

# CHECK-LIST

Better prepare YOUR RELATIVES  
for an absence

## INSURANCE

HEALTH CARE, MEDICATION AND DENTAL CARE

Canada Life

[canadalife.com/pshcp](http://canadalife.com/pshcp)

1 855 415-4414

- Create a family account to make claims.
- Have access codes for the online account.
- Complete the letter of authorization to allow your spouse to act on your behalf.
- Know the terms and conditions of insurance coverage.

## EMERGENCIES

- Have an emergency list (Poison Control Centre, Info-santé, medical clinic, etc.).
- Identify people to contact in case of emergency.
- Activate emergency contacts in your cell phone.
- Have contact information for specialists (doctor, dentist, pediatrician, etc.).
- Have your children health insurance card.
- Have a passport or birth certificate issued after 1994, allowing you to obtain an emergency passport.
- Leave a spare set of keys with someone you trust (vehicle, home, etc.).

# VEHICLE

- Activate your SAAQclic account (license, registration, storage, etc.).
- Have registration and insurance certificates for all vehicles.
- Know your insurance terms and conditions (contact details, coverage, procedures, etc.).
- Add relatives to the list of authorized persons on the insurance file.
- Store your vehicles (car, motorcycle, boat, etc.).
- Plan specific vehicle maintenance (tires, oil, warranty, etc.).
- Know garage contact details.
- Know emergency contacts in case of breakdown, (CAA, towing company, etc.).
- Plan alternative means of transportation (cab, colleagues, friends, etc.).

# HOME

- Know the insurance terms and conditions (contact details, coverage, procedures, etc.).
- Add family members to the list of authorized persons in the insurance file.
- Make a list of emergency contact.
- Locate main water inlet and electrical panel.
- Identify seasonal maintenance needs (carport, pool, snow removal, lawn mowing, etc.).
- Have access to appliances warranties.
- Identify a trustworthy person to look after your property if it is left vacant (insurance condition).

# FINANCES

- Update budget.
- Budget for hiring outside suppliers (seasonal maintenance, caterer, babysitter, etc.).
- Identify ways to make payments (scheduled, pre-authorized, online invoices, etc.).
- Set aside an emergency fund for unforeseen circumstances.
- Check the due date of your mortgage or rent.
- Check the accessibility of bank accounts and loan details.
- Identify which investments and RRSPs are due to mature.
- Anticipate when taxes will need to be filed (possible deferral for military personnel).
- Make an appointment with SISIP for your budget and insurance.

# LEGAL ISSUES

- Contact a notary for advice based on your personal situation.
- Have an up-to-date will for the member and spouse.
- Have a mandate in case of incapacity for the member and spouse.
- Have access to notarized or olographic documents.
- Verify the clauses and beneficiaries of your life and disability insurance.

# MILITARY MEMBER

- Have the member's contact details to send parcels and to reach him in case of emergency: full name, rank, service number, unit, section and mission name.
- Know the rules, procedures and drop-off points for parcels.

# FAMILY

- Be aware of the resources available to support you (VMFRC, chaplains, neighbours, relatives, friends, etc.).
- Have your children's legal forms on hand (English school waiver, travel authorization, etc.).
- Update your emergency childcare plan (person other than spouse).
- Plan a time to discuss the departure with the children and involve them in the preparations.
- Be informed about the possible reactions and emotions that your loved ones may experience.
- Familiarise yourself with the deployment emotional cycle and documentation.
- Plan ways to stay in touch (parcels, recorded messages, birthday presents, Internet, e-mails, etc.).
- Plan a special time with the children before you leave.
- Plan some time for your couple before departure, without the children.
- Discuss in advance the departure, visits from relatives, the holidays, and the return.

## MEMBER'S CONTACT DETAILS

Rank:

First and last name:

Service number:

Unit:

Section:

Mission:

Special thanks to the Volunteer Committee  
who worked on the creation of the Check-list

Additional documents available at the Valcartier MFRC:

- [The Toolbox](#) (0-5 years old)
- [The Passport](#) for parents of children 6-12 years old
- [The Waypoint](#) for the parents of teens experiencing an absence
- [Guide for spouses](#) experiencing an absence
- [Guide to sharing chores](#)
- [Guide for military parents](#) experiencing an absence

# PLEASE NOTE

The checklist is intended for both the member and family members, so everyone should be familiar with it.

The masculine form used in this document refers to both men and women.

**Spouse:** person staying in Canada

**Member:** person leaving on a mission

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