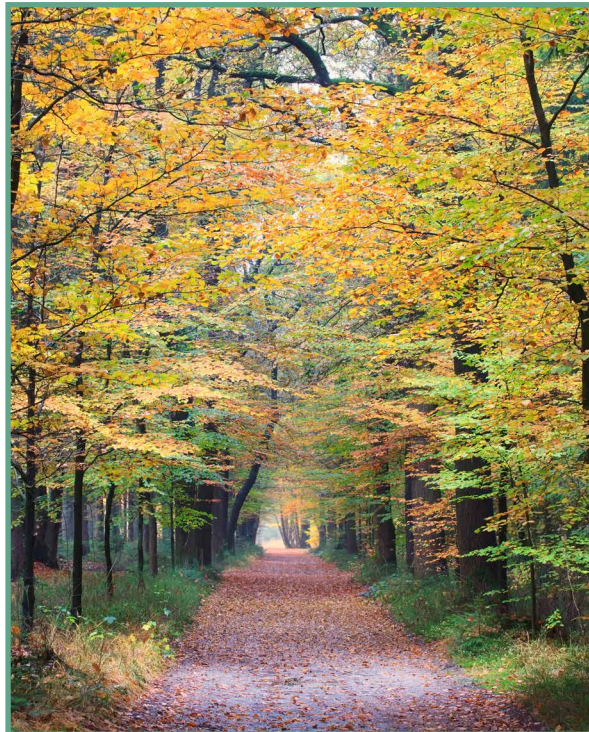




# All in Order

## Resource



## All in Order Resource



The Memorial Society of British Columbia (MSBC) is a non-profit organization formed in 1956. We are a nondenominational, objective source of education and information regarding end-of-life planning.

The *All in Order Resource* is a planning tool and collection place for all your end-of-life instructions and information. It can include documents like your will, advance care planning, and financial matters. You may choose to have a printed copy in your home or may want to collect the files in a folder on your computer that includes the following sections:

- 1) Last Will and Testament
- 2) Power of Attorney
- 3) Representation Agreement
- 4) Advance Care Planning
- 5) Expected/Planned Home Death
- 6) Life Insurance Policy Summary
- 7) List of Financial Holdings
- 8) Memorial Society Funeral Arrangement Form
- 9) Celebration of Life Plan
- 10) People to Contact List
- 11) Copies of Personal Identification

By creating your own *All in Order Resource*, you help ensure that your loved ones have all the information concerning your end of life and death. The resource is also a good conversation piece that can guide you and your loved ones through important end-of-life topics.

Keep a copy of your *All in Order Resource* in the home where it is accessible. You could store an additional copy with your lawyer or notary public, executor, and/or loved ones. Remember to update the resource should you make any changes to your wishes or plans.

# 1. Last Will and Testament

Why do you need a will and an estate plan? It may not be fun to think about, but you won't have a say in important matters unless you document your wishes before you die. What will happen to your business, property, or family heirlooms? Who will take care of your children?

In Canada, if you die without a will, it's called dying "intestate." When that happens, your money, assets and debts are put into an estate and a court-appointed representative closes your financial affairs and distributes your assets according to the rules and regulations of your province.

Here are links to some helpful resources:

- <https://www2.gov.bc.ca/gov/content/family-social-supports/seniors/financial-legal-matters/wills-and-estate-planning>
- <https://www.peopleslawschool.ca/category/wills-estates/>

## Notes:

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## 2. Power of Attorney

A power of attorney gives a third party, usually your attorney, executor, or loved one, the authority to take care of your financial and legal affairs. This could include paying bills, managing investments, or selling real estate on your behalf. It does not allow the third party to make decisions about your personal care or health care.

Here are links to some helpful resources:

- [https://www2.gov.bc.ca/assets/gov/people/seniors/financial-legal-matters/pdf/powersofattorney\\_bc\\_web\\_final.pdf](https://www2.gov.bc.ca/assets/gov/people/seniors/financial-legal-matters/pdf/powersofattorney_bc_web_final.pdf)
- <https://www.lawdepot.ca/law-library/faq/power-of-attorney-faq-canada/>

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### 3. Representation Agreement

A standard Representation Agreement is a document in which you choose a person (called a representative) who can help you make decisions when needed (supported decision-making) or for you if you are unable to do so (substituted decision-making) about health care and personal care matters.

Here are links to some helpful resources:

- <https://www2.gov.bc.ca/gov/content/health/managing-your-health/incapacity-planning>
- [https://bc-cpc.ca/wp-content/uploads/2021/11/RA7-Guide\\_SPREAD.pdf](https://bc-cpc.ca/wp-content/uploads/2021/11/RA7-Guide_SPREAD.pdf)

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## 4. Advance Care Planning

It is important that you have a conversation with your loved ones and health care provider about advance care planning while you are healthy. There may be a time when you cannot decide for yourself. You may be very ill or near death and your loved ones will not know what kind of care you want unless you have told them.

Here are links to some helpful resources:

- <https://alpha.gov.bc.ca/gov/content/family-social-supports/seniors/health-safety/advance-care-planning>
- <https://www.dyingwithdignity.ca/education-and-resources/>

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## 5. Expected/Planned Home Deaths

If you are planning to die at home, then your physician will complete a *Notification of an Expected Death in the Home*. You can share the form with the funeral provider you have selected. The form allows a funeral director to retrieve the deceased from a home without pronouncement of death or calling 911.

Here is a link to a helpful resource:

- <https://www2.gov.bc.ca/gov/content/health/accessing-health-care/home-community-care/care-options-and-cost/end-of-life-care/expected-planned-home-deaths>

Here is also a resource on Medical Assistance in Dying (MAiD):

- <https://www2.gov.bc.ca/gov/content/health/accessing-health-care/home-community-care/care-options-and-cost/end-of-life-care/medical-assistance-in-dying>

### Notes:

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## 6. Life Insurance Policy Summary

Life insurance proceeds are not part of an estate. They go directly to the beneficiary and are the property of the beneficiary. Make a list of any policies and the beneficiaries to help your executor and/or loved ones manage the non-estate finances after your death.

Here is a link to a helpful resource:

- <https://www.canada.ca/en/financial-consumer-agency/services/insurance/life.html>

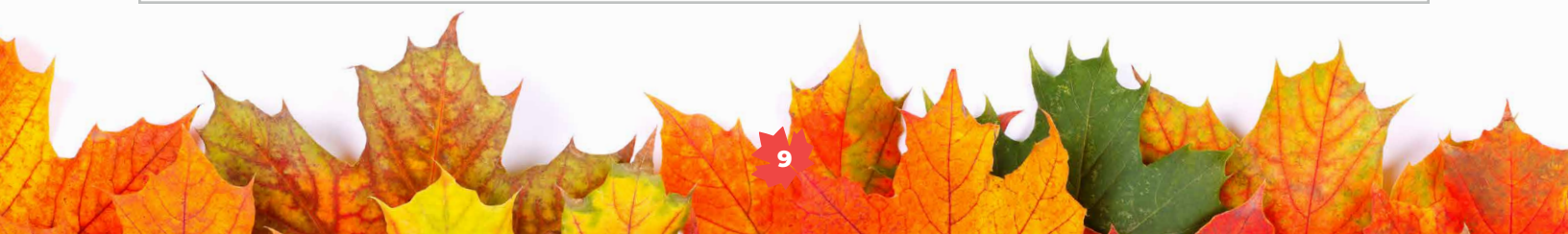
Notes:



## 7. List of Financial Holdings

Make a list of your bank accounts, investments (e.g. RRSPs, TFSAs) and other financial resources. Tracking these down after a death can be stressful and time consuming for your executor, or loved one.

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## 8. Memorial Society Arrangement & Vital Statistics Information

The Memorial Society of BC provides each member with:

- An Arrangement Form to document your wishes (e.g. cremation vs burial), and
- A Vital Statistics Form to store securely information to register your death (e.g. legal name, birth information)

These forms can be found by logging on to your online account with MSBC:

- <https://memorialsocietybc.org/> (You will need an email and password)

The forms are also available on our website and can be emailed to us:

- <https://memorialsocietybc.org/arrangement-form/>

### Notes:



## 9. Celebration of Life Plan

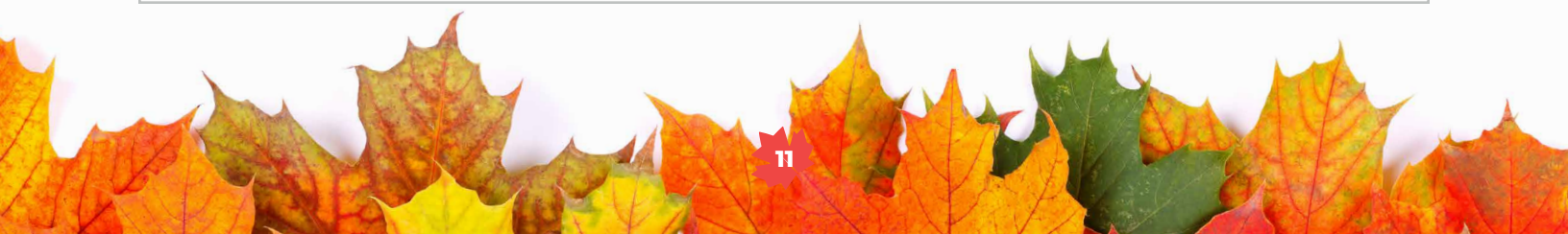
Funerals are rooted in tradition and usually involve a religious service with a reception afterwards. Celebrations of life have become popular in recent years and focus on sharing stories and memories of the deceased in a more casual setting.

While they may appear different, both serve to support the bereaved family and the community with the loss of loved one by gathering together.

Here are links to some helpful resources:

- <http://www.tearsofjoyvideo.com/images/howtoplancol.pdf>
- [https://dying.lovetoknow.com/Ashes\\_Scattering\\_Ceremony](https://dying.lovetoknow.com/Ashes_Scattering_Ceremony)

### Notes:



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## 10. People to Contact List

Sometimes our family does not know about friends, neighbours and colleagues that are important to us.

Consider adding their names and contact information to your 'People to Contact List' so they can be notified of your death. They may appreciate a personal call or email from the family.

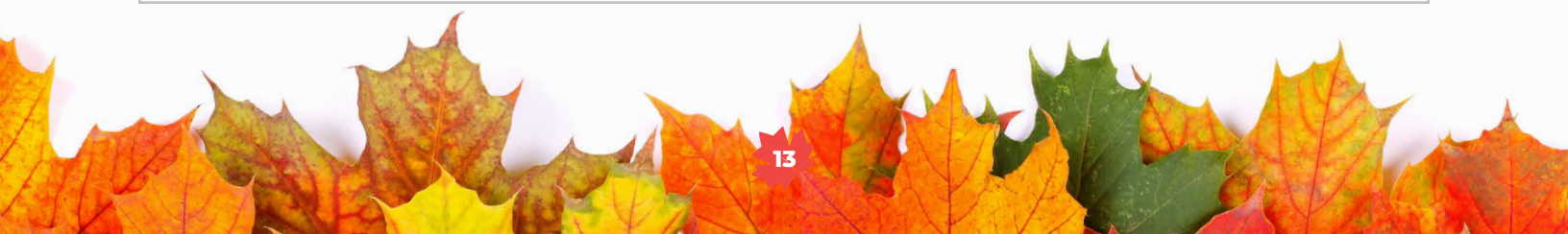
### Notes:



## 11. Copies of Personal Identification

File copies of your passport, driver's license, birth certificate and social insurance number in this section. Your personal identification information may be necessary for settling your affairs.

### Notes:



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## Final Note

Remember to update your *All in Order Resource* when making any changes to your wishes or plans. This will help avoid confusion and ensure your wishes are respected during end of life and after your death.

## Provide Your Feedback

We hope that you found our All in Order Resource informative and useful. We welcome your comments in improving this planning tool.

Please email us at [info@memsoc.org](mailto:info@memsoc.org) with your feedback.



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