

SNMC-1 Funeral Contacts

V5 October 16, 2015

1.1 Introduction

Sickness and Death is very painful and emotional time, and yet it is also a time that may be filled with hope and mercy. Sickness wipes out our sins and bring us closer to God.

If you have a sick friend and relative, please inform SNMC, our team will visit at home or hospital to support you and pray for speedy recovery. We pray to God, the Most Merciful, to have Mercy and Forgiveness during our sickness and give us quick recovery from sickness and integrate us quickly back with the family and the community.

Death is a departure from the life of this world to the eternal life of the hereafter. We also pray, God fills the grave of our departed loved ones with light and He grant him/her haven, eternal peace. SNMC team will be all the way with you in this challenging condition and smoothly handling all steps from hospital until burial and Dua.

1.2 If your friend or relative is sick,

Please call SNMC, 613-869-6259 or Imam Dr Zijad , 613.898.7662 or Dr Emdad, 613-725-5926. SNMC team will visit in home or hospital and make Dua for quick recovery

1.3 If Death occurs at Home:

Please call 911 or call your family doctor for a home visit (for the due process) of issuance of a Medical Certificate of Death (Form 16).

Please fill out (Form 15) Statement of Death. This form can be obtained from SNMC or from City Hall. The body will be transported by an ambulance or by the use of SNMC van to the SNMC Funeral Facility.

1.4 IF DEATH OCCURS IN THE HOSPITAL:

The hospital will complete the due process and issue a Medical Certificate of Death (Form 16). Please fill out (Form 15) Statement of Death. This form can be obtained from SNMC or from City Hall. And the body will remain in the morgue until the other Hospital's formalities are completed.

Please fill forms 15 & 16 to obtain a Burial Permit (form 19) from the city. SNMC team will help. **Only upon issuance of a burial permit by the City**, the hospital will release the body from the Hospital to carry to SNMC masjid or other funeral facility. Also only after getting burial permit, the opening and closing of grave will happen. But a grave lot can be purchased and the cemetery can be notified.

SNMC team will be with you and your family in all stages of funeral process until an Azza/Dua program done after completion of burial.

1.5 Three Forms to be filled as part of Burial process after death

- FORM 15 – Statement of Death To be completed jointly by the family and SNMC Masjid
- FORM 16 – Medical Certificate of Death To be completed and delivered by the hospital/doctor.
- FORM 19 – Burial permit is issued by the city of Ottawa.

1.6 SNMC Final Journey team

Once you contact SNMC funeral coordinators (**SNMC hotline, 613-869-6259**), they will discuss the funeral process with you in details and help you fill out the paper work and make the necessary arrangements until burial is completed and Azza/Dua is done.

Also SNMC will arrange to send a special eNewsLetter to notify your friends and community members to join the Janaza prayer as well as join the burial at the cemetery.

Once the body of the deceased is ready for release from the hospital, the SNMC funeral coordinator and team will do the following:

- Transport the deceased at SNMC Masjid
- Send a Sadness, Janaza and Burial eNewsLetter to 4,000+ community members
- Make arrangements for bathing and shrouding the body (ghusl, Kafan and takfeen,)
- Provide a nice but low cost coffin
- Arrange for Cold storage in case of delayed burial
- Coordinate the funeral (Janaza) prayer
- Make arrangements for the burial, in buying the grave plot, if required, opening and closing the grave
- Transportation of the body to the cemetery
- Arrange for Azza/Dua (at no cost) at SNMC
- Also, if required, arrange for food service (at no cost)
- Also arrange to visit by brothers/sisters to provide comfort at home/hospital

1.7 SNMC Fees and Various Funeral Charges:

At SNMC funeral service costs approximately \$800 for the coffin, kafan, etc.

Burial Permit (City of Ottawa): \$67.50

Cost of a Grave Lot and Opening & closing of grave

Ottawa Muslim Cemetery (a lot for \$1,130), Opening/Closing: \$950

Carp Highland Park Cemetary (by Pinecrest) \$2,150, opening/closing: \$1,190

Barrhavern memorial Garden (Muslim) Cemetery: \$3,500, Opening/Closing: \$1,040

1.8 SNMC Final Journey Contacts

- a) Funeral Hot line: 613-869-6259
- b) Imam Dr Ziyad: 613-898-7662
- c) SNMC Office: 613-440-6300
- d) Br Mumtaz Akhter : 613-261-5651/613-321-0938
- e) Rabiya Moola: 613-404-8664
- f) Faisal Shaikh: 613 808-0958
- g) Mahwish Shaikh 613 795-9683.
- h) Ahmed El-sherbiny: 613-276-1797
- i) Emdad Khan: 613-725-5926
- j) Raheem Syed: 613-884-5412

1.9 Important Funeral Contacts:

1.9.1 Ottawa Muslim Cemetery

Website: <http://muslimcemetery.ca>

Cemetery Location: 1668 Manotick Station Rd Ottawa, ON K4P 1M9

Office Location Suite 216, 467 Laurier Ave. West, Ottawa, ON K1R 5C7 (Buzz #411)

Phone: 613-851-7444 (hot line, 7am -11pm, 7 days, **Fax:** 613-594-2892

A grave can be purchased in advance or after death.

Burials are done any day of the week

Please Call Cemetery and arrange for the purchase of a burial plot and opening and closing of the grave. An appointment will be set to meet to sign the required documents and make payment. The Cemetery will require the burial permit (form 19) issued by City of Ottawa before the grave can be opened.

1.9.2 Ottawa City Hall 110 Laurier Avenue West

(to get Burial Permit)

<http://ottawa.ca/en/residents/laws-licenses-and-permits/birth-marriage-and-death/registering-death>

Registering a death: A death registration is a permanent, legal record of death. A funeral director (SNMC) or family member is authorized to complete the **Statement of Death** (form 15), needed before hospital will release the body.

A physician or coroner present at the time of death will complete the **Medical Certificate of Death** (form 16), which details about the cause of death.

Both forms 15 and 16 required to get from the city a Burial Permit by submitting to the local registrar at one of Ottawa City's client service centers.

The fee to register a death in the City of Ottawa is \$67.50. All death registration fees will be billed monthly, with no opportunity to pay directly.

1.9.2.1 Ottawa City Client service centres by Calling 311

Office Hours: Monday to Friday 8.30am -4.30pm

a) City Hall: 110 Laurier Avenue West, Ottawa, Ontario, K1P 1J1

b) East Orléans Client Service Centre 255 Centrum Blvd. Orléans, ON K1E 3V8

c) West / south: Ben Franklin Centre 101 Centrepointe Dr., Nepean, ON, K2G 5K7

d) West: Kanata Client Service Centre 580 Terry Fox Drive, Kanata, ON, K2L 4C2 Monday to

e) **After-hours Service for Burial permit**

The immediate and emergency issuance of a burial permit may be obtained after-hours through the 3-1-1 Contact Centre located at Ottawa City Hall, 110 Laurier Avenue West,

f) **Special circumstances: Body go out of Ontario or Death out of Ontario**

- If a death occurred in Ontario but the burial or disposition of remains is to take place outside the province, you must still obtain an Ontario burial permit.
- If a death occurred outside Ontario but the burial or disposition of remains is to take place within Ontario, you must obtain a permit from the appropriate jurisdiction for burial, transit or removal.

1.9.3 Capital Funeral Home and Cemetery

<http://www.capitalmemorial.ca/>

3700 Prince of Wales Dr, Ottawa 9 Nepean), On K2C 3H1,
Funeral Home: 613-692-1211, Cemetery: 613-692-3588

1.9.4 Pinecrest Remembrance Services Ltd.

www.pinecrest-remembrance.com/

2500 Baseline Rd, Ottawa, ON K2C 3H9, (613) 829-3600

Pinecrest cemetery runs the Highland Park Cemetery (Muslim section) at 2037 McGee Side Road in Carp

1.9.5 Beechwood Cemetery

www.beechwoodcemetery.com/

280 Beechwood Ave, Ottawa, ON K1M 8E2, (613) 741-9530

1.9.6 Jami Omar, Ottawa West

Jami Omer: Funeral Hotline: 613-864-6511

<http://www.jamiomar.org/funeral.htm>

1.9.7 Bilal Masjid, Ottawa East, Orleans

Funeral contact **613-261-5651 /613-700-1554/ 613-299-1733**

1.9.8 Ottawa Masjid: Down Town

Funeral Contact: 613-820-4379 / 613-858-2729/ 613-730-9849