 The First Call

When a death takes place, things move quickly. You will need to contact a funeral director to arrange the transfer of the deceased from the place of death to a funeral home. You will also have to gather some information and documents that will be necessary in proceeding with arrangements. The funeral home that you choose to work with will be able to counsel you and ensure that you are comfortable with what needs to be done next.

Some information that you will be asked for:

- Whether or not there is a will
- Deceased’s name
- Deceased’s date and place of birth
- Deceased’s marital status
- Deceased’s occupation
- Deceased’s mother and father’s names and places of birth (if known)

- Is there a pacemaker present?*
- Was death due to infectious or contagious disease?**
- Are there any radioactive implants?***

* Pacemakers must be removed before a cremation. If left in place, damage to the equipment may occur.

** Some infectious or contagious diseases may still be communicable after a death has taken place. It is important that those handling the body be made aware of any potential risks.

*** Some radioactive implants may not be accepted by a crematorium. In the event that a facility is unable to accommodate a cremation, an alternative crematorium will be used.

1.2 Place of Death

If the death occurs at home or in a place other than a hospital or long-term care facility, you will have to contact the local police. They will ensure that a physician, coroner, or medical examiner is present to pronounce the death. If your loved one dies in a hospital or long-term
1. **Where to Start**

care facility, staff will ensure that the proper individuals are contacted and will work with you to make the appropriate calls.

### 1.3 Transfer from the Place of Death

Transfer refers to the transportation of the deceased’s body from the place of death to a funeral home or other facility. If your loved one passes away at a residence or nursing home, it is important that their transfer be done quickly. If the death occurs at a hospital, you have up to a week, if needed, to make arrangements with a funeral home. The reason for this difference is that most hospitals have the facilities to accommodate human remains whereas nursing homes and other care facilities generally do not. The funeral home that you choose will be in charge of the transfer. Do not hesitate to ask them any questions that you may have.

### 1.4 Planning the Service

Planning a funeral service involves making a lot of big decisions in a short period of time. If your loved one has pre-planned their funeral (see section 6) this process can become significantly easier. When preparing a funeral service, it is customary to talk with a funeral director, either in person (at the funeral home or in your own home), over the phone, or online. A funeral director is a licensed individual who is authorized to deal with all matters relating to the transfer, preparation, and final disposition of the deceased. They are also there to help with the planning and administration of the service. Some questions that a funeral director may have for you include who is legally authorized to make decisions (see section 7), whether the deceased will be cremated, where the remains will be interred or entombed, and whether you intend to have a service.
2. Funeral Overview

Funerals are as unique as the people they honour - the funeral should be a reflection of the person whose life is being celebrated. In this section, we outline the types of services that are offered and discuss burial and cremation.

2.1 Service Types

Immediate Disposition
This service is often referred to as a direct cremation or burial. When an immediate disposition takes place, there is no celebration of life, visitation, or viewing arranged by the funeral home prior to the burial. Instead, the deceased is transported from the place of death to the funeral home or other facility for preparation and subsequently cremated or interred.

Memorial Service
The memorial service is a celebration honouring the deceased that takes place without the presence of a casket. Instead, an urn, a photograph, or both are used as the service’s focal point. Memorial services can take place any time following a death and are generally not time sensitive. The service can be held at a funeral home, a place of worship, a private residence, an event space, or any other place that feels appropriate to you.

Traditional Funeral
This service provides a casket (either opened or closed) as well as visitation hours prior to the funeral service. Traditional funerals typically take place in a funeral home chapel or a place of worship. This type of service usually takes place within days of a death and is planned with the help of a funeral director.

Graveside Service
A commemorative service that takes place at the cemetery or place of burial immediately preceding interment. A graveside service may be led by a member of the clergy, a funeral director, or any other individual chosen by the family.

2.2 Burial vs. Cremation

Each type of service can be preceded or followed by cremation or burial. Here are some factors to consider when deciding between the two:
2. Funeral Overview

Cremation

Flexibility
Choosing cremation offers flexibility in terms of the timing and planning of a funeral or memorial service. Once a cremation has taken place, there is no need to rush as far as services are concerned. Families find this helpful when they are unsure as to which kind of service to hold, if family and friends are geographically distant from one another, or if they feel as if though they need to take more time before making any decisions.

Personalization
Cremation often means that a family can choose their own, personal way of deciding on a loved one’s final resting place. Options range from a traditional burial to something as unique as incorporating ashes into an underwater sculpture. Scattering ashes is also a popular choice- it allows families to bring the cremated remains of their loved one to a special or sentimental spot.

Cost
The costs related to cremation are significantly lower than those incurred with traditional burials, making them an increasingly popular choice. Choosing cremation cuts out the need for embalming, visitation, elaborate caskets, and large burial plots. According to the Cremation Association of North America (CANA), cremation in Canada has grown by 30% in the last 30 years and this trend is expected to continue.

Burial

Cultural or Religious Preference
Some cultures and religions prefer or require the choice of traditional burial. Funeral directors are usually well-versed in the practices of various cultures and faiths and are able to accommodate special requests. If a director is unfamiliar with the traditions that you practice, open communication and conversation will ensure that your wishes are honoured.

Personal Preference
Some families prefer burial interment as they find that provides a sense of closure. Others want to continue a family tradition of burial or are honouring the wishes of the deceased.
### 3. Caskets

Whether you choose cremation or burial, you must purchase a casket for the final disposition of your loved one. Caskets range in style, material, and price but it is important to note that no casket will preserve a body indefinitely.

<table>
<thead>
<tr>
<th>Casket Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>A cardboard casket meets the minimum requirements for cremation in Ontario.</td>
</tr>
<tr>
<td>This is an economical and environmentally friendly option for those who do</td>
</tr>
<tr>
<td>not plan a funeral with the casket present. Funeral homes will typically</td>
</tr>
<tr>
<td>charge $100-$300 for a casket such as this. If a funeral home does not offer</td>
</tr>
<tr>
<td>such a container you can ask if it is possible to order one.</td>
</tr>
</tbody>
</table>

| A casket such as this can be used for cremation or burial and is suitable    |
| for visitations. The flat top and absence of refined details means you      |
| should be able to find this casket at an affordable price of around $700-$1,200. |

| This casket is also suitable for cremation or burial. This type of casket    |
| is more often used for traditional burial services with visitation. The     |
| mahogany wood, glossy finish, and rounded edges all add to the cost. Caskets |
| like this would start at around $1,600 and could go as high as $5,000 to     |
| $10,000 depending on the funeral home.                                    |

Keep in mind that most funeral homes get their caskets from the same major casket manufacturers. You have no obligation to purchase a casket from the funeral home directly. Feel free to shop around for the best priced casket you want.
Urn options

<table>
<thead>
<tr>
<th>URN OPTIONS</th>
<th>Description</th>
<th>Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>The temporary container is supplied by the crematorium and included in the cremation fee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwood urns are easy to engrave and present beautifully at a service or at the home if you choose.</td>
<td>Prices range from $400-$800</td>
<td></td>
</tr>
<tr>
<td>Constructed of metal alloy, these urns are light in weight but functional and attractive and can also be personalized.</td>
<td>Prices range from $125-$250</td>
<td></td>
</tr>
<tr>
<td>Marble urns are both beautiful and durable. Perfect for burial and display.</td>
<td>Prices range from $300-$500</td>
<td></td>
</tr>
<tr>
<td>A wooden finish is often an affordable alternative to a hardwood urn. Half the weight, half the cost, same look.</td>
<td>Prices range from $200-$400</td>
<td></td>
</tr>
<tr>
<td>The traditional art of Cloisonné. Brass and enamel fashioned into intricate designs.</td>
<td>Prices range from $350-$650</td>
<td></td>
</tr>
</tbody>
</table>

Similar to caskets, you have no obligation to purchase the urn from the funeral home you choose. You can find a selection of urns online, at other funeral homes, or alternative containers may be provided by the family. There have been services provided where the family used a cookie jar, or even a toolbox belonging to the deceased.
5. Final Disposition

Once you have decided between cremation or burial, you will have to choose what to do in terms of final disposition. Here, we outline several options.

5.1 Casket Burial

Casket burial takes place in a cemetery. Depending on the family, a plot may have been purchased prior to death (it is not uncommon for families to have a plot that has been owned for generations) or it can be acquired at the time of need. When choosing a cemetery plot, factors to take into consideration include location, culture and heritage, religious beliefs, and personal preference.

Whether or not a plot has been pre-purchased, it is important to confirm with the cemetery that there are no additional matters to address including fees, by-laws, and whether or not a vault is required. A funeral director can help you with making sure everything is taken care of.

5.2 Mausoleum Entombment

A mausoleum is an above ground facility for caskets. Typically, you will have the chance to choose from indoor, outdoor, shared, or private mausoleums. Entombment, or the placing of a casket in a mausoleum, is a popular choice for families who are seeking an alternative to burial. Mausoleums contain crypts, which are configured in several ways. Single crypts are intended for one casket whereas side-by-side or companion crypts can accommodate two. Family crypts can accommodate as many individuals as wished by the family who designs or purchases it. Personalization of mausoleums can be made in the form of engraved plaques or markers.
5. Final Disposition

5.3 Columbarium
Columbariums are similar to mausoleums except that they are designed to hold urns. The spaces in a columbarium are called ‘niches’ and like crypts, they are available in different sizes. Some columbariums offer the possibility of choosing a glass-fronted niche, allowing the urn to be viewed rather than hidden. A plaque or marker is used to personalize the space.

5.4 Scattering of Cremated Remains
Scattering cremated remains can be done in a variety of ways and places. Many cemeteries offer scattering gardens or you can choose unoccupied crown land that is covered by water. You may also scatter ashes on private property with the consent of the property owner. It is important to remember that scattering cremated remains is permanent and cannot be undone. It is also necessary to know local by-laws before you scatter.

Scattering ceremonies can be as intimate or as elaborate as you wish. They can be officiated by a celebrant or religious leader or they can be led by family members or friends.

5.5 Burial of Cremated Remains
Cremated remains may be buried in an urn garden or burial plot. Because urns are significantly smaller than caskets, cemeteries will often permit more than one urn to be interred in a single plot. Urn gardens offer the possibility of incorporating an urn into the landscape. Many provide features such as fountains or memorial walls in which you may place the urn.

5.6 Body, Organ and Tissue Donation
Body, organ, and tissue donation takes place when an individual makes their intentions known prior to the time of death. Donation does not interfere with the option of having an open casket viewing, nor does it typically delay or otherwise affect funeral or memorial services.

Visit https://www.giftoflife.on.ca for more information.
5. Final Disposition

5.7 Shipment to Home Country

Shipping human remains to or from a country other than Canada is a complicated process. In order to ensure that families have all of the information that they need regarding shipment, we have assembled a comprehensive guide outlining the procedures involved. Please feel free to consult our resource page at https://basicfunerals.ca/shipping/ for more detailed information.

When shipping human remains, the funeral home will take care of the necessary steps including preparation of the body, contacting the consulate, contacting the receiving funeral home, coordinating flights, and airport transportation. It is important for families to be aware that due to the involved nature of shipment, there will be additional fees and document requirements.
6. **Pre-payment**

You will have the option to pay in advance for services that you prearrange and it is important to understand the details before you decide on whether to prepay. Here are some questions we often come across:

*Where does my money go?*

At any funeral home, the funds taken for prearrangements go directly into a trust or an annuity account where they will remain until the death occurs. Once the death has occurred, the funds are released so that the funeral provider may perform the services you purchased on the prearrangement contract.

*Why should I prepay?*

Once you pay in full for the services of the prepaid contract, those services are guaranteed. You will not have to pay any additional fees in the future.

*Will my investment earn interest?*

Yes. Any interest accrued will go toward covering future increases in price. If there are any funds remaining after the present day costs are covered, the remaining funds will go back to the estate of the deceased.

*What happens to my money if the funeral home goes out of business?*

Your money is held in trust to protect you and your funds. The funds are always yours, always portable and always refundable.

*What if I want to change the funeral home of my prearrangement?*

Prearranged funerals are simple and easy to transfer from one service provider to another. Typically the provider you are changing to will be able to assist you in the transfer.

*Do I have to pay for everything upfront?*

You should be able to choose from a variety of plans ranging from 1-20 years and payment is arranged in monthly installments.
7. **Who has legal authority?**

Making funeral arrangements is a serious endeavor, especially when it comes to the disposition of the body. When a death takes place, it is important to determine who has legal authority to make decisions.

The first person to offer direction will be the executor/executrix of the estate. Also referred to as an estate trustee, this person represents the interests of the deceased. Typically, the estate trustee will be named in the deceased's will but can also be a court appointed administrator.

If there is no will, and subsequently no estate trustee, there is a common law priority that has been given to the next of kin. Below is the order in which priority will be granted:

1. Spouse
2. Adult children
3. Grandchildren
4. Great grandchildren
5. Father or mother
6. Brothers or sisters
7. Grandparents
8. Uncles, aunts, nephews, and nieces
9. Collateral relatives of a more remote degree

Should there be disagreements between family members that cannot be resolved, the funeral home may ask for a court appointment before moving forward with the arrangement in order to avoid legal issues.
8. Alternative At-Need Payment Options

8.1 Canada Pension Plan Death Benefit

The Canada Pension Plan (CPP) death benefit is a single, lump-sum payment that is made on behalf of the deceased contributor towards the estate. The amount is calculated based on what the deceased paid into CPP over their working years and is prorated if the maximum contributions were not met. The CPP death benefit is used toward the cost of funeral services and may be applied for once payment has already been provided to the funeral home.

8.2 The Office of the Public Guardian and Trustee

The Office of the Public Guardian and Trustee (OPGT) is part of Ontario’s Ministry of the Attorney General. They protect the financial interests and affairs of those appointed the assistance of a public guardian. The OPGT also protects the interests of any potential heirs should a resident of Ontario die leaving an estate without anyone to administer to it.

8.3 Insurance

Life insurance of the deceased may be put towards the funeral arrangements. The funeral provider can provide the bank with any information that is needed to release the funds to the beneficiary who will then provide the funeral home with the payment.

8.4 Social Services/ODSP

In the event that a family does not have the funds required to proceed with funeral arrangements for a loved one, they may apply to the department of social services in their municipality (the city or township in which the deceased resided.) Restrictions may apply to the services that are available to those who are approved for assistance. If a person is registered with the Ontario Disability Support Program, they may be provided with monetary and accessibility assistance. Funds from the account may be applied to their funeral arrangements following their death. Prior to making funeral arrangements, it is important to notify the funeral director that the deceased was a recipient of social assistance.
9. **Choosing a Funeral Home**

When choosing a funeral home, you have options. You have to know that your needs and expectations will be met.

9.1 **How to Find a Funeral Home**

The first step in making funeral arrangements is finding a funeral home. A simple online search is a great starting point, as is contacting family or friends who may have recommendations. Spend some time visiting various funeral home websites to get a feel for the way that they operate.

9.2 **Ask Questions**

The first meeting with a funeral director is your opportunity to ask questions. The funeral director that you speak with should be sympathetic to the fact that this is a confusing time and should answer your questions with compassion. You should feel comfortable asking about the funeral home’s ownership, whether they are familiar with your culture and faith, and what you should expect in the coming days. You may choose to speak with a funeral director over the phone, via online chat, or in person.

9.3 **Consider Requirements**

Do you need a centrally located funeral home to accommodate extended family? Does the funeral home that you work with need to be religiously affiliated? Is accessibility a concern? It’s important to outline any specific requirements prior to making funeral arrangements. It is worth noting that a memorial service does not need to take place in a funeral home. Places of worship, private homes, event centres, and restaurants are all excellent options.

9.4 **Consider Cost**

Funeral homes are legally obligated to provide price lists to potential customers. Always ask to see this list and don’t hesitate to comparison shop. Obtaining prices should be as simple as making a phone call and it’s your right to know what you’re paying for.
9.5 Learn about your options

Some funeral homes focus on traditional services whereas others specialize in direct cremation. Most funeral homes are able to accommodate a range of service options but prices may vary. Inquire as to the availability of arrangements such as cremation, embalming, cosmetology, viewings, and wakes—whatever is important to you. Ask about graveside services and if there are any cemetery affiliations.
10. CREATING A MEANINGFUL MEMORIAL SERVICE

Memorial services take place after a cremation or burial. They can be held days, weeks, months, or even years following a death. Their structure varies depending on culture, faith, and the wishes of those celebrating.

10.1 LOCATION

A memorial service can take place almost anywhere. Some families may prefer to host a service in a place of worship whereas others would rather be at home. Factors to consider include personal significance, the ability to accommodate groups of people, accessibility, and municipal guidelines or by-laws (if applicable).

10.2 EULOGIES

A eulogy is a speech that is meant to commemorate the deceased. Eulogies can be given by family, friends, members of the clergy, or any other person who feels comfortable. Some families choose to hire a professional speaker or celebrant while others may prefer to use people that they are familiar with.

There are no rules as to who may deliver a eulogy or what their content should be. If you are unsure as to what to speak about, it may help to talk with friends and family or ask a funeral director for guidance.

10.3 FEATURES

Memorial services are as unique as the individuals that they honour. Some families like to incorporate photographs, movies, and music whereas others prefer a simpler approach. Adding personal items that honour the deceased is a nice touch.

10.4 RECEPTION

Following the memorial service, it is common to hold a reception. This gives people the chance to share memories of the deceased in an informal setting. Post-service receptions can be held in a variety of venues and often include food and drink.
11. Grief and Bereavement

Navigating life after a death is hard. Grief is the internal manifestation of loss and represents how you feel. Unfortunately, the process is not linear and cannot be categorized, making it difficult to navigate.

Important Things to Know

• Grief is individual. There is no right or wrong way to grieve
• The process of grieving cannot be categorized into stages
• Grief is not linear. It does not follow a prescribed timetable
• There are systems in place to support grieving individuals and families.

Support

There are extensive networks in place to offer support to bereaved individuals and family. We encourage you to spend some time familiarizing yourself with some of the options available. Grief and bereavement is hard, you shouldn't go through it alone.

• Bereaved Families of Ontario: http://www.bereavedfamilies.net/
• Bereavement Ontario Network: http://bereavementontarionetwork.ca/
• Canadian Mental Health Association: http://www.cmha.ca/mental-health/your-mental-health/grief/
• Distress and Crisis Ontario: http://www.dcontario.org/
• Grief Net: http://griefnet.org/
• Kids Aid: http://kidsaid.com/
12. Glossary of Funeral Terms

Remember, if you don’t understand something when meeting with funeral professionals, pause the conversation and ask. You have a right to understand everything that is happening.

12.1 Funeral Documentation

Medical Certificate of Death
Often confused with the proof of death certificate, this government form is filled out by a doctor to record the cause of death. This document is processed during the registration of the death with the province. It is not generally provided to the family, though it may be requested through Service Ontario by the legal next of kin 6-8 weeks after the registration of the death.

Proof of Death Certificate
Signed and sealed original certificates are provided by the funeral home for the settling of estate matters. We recommend 15-20 certificates for the average estate. These documents should generally be provided by the funeral home at no extra cost.

Statement of Death
This is a government form that collects all of the relevant statistical information that the province requires to register the death. The process is similar to the registration of a birth.

Certificate of Cremation/Letter of Contents
Certificate provided by the cemetery indicating the contents of the urn and information of the deceased. This is necessary for interment, shipment, or travel with the cremated remains.

Coroner’s Cremation Certificate
A certificate signed by the coroner stating that no further investigation into the cause of death will be required. The signed certificate is required for the cremation to proceed.

Death Registration
This is the submission of a complete Medical Certificate of Death and Statement of Death to the province. Upon submission by the funeral home, they are granted a burial permit.

Burial Permit
This is the document given to the cemetery or crematorium which allows for either a burial or cremation to take place.
12. **Glossary of Funeral Terms**

### 12.2 Funeral Terms

**Arrangement Conference**
The meeting with a funeral director during which the service and disposition are discussed.

**Arrangement Room**
The room or office in a funeral home used to make funeral arrangements.

**At Need**
Funeral arrangements made at the time of death.

**Burial**
The placement of remains in an underground container/enclosure.

**Burial Certificate/Permit**
Legal document issued by local government which authorizes the disposition of a body.

**Burial Vault**
Lined and sealed container designed to protect a casket from the weight of the earth and maintenance equipment.

**Casket**
A container made of cardboard, wood, metal, or plastic into which a body is placed for cremation or interment. Also referred to as coffins.

**Celebrant**
A person who leads/perform a rite.

**Cemetery**
Property designed to accommodate remains that have been buried or otherwise interred.

**Certified Death Certificate**
A certified copy of the certificate issued by local government. Certified death certificates are often used for claims such as death benefits and insurance.

**Chapel**
The room within a funeral home where a funeral service or memorial takes place.

**Columbarium**
A facility used for inurnment.

**Companion Crypt**
A chamber or space designed to accommodate side-by-side burials.
13. Glossary of Funeral Terms

**Cosmetology**
The use of cosmetics to restore the appearance of the deceased

**Death Certificate**
A legal document that has been signed by an attending physician showing the cause of death and other vital statistical data pertaining to the deceased

**Cremated Remains**
The bone fragments that remain following a cremation which are subsequently rendered into particles commonly referred to as ashes

**Display/Selection Room**
A room in the funeral home displaying merchandise used for funeral service and interment.

**Cremation**
The reduction of human remains to small fragments through intense heat

**Embalm**
The process of preserving a body through the arterial injection of a preservative fluid

**Cremation Garden**
The dedicated part of a cemetery intended for the interment or scattering of cremated remains

**Eulogy**
A speech offering praise and celebrating the life of the deceased

**Cremation Permit**
A legal certificate issued by local government authorizing the cremation of human remains

**Family Car**
The vehicle in which the immediate family travels during a funeral procession

**Crypt**
A chamber, vault, or room used to house human remains

**Final Disposition**
The final arrangement for human remains—typically cremation or burial
## 13. Glossary of Funeral Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Rites</strong></td>
<td>The funeral service</td>
</tr>
<tr>
<td><strong>First Call</strong></td>
<td>The initial communication between a family and a funeral home</td>
</tr>
<tr>
<td><strong>Full Couch</strong></td>
<td>A casket with a lid that opens from one end of the casket to another</td>
</tr>
<tr>
<td><strong>Funeral Coach</strong></td>
<td>A motor vehicle designed for transporting human remains. Also referred to as a hearse</td>
</tr>
<tr>
<td><strong>Funeral Home</strong></td>
<td>A business used for the purpose of offering funeral services.</td>
</tr>
<tr>
<td><strong>Funeral Service</strong></td>
<td>A ceremony or rites marking the death of an individual that takes place prior to the final disposition</td>
</tr>
<tr>
<td><strong>Funeral Spray</strong></td>
<td>The floral arrangement sent to the funeral home or a private residence to commemorate the deceased</td>
</tr>
<tr>
<td><strong>Grave</strong></td>
<td>An excavation in the earth for the purpose of interring the deceased</td>
</tr>
<tr>
<td><strong>Grave Marker/Memorial Marker</strong></td>
<td>Memorials usually engraved with the name, date of birth, and date of death of the deceased. Also referred to as headstones</td>
</tr>
<tr>
<td><strong>Half Couch</strong></td>
<td>A casket in which only half the lid opens</td>
</tr>
<tr>
<td><strong>Interment</strong></td>
<td>The burial of human remains</td>
</tr>
<tr>
<td><strong>Inurnment</strong></td>
<td>The burial or placement of cremated human remains</td>
</tr>
<tr>
<td><strong>Lead Car</strong></td>
<td>The vehicle in which the funeral director rides, leading the funeral procession</td>
</tr>
<tr>
<td><strong>Mausoleum</strong></td>
<td>A building designed for above-ground entombment</td>
</tr>
</tbody>
</table>
13. Glossary of Funeral Terms

Memorial Service
A service conducted in honour of the deceased that takes place without the remains being present.

Next of Kin
The deceased’s nearest relative. The individual who is responsible for making decisions on behalf of the deceased.

Niche
An opening in a wall used to hold containers of cremated remains.

Obituary
A notification of death placed in a newspaper or online. Often contains biographical information and funeral service details.

Pallbearers
The individuals tasked with carrying the casket during the funeral service.

Plot
An area in a cemetery owned by an individual or family. Typically contains 2 or more graves.

Pre Need/Pre Plan
Funeral arrangements by an individual prior to death.

Procession
The procession of vehicles from the place of funeral service to a cemetery. Also referred to as a funeral cortege.

Scattering Garden
A dedicated section of a cemetery where cremated remains can be scattered.

Ur
A container meant to hold cremated remains.

Visitation
An opportunity for family and friends to view the deceased in private.

Visitation Room
A room in a funeral home where family and friends assemble.
13. Funeral Planning Guide

Funeral arrangements are not often discussed before the time of death. This can add stress to the arrangement process because you’re not sure what your loved one might have wanted. Whether you are prearranging for yourself or making arrangements for someone else, answering the 13 questions below will help make things much easier.

1. What kind of gathering would be most valuable to your family?
   - Private family gathering
   - Public gathering open to friends and family
   - No gathering

2. What type of funeral would be most meaningful to your family?
   - Formal service led by clergy
   - Funeral celebration led by a celebrant
   - Family service lead by family members
   - No funeral celebration

3. What kind of reception would you like to provide?
   - Sit down with a hot meal
   - Finger foods served while visiting and mingling
   - Alcoholic beverages provided
   - No reception

4. What location would best suit this service?
   - Local hall or event venue
   - Church or place of worship

   - Restaurant or pub
   - Park, beach or other outdoor location (weather permitting)
   - Specific Location _____________________

5. What will the type of disposition be?
   - Cremation
   - Burial
   - Undecided

6. What focal point would your family be most comfortable with?
   - Urn
   - Open Casket
   - Closed Casket
   - Picture
   - Other specific items _____________________

7. What kinds of flowers would best be displayed at this service?
   - Roses
   - Carnations
   - Lilies
   - Other _____________________
13. Funeral Planning Guide

8. Is there a charity that you would like to support on behalf of the deceased?
_____________________________________

9. Who would be best suited to deliver a eulogy at this service?
   • Family Member ______________________
   • Friend _____________________________
   • Others _____________________________

10. What items would be most meaningful to display at the service to help illustrate hobbies, careers etc.?
    • _______________________________
    • _______________________________
    • _______________________________

11. What music or vocals should be played at this service?
    • Background music at visitation
    • Introduction song before service
    • Final song at the end of the service

12. Would you like to place an obituary notice?
    • Name the newspaper(s): ______________
    • With or without a photo
    • Published for ____ days

13. Which funeral home will be taking care of the arrangements?

☐ Basic Funerals
   Phone: 1-855-212-4037
   Email: info@basicfunerals.ca

OR

☐ Other Funeral Home Name: _______________________________________________
   Phone: _____________________________
   Email: _____________________________

See next page for the statistical information that the funeral home will require to complete the arrangements.
### 14. Funeral Arrangement Form

#### Next of Kin/Executor Information

<table>
<thead>
<tr>
<th>Relationship to Beneficiary</th>
<th>Is There a Will?</th>
<th>Yes</th>
<th>No</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Middle Name</td>
<td>Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>Phone</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td>Date of Birth</td>
<td>Place of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marital Status</td>
<td>Spouse’s Maiden Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry</td>
<td>Father’s Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Surname, First)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Father’s Birth of Place</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mother’s Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Maiden Surname, First)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mother’s Birth of Place</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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The Simple and Affordable Choice for Cremations and Funerals