

## **Funeral & Burial Arrangements Procedure**

All Praise is for Allah and Peace and Blessings be on the Messenger of Allah  
As part of our commitment to strengthen ECMANCR and its members, we compiled the following information from various reliable sources to provide basic information regarding the processes to be followed at the time of death of a family member. ECMANCR funeral and cemetery committee believe that sharing this information to our members is beneficial to help them know ahead of time and be prepared for the inevitable.

Our members brother Mohammed Woyessa and brother Ahmed Rashid have volunteered to organize the community and help the family at the time of death of our members. They can be reached at:

**Brother Mohammed Woyessa;** (613)400-6758

**Brother Ahmed Rashid;** (613)700-5303

### **Note:**

The families of deceased ECMANCR members are required to obtain an official letter to arrange funeral services and cemetery plots designated at the Ottawa Muslim Cemetery.

This letter can be obtained from the Chairperson of ECMANCR Board of Directors. Our current Chairman of ECMANCR Board of Director is

**Brother Bahir Kamal;** (613) 883-0910

When a death occurs at home, follow these procedures:

**In the case of an unexpected death** call 911

And wait for the authorities, call your local mosque

No further action needs to be taken.

### **In case of an expected death**

- Call the family doctor or home care nurse. If they are unavailable call 911. After that call your local mosque to make an arrangement for the funeral
- a. We recommend closing the eyes of the deceased immediately using a warm cloth

- b. We recommend Binding the lower jaw to the head by wrapping a scarf around the face and tying it up to ensure that the jaw does not hang.
- c. There can be an attempt to straighten the limbs, however, be sure not to use a forceful manner.
- d. The deceased should be covered entirely with a clean Sheet.

**Funeral services offered by Ottawa Mosques include:**

- Assistance in obtaining all necessary documents for release and burial of the body
- Transportation of the body to the mosque, as well as to the cemetery
- Tahseel (washing of the body)
- Takfeen (preparing of the body)
- Low cost coffin (at cost price)
- Cold storage in case of delayed burial
- Kafan and all necessary required articles
- Janazah

**Note:**

**The following costs are covered by ECMANCR.**

**A. Mosque Funeral Service costs \$1,500**

**B. The Ottawa Muslim Cemetery charges:**

**\$1,850 for opening and closing of the grave.**

**\$30 for The [Bereavement Authority of Ontario \(BAO\)](#) registration fee.**

**C. The cost of an adult burial Plot is \$2,000 plus tax at the Ottawa Muslim Cemetery.**

**D. INFANT (Birth to 2 yrs.): \$600**

**E. FETUS (including stillbirth): \$450**

## The following Mosques are available in

### Ottawa

#### **1. Ottawa Main Mosque – Ottawa Muslim Association**

**Address:** 251 Northwestern Ave., Ottawa, ON K1Y 0M1

**E-Mail Address:** oma@ottawamosque.ca

**Office Phone:** 613-722-8763, ext. 21

**Office Hours:** 8:00 a.m.– 4:00 p.m.

**Mr. Abderrasheid Hussein** 613-858-2729

**Mrs. Aziza Ghadie** 613-730-9849

**Mrs. Naeem Malik** 613-820-4379

**Note:** ECMANCR are only dealing with the Ottawa Muslim Association and Ottawa Muslim Cemetery.

#### **2. JAMI OMAR - Jamiatul Muslemeen of Ottawa-Carleton**

**Address:** 572 Moodie Drive, Ottawa, Ontario, K2H 6P6, Canada

**Phone:** 613-828-4495

**Email:** jamiomar@jamiomar.org

**Funeral HotLine Ph:** 613-864-6511

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

Contact the Jami Omar office or the following funeral volunteer after hours for more information and assistance:

**Ashraf Choudhary**

- 613-864-6511 (Cell)
- 613-828-4495 (Mosque)
- 613-726-6511 (Home)

#### **3. Masjid Bilal (The Islamic Society of Cumberland)**

**Address:** 4509 Innes Road Orleans, Ontario, K4A 3J7

**Phone:** 613-841-0786

**Fax:** 613-841-0796

**Email:** masjidbilal.isc@gmail.com

**Web:** <http://www.masjidbilal.org/Funerals.htm>

When a family requires funeral services they may contact the following;

Br. Mumtaz Akhter (Primary Funeral Coordinator): 613-261-5651

Br. Hafiz Hamza (Funeral Coordinator): 613-255-4057

Br. Saeed Omar (Funeral Assistant): 613-299-1733

Muslim Cemetery contact information: (613) 851-7444

**Cemetery Location: 1688 Manotick Station Rd, Ottawa**

## **The Mosque requires the following information for Death certificate:**

- Full name of the deceased -----
- Date of Death -----
- His/her Date of Birth -----
- City/ Province where the deceased was born -----  
(If its outside of Canada state the country) -----
  
- Relationship Status ( Single, Married, Divorce)
- Full Name of Partner -----
- Address where the deceased resided in -----
- His/her occupation -----
- His/her age at the time of death -----
- Place of death (Address where the deceased died) -----
- Mothers Full name -----
- Fathers full name -----
- City Or Province where Parents were born (If its outside of Canada  
state the country) -----

**Once you contact one of the Mosque funeral volunteers or the Mosque office staff,** they will discuss the process with you in detail and help you fill out the paperwork and make the necessary arrangements.

Trust the volunteers to help you so you can focus on comforting the family and attending to your visitors. Although the Mosque funeral volunteers will help you every step of the way, we encourage family members to familiarize themselves with the process.

**The following procedures are applicable if you don't require Mosque funeral services.**

**1. If death occurs at home:**

Call your family doctor (or the last doctor the patient had seen) for a home visit (for the due process) and issuance of a Medical Certificate of Death (Form 16) or call 911 and the body will be transported by an ambulance to the Hospital where after the due a Medical Certificate of Death (Form 16) will be issued and the body will remain in the Morgue until the other formalities are completed.

**2. If death occurs in the Hospital:**

Hospital will complete the due process and issue a Medical Certificate of Death (Form 16) and the body will remain in the Morgue until the other formalities are completed.

**3. Obtain a Statement of Death (Form 15) from the Mosque or from City hall.**

**4. Contact Cemetery and arrange for the burial and opening and closing of the grave:** An appointment will be set to meet to sign the required documents and make payment.

**5. The Cemetery will require the burial permit issued by the City of Ottawa before the grave can be opened.**

Bring both forms (Form 15, Statement of Death & Form 16, Medical Certificate of Death) to obtain a Death Registration, also called a Burial Permit from Ottawa City Hall.

(24 hour service is provided at 10 Laurier Avenue West, Ottawa, Ontario, K1P 1J1, telephone # 580-2400 – After office hours, one has to inform the security guard (main door) that you are here for a burial-permit and you will be escorted to a City official)

**OR one of the satellite offices,**

3 of which are listed below, between 8.30 a.m. to 4.30 p.m., Monday to Friday (after hours, weekends and holidays go to the City Hall address above).

a) Orléans Client Service Centre, 255 Centrum Blvd., Suite 11, Orléans

b) Ben Franklin Place Client Service Centre, 101 Centerpoint Dr., Nepean

c) Kanata Client Service Centre, 580 Terry Fox Dr., Kanata.

The City will immediately issue a burial-permit upon submission of the fee and both forms (Form 15 & 16).

**The fee to register a death in the City of Ottawa is \$64.**

Please make a few copies of these important documents.

**Only upon issuance of a burial permit by the City,** the hospital will release the body from the Hospital.

**PLEASE NOTE:** The cemetery will only open the grave upon issuance of a burial-permit by the City (exception being a fetus, in this case a burial permit may not be issued).

The family will be required to bring two pieces of ID, Health Card and SIN number for the deceased, and fill out required forms.

**Financial Assistance for Cremation and Burials**

- Financial assistance is available for cremation and burial costs for:
- **Individuals who were in receipt of social assistance at the time of their death;**

- Low-income residents who were receiving, or would have been eligible to receive, assistance under the City's Essential Health and Social Supports program (EHSS).
  - **Family members must apply for financial assistance prior to signing a contract with a funeral home.**
  - An application for financial assistance can be made by calling 3-1-1 between the hours of 8:45 am and 4:00 pm:
  - Select **1 for service in English** or 2 for service in French
  - **Select 4 for Social Services**
  - TTY Line 1-800-855-0511
  - Staff (from the Social Services Center) will review the circumstances of the deceased to determine if assistance with Cremation and/ or burial costs is possible.
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- **City of Ottawa Social Disability**
  - **Stivan (613) 580-2424 Ext 24737;**