



Guide for SURVIVORS & EXECUTORS



Prepared **for** the RCMP National Veterans' Association

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| Revisions for 2018

| The revisions in this document are identified by a vertical line on the left margin or left of the word(s) in the document. The revisions are in red.

Excerpts from a number of divisional survivor and executor guides have been incorporated into this document and we thank all contributors for their support.

PRIVACY/LIABILITY NOTICE

Although care has been taken in the preparation of this document we do not and cannot guarantee the accuracy thereof of its entirety. Anyone using the information contained in this document does so at their own risk. The RCMP Veteran's Association, accept no liability or responsibility from any loss, damage or injury arising from the use of the information.

| Keep this information updated annually and readily accessible to family members.



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A. INTRODUCTION

This Guide for Survivors and Executors as compiled by the **Royal Canadian Mounted Police Veterans' Association** is intended to assist Association members, spouses, families, loved ones, executors/executrix, and / or attorneys with managing estates following the death of the veteran. This document has been produced as a guide for assistance purposes and is not intended to replace any existing family planning. For simplicity, henceforth, we shall refer to this document as the **GUIDE**. This document is a consolidation from a number of versions presently in use.

It is recommended that you take the time to review this Guide. If you believe this Guide can be adapted to fit your needs, the attached Survivors' & Executors' Checklists should be completed. Our intention is to ensure that every Association member has access to a copy of the Guide and Checklists.

Upon your review of the Guide and completion of the Checklists, your family and/or the designated executors/executrix responsible for managing your estate should be apprised of the existence and location of the Guide and completed Checklists.

Amendments to "Guide and Checklists" will occur from time to time because of Circumstances i.e. change in contact persons and plan administrators, address, telephone numbers, government regulations or policies.

These amendments will be identified in the revised version. It will be necessary for you or your family to make those changes in your personal "Guide & Checklists" in order to keep it current.

If you have any questions, require clarification with respect to the information or identify misinformation in this document, please contact your division of the RCMP Veterans' Association.

Copies of the completed checklists with funeral and burial instructions need to be kept where next of kin can access the information immediately following the Association member's death.

Note: Most benefits must be applied for within 60 days of the date of death.

The member's current annual Pensioner Benefit Statement, provided each January by the Government of Canada Pension Centre, should be stored with the Guide and Checklists. As each New Year's Statement is received it should replace the old and trigger a review and update of the member's and Spouse's Checklists.



Also, in conjunction with the preparation of your Last Will & Testament, an accurate record of the assets in your estate should be compiled and updated annually. These records, Guide and Checklists should be stored in an accessible location so your executor or executrix can settle your affairs efficiently and effectively.

Obtaining the assistance of your banker or a financial consultant is often advisable. Most bankers will tell you in the event of a death they should be among the first notified. Every bank has different policies with respect to access to accounts and, therefore, it is advisable you discuss this eventuality with them so you are familiar with their process.

It is recommended that, to alleviate future access problems, both parties should be named on all land/property titles and bank accounts.

We are certain you will want everything to be in order to assist them through this difficult time. Death and taxes are a certainty and we must be prepared for both eventually.

NOTE: Your Division Executive will assist the family of a member of the Veterans' Association following that member's death.

If you wish to take advantage of the offer of an Honour Guard or if you wish to discuss any matters relating to the service, contact your Division Executive. Veterans' Association Padres are prepared to assist at a memorial service or funeral if requested.

If requested, a retired member will assist in contacting **the Government of Canada Pension Centre** on the family's behalf, to ensure they initiate the process allowing the family to concentrate on funeral arrangement.

B. TERMS AND DEFINITIONS

A number of important terms used in this **Guide & Checklists** are defined as follows:

PENSION: A periodic payment from a pension plan such as: an annuity or annual allowance. Survivor allowances, children's allowances, etc., are annual allowances.

PENSIONER: Someone in receipt of a pension. Unless otherwise noted, "pensioner" refers to someone in receipt of a pension under the RCMP Superannuation Act.

CONTRIBUTOR: Someone who is contributing to a pension plan or who contributed to a pension plan and has not withdrawn contributions or taken a transfer value. Thus, a pensioner receiving a survivor allowance is



not a contributor with respect to that allowance but may be a contributor with respect to another plan.

MEMBER: Someone who belongs to an organization, plan, etc. For the purpose of our **Guide & Checklists**, the term “member” refers to a member of the RCMP Veterans’ Association.

LEGAL SPOUSE: Is a person of same or opposite sex legally married and Not divorced.

COMMON LAW SPOUSE: Is a person of the same or opposite sex who cohabited with the contributor in a conjugal relationship for at least one year.

SURVIVOR: Is defined as an eligible spouse (or former spouse in some cases) or eligible children.

CHILDREN: Persons generally the offspring of the member. They can be the children of the present spouse, ex-spouse or legally adopted children.

EXECUTOR: The person or persons named in a will to distribute the assets of the estate and attending to other matters related to the administration of the estate. The role of an executor is very important and you should choose one carefully.

BENEFICIARY: The person or organization (such as a charity) named in a will to receive the assets of the estate. The executor and the beneficiary may be the same person.

PROBATE: Probate is the process by which a Will is accepted as valid by a court and the appointment of the executor is confirmed. The court issues a document known as Letters of Probate which the executor requires in order to distribute the assets of the estate to the beneficiaries. By planning ahead, it may be possible to avoid probate. ***Property that is held jointly with a spouse or other person is not subject to probate.*** Prior to any transfer of assets, it may be advisable to obtain legal and accounting advice due to the costs involved and income tax consequences. Where the estate is small, probate is usually not necessary. Probate is only required when an asset such as a house or investment is solely in the name of the deceased person. In practice a will needs to be probated if an entity such as a financial institution or the Land Titles Office asks for it to be probated. Applications for probate are generally made by lawyers but a lawyer is not required. Probate forms can be purchased from the Queen’s Printer, or most stationary stores. Clerks at the Court of Queen’s Bench will supply



limited guidance to individuals wishing to apply for probate without a lawyer.

POWER OF ATTORNEY AND ALTERNATIVES: *(When a person can no longer handle their own affairs, what are the alternatives?)*

POWER OF ATTORNEY: A regular power of attorney is available from a lawyer. It is a document that allows one person to name another person to act on their behalf in specified situations, usually financial. This document is only in effect while the person giving the power of attorney is of sound mind and alive.

ENDURING POWER OF ATTORNEY: A legal document that allows one person to name another person to act on their behalf in financial matters if they become incapacitated by illness or accident. Usually the document comes into effect when the incapacity occurs and ends at death. Sometimes the document comes into effect when it is signed and continues in the event of incapacity. The legislation allows individuals to write their own enduring power of attorney but there are no guides or forms available to help with this. Generally, a lawyer is required

PERSONAL DIRECTIVE: A legal document that allows one person to name another person to act on their behalf in personal matters if they become incapacitated by illness or accident. These personal matters include medical treatment and living arrangements. If you do desire, a Lawyer can draw up your personal directive when you either make a will or update your will.

GUARDIANSHIP: A legal relationship established by a court that allows one person to make personal decisions for another person. The guardian is appointed by the court to act on behalf of a person who is no longer mentally competent. A guardianship covers the areas of medical treatment and living arrangements. The guardianship ends with the death of the dependent adult. Contact the Office of Public Guardianship or Trustee in your province for more information or a lawyer can be hired to process a guardianship application.

TRUSTEESHIP: A legal relationship established by a court that allows one person to handle the financial affairs of another person. The trustee is appointed by the court to act on behalf of a person who is no longer mentally competent. The same person will often act as both



trustee and guardian. The trusteeship ends with the death of the dependent adult. Contact the Office of Public Guardianship or Trustee in your province for more information or a lawyer can be hired to process a guardianship application.

ALTERNATIVES TO FORMAL TRUSTEESHIP: For someone whose only income is from government pensions, it is often not necessary to go to court for a formal trusteeship. Informal trusteeships are available directly from the Federal Pensions Offices. For Old Age Security and Canada Pension call 1-800-277-9914. For provincial pensions contact your provincial benefits office.

WILLS AND ESTATES:

WILL: A legal document that determines how property will be distributed after death. Both holograph and form wills are legal in Alberta. Due to the many legal problems that arise with do-it-yourself wills, it is often a better choice to hire a lawyer. Any changes you later may want to make to a prepared will must also be witnessed by two people.

Without a will, the laws of the province where you reside will determine what happens to your property and other possessions after you die. Settling on your final wishes and documenting them in a properly drafted will is the only way to avoid this less than ideal fate.

HOLOGRAPH WILL: A will made entirely in a person's own handwriting and signed by the person. While witnesses are not required, it is a good idea to have two independent witnesses' sign the will. Holograph wills are legal in Alberta but not in all provinces.

CODICIL: A codicil is a supplement modifying a will or revoking some provision of it without having to rewrite the entire will. A codicil should be witnessed by two independent witnesses.

INTESTATE: When a person dies without a valid will a lawyer or the Public Trustee should be contacted for further information on handling this situation.



LIVING WILL: A living will be a document that states how a person wishes to be treated if he or she becomes incapacitated by illness, injury, or old age. Living wills usually contain a power of attorney for health or personal care that authorizes someone to make health care and personal decisions on your behalf.

A power of attorney for personal care generally comes into effect only after mental incapacity. It may govern such matters as medical treatment, health care, nutrition, shelter, clothing, hygiene, and safety. It can also provide the discontinuing of health care if you so desire it. This is a very controversial issue and your written decision can play an extremely important roll respecting your wishes in this regard.

These wishes can be conveyed to your attorney, family, friends, and doctors concerning life-prolonged treatments respecting terminal illnesses. The Primary reason for a living will is to give direction to family and caregivers concerning your wishes.

C. ESTATE PLANNING

Choosing an Executor

Your executor should be competent and trustworthy. Spouses commonly appoint each other, but if one of them feels inadequate for the task, people may choose to have a son, daughter, close relative, or friend appointed. You should consult the person or persons you intend to name as executor so that you can be sure they are prepared to assume the responsibilities. We also suggest you name an alternative executor. You may also have a trust company or lawyer perform these duties. You should take into consideration the complexity of your estate before choosing an executor. This individual should have the necessary competence to handle a complicated estate.

Probate Fees

The probate of a will can be somewhat costly. If all the assets can be transferred directly, such as proceeds of insurance paid directly to a named beneficiary, RRSPs or RRIFs with a named beneficiary, or a joint interest in real estate, then the executor may not have to probate the will. The fees or taxes are based on the value of the estate, therefore, the more assets that can be transferred directly to the beneficiaries the lower the probate fees or taxes.



The duties of an executor:

- Handle immediate issues, for example, finding the will and arranging the funeral.
- Cancel identification such as social insurance, health and credit cards.
- Notify third parties (employer, bank, post office etc.) and cancel subscriptions and memberships.
- Obtain money or benefits owed the estate such as CPP/QPP death benefits, life-insurance payouts and money owed the deceased.
- Take inventory and value all assets, including real estate, and protect them.
- Settle all estate liabilities, including taxes owing.
- Probate the will.
- File all required tax returns.
- Communicate with beneficiaries.
- Distribute the assets.

| The executor is legally obligated to follow the directions in the Will and to act solely in the interests of the beneficiaries. If the will does not provide specific instructions, the executor must decide. The numerous decisions to be made Will not always be well received by all beneficiaries.

Provincial Probate Fees

<http://www.taxtips.ca/willsandestates/probatefees.htm>

"Probate" is the recognition by the provincial court of the validity of your Will and the appointment of the person named as Executor. Granting of the "letters probate" is notice to the public that the Will complies with the basic formal requirements and that the Will was not being challenged at the time of application. Probate fees are a tax on a person's estate and except for the provinces of Quebec and Alberta, there is no limit to this tax.

| The following information is general in nature and your final reliable source is your local probate office. The information is current as of **January 2018**.

Alberta:	\$35 for estates under \$10,000. \$135 for estates between \$10,000 and \$24,999 \$275 for estates between \$25,000 and \$124,999 \$400 for estates between \$125,000 and \$249,999 \$525for estates of \$250,000 and over - \$400 maximum
British Columbia:	British Columbia probate fees Source: Probate Fee Act s.2 Where the gross value of all real and personal property situated in British Columbia subject to probate does not exceed \$25,000, there is no probate fee. Where the gross value exceeds \$25,000, probate fees are: for the portion of the gross value over \$25,000 up to \$50,000 - \$6 per \$1,000



	<p>or portion (0.6%) For the portion of the gross value over \$50,000 - \$14 per \$1,000 or portion (1.4%) There is also an administration (filing) fee of \$208 (2010) for estates with a gross value exceeding \$25,000.</p>
Manitoba:	<p>Manitoba probate fees Source: Law Fees and Probate Charge Act Schedule E For a probate application made on or after July 1, 2005, where the value of the property subject to probate is \$10,000 or less \$70 For value over \$10,000 - \$7 per \$1,000 or portion (0.7%)</p>
New Brunswick:	<p>New Brunswick probate fees Source: Probate Court Act Schedule A (pdf file), from Probate Court of New Brunswick</p> <p>Where the value of the estate, or the part of the estate being administered is \$5,000 or less \$25 over \$5,000 up to \$10,000 - \$50 over \$10,000 up to \$15,000 - \$75 over \$15,000 up to \$20,000 - \$100 Over \$20,000 - \$5 per \$1,000 or portion (0.5%) There may also be some court fees payable.</p>
Newfoundland & Labrador	<p>\$60 for the first \$1,000 and \$0.60 per \$100 thereafter</p>
Northwest Territories & Nunavut:	<p>Value of all property, real and personal, within the Northwest Territories, after deducting all debts and liabilities against that property.</p> <p>\$10,000 or under \$25</p> <p>Fee range \$10,000 - \$25,000 = \$100 \$25,000 - \$125,000 = \$200 \$125,000 - \$250,000 = \$300 \$250,000+ = \$400</p>
Nova Scotia:	<p>Where the value of the estate subject to probate is \$10,000 or less - \$85.60 over \$10,000 up to \$25,000 - \$215.20 over \$25,000 up to \$50,000- \$358.15 over \$50,000 up to \$100,000 - \$1,002.65 over \$100,000 or first \$100,000 - \$1,002.65</p>



	<p>For value over \$100,000 - \$16.95 per \$1,000 or portion (1.695%) For value over \$100,000 - \$16.45 per \$1,000 or portion (1.645%)</p>
Ontario:	\$250 on first \$50,000 and \$15 per \$1,000 thereafter
Prince Edward Island:	<p>Where the value of the estate subject to probate is</p> <p>\$10,000 or less - \$50.00 over \$10,000 up to \$25,000 - \$100.00 over \$25,000 up to \$50,000- \$200.00 over \$50,000 up to \$100,000 - \$400.00 For value over \$100,000 - \$4.00 per \$1,000 or portion (0.4%)</p>
Quebec:	<p>Québec court fees for verification of wills Source: Service Québec - There is new info from 2014. The cost of filing an application for the probate of a will is as follows: for a natural person: \$106; for a legal person: \$119. Note: Legal fees charged for consulting a notary or an attorney is in addition to the above.</p>
Saskatchewan:	\$7 on each \$1,000 (or part thereof)
Yukon:	<p>No fee is payable to obtain a Grant of Letters Probate and Administration where a person dies leaving an estate not exceeding \$25,000 in value.</p> <p>To obtain a Grant of Letters Probate and Administration where a person dies leaving an estate exceeding \$25,000 in value, there is a fee of \$140.00.</p>
Nunavut	<p>Where the value of the real and personal property within Nunavut subject to probate, after deducting all debts and liabilities against that property, is</p> <p>\$10,000 or less \$25 over \$10,000 up to \$25,000 \$100 over \$25,000 up to \$125,000 \$200 over \$125,000 up to \$250,000 \$300 over \$250,000 \$400</p>



Financial Institutions if requested to change the registration of the instrument or redeem certain investment vehicles through the estate may require any of the following forms of documentation.

Type of Will documentation required:

1. Original copy of the Will only/and/or
2. Notarial Copy of Will only/and/or
3. Certified true only/and/or

Type of Death certificate required:

5. Original death certificate only/and/or
6. Certified true copy only/and/or
7. Funeral directors certificate only/and/or

Directional correspondence:

8. Executor letter of direction only/and/or
9. If registered JTWRS Letter of direction from spouse only/and/or
10. Declaration of transmission only/and/or

Other:

11. Letters probate only/and/or
12. Indemnification letter of bond only/and/or
13. Declaration of claimant form only/and/or
14. New application form only/and/or

Power of Attorney

A power of attorney authorizes another person to act on your behalf, to assume some of your legal powers under certain conditions. A power of attorney may only be used during your lifetime and terminates immediately at the time of your death. A Will, in contrast, deals with the disposition of your property after death.

A power of attorney can be limited to specific activities or it may be limited to a specific time such as when you are temporarily away or unable to manage your own affairs due to illness or injury. This power gives authority to act on your behalf, which can go into immediate effect and remain until you are capable of resuming the control of your affairs.

The term “attorney” does not necessarily mean “lawyer.” Spouses commonly nominate each other for the task, however, where the spouse is required to act as well, i.e. the signing of legal documents; you need another party to act in your stead. Give careful consideration when appointing a person as having your power of attorney and make certain he or she fully understands your exact wishes. Remember the person is acting as you with the exception of making or changing your Will.

Organ Donations

Organ donations can also be part of your preparations for your death. Your wishes can be made subject to your Will, however, often your Will goes unopened until several days after your death. Therefore, it is important to make your wishes known to your survivors



in order that they can take immediate action. Merely having it on your driver's license may not serve the purpose. Another recommendation is to also include it in your Living Will.

D. BENEFITS - RCMP SUPERANNUATION PLAN (PENSION)

The death of anyone carries with it grief, drama, and deep emotions. It is a very emotional time for everyone; however, certain steps can be taken to ensure that the best interests of the survivors are looked after in an efficient manner.

The RCMP Pension Continuation Act (RCMPPCA) provides for the payment of pension to officers, non-commissioned officers and constables engaged before March 1, 1949. There are no longer any active members covered by this Act, only pensioners and survivors.

The RCMPPCA is divided into several Parts:

- Part II provides pensions to persons who were officers when they were discharged to pension, as well as benefits to their survivors;
- Part III provides pensions to non-commissioned officers and constables, but not to their survivors;
- Part IV provides every non-commissioned officer and constable with the opportunity to purchase survivor benefits by enrolling as a contributor to the RCMP Dependent's Pension Fund (also known as the Widow's and Orphans' Pension Fund).

Pensions payable under Parts II and III of the RCMPPCA are subject to annual adjustments to protect the pension from the adverse effect of inflation. Survivor benefits paid under Part IV of the RCMPPCA are increased when approved by Parliament. These increases are based on the actuarial valuation of the RCMP Dependant's Pension Fund.

The RCMP Superannuation Act (RCMPSA) provides benefits to retiring, terminating and disabled RCMP Members and their survivors. It is intended to provide a lifetime retirement pension based on your earnings and service as a Member of the RCMP.

Pension Administration Update

Transfer of RCMP Pension Administration

As you may be aware, on **July 2, 2014**, the administration of RCMP Pension Plans was transferred to Public Works and Government Services Canada (PWGSC).

On that date, PWGSC started to administer the RCMP pensioner medical and dental insurance plans.



Since 2003, these services have been provided by Morneau Shepell who will continue to provide insurance administration services for the RCMP Group Life and Accidental Death and Dismemberment Plans.

What this means for you.

The move to PWGSC means enhanced services, greater security, and long term stability for RCMP Pension Plans.

PWGSC is a stable and secure option that does not require re-tendering the contract with private sector suppliers every 7 years and the possibility of transferring your personal data between companies each time.

Through PWGSC, you will have access to specialists at the Government of Canada Pension Centre. These experts administer pensions for thousands of federal public service employees and have extensive knowledge of federal public sector pensions and pension benefits.

How to contact the Government of Canada Pension Centre.

Starting on July 2, 2014, you can reach a pension expert by:

1. Telephone

Toll-Free: 1-855-502-7090

Executive Services: 1-855-502-7088 (C/Supt, EX-01 and above)

Monday to Friday: 8:00 a.m. to 4:00 p.m. (your local time)

Outside Canada and the United States:

506-533-5800 (collect calls accepted)

Monday to Friday: 8:00 a.m. to 5:00 p.m. (Atlantic time)

Telephone Teletype (TTY):

506-533-5990 (collect calls accepted)

Monday to Friday: 8:00 a.m. to 5:00 p.m. (Atlantic time)

2. Email

pensioncentrercmp.centredespensionsgrc@pwgsc-tpsgc.gc.ca

3. Fax

(418) 562-7965

4. Mail

Public Works and Government Services Canada
Government of Canada Pension Centre – Mail Facility
150 Dion Boulevard
PO Box 8500
Matane, QC G4W 0E2



Where to find more information.

www.rcmp.pension.gc.ca

Starting on July 2, 2104, the RCMP Pension and Benefits Web site, hosted by PWGSC, will provide detailed information on all aspects of pension administration for prospective members, active members, retired members, survivors and dependents.

You do not require a username or password to access the information. To update your personal information (e.g. mailing address) or to make changes to your pension benefits (e.g. beneficiary), contact the Pension Centre by telephone or email (see contact information above).

www.rcmp-grc.gc.ca

This is the RCMP's public Web site. From the Home Page, click on "Family Corner" to find a comprehensive package of *Frequently Asked Questions* under "Administration of RCMP Pension Plans."

PAOP-PIAP@rcmp-grc.gc.ca

If you can't find the answer on either of the Web sites listed above, send your question about the transfer of pension administration services to the RCMP project team.

How to find assistance with RCMP Group Life Insurance or Accidental Death and Dismemberment Plans.

Morneau Shepell will continue to administer these plans after July 2, 2014. Contact details for Morneau Shepell will remain as follows:
Telephone (toll-free): 1-800--661-7595.

Web Site: www.pbs-sra.ca

Pensions are payable at the end of each month.

Will I continue to receive a monthly pension stub?

No, the Government of Canada is moving away from mailing printed monthly pension stubs. The new approach is more environmentally friendly and less costly for taxpayers.

If you previously received your pension cheque in the mail, you are no longer receiving a printed stub with your cheque now that PWGSC has taken over administration of the RCMP Pension Plans.



Similarly, if you received your pension payment via direct deposit, you are no longer receiving a monthly stub in the mail.

Your monthly pension stubs have been replaced by an annual statement in January that summarizes your pension payment amount and deductions. Furthermore, if there are changes to your monthly pension amount of +/- \$2 or more at any time during the year, you will receive a pension stub confirming the change.

If you are on direct deposit and have signed up for *epost*, you will receive electronic versions of the two documents mentioned in the paragraph above.

As a pensioner or survivor, how do I sign up for *epost*?

epost is Canada Post's secure online delivery service. It is free to subscribe and gives you the option to receive and view your pension documents online. You can access your pension documents from a simple and secure location -- anytime, anywhere, for up to 7 years.

To subscribe, follow these simple steps:

1. Go to www.epost.ca and click on "Create Account."
2. Fill in the required fields, including "Username" and "Password."
3. With your account created, click on "Get Started."
4. Activate your *epost* Inbox by adding contact information and a mailing address. You will also be asked to create your own security question.
5. From your *epost* Inbox, click on "Add a NEW bill or statement."
6. Select "RCMP Pension Plan" from the drop-down menu or type it into the search box.
7. On the "Add a Mailer" page, enter the "Payee Account Key" from the direct deposit stub you received in the mail for your July 2014 payment. You will find the Payee Account Key in the upper right-hand corner of the stub, just below the date.
8. The "Confirmation" message means that you are now set up to receive an annual statement in January that summarizes your pension payment amount and deductions. Furthermore, if there are changes to your monthly pension amount of +/- \$2 or more at any time during the year, you will receive a pension stub in your *epost* Inbox to confirm the change.

SPOUSE: According to the terms of the RCMPSA, spouses are the first in-line in the estate to be eligible to receive survivor benefits. To this effect, a person who presents him/herself as a spouse must qualify as a spouse according to the definition under the Act. The spouse is:

- The person to whom you were legally married at the time of your death; or



- The person with whom you have lived in a conjugal relationship, if it can be established that the relationship was:
 1. in existence for a period of at least one year immediately preceding your death; **and**
 2. Started before you reached age 60 or before you ceased to be a contributor under the plan and continued up to the time of your death.

If you die within one year from the date of your marriage or cohabitation, your spouse and children of that union may be disqualified from receiving a survivor benefit if an investigation proves that your life expectancy, at the time of your marriage or cohabitation, was less than one year.

Legally-married retiree - The survivor must provide the following information:

- Date of the marriage with a copy of the marriage certificate;
- Spouse's date of birth;
- Spouse's social insurance number;
- Names and addresses of the children who are under 25 years of age.

Retiree with a common-law partner - The survivor must provide the details:

- Date of the marriage with a copy of the marriage certificate;
- Spouse's date of birth;
- Spouse's social insurance number;
- Names and addresses of the children who are under 25 years of age;
- Proof of cohabitation such as: Letter with an address, bank statements, mortgage, lease medical bills, driver's license, taxes; a statement that confirms that cohabitation was continual during the year preceding the death of the retiree.

The Government of Canada Pension Centre is the current administrator of the RCMP Superannuation Plan commonly referred to as the "Pension." It is imperative that they be informed immediately upon the death of a member. They require an original death certificate or the certificate issued by the funeral director showing the date of death.

Note: *Obtain several original certificates from the funeral director because they may be required at other locations such as banks, insurance companies, and other agencies.*

Notification on Death:

Public Works and Government Services Canada
Government of Canada Pension Centre – Mail Facility
PO Box 8500
Matane QC G4W 0E2

Telephone:

Toll Free: 1-855-502-7090



Executive Services: 1-855-502-7088 (C/Supt, EX-01 and above)
Monday to Friday: 8:00a.m. to 4:00 p.m. (your local time)

Outside Canada and the United States:

506-533-5800 (collect call accepted)

Monday to Friday: 8:00a.m. to 5:00p.m. (Atlantic Time)

Telephone Teletype (TTY)

506-533-5990 (collect call accepted)

Monday to Friday: 8:00a.m. to 5:00 p.m. (Atlantic Time)

Email: pensioncentrercmp.centredepensionsgrc@pwgsc-tps.gc.ca

Website: www.rcmp.pension.gc.ca

The RCMP Pension and Benefits Web site, hosted by PWGSC, provides detailed information on all aspects of pension administration.

It is strongly recommended a fax or letter is also forwarded to **the Government of Canada Pension Centre** to provide them with a positive hard copy record containing the following required information:

Full Name of RCMP Pensioner

Regimental Number

Rank

Date of Birth

Date of Death

Immediate “Next of Kin” names with street address and telephone number(s)

Social insurance Numbers (SIN) of the Survivor Spouse and dependent children

It is very important the Government of Canada Pension Centre be advised immediately.

Within approximately two weeks of **the Government of Canada Pension Centre** being notified, a letter should be received from them advising the next of kin of benefits and options available to them. If after four weeks no advice has been received from **the Government of Canada Pension Centre**, it is recommended they be contacted by telephone for confirmation they have received the previous correspondence and information. The survivor will be required to complete separate forms to establish other survivor benefits and insurance payouts if applicable.

Other things to be considered by the Survivor are:

- Taxing of the deceased person’s Pension
- Continuation of Public Service Health Care Plan – Extended Health
- Continuation of the Dental Plan
- Direct Deposit (to be set up in the spouse’s name)
- Canada Pension Plan lump sum benefit



- Canada Pension Plan Survivor Benefits
- Advice to current or previous employers

Since **pensions are payable only to the end of the month of death**, any cheque not negotiated that cover a period after the month of death must be returned to the pension office. If payments are deposited directly to the pensioner's account, any payments made past the month of death will be recovered.

The important thing to remember is that, upon the death of a pensioner, the spouse will receive only fifty **(50%)** percent of the pensioner's Superannuation. The Government of Canada Pension Centre upon contact will provide the necessary forms and will advise of the options available.

Note: All pensions are taxable except the disability pension from Veterans Affairs Canada. All pensions are indexed to the Consumer Price Index on January 1st every year, except the Old Age Pension which is indexed on the first day of each quarter that is January, April, July and October.

Most other benefits also must be applied for within 60 days.

Required Documents

The following documents and information are necessary to obtain these benefits:

- Pension number and Regimental number (can be found on the pension statement received monthly or annually).
- Date of death (death certificate is required in each instance).
- The name and address of the executor or person handling / administering the estate. This would include the spouse if applicable.
- Death certificate – see NOTE above.
- Marriage certificate if applicable.
- Birth certificate of surviving spouse if applicable.
- Birth certificate(s) of dependent children (under age 18 or 18 to 25 if still in school and/or eligible for a survivor benefit).

Note: Include the deceased member's pension number on all documents to be sent to the appropriate pension office.

Marriage after Age 60 - Optional Survivor Benefit (OSB)

These benefits are available to Regular Members and Civilian Members who retired under the provisions of the RCMP SA and married after age **60**. Optional survivor benefits are also available to officers who retired under the provisions of the RCMPPCA Part II who married after attaining age **60**, or who married after retirement.

The purpose of OSB is to provide a monthly pension to a spouse when no monthly pension is payable under RCMP SA or the Part II of the RCMPPCA. You may choose to



provide one of three levels of OSB, these being approximately 30%, 40%, or 50% of the pension benefit being paid to you immediately prior to your death.

Important:

- ***The election of the OSB must be made no later than one year from the date of marriage.***
- ***The OSB is only available to members who were legally married after age 60. It is not available to common-law spouses or same sex partners.***

If you elect to establish an OSB, it will reduce your pension payments. If your spouse predeceases you, or if the marriage is dissolved by divorce or annulment, the reduction applied to your pension would cease. However, you would not receive a refund of previous payments.

For more information on OSB, please phone toll free, Government of Canada Pension Centre @ 1-855-502-7090 or Web site: www.rcmp.pension.gc.ca

Group Life Insurance

Once the Morneau Shepell office has been contacted and necessary details have been obtained regarding the pensioner's death, the Benefits Section will send the appropriate claim forms to the spouse or previously named executor. Morneau Shepell has provided each pensioner his or her personalized detailed account of coverage for each person's age. ***The Basic Life Insurance coverage for plan participants, who are age 70 and older, is ten thousand (\$10,000.00) dollars, effective 2005. The payment of this death benefit is not automatic as it requires the completion and return of the death claim forms.***

When a person makes a claim, following a member's death, for the insurance they require the following information:

1. The name of the plan
2. The policy numbers for each plan

This information can be found on the following website www.pbs-sra.ca

The website includes the policy numbers along with payout information.

Basic Life Insurance - Policy # 4392 GL

Value \$160,000.00 till age 60 inclusive will be paid out

Basic life Insurance Reductions after age 60

Age 61 \$ 148,000.00

Age 62 \$ 136,000.00

Age 63 \$ 123,000.00

Age 64 \$ 109,000.00

Age 65 \$ 94,000.00



Age 66 \$ 79,000.00

Age 67 \$ 62,000.00

Age 68 \$ 44,000.00

Age 69 \$ 26,000.00

At age 70 the value drops to \$10,000.00 for the rest of your life.

Optional Life Insurance - Policy # 24680 GL

Value \$198,000.00 till age 69 inclusive, if 18 units, will be paid out at no reduction

Age 19 to 39 Monthly payments \$10.80

Age 40 to 44 \$16.20

Age 45 to 49 \$27.00

Age 50 to 54 \$43.20

Age 55 to 59 \$86.40

Age 60 to 64 \$162.00

Age 65 to 69 \$237.60

At age 70 this insurance stops and has no value.

Dependent Life Insurance (Wife) - Policy # 32843 GL

Value \$120,000.00 till age 59 inclusive, if 6 units, will be paid out no reduction.

At age 60 the policy value reduces to \$5,000.00

Accidental Death/Disability Insurance Policy # 135047 GVA

Value \$ 100,000.00 till age 69 inclusive (member) will be paid out no reduction

Value \$50,000.00 till age 69 inclusive (spouse) will be paid out no reduction.

Age 70 insurance stops for both and has no value.

The Beneficiary Claim Statement Form # P020_MS042003 is required to be completed.

Exception: Senior Executive Officers are covered for a differing amount after the age of 70. Sun Life Assurance Company of Canada is the insurer. The Morneau Shepell website states: *“Coverage equal to one times your pre-retirement salary rounded up the next multiple of \$1,000 for the first year of retirement. Coverage reduces by 25% on each anniversary of your retirement, until your coverage is 25% of your pre-retirement salary. The final coverage amount is maintained until your death.”*



E. OTHER PENSION, FINANCIAL and INSURANCE BENEFITS

CANADA PENSION PLAN:

The Canada Pension Plan (CPP) will pay up to two thousand-five hundred (**\$2,500.00**) dollars towards the cost of the burial. This is a lump sum death benefit and ***it is taxable***. The payment is based on the total of the deceased's pension for the previous six months, i.e. six times the amount of the monthly pension payment, but not exceeding **\$2,500.00**. The spouse, estate executor or executrix **MUST APPLY** for payment. Necessary forms are available at a Canada Pension Plan office or by calling **1-800-277-9914**. Generally, the funeral home director will have these forms and others available as part of the funeral services.

The Canada Pension Plan will also pay the surviving spouse up to sixty (**60%**) percent of the deceased's monthly pension, the actual amount being dependent on the CPP being received by the spouse.

Note: If you and your spouse have a "split" CPP, the payment is **60%** based on the pensioner's "full" entitlement. For the spouse to obtain this payment, he/she must submit the appropriate forms. CPP payments are indexed to the Consumer Price Index and adjusted on January 1st each year.

Web site: www.servicecanada.gc.ca

OLD AGE SECURITY PENSION:

Persons **65 or older** are eligible to receive Old Age Security (OAS) upon making application if they have **resided in Canada for at least 40 years after age 18**. People who have resided in Canada **between 10 and 40 years** are eligible to receive a partial benefit. OAS benefits paid in a year are based on a person's income as reported on their prior year's income tax return.

OAS payments are indexed to the Consumer Price Index and are adjusted on a Quarterly basis (i.e. 1st day of January, April, July and October).

Death of an OAS Recipient

The Income Security Programs, through Service Canada, **must** be informed of your spouse's death for OAS purposes

Required Information

The full name and the Social Security Number (SIN#)

The date of birth and the date of death

The previous address

The name and address of the person responsible for handling the deceased's affairs (or next of kin)

T4A's (income tax information slip) will be sent to the executor or person administering the estate



Old Age Pension has no survivor's benefits. This pension dies with the pensioner. There are, however, provision made for the following cases based on a "means" test.

Web site: www.servicecanada.gc.ca

GUARANTEED INCOME SUPPLEMENT (GIS) for Old Age Pensioners:

This is an allowance for 60 to 64-year-old partners of **GIC** recipients. It includes a **Survivor Allowance** for 60 to 64-year-old widows. **Note: If there is any doubt about the eligibility for this or any Federal pension call: 1- 800- 277-9914.**

To qualify for this entitlement (GIS), you must be receiving an Old Age Security Pension, be a resident in Canada, and your income must be below the qualifying level. You need to check with the Pension Office to see if you qualify. If you do, you need not re-apply for this benefit each year if you file your income tax return by April 30th. As mentioned, it depends on your income and it is a **tested** benefit based on the income of both spouses.

Web site: www.servicecanada.gc.ca

DISABILITY PENSION – Veteran's Affairs Canada:

Some members are receiving disability pensions from Veterans Affairs Canada for injuries sustained while performing his or her duties. A small portion of that pension is directed to the spouse and / or dependent children. The spouse and eligible dependent children are still eligible upon the member's death. The amount will depend upon the payment the member was receiving while living and the number of eligible dependent children. These are not taxable benefits.

All members (regular, civilian and previous servicing members) in the RCMP (or their survivors on behalf of the member) are eligible to apply for a disability pension through Veterans Affairs Canada (VAC) in accordance with the Disability Pension Act for any permanent work-related illness, injury or death.

VAC assesses and adjudicates all applications based on the evidence submitted that is related to the claim of disability. In adjudicating RCMP files, VAC requests the submission of supporting documentation in order to better and fully assess the nature of the claim.

The following documents (as well as others) may assist in the adjudication process:

- All Medical Reports/Assessments;
- All Psychological Reports/Assessments;
- Proof of contribution to the RCMP Superannuation Act;
- Job Description/Profile; and
- RCMP Forms 3414 and/or 2135.

It is imperative that medical files contain appropriate and complete information on all injuries/illnesses related to the performance of the work throughout the member's career. The impact of these injuries/illnesses may not be apparent immediately but may have far-reaching effects later on in life.



Veterans Affairs Canada (VAC) should be contacted immediately upon the death of a member who is receiving a disability pension. His/her Client number ("K" number) is required and can be found on the annual statement or the Client Card. VAC's telephone number is toll free and is **1-866-522-2122** and it is also shown on the pensioner's Client Card. VAC will supply you with all the necessary forms and will help the spouse complete them if required. VAC pensions are not taxable.

Web site: www.vac-acc.gc.ca

| VAC Mental Health Assistance now available to RCMP veterans and families

VAC Assistance Services is now available for all RCMP Veterans and their family members where they can obtain up to 20 confidential sessions per issue with a Mental Health Professional at no cost to the Veteran or his or her family.

"Family" means a spouse (including a common-law spouse), unmarried children (including an adopted child, step-child or foster child) who are 21 years of age or under, OR over 21 up to and including 25 years of age and in full-time attendance at school, OR who are wholly dependent because of physical or mental impairment, if such impairment existed prior to the child's reaching age 21, or commenced while the child was covered as a student over the age of 21.

Q. How do I access this service?

A. Call 1-800-268-7708.

Q. For what issues can I access this service?

A. The VAC Assistance Service can help you deal with the following concerns:

- transition to civilian life
- marital and family problems
- interpersonal relations
- personal and emotional problems
- stress and burn-out
- conflict at work or home
- grief
- any other concerns affecting your well-being

Q. Who provides this service?

A. Through an Memorandum of Understanding between the RCMP, Health Canada, and Veterans Affairs Canada, this service has been extended to former members of the RCMP and their eligible



family dependents. While the service is provided through Health Canada, the RCMP is responsible for the costs provided by these services.

Q. Do I need a Disability Pension under the Pension Act in order to access this service?

A. No. You just need to be a former member of the RCMP or an eligible family dependent of a former serving RCMP. Serving members of the RCMP and their eligible family dependents access Employee Assistance Services.

| Veterans Legal Assistance Foundation

The Foundation is funded from an initiative announced in 2013 in conjunction with the Manuage SISIP Claw back class action settlement but was made official in Ottawa on January 15, 2016 with the establishment of the Veterans Legal Assistance Foundation ("the Veterans Legal Fund"). The \$1 – million donations were made by firms that received fees in the settlement – McInnis Cooper and Branch MacMaster – to fund a private foundation for the benefit of disabled veterans who apply and qualify for support. The funding is available to veterans who have exhausted their appeal process with Veterans Affairs Canada and now are seeking financial assist to go forward with a Federal Court Application.

More about the Veterans Legal Assistance Foundation:

Veterans Legal Assistance Foundation ("The Veterans Legal Fund") was established in 2016 as a charitable organization providing Canada's veterans funding to private practice legal counsel to reduce the burden of legal fees associated with proceedings before administrative tribunals and courts. Eligibility for funding is reviewed and selected by the Board of Directors through an application process.

To qualify for assistance, individuals must meet the definition of "veteran" as defined by Veterans Affairs Canada. Assistance is discretionary and with a priority placed on issues broadly affecting veterans nationally. Personal legal matters, such as family and criminal matters, are not eligible for funding. Veterans facing issues with respect to accessing benefits to apply by consulting with local legal counsel who can contact the fund administrator to determine eligibility. Inquiries from legal representatives may be directed to veteranslegalfund@mcinnescooper.com.



Are there any changes to how pensioners make claims under the medical and dental insurance plans?

As of July 2, 2014, the Pensioner Public Service Health Care Plan (PSHCP) and the Pensioner Dental Services Plan (PDSP) are managed by the Government of Canada Pension Centre.

Experts at the Pension Centre are available to respond to your inquiries about changing benefits or cancelling coverage.

Sun Life remains the insurer for both of these plans. As a result, you will continue to use the same identification cards and the same claim forms which will continue to be submitted to Sun Life for processing.

To reiterate: the only change to your medical and dental coverage is that you now contact the Government of Canada Pension Centre (see above) instead of Morneau Shepell to make any changes to your coverage.

Morneau Shepell will continue to administer the RCMP Group Life Insurance Plans as well as Accidental Death and Dismemberment Plans.

PUBLIC SERVICE HEALTH CARE PLAN:

Upon the death of the RCMP Pensioner, the spouse has **60 days** to decide whether to continue coverage under the Public Service Health Care Plan (PSHCP), which is managed by Sun Life. If the spouse wishes to continue the Plan, the premiums will be deducted from the spouse's pension. **If application is made after the 60-day period, expenses paid during the entire period up to time of application will not be reimbursed.**

Contact Government of Canada Pension Centre. 1-855-502-7090 or Web site: www.rcmp.pension.gc.ca

Effective April 1, 2015, members who are retired or who will retire before March 31, 2015, will not be affected by the cost-sharing change if their income is below the Guaranteed Income Supplement (GIS) thresholds under the Old Age Security Act. For reference, the 2014 GIS thresholds are \$16,728 for single pensioners or \$22,080 for couples. These thresholds change annually.



The cost sharing will be phased in over a four-year period as follows:

**Retired Members Monthly Contribution Cost Sharing Percentages
Cost Sharing for Retired Members**

Effective Date	Retired Member	Government of Canada
April 1, 2015	31.25%	68.75%
April 1, 2016	37.5%	62.5%
April 1, 2017	43.75%	56.25%
April 1, 2018	50%	50%

Retirees will require a total of six years or more of pensionable service to be eligible as retired members under the Public Service Health Care Plan. Some exemptions will apply, including for disabled retired members, survivors, the Veterans Affairs Canada client group and those affected by Workforce Adjustments.

Effective January 1, 2015, the annual deductible was eliminated. Plan members no longer have to pay the first \$60 for single coverage or \$100 for family coverage per calendar year.

Effective October 1, 2014, the following benefit enhancements were introduced for all members of the Public Service Health Care Plan:

Expanded vision care benefit to include reimbursement for laser eye surgery with a lifetime maximum benefit of \$1,000

Coverage for repairs, replacement parts and servicing of aerotherapeutics devices with an annual maximum benefit of \$300

An increase to the annual maximum benefit for psychological services from \$1,000 to \$2,000

PENSIONER'S DENTAL SERVICE PLAN:

The deceased's spouse is entitled to continue coverage under this plan, which is managed by Sun Life if the deceased had been a plan member. The premiums will be deducted from spouse's pension. Again, notification must be made.

Contact Government of Canada Pension Centre. 1-855-502-7090 or Web site: www.rcmp.pension.gc.ca



***** Effective immediately, please mail your completed SUN LIFE CLAIM Forms to the following address:**

**Sun Life Assurance Company of Canada
PO Box 6192 Stn CV Montreal QC H3C 4R2**

The address can also be found on printable claim forms by visiting www.sunlife.ca/pshcp or for assistance call the Sun Life PSHCP call Centre at (613) 247-5100 / 1-888-757-7427 - Monday to Friday, 6:30 a.m. to 8:00 p.m. EST.

After March 31, 2017, any claims sent to addresses other than the one listed above will be returned to you. *

F. OTHER BENEFITS AVAILABLE – PRE / POST DEATH

1. RCMP Veterans Association Benefit Trust Fund

- Promotes the physical, social, and economic welfare of former RCMP members and/or legally dependent members of their immediate families;
- Provides temporary relief where documented financial distress exists, which is beyond the individual's control.
- Visits are made to former members and/or their widows or widowers who are in hospitals, nursing homes, or confined to their homes for personal health reasons;
- Strives to respond to those who are in financial distress in an effective, discreet, and meaningful manner (i.e. helping an individual to connect with other appropriate level of government or local agencies and providing advice in what services or course of action available).

General:

- 1. On the death of a former member of the RCMP
 - a. The RCMP Benefit Trust Fund will pay for:
 - i. a floral tribute or wreath up to the value of \$100 (taxes included), or
 - ii. a \$50 donation to a Registered Canadian Charity.
 - b. The RCMP Veterans' Association Benefit Trust Fund will pay for a \$50 donation to a Registered Canadian Charity.

Division:

- 2. A division may honor a former member of the RCMP on his/her death through:
 - a. a floral tribute or wreath, or
 - b. a donation of \$100 to a Registered Canadian Charity.



- 3. If requesting compensation for an expense incurred under 2(a) or 2(b) forward a receipt (in duplicate) issued to the National Office.
- 4. Include the regimental number and full name of the former member on the receipt. The tribute is for all former members of the RCMP. Only one division may seek compensation for the same member.

Contact your Division RCMP Veteran's Association's Secretary

2. Attendance Allowance - provided by Veterans Affairs Canada to Royal Canadian Mounted Police (RCMP) members. RCMP members are eligible for attendance allowance, in accordance with section 38(1) of the Pension Act. Attendance Allowance is a Special Award that is paid monthly in addition to the client's disability pension and is granted when there is a need for assistance or supervision with personal care such as feeding, bathing, dressing, toileting and medication administration.

To be eligible, RCMP members must meet the following criteria:

- have been awarded a pension or compensation or both of 1% or more, and
- are totally disabled, whether by reason of military service or not, and
- in need of attendance.

| The amount payable is based on the degree of attendance needed for your day-to-day personal care. The 2018 rates range from \$295.75 to \$1,847.82 per month.

For more information call 1-866-522-2122, and/or visit, My VAC book (www.veterans.gc.ca/eng/services/mvb and select Disability Pension Allowances) or <http://www.veterans.gc.ca>

<http://www.veterans.gc.ca/eng/services/after-injury/disability-benefits/disability-pension/allowances>

| How to Obtain Your Service, Administration and Medical Files

As our retired members become older, they often experience a significant decline in their health; many of those health problems are found to be directly associated to their service in the RCMP. The majority of these retired members do not have in their possession their Service, Administration or Medical files to assist them in preparing a presentation to Veterans Affairs Canada (VAC) for a pension support to deal with their medical problems, or to increase the level of support they might presently receive.

We are encouraging both serving and retired members to obtain their Service and Medical and Administrative files. This is the **first step** towards establishing any claims. **Note that due to the legalities surrounding the Privacy of Information, if you were to pass on before your spouse, she/he or other members of your family would not**



be able to access your files for 20 years following your death. We therefore stress that it is critical that all retired members order their files. There is NO CHARGE for this service to you.

Procedure to request/obtain files:

For Serving or Former Members:

Responsibility of RCMP: Upon receipt of a request from an individual seeking access to his or her personnel or health files, whether or not the individual is still serving or employed by the RCMP.

1. Provide access to the requested personnel or health file in a controlled environment as soon as practicable, e.g. by providing access within a Career and Development Resourcing Office or Health Services Office.

The individual may take notes, and if he or she seeks copies of materials, all efforts are to be made by the implicated Career and Development Resourcing Office or Health Services Office to provide copies at the time of access. However, if meeting the request for copies is not immediately possible, the requesting individual will be advised by the Office when the requested copies will be available.

Every effort is to be made to keep the time lapse between request and provision to a minimum. The Office in question will vet the file for materials that are not releasable (for example psychological testing instruments) to ensure that they are not copied and released.

Note: Offices holding personnel or health files should not refer individuals requesting access to their files to make ATIP requests instead of providing access.

Individuals may only access their own personnel or health files. Under no circumstances may an individual have access to personnel or health files of any other member or employee pursuant to this framework.

2. If a request for a copy of a personnel or health file is **not** made in person, for example through a written request, the receiving Career and Development Resourcing Office or Health Services Office in receipt of the request will vet the file for materials that are not releasable and provide the copy of the file as soon as practicable. Requesters will be advised when they can expect to receive their copies.

In the event that a requested file has been archived, then the Career and Development Resourcing Office or Health Services Office in receipt of the request for access will request their divisional Records Management Office to obtain the requested file from Archives in a timely manner. Upon receipt of the requested file, the process described above is applicable.



OHSS Contact Information by Divisions

National Headquarters, National Division, and 'V' Division Occupational Health Service
73 Leikin Dr., Mailstop#34, Ottawa, Ontario, K1A 0R2
Reception 613-843-6611/Fax 613-825-5857
General mailbox: HQ Health Services/ Services de santé' RCMP/GRC
The email address: RCMP.HQHEALTHSERVICES-ServicedeSanteDG.GRC@rcmp-grcgc.ca

"B" Division Occupational Health and Safety Services
P.O. Box 9700 St. John's, NL A1A 3T5
Telephone: 709-772-4274/Fax: 709-772-3692
General mailbox: B Health Services/ Services de santé' RCMP/GRC

"C" Division Occupational Health and Safety Services
4225 Dorchester Blvd. W., Westmount, QC H3Z1V5
Telephone: 514-939-8303/Fax: 514-939-8679
General mailbox: CdivMedical

"D" Division Occupational Health and Safety Services
Mailing Address: PO Box 5650, Winnipeg, MB R3C 3K2
Physical Address: 754 Dominion St.
Telephone: 204-984-2002/Fax 204-984-5580
General mailbox: D Health Services /D Services De Sante' RCMP/GRC

"E" Division Occupational Health and Safety Services
14200 Green Timbers Way, Mailstop#1208, Surrey, BC V3T 6P3
General: 778-290-3325/Benefit Line: 778-290-3326/ Fax: 778-290-6062/ 778-290-6061
General mailbox: EDIV hr health gen delivery@RCMP-grc.gc.ca/
Disability Case Mgmt: EDIV_HR_DCM_INQUIRIES/PHS:EDIV_PHA

"F" Division Occupational Health and Safety Services
5600 11TH Ave., P.O. Box 6500, Regina, SK S4P 3J7
"F" Division Telephone: 639-625-3764/ Fax: 306-780-5645
General mailbox: F HQ Health Services /F QG Services de sante' (RCMP/GRC)



“H” AND “L” Divisions Occupational Health and Safety Services
 80 Garland Avenue, Mailstop # H-062, Dartmouth, NS B3B0J8
 Telephone: 902-720-5460/ Fax: 902-426-0510
 General mailbox: Health Services H & L Divisions

” J” Divisions Occupational Health and Safety Services
 1445 regent St., PO Box 3900, Fredericton, NB E3B 4Z8
 Telephone: 506-452-3510/ Fax: 506-452-3794
 General mailbox: jdivhealth.services@rcmp-grc.gc.ca

“K” and “G” Divisions Occupational Health and Safety Services
 11140 109th St., Edmonton, B T5G 2T4
 Telephone: 780-412-5174
 General mailbox: K-G Health Services/ K-G Service de sante’ RCMP/GRC
 Calgary Office
 7575-8 Street NE Calgary, AB T2E 8A2
 Phone: 403-699-299-2403
 General mailbox: K south Health Services / K Sud Services de sante’ (RCMP/GRC)
 Benefits mailbox: K Health Benefits/K Indemnitee en cas de maladie RCMP/GRC

” O” Divisions Occupational Health and Safety Services
 345 Harry Walker Parkway S., Newmarket, ON L3Y 8P6
 Telephone: 905-953-7685 – Toll free: 800-931-9448 / Fax: 905-953-7688
 General mailbox: HealthServicesODiv@rcmp-grc.gc.ca

Division	Contact Name	Contact Information
B Division St. John’s, Newfoundland	Donna Tuff	Phone: 709-772-3614 Fax: 709-772-3140 Email: donna.tuff@rcmp-grc.gc.ca
C Division Montreal, Quebec	Sgt. Ghristain Belanger	Phone: 514-939-8381x2267 Fax: 514-939-8629 Email: Ghristain.belanger@rcmp-grc.gc.ca
D Division Winnipeg, Manitoba	Sgt. Rob Lockhart	Phone: 204-984-8722 Fax: 204-983-4003 Email: Rob.Lockhart@rcmp-grc.gc.ca
Depot Depot Facilitators and Cadets	Sgt. Johanna Wirsta	Phone: 639-625-3051 Fax: 306-780-7726 Email: Johnna.Wirsta@rcmp-grc.gc.ca



Depot CDRA Police Dog Service	Sgt. Johanna Wirsta	Phone: 639-625-3051 Fax: 306-780-7726 Email: Johnna.Wirsta@rcmp-grc.gc.ca
E Division Atlantic Region	Terri-Lynn Joyce	Phone: 778-290-3256 Fax: 778-290-6069 Email: terri-lynn.joyce@rcmp-grc.gc.ca
E division NW Region incl. Depot	Sgt. Dennis BauHuis	Phone: 250-828-3188 Fax: 250-282-3125 Email: Dennis.bauhuis@rcmp-grc.gc.ca
E Division Central Region	S/Sgt. Marina Wilks	Phone: 778-290-3965 Fax: 778-288-2427 Email: marina.wilks@rcmp-grc.gc.ca
F Division Regina, Sask	Sgt. Darin Vanthuynne	Phone: 306-975-5418 Fax: 306-975-6867 Email: darin.vanthuynne@rcmp-grc.gc.ca
G Division Yellowknife, NWT	S/Sgt. Daniel Larsen	Phone: 867-765-3716 Fax: 867-669-5124 Email: Daniel.larsen@rcmp-grc.gc.ca
H Division Halifax, NS	S/Sgt. Cory Bushell	Phone: 902-720-5168 Fax: 902-420-3952 Email: cory.bushell@rcmp-grc.gc.ca
J Division Fredericton, NB	Reema Youseff	Phone: 506-452-2473 Fax: 506-451-6054 Email: reem.youseff@rcmp-grc.gc.ca
K Division Edmonton, Alb	Sgt. Jane McDermott	Phone: 780-412-5222 Fax: 780-412-5380 Email: jane.mcdermott@rcmp-grc.gc.ca
L Division Charlottetown, PE	S/Sgt Walter Boogaard	Phone: 902-566-7205 Fax: Email: walter.boogaard@rcmp-grc.gc.ca



M Division Whitehorse, Yukon	S/Sgt. Gerry Ell	Phone: 867-633-8629 Fax: 867-633-8641 Email: tony.park@rcmp-grc.gc.ca
NHQ National Headquarters	Insp Suzanne Black	Phone: 613-843-9633 Fax: 613-825-9122 Email: Suzanne.black@rcmp-grc.gc.ca
National	Sgt. Stephane Berube	Phone:613-949-0215 Fax: 613-998-1735 Email: stephane.berube@rcmp-grc.gc.ca
O Division London, Ontario	S/Sgt. John Christensen	Phone:519-640-7363 Fax: 519-645-4707 Email: john.christensen@rcmp-grc.gc.ca
V Division Iqaluit, Nunavut	S/Sgt. Betty Gilholme	Phone: 867-975-4410 Fax: 867-975-44441 Email: betty.gilholme@rcmp-grc.gc.ca

3. Income Assessment - A good planning practice would be to calculate your joint incomes and expenditures as they exist today. Obviously, after the member's death, the income and expenditures for the spouse will be reduced.

After calculating your joint incomes and expenditures, make an estimate of each other's survivor's income expenditures. From that, you can evaluate whether or not the survivor's income will be adequate. Will the survivor's (spouse) income be sufficient? If yes, you have little to worry about, however, if the answer is "No", there may be concern. What to do? That is a very difficult question to answer. Each person's situation is different. Each person's needs have to be examined. You and your spouse may be able to come up with the solution or maybe you should seek professional advice. It is our recommendation that this may be the best route to follow.

You will find the Income Assessment Form in the Survivors' & Executors' Information Checklist.



4. Disability Tax Credit (DTC) – Canada Revenue

<https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t2201/t2201-fill-17e.pdf>

To qualify for the disability tax credit (DTC), a person must meet the three following conditions:

- Have an impairment that is prolonged, which means it has lasted or is expected to last for a continuous period of at least 12 months.
- The impairment in physical or mental functions must be severe and it must restrict him or her all or substantially all of the time.
- Severe and prolonged impairment must be certified using Form T2201, Disability Tax Credit Certificate, by a qualified practitioner.

On Form T2201 a qualified practitioner must:

- provide details of the applicable impairment on pages 2 to 5; and
- certify the effects of impairment and the duration.

Note:

An individual's ability to work is not considered when we determine eligibility for the DTC. If a person qualifies for the DTC, he/she may be able to claim the disability amount (a non-refundable tax credit used to reduce income tax payable) on his/her income tax and benefit return. Also, that person may qualify for other programs and benefits.

For more information about the disability tax credit, call 1-800-959-8281, between the hours of 7:00 a.m. and 4:00 p.m., Eastern Standard Time.

If you need to send a letter or a completed Form T2201, Disability Tax Credit Certificate, send to the CRA Office as noted on the Form T2201.

Other Tax Deductions for Medical Expenses:

<http://www.cra-arc.gc.ca/tx/ndvdl/sqmnts/dsblts/menu-eng.html>

G. FUNERAL AND BURIAL BENEFITS AND ASSISTANCE:

FUNERALS AND BURIAL PREPARATIONS:

Often funeral and burial arrangements are made at the time of death, which adds a great burden on the spouse and family. This practice is now changing and arrangements are more often made years in advance. Besides family plots and designated wishes the following are other options to consider regarding plots.

1. PLOTS: Pensioned members are eligible for plots and columbarium niches at the RCMP cemeteries at "Depot" Division, Regina, Saskatchewan, and for plots only at Fort Saskatchewan cemetery, Fort Saskatchewan, Alberta. Reservation for a burial plot or columbarium niche will not be accepted. However, should the pensioned member's spouse pass away prior to the pensioned member and both wish to be buried side by



side, a plot next to the pensioned member's spouse is reserved for that member. Plots are provided at no cost to the pensioned member and his spouse and in some cases, their children. The costs of preparing the site, opening and closing the grave, may be the responsibility of the next of kin depending on which cemetery is used and the time of year. Contact information for these cemeteries is as follows:

2. RCMP POLICY FOR BURIALS AT 'DEPOT' DIVISION (REVISED MAY 2008)

For a former member to be entitled to a burial at 'Depot' or in fact have entitlement to any Force Funeral and Burial entitlements the key is this: "the former member must have **"retired"** with an immediate annuity or annual allowance under the RCMPSPA or RCMP Pension Continuation Act (Admin. Policy refers: II.8.8.2.6.) Or, unless the member **died while in service**.

In the latest RCMP policy published September 12, 2007, included for the first time is the eligibility of retired members who had commenced receiving an annuity, and subsequently were re-employed elsewhere and surrendered his/her pension, to not lose their entitlement (Admin. Policy refers: II.8.8.2.11). (This would apply to members who left and went with CSIS in 1984)

SUMMARY:

As long as a member had received a pension from their service with the RCMP they would be eligible to be laid to rest at 'Depot'. One could think of it as: "in recognition of their long service with the Force", but...provided they left the Force with pension. Bottom line is unless you died while serving or retired and in receipt of a pension, you cannot be buried in Depot.

DEPOT DIVISION CEMETERY:

- The Depot Division Chaplain is the contact person for burials and information on columbarium niches. The contact number is as follow: Ph #306-780-7848. He/she will also provide information about the use of the Depot Chapel and the use of the Officer's Mess for a luncheon.

FORT SASKATCHEWAN CEMETERY:

- There is a special section within the City of Fort Saskatchewan Cemetery that holds the RCMP Cemetery. The Cemetery is located at:

11086 86 Ave, Fort Saskatchewan, Alberta.

- All questions regarding this cemetery should be directed to the City of Fort Saskatchewan Public Works Office at Ph: 780 - 992-6248. Hours of operation is Monday to Friday from 8:00 AM to 4:30 PM, Alberta time, excluding statutory holidays.



NOTE:

There are RCMP Cemeteries at Maple Creek and Battleford, Saskatchewan. The Maple Creek Cemetery is full. The Battleford Cemetery is cared for by the Town of Battleford. There is ample room for more burials, however, there are believed to be unmarked graves in the cemetery. So, until this issue has been rectified, no more burials will be allowed.

- The **RCMP Memorial Cemetery** which was officially dedicated in October 2004 is located within the grounds of Beechwood Cemetery in Ottawa, Ontario. Beechwood is privately owned and it opened in 1873, the same year the North West Mounted Police was created. Today it is a designated National Historic Site, making it an integral part of the cultural mosaic of the City of Ottawa and surrounding communities. It is directly across from the National Military Cemetery of the Canadian Forces and it can accommodate over 5,000 gravesites and thousands more niches. Plots and niches are available to all serving, retired, Special Constables, former Civilian Members, Regular members of the RCMP, and members of their immediate families. AN RCMP Memorial Cemetery Committee will verify the eligibility of each applicant. Information and arrangements can be made by calling **1-613-741-9530**.
- In all provinces and territories, there is the Last Post Fund which provides a resting place for the Veteran and partner. It is available to all Veterans who served during WWI, WWII, Merchant marines, Korea, Peacetime, Special Duty, RCMP and Regular Force and Reserve Personnel. The veteran must also be in receipt of a disability pension from VAC and meet certain financial criteria and other conditions.

LAST POST FUND NATIONAL OFFICE

401 – 505 René Lévesque Blvd. West, Montreal, QC Canada H2Z 1Y7 Toll Free:
1 800 465-7113
Telephone: 514 866-2727 / Fax: 514 866-1471 / lpfinfo@lastpost.ca

2. FUNERAL ARRANGEMENTS

If the family wishes to make arrangements for Honorary RCMP and Veterans Pall Bearers, Honor Guard, and the Regimental Coffin Pall, they should contact their Division Veterans' Association. If requested by the family, the RCMP Padres can also be available to assist at a Memorial Service or Funeral.

The Pall is a silk cloth bearing the Association's Crest and can be draped over the coffin or mounted on the Pall stand at the funeral, memorial or visitation area.

Pre-Arranged Funeral: It is common practice today to have pre-arranged funerals. It is very important for those who have these arrangements to inform other family members, executor, and even friends to avoid unnecessary duplications at this very trying and difficult time immediately after the death of a member or spouse. It is equally important



to notify those responsible to carry out your wishes as to whom and where the arrangements are made. Please refer to the “Survivors and Executors Checklists” under Pre-Arranged Funerals for details.

3. HEADSTONES & MARKERS:

| The deceased member must have been serving at the time of death or receiving a Force pension in order to be eligible for funding.

The RCMP will pay for the manufacture, transportation, and erection of a regimental Headstone/ marker for PENSIONED MEMBER (a person who is in active receipt of a pension) or members who DIED WHILE SERVING and if burial takes place within Canada. Such headstones and markers must bear a uniform inscription (see examples noted) containing the RCMP Crest, Rank, **Regimental Number**, **Member’s Name**, **Date of Birth**, **Date of Death** and no change from that format is permitted.

*(Note: If you do not wish a RCMP headstone or marker, an amount of **\$220** can be requested and applied to a private stone or marker provided there is reference on the headstone or marker to the member’s service in the RCMP. A receipt of purchase and a photograph must be provided to the RCMP).*

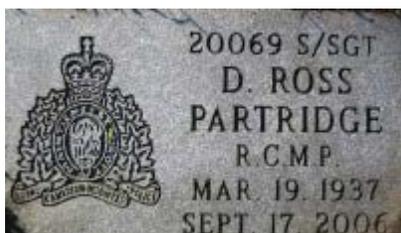
There are three (3) options for a regimental headstone/ marker, which **MUST** bear the RCMP crest, Member’s name, and rank, regimental number, date of birth and date of death. The options are:

1. Upright Granite Headstone
2. Flat Granite Marker (flush with the ground)
3. Flat Bronze Marker, mounted in a granite base (raise about 4 inches above ground)

Reference: These are similar to those examples in Administration Manual Appendix II-8-1



1. Upright granite headstone;
 - a. Height of 30 inches or 76.2 cm;
 - b. Width of 18 inches or 45.72 cm;
 - c. Depth of 3 inches or 7.62 cm.

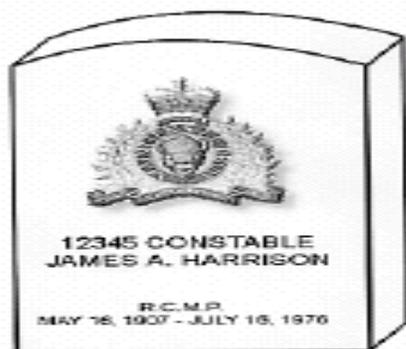


2. Flat granite marker (flush with the ground);
- a. Height of 12 inches or 30.48 cm;
 - b. Width of 20 inches or 50.8 cm;
 - c. Depth of 3 inches or 7.62 cm.

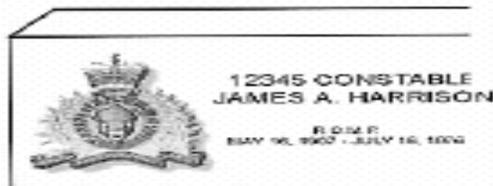


- 3 Flat bronze markers, mounted in a granite base (raised about 4 inches above the ground)
- a. Height 12 inches or 30.48 cm;
 - b. Width of 24 inches or 60.96 cm;
 - c. Depth of .25 inches or 0.635 cm.

Reference: These are the same three (3) examples as above as shown in Administration Manual Appendix II-8-1 but are not as clear as those actual grave markers noted above.



UPRIGHT GRANITE HEADSTONE
36.2 cm high
45.72 cm wide
7.62 cm thick



FLAT GRANITE MARKERS
50.8 cm wide
30.48 cm high
7.62 cm thick



FLAT BRONZE MARKER
50.85 cm wide
30.48 cm high
.635 cm thick
Inscription RAISED .32 cm

a. HEADSTONES AND MARKER CLAIMS – RCMP CONTACTS:

Re: Contacts – RCMP/Grave Marker Contact List

HQ

Use HQ if member retired from N or S Collator or from X or another Division

Attention: SM Ben Gilbeault
Royal Canadian Mounted Police
73 Leikin Drive
M8-2, 801-22 Mailstop #67
Ottawa, ON K1A 0R2

Telephone: 613-843-4493

National Division (formally A Division)

Attention : Roxanne Bertrand
National Division
401-16, 155 McArthur Ave., Leomont Bldg.
Ottawa, Ontario K1A 0R4

Telephone: 613-949-4709



O Division

Use O Division if member retired from O Division

Attention: Kasey Schmidt
Royal Canadian Mounted Police
Admin Services
"O" Division, London HQ
P.O. Box 3240, Station "B"
130 Dufferin Avenue
London, ON N6A 4K3

Telephone 519-640-7320

B Division

D.R.(Dave) Tipple, M.O.M.
Staff Sergeant Major
"B" Division
A1A 3T5
Off: 709-772-7728
Cell: 709-727-5109
dave.tipple@RCMP-grc.gc.ca

C Division

"C" Division Administrative Services
Royal Canadian Mounted Police
4225 Dorchester Blvd. W.
Westmount, QC H3Z 1V5
Téléphone: 514-939-8302

Gestion des services administratifs, Division C
Gendarmerie royale du Canada
4225, boul. Dorchester ouest
Westmount, QC H3Z 1V5

Telephone: 514-939-8302

D Division

Attention: Aisha Awan
Employee and Management Relations
RCMP, "D" Division
P.O. Box 5650
Winnipeg, MB R3C 3K2

Telephone: 204-984-834



E & M Divisions

Attention: Shannon Dawes
RCMP, EHQ A2W620-17 (Bldg\Floor\Wing\Room)
Employees and Management Relations Section
Mail Stop #1103
14200 Green Timbers Way
Surrey, BC V3T 6P3

Telephone: 778-290-2602

G and K Divisions

Ms. Tania VANTUIL
Workplace Relations Services
RCMP HQ Building
11140-109th Street
Edmonton, Alberta T5G 2T4

Telephone Office: 780-412-5288

F Division

Shelley McEwen
Client Services Liaison
RCMP Academy, Depot Division
P.O. Box 6500
Regina SK S4P 3J7

Telephone: (306) 780-8832

H (Atlantic Region)

H-HQ EMRO Office Employee Relations
Mailstop HO29
80 Garland Ave.
Dartmouth, NS
B3B 0A7
Tel: 902-720-5401



J Division

Crystal P. Cameron
Professional Standards Unit
1445 Regent St
(PO Box 3900)
Fredericton, NB E3B 4Z8
Tel: (506) 452-3418

L Division

J. A. (Jamie) George, S/Sgt.
NCO I/C Admin & Client Services
RCMP L Division
450 University Ave.
P. O. Box 1360
Charlottetown, PE
C1A 7N1

902-566-7205 (office)
902-368-0357 (fax)
902-439-7717 (cell)

NOTE: Link to have deceased member obituary and other information added to the National RCMP Graves Data Bank Site: <http://www.rcmpgraves.com/contact.html>



H. VITAL STATISTICS - Birth, Marriage and Death Certificate Sources

<https://www.ontario.ca/faq/where-are-vital-statistics-offices-each-canadian-province>.
Links to individual provincial/territory offices.

Province / Territory	Contact Information
Alberta	Alberta Service Alberta Alberta Registries, Vital Statistics 3rd floor, 10365 - 97 Street P.O. Box 2023 Edmonton, AB T5J 4W7 Tel: 780-427-7013 - recording Fax: 780-423-2567 Business hrs: 8:15 a.m. – 4:30 p.m. Monday - Friday www.servicealberta.gov.ab.ca
British Columbia	Vital Statistics Agency P.O. Box 9657 STN PROV GOVT Victoria, BC V8W 9P3 Tel: 250-952-2681- General Enquiries Fax: 250-952-9074 Order by credit card: 250-952- 2557 or toll free (BC only) 1-888-876-1633 www.vs.gov.bc.ca
Manitoba	Vital Statistics Agency Consumer and Corporate Affairs 254 Portage Avenue Winnipeg, MB R3C 0B6 Tel: 204-945-3701 Toll Free: 1-800-282-8069 ext. 3701 (Manitoba only) Fax: 204-948-3128 email: vitalstats@gov.mb.ca Business hrs.: 8:30 a.m. – 4:30 p.m. (Central Time) Monday – Friday http://vitalstats.gov.mb.ca



New Brunswick	Deputy Registrar <u>Vital Statistics</u> P.O. Box 6000 Fredericton, NB E3B 5H1 1-506-453-2385 Fee - all wallets: -- \$20.00 Fee - all certificates: -- \$25.00 Payable to: Minister of Finance Fax: (506) 444-4139
Newfoundland and Labrador	Vital Statistics Government Services 5 Mews Place, P. O. Box 8700 St. John's, NF A1B 4J6 Tel: 709-729-3308 Fax: 709-729-0946 Business hrs.: 8:30 a.m. – 4:30 p.m. Monday - Friday
Northwest Territories	Vital Statistics Department of Health and Social Services Bag #9, Inuvik, NT X0E 0T0 Toll-free: 1-800-661-0830 (Canada only) Tel: 867-777-7400 Fax: 867-777-3197 email: hsa@gov.nt.ca Business hrs.: 8:30 a.m. – 4:30 p.m. Monday - Friday www.hss.gov.nt.ca
Nunavut	Registrar General of Vital Statistics Nunavut Health and Social Services Bag 003RSO Building Rankin Inlet, Nunavut X0C 0G0 Tel: 867-645-8002 Toll Free: 1-800-661-0833 Fax: 867-645-8092 www.gov.nu.ca



Ontario	Office of the Registrar General Service Ontario Ministry of Government Services 189 Red River Road P.O. Box 4600 Thunder Bay, ON P7B 6L8 Toll Free: 1-800-461-2156 - (Ontario only) Tel: 416-325-8305 Fax: 807-343-7459 Business hrs.: 8:30 a.m. – 5:00 p.m. Monday - Friday www.serviceontario.ca
Quebec	Le Directeur de l'état civil Ministère de la Justice 2535 Boulevard Laurier Quebec (QC) G1V 5C5 Toll Free: 1-800-567-3900 (Quebec only) Tel: 418-643-3900 Fax: 418-646-3255 Courriel : etatcivil@dec.gouv.qc.ca Business hrs.: 8:30 a.m. – 4:30 p.m. Monday - Friday www.etatcivil.gouv.qc.ca
Prince Edward Island	Vital Statistics Department of Health and Social Services 35 Douses Road P.O. Box 3000 Montague, PEI C0A 1R0 Tel: 902-838-0880 Toll Free: 877-320-1253 Fax: 902-838-0883 Business hrs.: 8:30 a.m. – 4:45 p.m. Monday - Friday www.gov.pe.ca
Saskatchewan	Vital Statistics Registry eHealth Saskatchewan 2130-11th Avenue Regina, SK S4P 0J5 Toll Free: 1-800-667-7551 Fax: 306-787-2288 Business hours: 8:00 a.m. – 4:30 p.m. Monday - Friday eHealth Saskatchewan – Vital Statistics



Yukon	Department of Health and Social Services 4th Floor-204 Lambert St. P. O. Box 2703 Whitehorse, YT Y1A 2C6 Tel: 867-667-5207 Toll Free: 1-800-661-0408 ext. 5207 (Yukon only) Fax: 867-393-6486 email: Vital.Statistics@gov.yk.ca Business hrs.: 8:30 a.m. – 4:30 p.m. Monday - Friday www.hss.gov.yk.ca/vitalstats.php
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I. IMMEDIATE STEPS TO FOLLOW IN THE EVENT OF A DEATH

1. Confirm death (mistakes in identity have been made) and location of the remains.
2. If the death occurs at a hospital or nursing home, the staff will usually contact the attending doctor and the funeral home of your choice.
3. If the death occurs at home and was unexpected, call 911.
4. If the person was under the care of a doctor and the death was expected, call your doctor instead of calling 911.
5. If the death occurs in an accident, call 911. An ambulance typically transports the body to the morgue, where the Medical Examiner issues the death certificate. From there, contact the funeral home.
6. Contact family, friends, and co-workers who may not be aware of the death
7. Locate next of kin or Executor / Executrix (often the same person) to take over responsibility and issue instructions. If this person is overcome by the news of the death enquire as to whether a friend or relative is available to assist.

INFORMATION REQUIRED - INVESTIGATION - ACTION

8. If the deceased has prepared for this event refer to the file and be sure to **check the will** for last minute changes before any arrangements have been made. If a check list of important contacts phone numbers and names is not available contact the RCMP Veteran's Association in your area for a "Checklist for Spouse and Survivors" for a copy.



Complete this Checklist as every department and service you will deal with will require some portion of the information contained in this list.

7. In the event a prearranged funeral has been set up simply inform the Funeral Home of the death and they will advise and assist you from that point with the funeral.
8. If there has been no preparation or poor preparation, obtain and complete the Checklist and consider the following options.

OPTIONS

9. Before you contact a Funeral Home or any other service seek advice from family and friends. What were the wishes of the deceased and significant others (funeral with church service (open or closed casket) transportation and grave side ceremony, funeral with remains cremated, remains to be cremated and spread privately with a memorial service). There are many options and the cost goes up with the options.
10. Service with the body and a casket or cremated remains in a church or a memorial service not in a church generally requires the service of a Funeral Home. There are cremation services available that will pick up the remains from the hospital if that is where the deceased is and take the remains directly to their facility for cremation by the next day. Further arrangements can be made at that point sometimes a matter of weeks later to rent a facility and prepare your own memorial service or have a funeral home do it for you. Contact at least two funeral homes for the cost of their services they provide.
11. It is unlawful to dispose of human remains without a Death Certificate. Funeral Homes and Cremation Services are aware of this and will advise as to what is required under the circumstances.
12. Once the funeral or other service has been decided or if there is any delay attention must be directed to the paperwork. If not given prompt and proper attention reporting the death to the various agencies and services can get complicated and require many months to sort out. Such complications as overpayment of pension will have to be paid back or lack of payment for services could complicate the sale of property if left unattended. Contact the following as soon as possible.
13. **Gather information for obituary and contact newspapers.**
14. **Take security precautions, if required for residence and property (also vehicles, pets, valuables).**
15. **Assign a house sitter, if required.**
16. **Remove valuable items from deceased's house.**
17. **Forward mail, if required.**



18. Remove any jewelry and personal effects from the deceased.
19. Select clergy.
20. Pick out clothing for the deceased (if necessary).
21. Choose scripture to be read and music selections.
22. Choose individual(s) to read eulogies.
23. Pick type of flowers and music.
24. Choose pallbearers.
25. Choose a charitable organization(s) to receive donations.
26. Check for Special wishes in Will.

MOST URGENT SERVICES AND AGENCIES TO CONTACT

27. If there is **No** Will or the Will cannot be located contact the office of the Public Trustee for the area of the deceased person's residence. The Public Trustee will advise what further action is necessary.
28. Contact **Government of Canada Pension Centre** (RCMP Pension - Dental - Health Care) and advise them of the death of the member. It is important to know that the deceased's pension benefits cease the following month in which the person died. Any monies paid the following month will be recovered. Notification should be done within one week of death.
29. Old Age Security & Canada Pension Plan
30. Veterans Affairs Canada if the deceased received a disability pension.
31. Provincial Health Care Plan
32. Notify Banks - Credit Card Companies - Investments - etc. It may be necessary to have another bank account opened up as most accounts, which the deceased is an account holder, may be frozen for a period of time.
33. Make careful enquiries to ensure that all business activities of the deceased are attended to.
34. At any Point contact a Lawyer if it is felt necessary.



J. ADDENDUM

Amendments to “Guide and Checklists” will occur from time to time because of Circumstances i.e. change in contact persons and plan administrators, address, telephone numbers, government regulations or policies.

These amendments will be forwarded to each Association Member in their monthly Bulletin, which you receive via e-mail or for those who don't have Internet, via regular postal service.

It will be necessary for you or your family to make those changes in your personal “Guide & Checklists” in order to keep it current.

If you have any questions, require clarification with respect to the information provided please contact your division of the RCMP Veterans' Association.

We would like to thank the Federal Superannuates National Association (FSNA) for allowing the use of certain information contained in their Survivors Workbook, 2001 edition.

K. IMPORTANT TELEPHONE & CONTACT INFORMATION

Important Telephone Numbers	
Morneau Shepell (RCMP Group Life and Accidental Death and Dismemberment Plan)	1-800-661-7595
Old Age Security & Canada Pension Plan www.hrdc-drhc.gc.ca/isp/	1-800-277-9914
Veterans Affairs Canada www.vac-acc.gc.ca PO Box 7700, Charlottetown, PEI C1A 8M9	1-866-522-2122
Federal Superannuation	1-866-561-7930
Public Service Health Care & Dental Plans contact Sun Life www.tbs-sct.gc.ca/	1-888-757-7427 Toll free in Canada 1-800-661-7595
	Canada Toll Free: 1-855-502-7090



Public Works and Government Services (PWGSC) (RCMP Pension, Dental and Medical Plans)	Executive Services: 1-855-502-7088 (C/Supt, EX-01 and above) Monday to Friday: 8:00a.m. to 4:00 p.m. (your local time) <u>Outside Canada and the United States:</u> 506-533-5800 (collect call accepted) Monday to Friday: 8:00a.m. to 5:00p.m. (Atlantic Time)
Veterans' Ombudsman Email: info@ombudsman-veterans.gc.ca Web site: www.ombudsman-veterans.gc.ca 360 Albert Street, Suite 1560, Ottawa, Ontario K1R 7X7	1-877-330-4343 FAX: 1-888-566-7582 Calls from outside Canada (Collect): 1-902-626-2919
Pension's Advocate (VAC)	1-877-228-2250
RCMP Division Veterans' Association Telephone Number	
Other Contact Numbers	
Royal Canadian Legion Service Bureau servicebureau@legion.ca	Toll free: 1-877-534-4666



Government of Canada – Veterans Ombudsman - The Office of the Veterans Ombudsman was created to ensure the fair treatment of concerns raised by the Veterans, their representatives, and their families as they relate to Veterans Affairs, the Veterans Bill of Rights and the Veterans Charter. The Veterans Ombudsman is an independent officer that reports directly to the Minister of Veterans Affairs.

The Veterans Ombudsman is an independent officer that reports directly to the Minister of Veterans Affairs. The office can be contacted at: **Veterans Ombudsman, 360 Albert Street, Suite 1560, Ottawa, Ontario K1R 7X7**

Tel.: 1-877-330-4343 FAX: 1-888-566-7582

Calls from outside Canada (Collect): **1-902-626-2919**

Or e-mail: Email: info@ombudsman-veterans.gc.ca
Web site: www.ombudsman-veterans.gc.ca

Bureau of Pension Advocates: The Bureau of Pensions Advocates is a nation-wide organization of advocates within Veterans Affairs Canada (VAC). The Bureau's main function is to provide free advice, assistance and representation for individuals dissatisfied with decisions rendered by VAC. This may be with respect to their claim for entitlement to disability benefits, or any assessment awarded for their entitled conditions. The Bureau's mandate is to assist clients in the preparation of applications for review or for appeals and to arrange for them to be represented by an advocate at hearings before Veterans Review and Appeal Board.

All BPA advocates are lawyers and members of their respective law societies. Given their experience in pension matters, they are considered specialists in the area of claims for disability benefits. If you seek assistance from BPA, you will be treated in the same manner as if you were hiring a private lawyer to represent you. The solicitor-client privilege relationship between you and your advocate ensures that your confidentiality will be fully respected. For more information go to the Web site at www.vac-acc.gc.ca (click on "Department Information", then "Organization", then "Bureau of Pension Advocates").



Services for Seniors:

Guide to Government of Canada Services for Seniors and Their Families

This guide provides seniors with information on Federal programs and services.
To obtain a copy:

Toll Free: 1-800-O-CANADA (1-800-622-6232)

Website: www.canada.gc.ca

Note: The member's annual Pensioner Benefit Statement, provided each January by Public Work and Government Services Canada, should also be stored with the Guide and Checklists. As each New Year's Statement is received, it should replace the old and should trigger a review and update of the member's and Spouse's Checklists from the Royal Canadian Mounted Police Veterans' Association.



L. SURVIVOR'S & EXECUTOR'S CHECKLIST

Date Checklist Completed _____

Member's Name				
Date of Birth				
Date of Death				
RCMP Engagement Date				
Regimental Number				
Pension Number (see pension stub)				
Canada Pension Client ID#				
Other Pensions				
Social Insurance Number				
Driver's License Number			Province	
Veterans Affairs / Disability Client Number				
Public Service Health Care Plan	ID #		Contract #	
Pensioner's Dental Plan	ID #		Contract #	
Will / Living Will				
.				
Location of Original Will				
Date of Will				
Lawyer Who Prepared Will				
Address				
Phone				
E mail Address				
Executor				
Address				
Phone				
Email Address				
Alternate Executor				
Address				
Phone				
Email Address				



Power of Attorney

Name	
Address	
Phone	
E mail Address	

Safety Deposit Box

Location of Box	
Registered Name(s)	
Location of Key(s)	

| Location of Legal Documents

It's extremely important to keep all your legal documents current, secure, and in a location known to your family and appointed executor. A good practice for safeguarding your documents is to make copies and store them in a safety deposit box at your bank or in a strong box in your home. You might also want to give your executor a copy of all your documents so they can be quickly access if necessary.

Birth Certificate	
Marriage Certificate	
Divorce Decree (if applicable)	
Passport	
Certificate of Service	
Medical Power of Attorney	
Last Will and Testament	
Healthcare Directives	
Premarital Agreements	
Contracts	
Deeds	
Power of Attorney	

Life Insurance

] This information is essential for contacting insurance providers, verify coverage, and collecting benefits.

Issuing Company	
Face Value of Policy	



Policy Number	
Date Issued	
Beneficiary	
Insurance Agent	
Location of Policy	
Phone Number	
E mail Address	
Issuing Company	
Face Value of Policy	
Policy Number	
Date Issued	
Beneficiary	
Insurance Agent	
Location of Policy	
Phone Number	
E mail Address	

RCMP Life Insurance

Issuing Company		
Face Value		
Policy #		
Date Issued		
Beneficiary		
Insurance Agent		
Location of Policy		
Group Employment Coverage	Contact	
RCMP Pensioner's Coverage	Contact	

| Insurance - Other

Insurance Provider: For example, Etna, Blue Cross, or Assurant (Purple Shield / Familyside etc.)

Insurance Type
(20-Year Term Life or Long-Term Disability Policy)

Number of Group or Individual Policy #



Coverage Amount:
Renewal/Expiration Date:
Agent Name:
E-mail Address:
Office Address:
Office Phone:
Office Fax:
Emergency Phone:
Comments:
Issuing Company
Beneficiary
Insurance Provider:
(For example, Etna, Blue Cross, or Assurant (Purple Shield / Familyside etc.)
Insurance Type
(20-Year Term Life or Long-Term Disability Policy)
Number of Group or Individual Policy
Coverage Amount:
Renewal/Expiration Date
Agent Name:
E-mail Address:
Office Address:
Office Phone:
Office Fax:
Emergency Phone:
Comments:
Issuing Company
Beneficiary
 Cars, Boats, and Other Vehicles
<p>You probably own several cars and perhaps a boat, RV, or other vehicle. With the exception of your house, these vehicles may comprise the most expensive items you own. Not only have you invested a lot of money in these items, but you might still owe money on them in the form of a bank loan. If this is the case, record such loans on the Loans and Mortgages worksheet. Each of these vehicles also requires insurance and a license to use them. Record such information on the Insurance worksheet.</p>
Insurance worksheet.
The following list shows common categories of vehicles, which can range in value from \$5,000 for an inexpensive car to more than \$200,000 for a large RV:
<input type="checkbox"/> Cars, minivan, and trucks
<input type="checkbox"/> RVs and campers
<input type="checkbox"/> Tractors and trailers



<input type="checkbox"/> Farm equipment
<input type="checkbox"/> Ski boats, fishing boats, sail boats, and jet skis
<input type="checkbox"/> Motorcycles, quads, and ATVs
<input type="checkbox"/> Snowmobiles Vehicle Type:
Vehicle ID Number (VIN): For example, car, boat, or RV. Listed on your insurance policy and on the vehicle.
Year: (e.g. Year produced)
Make: Ford, Honda, or Cadillac
Model: F-150, Accord, or Escalade
Trim Level: LX or EX.
Color:
Province of License:
License Number:
Main color.
Province that issued the license.
Estimated Value:
Fully Paid For: Yes No <input type="checkbox"/> If No,
Who holds the loan?
Insurance Provider:
Policy Number: Record additional insurance information about this vehicle on the Insurance Summary form.
Comments:
Vehicle ID Number (VIN): For example, car, boat, or RV. Listed on your insurance policy and on the vehicle.
Year: (e.g. Year produced)
Make: Ford, Honda, or Cadillac
Model: F-150, Accord, or Escalade
Trim Level: LX or EX.
Color:
Province of License:
License Number:
Main color.
Province that issued the license.
Estimated Value:
Fully Paid For: Yes No <input type="checkbox"/> If No,
Who holds the loan?
Insurance Provider:
Policy Number: Record additional insurance information about this vehicle on the Insurance Summary form.
Comments:



Bank & Investment Accounts

Record all the checking and savings accounts that you have at various banks, credit unions, and other lending institutions. Otherwise, family members will have an extremely difficult time determining how many different accounts you have and at which banks they reside. It's also a good idea to have a family member or trusted friend added to each account as an authorized signer. This will allow that person to access your accounts, if needed, to pay medical bills, credit card bills, mortgages, and other bills.

There are many types of investments, as few of which include:

- Stocks (large, mid, and small caps)
- Bonds (municipal and corporate)
- Mutual Funds (no load and loaded)
- Employer plans (held at an employer or transferred elsewhere)
- Cash (as part of a brokerage account)
- CDs and Money Markets
- Pension Funds (employer-based)
- RIFF's, RRSP's
- Precious Metals (gold, silver, and platinum)

Because investments are typically held at financial institutions, this worksheet is organized accordingly.

Financial Institution:
(bank, broker, or other financial company)
Account Number:
Address:
Authorized Signers on the Account:
1.
2.
Phone Number:
Fax Number:
E-mail Address:
Web Address:
Checks issued for this account? Yes _____



No _____ If Yes, where are they stored?
--

Financial Institution: (bank, broker, or other financial company)
Account Number:
Address:
Authorized Signers on the Account:
1
2
Phone Number:
Fax Number:
E-mail Address: _____
Web Address: _____
Checks issued for this account? Yes _____ No _____ If Yes, where are they stored?

Financial Institution: (bank, broker, or other financial company)
Account Number:
Address:
Authorized Signers on the Account:
1.
2.
Phone Number:



Fax Number:
E-mail Address:
Web Address:
Checks issued for this account? Yes _____ No _____ If Yes, where are they stored?

Investment Name
Type
Shares Price Value
Full name that appears on your Statement _____ For example, ACME Mid-Cap Growth Fund Class A

Investment Name:
Type
Shares Price Value
Full name that appears on your Statement _____ For example, ACME Mid-Cap Growth Fund Class A

Investment Name:
Type
Shares Price Value
Full name that appears on your Statement _____ For example, ACME Mid-Cap Growth Fund Class A

Investment Name:
Type
Shares Price Value
Full name that appears on your Statement _____ For example, ACME Mid-Cap Growth Fund Class A



| Loans and Mortgages

Most of us have a mortgage or other loans for which we make regular payments. These loans can be for items such as cars, boats, RVs, property, home improvements, lines of credit, and college for your children or grandchildren. Record information about each of these loans and keep it up to date so your family can take care of them if you are injured or become ill.

Lender:
Account Number:
Loan Type:
Loan Duration:
Loan Balance:
Interest Rate: Fixed or Adjustable
Estimated Payoff Date:
Balloon Payment: Yes, No If Yes, when and how much? Lender Address:
Signers on the Loan:
1.
2.
Web Address:
Phone Number:
E-mail address:
Fax Number:
Comments:

| Credit and Debit Cards

List all your credit cards and debit cards, such as Visa, MasterCard, American Express, Discover, gasoline cards, and bank debit cards. It's important to list all your cards, not just the ones that you current owe money on, because they will all need to be canceled or have billing information updated.

While it's easy to keep track of the credit cards that you use regularly (such as Visa and MasterCard), it's equally easy to forget about cards that you received years ago and haven't used for a long time (such as department store cards and gasoline cards).

Remember, just because you don't use a card any more doesn't mean the account is closed. If you're no longer using credit or debit cards, close those accounts to ensure that identity theft or credit card fraud doesn't occur.

Card Issuer: Bank, credit card, or lender.
Account Number:
Card Type:



Expiration Date: For example, Visa, MasterCard, or American Express. As printed on the card.
Number of Cards Issued: Name on Each Card:
1.
2.
Typical Balance and Payment:
Billing Cycle:
Payment Due Date:
Credit Limit: For example, monthly or quarterly. For example, the 15th of each month. Shown on your billing Statement.
Billing Address:
Billing Phone:
Lost Card Phone:
Fax Number:
Payment Method: Postal Mail or Online Banking If Online Banking, record account information on the Bank Accounts form and, on the Passwords, Combinations, and PINs form.

Card Issuer: Bank, credit card, or lender
Account Number:
Card Type:
Expiration Date:
Number of Cards Issued: Name on Each Card:
1.
2.
Typical Balance and Payment:
Billing Cycle:
Payment Due Date:
Credit Limit: Billing Address:
Billing Phone:
Lost Card Phone:
Fax Number:
Payment Method: Postal Mail or Online Banking If Online Banking, record account information on the Bank Accounts form and, on the Passwords, Combinations, and PINs form

| Recurring Bills and Payments

List all your recurring bills that you receive at home, such as telephone, cell phone, cable, natural gas, electricity, water, sewer, garbage collection, newspapers, Internet access, Netflix, Crave TV, Apple iCloud. Costco automatic renewal, CAA automatic annual renewal and satellite TV, Point Cards - Aeroplan, Air Miles, Shoppers, UNICEF, Red Cross, Salvation Army etc. Be sure to include the billing information for your primary residence and any vacation homes and whether any of these bills are automatically



deducted from your checking account each month. Documenting your recurring bills and automatic payments now will greatly simplify and expedite the process of canceling a service or updating billing information

Company Name:
Account Number: As it appears on your billing statement.
Service Provided:
Billing Cycle: For example, water and sewer. For example, monthly or quarterly.
Billing Address:
Payment Due Date: For example, the 15th of the month.
Typical Amount Due:
Billing Phone:
Payment Method: Postal Mail or Online Banking
Web or E-mail Address: If Online Banking

Company Name:
Account Number: As it appears on your billing statement.
Service Provided:
Billing Cycle: For example, water and sewer. For example, monthly or quarterly.
Billing Address:
Payment Due Date: For example, the 15th of the month.
Typical Amount Due:
Billing Phone:
Payment Method: Postal Mail or Online Banking
Web or E-mail Address: If Online Banking

Company Name:
Account Number: As it appears on your billing statement.
Service Provided:
Billing Cycle: For example, water and sewer. For example, monthly or quarterly.
Billing Address:
Payment Due Date: For example, the 15th of the month.
Typical Amount Due:
Billing Phone:
Payment Method: Postal Mail or Online Banking
Web or E-mail Address: If Online Banking



Company Name:
Account Number: As it appears on your billing statement.
Service Provided:
Billing Cycle: For example, water and sewer. For example, monthly or quarterly.
Billing Address:
Payment Due Date: For example, the 15th of the month.
Typical Amount Due:
Billing Phone:
Payment Method: Postal Mail or Online Banking
Web or E-mail Address: If Online Banking
Company Name:
Account Number: As it appears on your billing statement.
Service Provided:
Billing Cycle: For example, water and sewer. For example, monthly or quarterly.
Billing Address:
Payment Due Date: For example, the 15th of the month.
Typical Amount Due:
Billing Phone:
Payment Method: Postal Mail or Online Banking
Web or E-mail Address: If Online Banking

| Church, Clubs, and Other Organizations

Many of us belong to various businesses, social, and professional organizations, as well as a church or synagogue, which you might want contacted if you are injured or become ill. Common business organizations might include the Chamber of Commerce, Kiwanis, and Rotary Club. Social organizations might include the Legion, Masons to name just a few. Be sure to specify the ones you want contacted, under what circumstances to contact them, and the best person to contact at each organization.

Organization Name:
Membership Number:
Address:
Phone Number:
Fax Number:
E-mail Address:
Contact Person:
Contact Title: Pastor or Membership Coordinator etc.
Circumstances for Contacting:



Organization Name:
Membership Number:
Address:
Phone Number:
Fax Number:
E-mail Address:
Contact Person:
Contact Title: Pastor or Membership Coordinator.
Circumstances for Contacting:
Organization Name:
Membership Number:
Address:
Phone Number:
Fax Number:
E-mail Address:
Contact Person:
Contact Title: Pastor or Membership Coordinator.
Circumstances for Contacting:

| Doctors

List the contact information for each of your doctors, including your dentist and ophthalmologist, so they can be easily contacted by your family if the need arises.

Use the Comments section to document any issues that family and friends might need to know about or you think are important. For example, if you have a large outstanding bill that you are paying off over a long period of time and your family will need to ensure that this continues to be taken care of and that other financial matters are properly addressed.

Doctor Name:
Business Name:
Area of Practice: For example, a business practices of several doctors, such as Central Medical Clinic. For example, primary care physician, cardiologist, OB/GYN, dentist, or ophthalmologist.
Office Address:



Billing Address: Where you go for your appointments. Might be the same as the office address.
Office Phone:
Billing Phone:
Fax Number:
E-mail Address:
Emergency Phone: Usually a 24-hour contact number for the doctor
Web Address:
Comments:

Doctor Name:
Business Name:
Area of Practice: For example, businesses practice of several doctors, such as Central Medical Clinic. For example, primary care physician, cardiologist, OB/GYN, dentist, or ophthalmologist.
Office Address:
Billing Address: Where you go for your appointments. Might be the same as the office address.
Office Phone:
Billing Phone:
Fax Number:
E-mail Address:
Emergency Phone: Usually a 24-hour contact number for the doctor



Web Address:
Comments:

Doctor Name:
Business Name:
Area of Practice: For example, businesses practice of several doctors, such as Central Medical Clinic. For example, primary care physician, cardiologist, OB/GYN, dentist, or ophthalmologist.
Office Address:
Billing Address: Where you go for your appointments. Might be the same as the office address.
Office Phone:
Billing Phone:
Fax Number:
E-mail Address:
Emergency Phone: Usually a 24-hour contact number for the doctor
Web Address:
Comments:



| Prescriptions and Medicines

These prescriptions are often written by different doctors, such as your primary care physician, cardiologist, and dermatologist, and filled at different pharmacies. As a result of this complexity, it is important that you record all of your prescription information so that your various doctors can see, at a glance, all of the medicines you are taking. This will greatly reduce the chance that you are taking medicines that might inappropriately interact with each other. It might also help your doctors to notice situations where your dosages should be adjusted or where generic drugs can be substituted.

Medicine Name
Dosage
Cost
Date
Written by doctor.
Pharmacy Name:
Phone Number: Pharmacy Address:
Fax Number:
E-mail Address:
Doctor Name:
Phone Number:
Doctor Address:
Fax Number:
E-mail Address:
Prescription Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide this information on the Insurance Policies worksheet.
Comments:

Medicine Name
Dosage
Cost
Date
Written by doctor.
Pharmacy Name:
Phone Number: Pharmacy Address:
Fax Number:
E-mail Address:
Doctor Name:
Phone Number:
Doctor Address:
Fax Number:
E-mail Address:
Prescription Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide this information on the Insurance Policies worksheet.



Comments:
Medicine Name
Dosage
Cost
Date
Written by doctor.
Pharmacy Name:
Phone Number: Pharmacy Address:
Fax Number:
E-mail Address:
Doctor Name:
Phone Number:
Doctor Address:
Fax Number:
E-mail Address:
Prescription Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide this information on the Insurance Policies worksheet.
Comments:

| Passwords, PINs, and Combinations

With the arrival of the Internet, you probably use a dozen or more Web sites that require passwords or PINs. These Websites allow you to shop, pay your bills, review investments, send e-mail, and much more.

Recording this information in one location, namely on this worksheet, will greatly simplify your ability to remember, protect, and update these items as needed. And remember, this information is extremely sensitive and needs to be stored in a secure location known only by your family or executor.

Account Name:
Account Number:
Web Address:
Phone Number:
E-mail Address:
Fax Number:
Password:
Secret Question: This might be case-sensitive. For example, mother's maiden name.
PIN or User ID:
Answer to Question:
Comments:

Account Name:



Account Number:
Web Address:
Phone Number:
E-mail Address:
Fax Number:
Password:
Secret Question:
PIN or User ID:
Answer to Question:
Comments:

Account Name:
Account Number:
Web Address:
Phone Number:
E-mail Address:
Fax Number:
Password:
Secret Question:
PIN or User ID:
Answer to Question:
Comments:

Account Name:
Account Number:
Web Address:
Phone Number:
E-mail Address:
Fax Number:
Password:
Secret Question:
PIN or User ID:
Answer to Question:
Comments:



| Pets and Other Animals

An important aspect of our lives is the pets and other animals that we own and care for. People often have cats, dogs, birds, and other household pets that they want to give to a friend or family member when they are no longer able to care for them. Along with household pets, people might also own horses or other outside animals that will need new homes in the future.

It's important to thoroughly document each animal so that these loved creatures will be provided for according to your wishes. This information should also be recorded in your Last Will and Testament so it has legal status.

You might also want to attach a photograph of each animal to this worksheet so it can be easily identified. Be sure to write the name of each animal on the back of its picture.

Name:

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Type:		
Breed:		
Color:	For example, cat or dog, Tabby or Black Lab, black with white nose.	
Age:		
Weight:		
Spaded or Neutered:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Veterinarian Clinic:		
Veterinarian Name:		
Address:		
Phone Number:		
E-mail Address:		
Personality Traits:		
Fears:	For example, loud noises	
	For example, loves kids and car rides	
Food Requirements and Preferences:		
Favorite Treats:	How often treats are given	
	List specific brands, flavors, and quantities because changing a pet's diet can cause digestive and other problems.	
Favorite Toys:		
Night Sleeping Location:		
Skills:		
Medical Conditions and Medications:		
	List any medical conditions and the names, doses, and location of each medication.	
	Also note any upcoming shots.	
	For example, pottie trained, lease trained, and knows the listed set of commands.	
Name:		
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Type:		
Breed:		



Color:
Age:
Weight:
Spayed or Neutered: Yes <input type="checkbox"/> No <input type="checkbox"/>
Veterinarian Clinic:
Veterinarian Name:
Address:
Phone Number:
E-mail Address:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Type:
Breed:
Color: For example, cat or dog, Tabby or Black Lab, black with white nose.
Age:
Weight:
Spayed or Neutered: Yes <input type="checkbox"/> No <input type="checkbox"/>
Veterinarian Clinic:
Veterinarian Name:
Address:
Phone Number:
E-mail Address:
Personality Traits:
Fears: For example, loud noises
For example, loves kids and car rides...
Food Requirements and Preferences:
Favorite Treats: How often treats are given
List specific brands, flavors, and quantities because changing a pet's diet can cause digestive and other problems.
Favorite Toys:
Night Sleeping Location:
Skills:
Medical Conditions and Medications:
List any medical conditions and the names, doses, and location of each medication.
Also note any upcoming shots.
For example, pottie trained, lease trained, and knows the listed set of commands.



Solicitor for Estate				
Name				
Law Firm				
Address				
Phone Numbers				
E mail Address				
Accountant for Estate				
Name				
Accounting Firm				
Address				
Phone Numbers				
Email Address				
Funeral and Burial				
Place of Worship				
Clergy				
Phone				
E mail Address				
Cemetery Plot location				
Plot/Niche Deed				
Would like participation of RCMP Veterans' Association?	Yes		No	Contact your Regional Director
Honorary Pall Bearers Requested				
NOTE: Link to have deceased member obituary and other information added to the National RCMP Graves Data Bank Site	http://www.rcmpgraves.com/contact.html			
Honour Guard				



Regimental Coffin Pall			
RCMP Padres Requested	Rev		Rev
Location of Service Metals			
Pre-arranged Funeral/Prepaid Funeral			
Type of Casket			
Agent			
Phone Number			
E mail Address			
Type of casket			
Pall & Stand			
Burial at Sea – Ceremony is conducted yearly in May. Toll Free: 1 800 465-7113 lpfinfo@lastpost.ca			
Hymns, Music, Bagpipes, Poetry request			
Spouse's (name-wife/husband) special instructions			
Children, sons/daughters-in-law special instructions			
Floral arrangements	Yes		NO
Charitable donations			
Organ Donations			
<i>Are you donating organs to medical science?</i>	Yes		No
Specific Organ Donation	Yes		To
	Organ		To
Name			
Name			
Relation			
Address			
Phone			
E mail Address			
Name			
Relation			
Address			



Phone	
E mail Address	
Name	
Relation	
Address	
Phone	
E mail Address	
Relation	
Address	
Phone	
E mail Address	
Name	
Relation	
Address	
Phone	
E mail Address	
Name	
Relation	
Address	
Phone	
E mail Address	
Name	
Relation	
Address	
Phone	
E mail Address	
Next of Kin	
Spouse	
Date of Birth	
Address	
Phone Number	
Email Address	
Children (1)	
Date of Birth	
Address	
Phone Number	
Email Address	
Children (2)	
Date of Birth	
Address	
Phone Number	
Email Address	



Children (3)	
Date of Birth	
Address	
Phone Number	
Email Address	
Parents - Father	
Date of Birth	
Address	
Parent - Mother	
Date of Birth	
Address	
Email Address	



Income Assessment Form

<i>Income Item</i>	Self	Spouse	Both	You as Survivor	Spouse as Survivor
<i>Canada Pension Plan</i>					
<i>Old Age Security</i>					
<i>Guaranteed Inc. Suppl.</i>					
<i>VAC Disability</i>					
<i>RCMP Pension</i>					
<i>Another Pension Income</i>					
<i>Employment Income</i>					
<i>RRIF</i>					
<i>Annuities</i>					
<i>Other Income</i>					
<i>Other Income</i>					
TOTAL					



| Obituary

<p>RCMP Veterans' Crest with Obituaries.</p>	<p>For those families who wish to have the RCMP Veterans' crest included with the obituary; the RCMP Veterans Association may reimburse the cost of the printing of the crest.</p>		<p>The claims should be submitted to:</p> <p>RCMP Veteran's Association Attn: Treasure</p> <p>*** check with your local Association</p>
<p>The RCMP Benefit Trust Fund</p>	<p>Will pay for: i. a floral tribute or wreath up to the value of \$100 (taxes included), or ii. a \$50 donation to a Registered Canadian Charity.</p>		
<p>The RCMP Veterans' Association Benefit Trust Fund</p>	<p>Will pay for a \$50 donation to a Registered Canadian Charity.</p>		

<p>Newspaper(s)</p>				
<p>Photograph</p>	<p>Yes</p>		<p>No</p>	
<p>Choice</p>	<p>RCMP</p>		<p>Civilian</p>	
<p>Location of Photograph</p>				
<p>RCMP Crest</p>	<p>Yes</p>		<p>No</p>	
<p>Another Symbol</p>	<p>Yes</p>		<p>No</p>	



Obituary Text

A large, empty rectangular box with a black border, intended for the obituary text.





| Important Telephone Numbers

Morneau Shepell	1-800-661-7595
Old Age Security & Canada Pension Plan	1-800-277-9914
Veterans Affairs Canada	1-866-522-2122
Federal Superannuation	1-800-561-7930
Public Service Health Care & Dental Plans	1-888-757-7427
Veterans' Ombudsman	1-877-330-4343
Public Works and Government Services Canada (PWGSC) – RCMP	1-855-502-7090
For Executive Service with PWGSC	1-855-502-7088 (C/Supt., EX-01 and above)
Pension's Advocate (VAC)	1-877-228-2250

RCMP Division Veterans' Association Telephone Number

Other Contact Numbers	
GST Office	800-959-8281
Disability Tax Credit	1-800-959-8281
Revenue Canada	800-959-8281
Passport	800-267-8376



M. SPOUSE & SURVIVOR'S CHECKLIST

Date Checklist Completed _____

Full Name				
Date of Birth				
Date of Death				
Pension Number (see pension stub)				
Canada Pension Client ID#				
Other Pensions				
Social Insurance Number				
Driver's License Number			Province	
Veterans Affairs / Disability Client Number				
Public Service Health Care Plan	ID #		Contract #	
Pensioner's Dental Plan	ID #		Contract #	
Will / Living Will				
.				
Location of Original Will				
Date of Will				
Lawyer Who Prepared Will				
Executor				
Address				
Phone				
Email Address				
Alternate Executor				
Address				
Phone				
Email Address				
Power of Attorney				
Name				
Address				



Phone	
E mail Address	

Safety Deposit Box

Location of Box	
Registered Name(s)	
Location of Key(s)	

Location of Documents

Birth Certificate	
Marriage Certificate	
Divorce Decree (if applicable)	
Passport	
Certificate of Service	

Life Insurance

Issuing Company	
Face Value of Policy	
Policy Number	
Date Issued	
Policy Location	
Beneficiary	
Insurance Agent	
Phone Number	
E mail Address	

Other Insurance

Issuing Company		
Face Value of Policy		
Policy Number		
Date Issued		
Policy Location		
Beneficiary		
Insurance Agent		
Phone Number		
Email Address		
Group Employment Coverage	Contact	
RCMP Pensioner's Coverage	Contact	



Other Insurance – House/Property, Vehicle etc.

Issuing Company	
Face Value of Policy	
Policy Number	
Date Issued	
Location of Policy	
Beneficiary	
Insurance Agent	
Phone Number	
E mail Address	

Bank & Investment Accounts

Bank		Branch		Acct #	
		Branch		Acct #	
Mortgage		Branch		Mortg #	
		Branch		Mortg #	
Investment Firm	Acct#	Security Name			
Acct#		Security Name			
Pre-arrangement Payments (debits for utilities etc.)					
Power		Cost		Bank	
Water					
Others					
Location of Property Deed(s)					



Solicitor for Estate	
Name	
Law Firm	
Address	
Contact Numbers	
E mail Address	
Accountant for Estate	
Name	
Accounting Firm	
Address	
Contact Numbers	
Email Address	
Funeral and Burial	
Place of Worship	
Clergy	
Phone	
E mail Address	
Cemetery Plot location	
Plot/Niche Deed	
Location of Service Metals	
Pre-arranged Funeral/Prepaid Funeral	
Agent	
Phone Number	
E mail Address	
Type of casket	
Hymns, Music, Bagpipes, Poetry requested	
Spouse's (name-wife/husband) special instructions	
Children, sons/daughters-in-law special instructions	
Floral arrangements	Yes No



Organ Donations

Are you donating organs to medical science?	Yes		No	
Specific Organ Donation	Yes		To	
	Organ		To	
	Organ		To	

Next of Kin

Name	
Relation	
Address	
Phone	
E mail Address	
Relation	
Address	
Phone	
E mail Address	
Relation	
Address	
Phone	
E mail Address	
Relation	
Address	
Phone	
E mail Address	

Family

Spouse	
Date of Birth	
Address	
Email Address	
Parents - Father	
Date of Birth	
Address	
Email Address	
Parent - Mother	
Date of Birth	
Address	
Email Address	
Children (1)	



Date of Birth	
Address	
Email Address	
Children (2)	
Date of Birth	
Address	
Email Address	
Children (3)	
Date of Birth	
Address	
Email Address	
Children (4)	
Date of Birth	
Address	
Email Address	
Children (5)	
Date of Birth	
Address	
Email Address	
Children (6)	
Date of Birth	
Address	
Email Address	



Income Assessment Form

<i>Income Item</i>	Self	Spouse	Both	You as Survivor	Spouse as Survivor
<i>Canada Pension Plan</i>					
<i>Old Age Security</i>					
<i>Guaranteed Inc. Suppl.</i>					
<i>VAC Disability</i>					
<i>RCMP Pension</i>					
<i>Another Pension Income</i>					
<i>Employment Income</i>					
<i>RRIF</i>					
<i>Annuities</i>					
<i>Other Income</i>					
<i>Other Income</i>					
<i>Total</i>					



Obituary

Newspaper(s)				
Photograph	Yes		No	
Location of Photograph				
Obituary Text				

