



City of
**Campbell
River**

CEMETERY MANAGEMENT

BYLAW NO. 3733, 2019

Consolidated Version

BYLAWS



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Cemetery Management Bylaw

No. 3733, 2019

Revised: November 9, 2023

**Consolidated for Convenience Purposes
to include Bylaws 3733, 3852, 3935, 4007**

ADOPTED September 9, 2019

PURPOSE

This is a Bylaw to provide for the regulation, management, operation and maintenance of the City of Campbell River municipal cemeteries.

CONTENTS

PART 1: Title	5
PART 2: Definitions	5
PART 3: Interpretation.....	11
PART 4: Purpose and Application of Bylaw	11
PART 5: General Provisions & Regulations.....	13
PART 6: Interment Rights	17
PART 7: Transfers, Reclamation & Special Provisions.....	19
PART 8: Interment, Disinterment & Exhumation	21
PART 9: Green Burial	27
PART 10: Memorials	32
PART 11: Cemetery Administration	35
PART 12: Cemetery Fees	36
PART 13: Cemetery Care Fund.....	37
PART 14: Penalty For Infractions	37
PART 15: Commencement of Transitional Provisions	37
PART 16: Repeal	38
SCHEDULE "A" Interment Specifications.....	39
Section 1: Lot Sizes	39
Section 2: Interment	39
Section 3: Permitted Interments.....	40
Section 4: Memorials.....	41
SCHEDULE "B" Memorial Specifications.....	42
Section 1: General Rules	42
Section 2: Memorial Specifications	43
Section 3: Lot Types and Permitted Memorials	46
SCHEDULE "C" Cemetery Fees.....	49

The Council of the City of Campbell River enacts as follows:

PART 1: Title

This bylaw may be cited for all purposes as **Cemetery Management Bylaw No. 3733, 2019** (Herein the “Bylaw”).

PART 2: Definitions

2.1 In this bylaw terms defined in the “*Cremation, Interment, and Funeral Services Act*” and the “*Business Practices and Consumer Protection Authority Act*” and all regulations made thereto, as amended, revised, consolidated or replaced from time to time shall have the meaning ascribed to them unless expressly defined otherwise in this Bylaw.

2.2 In this Bylaw unless context otherwise requires:

Applicant	means an individual who has made petition to the City for a right of interment, an interment or for a memorial permit;
At-need	means at the time of death or after a death has occurred;
Burial	means the in-ground interment of human remains or cremated remains in a lot;
Burial Container	means a container to enclose human remains for interment that: (a) has a rigid base and is of sufficient strength to contain and move human remains; (b) is capable of being closed so that the public is not able to see the human remains; (c) is constructed so that it does not leak or otherwise cause a hazard to any person’s health, but; (d) does not include a grave liner, burial vault or an urn;
Burial Permit	means a legal document issued in the Province of B.C. acknowledging the registration of a death with the Vital Statistics Agency of B.C. and required for a burial of human remains in the Province of B.C.;
Care Fund	means a fund for the care and maintenance of a place of interment established, held and administered in accordance with the <i>CIFSA</i> for the purpose of funding the maintenance and care of a Cemetery;
Cemetery	Means land owned by the City that is set apart or used, now or at some date in the future, as a place of interment of human remains or cremated remains and includes any incidental or ancillary buildings of the land;
Child	means an individual between the ages of two (s) and twelve (as) years of age;
CIFSA	means the <i>Cremation, Interment and Funeral Services Act, S.B.C. 2004, C.35</i> administered by the Consumer Protection Authority of B.C., as amended or repealed from time to time and all regulations made thereunder;

City	means the City of Campbell River and together or separately may also mean the Mayor and Council of the City, a department of the City, a person or persons employed by the City, or a person or persons appointed by the City to perform work directly related to the development, management, operation, provision of service in and maintenance of a City cemetery;
City Cemetery	means the “ <i>Elk Falls Cemetery</i> ” or the “ <i>Campbell River Cemetery</i> ” or a combination thereof or any other cemetery that may be developed or acquired by the City at a date in the future;
CPABC	means the Business Practices and Consumer Protection authority of B.C. established under the <i>Business Practices and Consumer Protection Authority Act (BPCPA)</i> , S.B.C. 2004, C3 as amended or repealed;
Council	means the elected Mayor and Council of the City of Campbell River
Cremated Remains	means the human bone fragments left after cremation and that may also include the residue of other materials cremated with the human remains;
Deceased	means an individual who has died;
Disinterment	means the removal of human remains or cremated remains from a lot in which the remains are interred and the container or any of the remaining container holding the remains for the purpose of permanent relocation;
Exhumation	means the exposure of interred human remains for the purposes of viewing or examination and further where such viewing or examination may occur in the lot where the remains are interred or the remains are removed from the lot where they are interred and where the exhumed remains shall be re-interred into the same lot after the viewing or examination has been completed;
Family Member	means a parent or stepparent, a grandparent or step grandparent, a sibling (natural, adopted or step), a spouse, as child (natural, adopted or step) or a grandchild (natural, adopted or step);
Fee	means the fees prescribed, and as from time to time, may be amended or repealed and replaced, in ‘ <i>Schedule C: Cemetery Fees</i> ’ which forms a part of this Bylaw;
Former Resident	means an individual who: <ul style="list-style-type: none"> (a) was the owner, as defined in the ‘<i>Local Government Act</i>’ of real property in the City, for a continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes an application for a right of interment or an interment in a City cemetery, or; (b) was a resident of the City for a continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes an application of a right of interment or an interment in a City cemetery, and;

	(c) where the <i>'former resident'</i> status referred to under paragraphs (a) and (b) can be verified in a manner prescribed by the City;
Funeral Director	means an individual licensed by the CPABC who, in the course of business, does any of the following: <ul style="list-style-type: none"> (a) negotiates or enters into funeral contracts; (b) arranges, conducts or directs bereavement rites and ceremonies; (c) arranges for the interment or cremation of human remains; (d) transfers human remains or directs or supervises the transfer of human remains; (e) cares for or prepares human remains prior to disposition, other than the disinfecting, preservation or restoration of human remains;
Funeral Service Provider	means a person who carries on a business licensed by the CPABC of providing funeral services;
Grave	means one type of lot, an excavated space in the cemetery designed, used or intended to be used for the in-ground interment of human remains or cremated remains;
Grave Liner	means a receptacle, constructed of a durable material, that may or may not have a bottom, into which a burial container holding human remains or an urn holding cremated remains is placed to provide reinforcement of a lot as part of an interment;
Green Burial	means a natural form of interment where such interment satisfies specific criteria set out in this Bylaw for green burial;
Holiday	means any of the following days; New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any day or part of a day as may be proclaimed from time to time as a holiday to be observed by the City;
Human Remains	means a dead human body in any stage of decomposition, or a body of a stillborn infant in any stage of decomposition, but does not include cremated remains;
Infant	means an individual less than two (2) years of age;
Interment	means disposition by: <ul style="list-style-type: none"> (a) burial of human remains or cremated remains (b) entombment of human remains; (c) inurnment of cremated remains
Interment Right	means a right of use granted in perpetuity and acquired through purchase, inheritance or permitted transfer, for, <ul style="list-style-type: none"> (a) the interment of human remains or cremated remains in a lot at a City cemetery, and;

	(b) the installation of a memorial on a lot at a City cemetery, and;
	(c) issued in accordance and in full compliance with the Bylaw of a City cemetery;
Interment Rights Certificate	means a document, set out in a form prescribed by the City, that describes a right of interment and the terms and conditions that govern the right of interment for a lot in a City cemetery;
Rights Holder	means a person who, or a corporation or an organization that, <ul style="list-style-type: none"> (a) has purchased a right of interment for a lot registered in the records of the cemetery to be held in their name, or; (b) has a right of interment registered in their name but is not the original purchaser of the right of interment, or; (c) is the legal representative of a deceased individual who has a right of interment held in the deceased's name, or; (d) is an individual who has, in compliance with the bylaws of the cemetery, had a right of interment transferred to be held in their name, or; (e) is an individual who is an heir or successor of a deceased interment rights holder and, by demonstration of a right of legal succession, may be entitled to inherit a deceased rights holder's right of interment;
Interment Authorization	means a document, set out in a form prescribed by the City, that is completed and signed at-need by the individual having the legal authority to authorize the interment of human remains or cremated remains of a deceased person;
Interment Process	means the excavation and preparation of a lot for an interment and the closing of a lot after the interment of human remains or cremated remains has been made in a lot;
Inurnment	means one form or interment, the burial of cremated remains in a lot;
Legal Representative	means a person who, or an agency that, by order of priority set out in <i>Section 5</i> of the <i>CIFSA</i> , has the right to control the disposition of the human remains or cremated remains of a deceased person;
Lot	means a designated space in the cemetery as set out in a right of interment to be used or intended to be used for; <ul style="list-style-type: none"> (a) the interment of human remains or cremated remains under a right of interment; (b) the installation of a memorial to identify a lot or memorialize a deceased person or stillborn child, and;

	(c) includes but is not limited to a grave, crypt, niche or plot;
Mayor	means the elected Mayor or Deputy Mayor of the City;
Medical Health Officer	means a person appointed from time to time under the <i>Health Act, RSBC 1996 c. 179</i> as amended or replaced from time to time to act as Medical Health Officer for the City;
Memorial	means a product or structure used or intended to be used to identify a lot or to memorialize a deceased person, including but not limited to; <ul style="list-style-type: none"> (a) a flat marker, pillow marker, upright monument, tombstone, plaque or other marker on a lot or; (b) other product as may be approved for memorialization at a City cemetery;
Memorial Dealer	means a person who or business that offers for sale or sells to or installs memorials for the public;
Memorialization	means the process related to the selection, installation or placement of a memorial in remembrance of a deceased person at a lot or a memorial space and may include the purchase of a memorial;
Non-resident	means an individual who does not satisfy the definition of a ‘resident’ or a ‘former resident’ set out in this Bylaw;
Pre-need	means any period of time prior to death;
Purchase Contract	means a contract in a form prescribed by the City and as prescribed by Business Practices and Consumer Protection Act and Regulation that sets out details relating to; <ul style="list-style-type: none"> (a) the purchase of a right of interment for a lot in a City cemetery, or; (b) the purchase of an interment service and the provision and delivery of other cemetery goods and services needed to complete an interment in a City cemetery, or; (c) the purchase of a memorial or a memorial installation and the provision and delivery of other cemetery goods and services needed complete a memorial installation in a City cemetery;
Resident	means an individual who; <ul style="list-style-type: none"> (a) is an owner, as defined in the “<i>Local Government Act (RSBC 2015) C.1</i>”, of real property within the City, or; (b) is an individual who, at the time of their death, is a resident of the City and who has been a resident of the City for not less than six (6) continuous months immediately prior to their death, and; (c) where the ‘resident’ status referred to under paragraphs (a) and (b) can be verified in a manner prescribed by the City;

Section	means an area of the cemetery designated, in a form prescribed by the City, for the in-ground disposition of human remains or cremated remains;
Trustees	means the Mayor and Council of the City of Campbell River acting as the board of trustees for the City’s cemeteries;
Urn	means a container used or intended to be used for the containment of cremated remains;
Veteran	means an individual who is fully qualified (Military Occupation Class, MOC) and serving or who has honourably served, one-year minimum, in the Armed Forces of Canada, the Commonwealth or its wartime allies or an individual who served in the Merchant Navy or Ferry Command during wartime;
Without Prior Notice	means that for maintenance and operational actions deemed necessary by the City there is no obligation of the City to make or provide, in any form or manner, advance notice of said action occurring to an interment rights holder, the legal representative of a deceased or their heirs or successors;
Working Day	means every day of a year that is not a Saturday, a Sunday or a holiday as defined in this Bylaw or as may be observed by the City.

PART 3: Interpretation

- 3.1** Any legislation referred to in this Bylaw is a reference to an enactment of British Columbia or Canada, as the case may be, and regulations made thereto, as amended, revised, consolidated or replaced from time to time, and; any bylaw referred to is a reference to an enactment of the Council of the City of Campbell River, as amended, revised, consolidated or replaced from time to time.
- 3.2** The headings given to any section, subsection, paragraph, clause, phrase or word in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and will not be used in the interpretation of this Bylaw.
- 3.3** The use of a metric or imperial measurement included in any section, subsection, paragraph, clause, phrase or word in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and will not be use in the interpretation of this Bylaw.
- 3.4** The use of a word signifying the masculine shall include the feminine and the use of a word signifying the plural shall include the singular and such references are for convenience of reference only. They do not form part of the Bylaw and will not be used in the interpretation of this Bylaw.
- 3.5** If any section, subsection, paragraph, clause, phrase or word within this bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

Amd Mar/26, Bylaw 4007

- 3.6** The Schedules listed here and as attached form a part of this Bylaw:
- a) Schedule A: Interment Specifications
 - b) Schedule B: Memorial Specifications

PART 4: Purpose & Application of Bylaw

- 4.1** The following described real properties are set aside, held, laid out, developed, improved, used and maintained, as City cemeteries and are dedicated for that use, and shall continue to be used, operated, and maintained for that purpose and shall not be used for any other purpose;
- a) Elk Falls Cemetery legally described as being: Lot 692, Sayward City, deposited under Land Title Office No. P112304 (Crown Grant No. 4775/1218), and:
 - (i) also described as being located at the Civic Address: 6400 Gold River Highway (Hwy 28), Campbell River, B.C., and;
 - b) Campbell River Cemetery legally described as: Lot A, City Lot 54, Sayward City, Plan 3884, and:
 - (i) the North One Hundred and Sixty-Two and Four Tenths (162.4) feet of the Ears Two Hundred and Sixty-One and Four Tenths (261.4) feet of Lot A of City

Lot 54, Sayward City, Plan 3551, containing Ninety-Six Hundredths (0.96) of an acre as shown coloured red on Plan deposited under 93814-1, and;

(ii) that Part of City Lot 132, Sayward City, Plan 2309, described as follows: Commencing at the North East Corner of said Lot 13, thence Southerly along the Easterly boundary of said Lot 13, a distance of One Hundred and Ninety (190) feet; thence Westerly and parallel to the Northerly boundary of said Lot 13 a distance of Four Hundred and Sixty (460) feet; thence Northerly and parallel to the said Easterly boundary to an intersection with the said Northerly boundary; thence Easterly along the said Northerly boundary to the point of commencement. To which parcel the Registrar hereby assigns the distinguishing letter "A"; and;

(iii) also described as being located at the Civic Address: 3200 Island Highway (Hwy 19), Campbell River, B.C. other form of categorization, and are established more specifically to provide;

4.2 City cemeteries are acquired, established and laid out for the purpose of making interment, memorialization, bereavement rites and ceremonies and incidental memorial goods available to all persons, irrespective of race, faith, orientation or any:

a) suitable in-ground space for the interment of human remains and cremated human remains, and;

b) such additional features, facilities, services and goods as may be approved from time to time by the City that may ordinarily arise from the provision of interment, memorialization or bereavement rites or ceremonies at a City cemetery.

4.3 The development, administration, operation and maintenance of every City cemetery and the provision of services therein and the application and administration of the Bylaw and the establishment of fees and charges for every City cemetery shall be conducted in accordance with all applicable legislation of British Columbia or Canada, as the case may be, and regulations made thereto, as amended, revised, consolidate or replaced from time to time.

4.4 The City shall have the full and complete control and management over the land, buildings, plantings, roads, utilities, books and records of the City's cemeteries and shall have the authority to amend, establish, administer and enforce the Bylaw established for a City cemetery.

4.5 The City shall have the right to manage, maintain or alter the interment areas, sections memorials, roads and pathways, buildings, services infrastructure, change or remove plantings, grade, alter in shape or size, or otherwise to change all or any part of a City cemetery as they deem necessary or appropriate and subject only to compliance with any applicable requirement of the *CIFSA*.

4.6 The City shall establish and maintain Schedules that shall form a part of the "*Cemetery Management Bylaw*" setting out the interment specifications, memorial specifications and fees that shall apply to all City cemeteries.

4.7 The City shall have the authority to sell interment rights for any number lots of their choosing

under such terms and conditions, as they deem appropriate for the conduct of the business of the Cemetery.

- 4.8 The City shall have the authority to designate, on a limited basis, contiguous groups of lots or an entire section within a Cemetery for the exclusive use of a faith, organization or other group under such terms and conditions as they deem appropriate for the conduct of the business of the Cemetery
- 4.9 The City shall have the authority to establish a client service program or enter into a client service agency agreement, an interment service agreement, a maintenance and operations agreement or other such agreements with an individual, business or other organization of their choosing and under such terms and conditions as they may deem appropriate for the conduct of the business of the Cemetery.
- 4.10 The City shall have the authority, at its cost and in a timely manner, to correct any error that may be made by it in making an interment, disinterment or in the description of a lot or the transfer or conveyance of a right of interment and grant in lieu thereof, a right of interment or a lot of equal value and location so far as is reasonably possible. In the instance of an error that may involve the interment or disinterment of human remains the City shall correct the error in compliance with and under such terms as may be set out in the *CIFSA*.
- 4.11 Subject to the authority of Council, the General Manager of Assets and Operations or their designate shall, in an emergent or extraordinary circumstance, have the authority to waive the application or enforcement of this Bylaw where such action shall not contravene or violate any article or clause of the *CIFSA* or the *BPCP*.

PART 5: General Provisions & Regulations

- 5.1 The days and hours of operation of the City cemeteries and the Cemetery office shall, for the following purpose, be;
 - a) **Cemetery Visiting:** every day of the year from 7:00 am to one hour after sunset on the same day, and;
 - b) **Interment Services:** may, upon satisfying such terms and conditions established further in the Bylaw, occur on any day of the week at a time arranged with and set by the City, and;
 - c) **Cemetery Office:** located at the Dogwood Operations Centre, 385 S. Dogwood Street, open Monday through Friday, from 8:30 to 4:30 p.m. and closed on weekends and holidays observed by the City.
- 5.2 No person shall be in a City cemetery between one hour after sunset and 7:00 a.m. the following morning, without the express permission of the City.
- 5.3 The City shall have the authority to suspend or cancel interment services at, and limit or prohibit public access to part or all of a City cemetery when severe weather, road or grounds conditions or other emergent circumstance may warrant or pose a hazard to the public, City personnel or make the movement and operation of vehicles or equipment unsafe.

- 5.4** Floral tributes may be placed at a City cemetery in accordance with the following schedule;
- a) on the day of an interment and for a period of seven (7) days following an interment, any type of floral tribute is permitted, and;
 - b) from April 1 to October 31, only fresh cut flowers may be placed on a lot. Potted plants, wreaths and artificial floral tributes of any type are prohibited during this period, and;
 - c) from November 1 to March 31, in addition to fresh cut flowers, potted plants, wreaths, artificial floral and seasonal floral tributes may be placed on a lot, and;
 - d) potted plants, wreaths, artificial floral tributes and seasonal floral tributes placed between November 1 to March 31 will, without prior notice, be removed when the first grounds clean-up is carried out in the spring and;
 - e) flowers may be laid on the surface of a grave or may be placed into a flower container, of a size and type approved and installed flush to the ground level of the lot by City, and;
 - f) the City shall have the right, without prior notice, to remove or order removed any floral tribute that is determined to be deteriorated, withered, is otherwise unsightly or detracts from the general aesthetic of adjacent lots, the Cemetery or that may pose a safety risk, or for the purpose of maintenance, or that may otherwise contravene this Bylaw.
- 5.5** The placement of any form of decoration, adornment, personal memento or other extraneous object, unless in compliance with this Bylaw, is not permitted on any lot in a City cemetery. Unauthorized items placed on any lot or in any City cemetery may, without prior notice, be removed or ordered removed by the City. This includes, but is not limited to, photographs, picture frames, boxes, shells, toys, wire screen, decorative rock, arbours, trellises and floral tripods.
- 5.6** No open flame, candle, or burning of any substance or other material may take place inside a City cemetery without prior authorization given by the City and conducted under the direct supervision of the City.
- 5.7** The City shall not be liable for the deterioration, damage or loss of flowers, decorations or any other article attached to or placed on a lot or at a memorial site. Such flowers or articles that may be unsightly, broken or deteriorated may, without prior notice, be removed at the discretion of the City.
- 5.8** Except as may specifically be provided for elsewhere in this Bylaw, no lot or other part of a City cemetery may be decorated or adorned in any manner by any person other than the City without the express written consent of the City where the exercise of such consent shall be within the sole discretion and authority of the General Manager of Assets and Operations or their designate.
- 5.9** No tree, shrub, plant, bulb, flower or other decorative plant feature may be planted, pruned, cut down, removed or otherwise altered on a lot or anywhere else within the limits of a City cemetery without the express consent of the City.
- 5.10** Cemetery roadways are for the exclusive use of interment processions, cemetery patrons, or

other persons as may be approved by the City and no vehicle shall exceed twenty (20) kilometers per hour and every operator of a vehicle shall, at all times, obey the directions and orders of the City.

5.11 No person shall drive or park a vehicle over any lawn, garden or flowerbed without express permission of and subject to the supervision of the City.

5.12 Every person, including those in funeral processions, upon entering and while within a City cemetery, shall follow every instruction of the City. Any person not behaving with proper decorum within a cemetery or who disturbs the peace, quiet and good order of the Cemetery may be evicted by the City.

5.13 The City shall be responsible for:

- a) the supervision, control and charge of the City cemeteries and the services and goods provided therein, and;
- b) the direction of all workers employed from time to time by the City to perform work within the limits of a City cemetery, and;
- c) refusing admission or expelling from a City cemetery and individual or persons if such action is warranted, and;
- d) refusing admission of and, without prior notice, ordering the removal of any unauthorized product, material, tree, shrub, plant or floral tribute brought into or placed at a lot or in a City cemetery in contravention of this Bylaw.

5.14 No person shall:

- a) scatter, dispose of, or inter any cremated remains or bury any human remains within the limits of a City cemetery except in compliance with these bylaws and the CIFSA, and;
- b) define or delineate any lot or group of lots in a City cemetery by a fence, railing, coping, hedge or by any other marking except as may be permitted in the Memorial provisions of this bylaw, and;
- c) willfully or negligently destroy, mutilate, deface, damage, injure or remove anything from a City cemetery, including and without limitation, any memorial, plant, flower, tree, rock or other item located within the limits of a City cemetery, and;
- d) carry out any activity within a City cemetery other than the attendance at an interment or memorial service or the visitation of a lot for the purpose of paying respect to the dead, and;
- e) drive a vehicle in a City cemetery other than on a designated roadway for vehicles and in compliance with posted speed regulations or other directives;
- f) conduct themselves in a manner so as to disturb the peace, quiet and good order of City cemetery or an interment or memorial service being conducted therein, and;
- g) discharge any firearm in a City cemetery other than at a military funeral for which a firearm salute has been authorized by the City and is conducted under the direct

command of an officer in charge and only during an interment or memorial service being conducted therein;

- h) bring into or dump any rubbish, debris or other offensive item or matter in a City cemetery or make an unauthorized removal of any cemetery refuse, waste or rubbish, and;
- i) allow a child or children under the age of sixteen (16) years within the limits of a City cemetery that is not accompanied by a parent, guardian or an adult supervisor, and;
- j) play any manner of sports game or sport activity within the limits of a City cemetery;
- k) otherwise violate any provision of this Bylaw or the CIFSA.

5.15 In the instance where an individual or a group of persons through their immediate behavior, or a pattern of behavior tracked over time contravenes article 5.13 of this Bylaw then the City may take such steps to expel the individual or a group of persons from a City cemetery and the individual or group of persons expelled may be subject to application or further penalty as set out in article 14.0 *Penalty for Infractions* of this bylaw.

5.16 No gratuity or extraordinary consideration shall be paid to or accepted by an employee or agent of the City for any service rendered or goods provided in connection with a City cemetery.

5.17 No person shall perform any work within City cemeteries except for work performed by the City, employees of the City and authorized agents of the City.

5.18 An individual or contractor other than an authorized worker of the city who performs work in a City cemetery, including an individual or contractor that performs work on behalf of a rights holder or legal representative of a deceased or their heirs or successors shall supply to the city, in a form prescribed by the City, proof of the contractor's Workers Compensation Insurance, Public Liability Insurance and Motor Vehicle Insurance coverage, in a form and amount acceptable to the City cemetery.

5.19 The behavior of a contract worker including a contractor performing work on behalf of a rights holder or legal representative of a deceased or their heirs or successors within a City cemetery shall be subject to the supervision and control of the City.

5.20 A contract worker working in a City cemetery shall immediately cease work in the immediate vicinity of any interment or memorial service until the conclusion of the service and those persons attending the service have left the area where the service was being conducted.

5.21 No work may be performed at a City cemetery except during the regular business hours of the City and/or a City cemetery except where work outside of said days or hours has been specifically authorized and approved by the City.

5.22 The City shall, at all times, have the right of passage in any manner it sees fit over every lot and the land of every City cemetery to ensure that cemetery operations can be performed in a safe, efficient and timely manner.

5.23 Notwithstanding article 5.15(d) of this Bylaw the City shall have the authority to conduct or

to permit to be conducted public or private events within a City cemetery that are, in the opinion of the City, deemed appropriate for and in keeping with the dignity and purpose of a cemetery.

PART 6: Interment Rights

- 6.1** The City, subject to payment of an established fee, may grant an interment right for a vacant lot in a City cemetery on an at-need or a pre-need basis.
- 6.2** Possession of an interment right:
- a) confers to a rights holder a right in perpetuity to use, in compliance with this Bylaw or any Cemetery Management Bylaw that may be enacted in the future, a lot for the interment of human remains or cremated remains of a person or persons named on an Interment Rights Certificate, but;
 - b) does not confer any title to, ownership of, or interest in the land of a City cemetery or of a lot therein or any other special privilege over any land of a City cemetery, and;
 - c) does not entitle a rights holder to require the City to perform an interment of human remains or cremated remains into a lot until the rights holder complies in all respects with this Bylaw as it relates to the interment of human remains or cremated remains or the purchase and placement of a memorial, including and without limitation the payment of all fees related to the exercise of the interment right.
- 6.3** The City shall issue, to an individual paying in full the fee set for an interment right in *Schedule C: Cemetery Fees*, an 'Interment Rights Certificate', in a form prescribed by the City, which sets out the rights of use attributed to the purchaser identified on the certificate.
- 6.4** An interment rights holder shall have the authority to designate who, other than them-self, may be authorized to control the exercise of an interment right registered in their name.
- 6.5** An interment rights holder, at the time of purchase, shall reserve the right to use a lot they have purchased for them-self or assign the right or any secondary rights to a lot to another person to which the interment right refers where an assignee so named shall be a family member of the rights holder. No interment right may be assigned to a 'former resident' or 'non-resident' without the express consent and agreement of the City and payment in full to the City of any difference between the resident, 'former resident' or 'non-resident' fees set out in *'Schedule C: Cemetery Fees'*.
- 6.6** Subject to at-need lot demand, the City shall have the right to limit or suspend the pre-need sale of interment rights in a City cemetery at any time and on a pre-need basis shall never sell more than twenty-five percent (25%) of the developed lots available at any given time in a City cemetery.
- 6.7** An interment rights holder may only designate one lot for their own use.
- 6.8** The exercise of an interment right, every interment or every other form of disposition of human remains or of cremated remains or installation of a memorial within the limits of a

City cemetery is subject to;

- a) all provisions of this Bylaw as is now or may be in the future be in effect, and;
- b) any terms, conditions, design, lot plan, interment and memorial parameters, standards of operation and maintenance established by the City for the City cemeteries, and;
- c) payment in full of all applicable fees set out in '*Schedule C: Cemetery Fees*' as is now or may in the future be in effect, and;
- d) payment of all fees shall be made at the time of, or in advance of, the provision of Cemetery right of an interment or a Cemetery service or a good being provided.

6.9 In the instance evidence of a clear line of transfer, inheritance, succession or authority for an interment right that survives an original rights holder is not provided by the legal representative, heir or successor of the original rights holder then the City shall have the authority to;

- a) determine, through a policy and process in a form prescribed by the City, the person or persons who may exercise a surviving right of interment and under what terms and conditions a surviving right of interment may be exercised or;
- b) where a clear and distinct right of succession cannot be reasonably demonstrated or ascertained, prohibit the use of any surviving interment rights.

6.10 No individual or organization may purchase the interment rights for more than four (4) lots in a City cemetery without the prior consent and agreement of the City, where such consent and agreement may, at the City's sole discretion, be withheld.

6.11 Generally, and except where it may be otherwise set out in this Bylaw, a right of interment shall confer the following permitted uses for a human remains interment lot:

- a) **Infant / Child Lot:** This form of lot is limited to the interment of the human remains of one (1) infant or child and the secondary interment of the cremated remains of not more than two (2) individuals who have a direct and immediate familial relationship (parent, sibling or grandparent) to the interred infant or child;
- b) **Single-Depth Lot:** This form of lot is limited to the interment of the human remains of one (1) individual and the secondary interment of the cremated remains of not more than three (3) individuals or, where no human remains are to be interred in the lot, the interment of the cremated remains of not more than four (4) individuals;
- c) **Double-Depth Lot:** This form of lot is limited to the interment of the human remains of two (2) individuals and the secondary interment of the cremated remains of not more than two (2) individuals or, where no human remains are to

be interred in the lot, the interment of the cremated remains of not more than four (4) individuals;

- d) **Green Burial Lot:** In addition, as applicable to the above defined criteria the use of a green burial lot is subject, in every way, to ‘Section 9.0: Green Burial’ of this Bylaw;
- e) **Veteran’s Lot:** This form of lot will be located in a designated Veteran’s section of a City cemetery and is limited to the interment of the human remains of one (1) individual who qualifies as a Veteran and the City may permit the secondary interment of the human remains or the cremated remains of the spouse of the Veteran interred in a Veteran’s lot.

6.12 Generally, and except where it is otherwise set out in this Bylaw, a right of interment shall confer the following permitted uses for a cremated remains interment lot:

- a) **Standard Cremation Lot:** This form of lot is limited to the interment of the cremated remains of four (4) individuals;
- b) **Green Burial Cremation Lot:** In addition, as applicable to the above defined criteria the use of a green burial lot is subject, in every way, to ‘Section 9.0: Green Burial’ of this Bylaw;
- c) **Veteran’s Cremation Lot:** This form of lot is limited to the interment of the cremated remains of two (2) individuals, of which at least one (1) individual qualifies as a Veteran.

6.13 Every Interment into and every placement of a memorial onto any lot in a City cemetery shall made in compliance with this Bylaw and ‘Schedule A: Interment Specifications’ and ‘Schedule B: Memorial Specifications’.

6.14 The City shall have the authority to establish, amend or otherwise set out interment rights for other lots in a City cemetery that have the same classification and interment capacity as the lots described herein or may have a different classification and interment capacity.

PART 7: Transfers, Reclamation & Special Provisions

7.1 An interment right for any unused lot may only be transferred back to the City. The original interment rights holder, their legal representative or their heir or successor must make a transfer request, in writing and in a form prescribed by the City, and the original interment rights certificate must be surrendered to the City.

7.2 An interment right may be surrendered to the City at the discretion of the City and, if approved, a refund, equal to the original purchase price of the lot LESS the Cemetery Care Fund contribution will be issued to the applicant provided;

- a) there are no interments in the designated lot, and:

- b) the original interment rights holder, their legal representative or their heir or successor has made written application to the City stating their intent to surrender the interment right, and;
- c) the original Interment Rights Certificate is surrendered to the City, and;
- d) an administration fee, in the amount equal to twenty percent (20%) of the original lot purchase price is paid to the City, and;
- e) any fees or charges associated with the removal of any memorial that is on, or surrounding the surrendered lot is paid.

7.3 Subject to the *CIFSA*, and upon approval from the *CPABC*, an interment right for an unused lot may be reclaimed by the City if all of the following have occurred;

- a) The interment rights holder would be at least ninety (90) years of age, and;
- b) a minimum period of fifty (50) years has elapsed from the date of purchase, and;
- c) a minimum of ninety (90) days has passed since notice of the intent to reclaim the interment right has been sent to last known address on record for the interment rights holder;
- d) the City has made a reasonable and diligent attempt to contact the interment rights holder.

7.4 In the instance an interment right for a lot has been reclaimed and resold under the above circumstances and the interment right is subsequently required for use by the original rights holder, the City will provide another interment rights of equal or greater value that has been chosen from the available lots of the cemetery by the original interment rights holder or the person who has authority under Section 5 of the *CIFSA* with respect to the interment of a deceased rights holder.

7.5 The City may sell the interment rights for five (5) or more lots but not more than ten (10) lots to an individual under such terms and conditions, as the City deems appropriate.

7.6 The City may, by special agreement, with a society, church, or other organization, reserve a section of a City cemetery under such terms and conditions as the City deems appropriate, to be used exclusively for the interment of deceased members of the society, church, or other organization. Upon such an agreement being made no person shall be issued an interment right for the reserved section, unless an application for an interment right is accompanied by a certificate from the society, church, or organization, stating that the individual is entitled to interment in the reserved section. All interment rights issued and services rendered by the City, under such an agreement and its applicable conditions, shall be subject to payment at the regular rates set out in the Fees and Charges Bylaw.

PART 8: Interment, Disinterment & Exhumation

- 8.1** Every interment of human remains or cremated remains into a lot shall be consistent with this Bylaw and '*Schedule A: Interment Specifications*' which is a part of this Bylaw.
- 8.2** Only human remains or cremated human remains may be interred in a City cemetery.
- 8.3** The interment of human remains or cremated remains in a City Cemetery shall be conducted in a manner consistent with the dignity of adjacent lots, the Cemetery and general community standards.
- 8.4** No interment, disinterment or exhumation of human remains or cremated remains at a City cemetery shall be permitted until:
- a) the legal representative of a deceased completes, signs and delivers to the City an interment authorization, in a form prescribed by the City, and;
 - b) it is ascertained that the deceased holds a valid interment right at a City cemetery or a rights holder at a City cemetery provides authorization for a deceased's human remains or cremated remains to be interred in a lot for which they hold an interment right, and;
 - c) all outstanding indebtedness to the City relating to an interment right to be exercised, the interment fee and the fee for any other service provided or product supplied by the City to facilitate the interment, has been paid in full to the City, and;
 - d) proper notice, in a manner prescribed by the City, has been provided to the City, and;
 - e) for human remains, a B.C. Burial Permit has been surrendered to the City, or;
 - f) for cremated remains, a Certificate of Cremation has been surrendered to the City, or;
 - g) where a death has occurred in a jurisdiction other than the province of B.C., a disposition document for the interment, deemed acceptable by the City, has been surrendered to the City.
- 8.5** The City shall have the right to enter into an agency agreement with a funeral service provider or a funeral director or other qualified person or organization who shall assume responsibility to qualify an interment rights holder and/or a legal representative of a deceased and acquire all necessary information to complete a City interment authorization and collect payment for an interment and deliver all required documents, authorizations and payment prior to an interment, to the City, in a form prescribed by the City.
- 8.6** Reasonable notice of an interment is required. Normally notice and all documents and fees related to an interment booking shall be delivered to the City not less than twenty-four (24) hours prior to a scheduled interment time. Where an interment notice is requested in a period shorter than twenty-four (24) hours prior to a scheduled interment time notice may, at the discretion of the City may be accommodated but shall be subject to payment of an

administrative fee (short notice) fee as set out in *'Schedule C: Cemetery Fees'*.

8.7 All cemetery appointments, interment bookings and payments for cemetery services shall be transacted under the terms set out in this Bylaw at Dogwood Operations Center located at 385 S. Dogwood Street on the days and hours of operation of the City set out here for cemetery purposes;

- a) Monday through Friday from 8:30 a.m. to 4:30 p.m., and;
- b) this office shall be closed and no calls or appointments will be accepted or processed on a weekend or a holiday observed by the City, and;
- c) where at least twenty-four (24) hours advance notice for an interment service is provided to the City within the days and times noted, and;
- d) interment services bookings proposed for a Monday or a day following a City observed holiday must be received at the office on or before 2:00 p.m. of the previous business day of the City, and;
- e) the City shall have the right, from time to time, to establish an interment services schedule that will control, limit or restrict the types and numbers of interments that may occur in a City Cemetery on a given day, and;
- f) the failure to provide all due and proper advance notice to the City may result in an interment service booking being denied, and;
- g) no booking or notice for an interment will be accepted by the City more than sixty (60) days in advance of a proposed date of interment, and;
- h) the City, at its sole discretion, shall have the right to vary, alter or waive its established interment services schedule, advance notice requirements and booking limitations as deemed appropriate or as circumstances may permit.

8.8 Upon provision of proper notice and authorization being delivered to the satisfaction of the City an interment of human remains or cremated remains;

- a) may take place on any day of the week, and;
- b) shall take place at a time set by and arranged with the City and conclude within two (2) hours of that time, and;
- c) an interment occurring on a Saturday, a Sunday or a holiday observed by the City or an interment that is not concluded within the regular business hours of a City cemetery shall be subject to payment of an overtime fee as set out in *'Schedule C: Cemetery Fees'*.

8.9 Where an interment is directed by a Medical Health Officer written instructions with respect to all procedures to be followed on the interment, to protect the health and safety of all persons who may come into contact with the burial container bearing the human remains, shall be provided to the City by the Medical Health Officer in advance of the interment. The

City shall convey the instructions of the Medical Health Officer to every City employee or their authorized agent participating in the interment and the City shall take such steps necessary to ensure the instructions are carried out throughout the course of the interment. The City shall be obligated to accommodate an interment directed by the Medical Health Officer as a when so ordered.

- 8.10** The City shall have the authority to suspend or cancel interment services at, and limit or prohibit public access to part or all of a City cemetery where severe weather, road or grounds conditions or other extraordinary circumstance may warrant or pose a hazard to the public, City personnel or their agents.
- 8.11** An individual, family or a group of people, may be allowed to witness an interment process subject to the following criteria;
- a) the request to witness an interment is delivered to the City as part of the normal notice for and authorization of an interment, and;
 - b) the City may, for safety purposes, limit the number of people allowed to witness an interment, and;
 - c) all proceedings at an interment shall be under the direction of the City and every witness present shall be obligated to follow every instruction given by the City personnel directing the interment, and;
 - d) a witness interment service may be subject to an administrative fee set out in the 'Schedule C: Cemetery Fees' and said fee shall be paid in full to the City prior to the interment service, and;
 - e) witnesses to an interment may be required to sign a waiver exempting the City from responsibility for any emotional, psychological or physical injury that may arise from witnessing an interment.
- 8.12** Other than the City no person shall excavate, open or close a grave, crypt, niche or any other form of a lot in a City cemetery.
- 8.13** Every interment service in a City cemetery shall be conducted by or performed under the direct supervision of the City.
- 8.14** The City shall establish a Schedule that sets out the interment standards for each type of lot and interment offered at a City cemetery including, lot excavation criteria, minimum interment depths and minimum interment coverage depths in City cemetery lots.
- 8.15** For every grave designated double-depth lot the first interment of the human remains into the lot shall be made in the grave at the deepest interment depth and any subsequent interment shall be made over the first and each of the interments in the grave shall conform to any further specifications established by the City relating to interment depths and coverage.
- 8.16** For interment into an in-ground lot, human remains shall be enclosed in a burial container that complies with the CIFSA and these bylaws.

- 8.17** Every interment of human remains shall be made into a grave liner of a standard design established and maintained for every interment by the City and normally provided by the City at the expense of the legal representative of a deceased, an interment rights holder or their legal representative, heir or successor. The only permitted exception to this requirement for a grave liner is for the interment of an infant or an interment into a green burial lot.
- 8.18** Where a grave liner, that meets in every way the standard established and maintained by the City, is proposed to be supplied by an individual or business other than the City then only the City shall install the grave liner into the lot or the City may require the supplier of the grave liner to install the grave liner they are supplying under the supervision of the City and any installation made shall be at the supplier's expense and at a day and time of the City's choosing. The installation of a grave liner supplied by an individual or business other than the City shall be subject to an administrative fee set out in '*Schedule C: Cemetery Fees*' and the fee shall be paid in full to the City prior to the delivery of the grave liner to a City cemetery or the installation of the grave liner into a lot at City cemetery.
- 8.19** The legal representative of a deceased, the interment rights holder, their heirs or successors, or their agent or funeral service provider shall be deemed to retain custody of human remains or cremated remains for interment until the remains are delivered to the City's representative at an interment lot. Prior to accepting custody of remains at a lot the City shall not be liable for any delay in an interment service and, after accepting custody, shall not be liable for any delay in an interment arising from circumstances outside of the City's control.
- 8.20** It is the responsibility of the legal representative of a deceased, or the interment rights holder, or their heir or successors, or their agent or funeral service provider to provide such means and persons to transfer and deliver human remains to an interment lot for interment.
- 8.21** Cremated remains for interment into a Cemetery lot shall be enclosed in an urn or container of a design, size and material approved by the City.
- 8.22** In a lot designated for the double-depth interment of human remains any cremated remains interred into the lot before the human remains interments occur or made over the first human remains interment into the lot, must be enclosed in a permanent, non-decomposing urn or container that will permit recovery, removal and re-interment of the cremated remains when accommodating any future human remains interment in the lot. Cremated remains interred into this form of lot that are not interred in a permanent, non-decomposing urn or container will not be disturbed to permit the future use of a double-depth grave for any permitted interment of human remains.
- 8.23** Only the City, or a person and under the supervision of City personnel, is authorized to place cremated remains into a cemetery lot in a City cemetery.
- 8.24** The City, its employees and authorized agents of the City providing cemetery services shall exercise due care and attention in making an interment but shall not be responsible for any emotional, psychological or physical injury that may occur to a living person or any injury to human remains or damage to any casket, urn or any other form of burial container sustained as part of an interment, disinterment or exhumation except where such injury or damage may be caused by the negligence of the City, its employees or its agents.

- 8.25** Every exhumation and disinterment of human remains or cremated remains shall be conducted in compliance with the CIFSA and in a manner consistent with the dignity of adjacent lots, the City and general community standards.
- 8.26** Except where ordered by a Court of competent jurisdiction or a Medical Health Officer no disinterment or exhumation of human remains or cremated remains shall be made from a green burial lot in a designated green burial section.
- 8.27** Human remains interred in a green burial lot shall be considered non-recoverable from the date of interment. The City shall have no obligation, except where ordered to do so under a provision of legislation, regulation or as ordered by a Court of competent jurisdiction to recover human remains interred in a green burial lot.
- 8.28** Where the City may be required or ordered to perform a disinterment or exhumation of human remains from a green burial lot the requesting institution, party, interment rights holder and / or legally authorized representative of the deceased, their heirs or successors, or any other authorizing party ordering the disinterment or exhumation shall be responsible for the costs associated with the provision of the service provided and the costs related to the destruction and restoration of all green burial area plantings affected by the provision of the disinterment or exhumation service.
- 8.29** Cremated human remains interred in any area or lot in a green burial area shall be considered non-recoverable from the date of the scattering or interment and the City shall have no obligation to attempt a recovery of cremated remains so scattered or interred.
- 8.30** No disinterment or exhumation shall be allowed until;
- a) the legal representative of the deceased who, pursuant to Section 5 of the *CIFSA*, has the right to authorize the disinterment of a deceased person's human remains has acquired, completed, duly signed and provided to the City a disinterment authorization, in a form prescribed by the City, and;
 - b) a disinterment/exhumation permit as may be required or issued by the Consumer Protection Authority under the *CIFSA*, has been delivered to the City, and;
 - c) in the instance where the person who is the legal representative of the deceased to be disinterred is not the rights holder for the lot from which the disinterment/exhumation is being made then written authorization from the rights holder to open their lot for the disinterment/exhumation shall be provided to the City, in a form prescribed by the City, and;
 - d) all outstanding indebtedness to the City relating to a right of interment, the exercise of the disinterment/exhumation right from the lot, and any other service provided or product supplied by City to facilitate a disinterment/exhumation, has been paid in full at the Finance Department Office, where the fees for disinterment and exhumation are set out in '*Schedule C: Cemetery Fees*' and;

- e) a copy of the transport permit, as circumstance may require under the *CIFSA*, issued by the *CPABC* has been delivered to the City.

8.31 In the instance where a rights holder makes a request for the discretionary disinterment of human remains or cremated remains from a lot under their control then the rights holder making the request shall first provide in writing to the City at their expense and in a form prescribed by the City, a document setting out;

- a) such proof as the City may request, up to and including sworn affidavits, to establish the identity and the legal right and authority of the person to make such a request, and;
- b) such other information as the City may reasonably request as to the purpose and reason for the disinterment, and;
- c) the provision of such information shall not bind the City to permit the discretionary disinterment and the City shall have the right to require the person making the discretionary disinterment request to acquire, at their expense, a Court order that compels the City to make the disinterment requested.

8.32 Except where ordered by a Court of competent jurisdiction or a Medical Health Officer, no person other than employees or authorized agents of the City along with any duly contracted funeral director shall be permitted to be present at the disinterment or exhumation of human remains or cremated remains from a lot in a City cemetery.

8.33 The City's responsibility in the performance of a disinterment/exhumation shall be limited to;

- a) the excavation of soil from a lot to permit access to the human or cremated remains buried in the lot, or;
- b) the opening of a sealed crypt or niche to permit access to the human remains or cremated remains interred in a crypt or niche, and;
- c) the removal of intact burial liners, and;
- d) the closure of the lot when the disinterment/exhumation is complete.

8.34 The physical removal of exposed human remains and their transfer into a container that fully encloses the disinterred human remains shall be performed by a funeral director authorized by and employed at the expense of the person requesting the disinterment. No employee or agent of the City shall be compelled or required to handle or participate in the removal of exposed human remains from a lot.

8.35 The City shall exercise due care and attention in making a disinterment or exhumation but shall not be responsible for any physical injury to human remains or damage sustained to any burial casket, urn, other form of burial container or grave liner as part of the disinterment or exhumation process.

8.36 Other than the recovery of the human remains or cremated remains readily apparent and

present in a lot opened for a disinterment the City shall make no representation or warranty as to what other material, personal effect or other extraneous item may possibly be recovered from a disinterment or exhumation.

- 8.37** The authorization of a disinterment/exhumation shall grant the City sole and discretionary authority to dispose of, in a safe, environmentally sensitive and dignified manner, all extraneous materials that may incidentally be recovered from a lot as part of a disinterment or exhumation process, including but not limited to remnants of a burial casket, urn, other form of burial container or a grave liner or burial vault present from the date of the original interment.
- 8.38** A disinterment or exhumation in a City cemetery shall, without exception, be performed on a day and at a time of the City's choosing.
- 8.39** The re-interment of disinterred human remains or cremated remains into another lot within a City cemetery shall comply with this Bylaw in every way and as may be applicable.

PART 9: Green Burial

- 9.1** The City shall have the right to designate areas within a City cemetery where the green burial of human remains and cremated remains may be accommodated.
- 9.2** The Bylaws of the cemetery in their entirety together with those that follow here shall apply to the provision of green burial rights of interment, green burial interment of human remains, interment of cremated remains in a green burial area, memorialization, planting and visitation in a green burial area in a City cemetery.
- 9.3** Interment Rights in a green burial area may be purchased on an at-need or a pre-need basis.
- 9.4** Green burial lot assignment shall only be made at the time a lot is required for an interment of human remains or cremated remains.
- 9.5** Green Burial Interment Rights may be purchased for the following type of green burial lot:
 - a) a single-depth interment lot which can be used for the interment of the human remains of one (1) individual and the secondary interment of the cremated remains of a not more than three (3) individuals, or;
 - b) a double-depth interment lot which can be used for the interment of the human remains of two (2) individuals and the secondary interment of the cremated remains of a not more than two (2) individuals, or;
 - c) where no interment of human remains into a green burial lot is intended, a lot may be used for the interment of the cremated remains of not more than four (4) individuals.
- 9.6** The City shall have the authority to control and assign a green burial area and a lot to be used for an interment where such assignment shall be subject to the lot use, planting and eco-system management plan established by the City for the green burial area where a lot is located.

9.7 Human remains interred in a green burial lot shall be considered non-recoverable from the date of interment. The City shall have no obligation, except where ordered to do so under provisions of legislation, regulation or as ordered by a Court of competent jurisdiction to recover human remains interred in a green burial lot.

9.8 Human remains proposed for interment in a green burial lot shall:

- a) be in a natural state and shall not be embalmed, and;
- b) be clothed, wrapped or shrouded in natural and fully biodegradable fiber or material, and;
- c) be enclosed in a shroud, casket or alternative container that is approved by the City for use in a green burial lot, and;
- d) be enclosed in a shroud, casket or alternative container with a rigid base that permits the dignified transport and safe handling of the human remains by all persons so charged.

9.9 An interment rights holder and/or the legal representative of a deceased person to be interred in a green burial lot shall;

- a) ensure a shroud, casket or alternative container proposed for interment in a green burial lot is a City approved container, and;
- b) arrange for the dignified transfer of the human remains to a gravesite.

9.10 A shroud, casket or alternative container proposed for green burial interment shall;

- a) comply with any provision set out for caskets or containers set out in any legislation or regulation, and;
- b) be approved for use in a green burial area of the cemetery by the City prior to a scheduled interment service, and;
- c) be primarily constructed of fully biodegradable and environmentally sustainable materials, and;
- d) have interior finishing primarily fabricated of fully biodegradable and environmentally sustainable materials and natural fibers, and;
- e) have, as a function of their design, a safe and secure means with which to facilitate the dignified transfer of the human remains enclosed to the interment site and lowered into the excavated lot, and;
- f) with the exception of minimally necessary structural hinges, nails and screws, not have any extraneous part, fixture or decoration attached that is made of plastic, metal, or other non-biodegradable material, and;

- g) not have a high gloss or polish finish achieved through the application of any synthetic or environmentally hazardous, toxic or non-biodegradable chemical or agent, and;
- h) not be constructed with the use of any synthetic or environmentally hazardous, toxic or non-biodegradable glue, epoxy or other form of bonding agent, and;
- i) not have any interior liner, shroud, bag or other lining that is fabricated from a non-biodegradable material, and;
- j) not have any non-biodegradable personal item, memento or article placed inside the space occupied by the human remains.

9.11 Shrouds, caskets or alternative containers that are constructed from fibreboard, particleboard, plywood, non-sustainable or exotic wood or hardwood, metal, bleached or non-recycled cardboard or other form of non-sustainable, non-biodegradable or artificial material are prohibited from interment in a green burial lot.

9.12 The City shall have the right to approve, or to refuse to accept for burial, any shroud, casket or alternative container proposed for interment in a green burial lot.

9.13 The interment of human remains in a green burial lot shall be made at a depth deemed sufficient to achieve effective, natural decomposition of the human remains interred and be of sufficient depth to ensure the interred human remains will not be disturbed by wildlife.

9.14 No form of exterior grave box, grave liner or protective vault is permitted in a green burial interment lot.

9.15 The City shall have the right to utilize such equipment, including motorized equipment, to open and close a green burial lot as it deems necessary to protect the safety of all City personnel, and any person participating in and attending the interment service and to permit for the safe and dignified interment of the human remains into the lot, and shall make every reasonable effort to replace soil in a grave occupied by human remains in as sensitive a manner as is practical.

9.16 The City makes no warranty of protection nor bears any liability for the aesthetic, structural or physical impacts made to a casket or alternative container and the enclosed human remains that may arise from the replacement of gravesite soil into a green burial lot.

9.17 The interment of cremated remains in a green burial area shall be considered non-recoverable from the date of interment. The City shall have no obligation and shall have no means to recover cremated remains interred in a green burial area.

9.18 Where an interment right has been purchased and assigned for a green burial lot with the intent of interring cremated remains in the lot, the disposition of cremated remains shall not be made until all of the permitted interment(s) of human remains have been made into the assigned lot.

9.19 Cremated human remains proposed for disposition in a green burial area shall be enclosed in an urn or container that;

- a) is approved for use by the City, prior to a scheduled interment service, in a green burial area, and;
- b) is made of a fully biodegradable material which may include recycled and unbleached paper or cardboard, and;
- c) shall not have any interior plastic, metal or other form of permanent or semi-permanent liner, container or bag.

9.20 Witnessing the interment of human remains or cremated remains in a green burial area shall be subject to the following;

- a) a request to witness the interment is provided to the City at the time the interment arrangements are made, and;
- b) the City for safety reasons may, at its discretion, limit the number of persons permitted within close proximity to the site where the interment is taking place, and;
- c) all proceedings within the green burial area shall be under the sole direction of the City, and;
- d) all persons attending a witness service shall comply with the supervision of and instructions given by the City.

9.21 Upon provision of advance notice to the City, family members and / or friends of a deceased may be permitted to participate in the closing of a green burial lot. In the instance where persons other than City personnel participate in the closing of a lot, said persons shall;

- a) be subject to supervision by City personnel, and;
- b) follow all instructions issued them by City personnel, and;
- c) be of sound physical condition and be capable of the participation intended, and;
- d) assume personal liability for any injury arising as a result of their participation in such activity.

9.22 Witness services may be subject to a fee set out in ‘*Schedule C: Cemetery Fees*’ and shall be paid in full to the City prior to the witness service.

9.23 The City shall install communal memorials of a design of their choosing for the purpose of making approved memorial inscriptions to commemorate green burial interments.

9.24 When a green burial interment is made in a green burial area there is no obligation to have a memorial inscription made on a green burial memorial.

9.25 No inscription shall be made on a green burial memorial until;

- a) the inscription is approved by the City;

- b) all outstanding indebtedness to the City relating to the right of interment for a lot, interment and the engraving of the inscription has been paid in full.

9.26 For every memorial inscription made on a green burial memorial the inscription shall be;

- a) placed on the memorial designated for the lot or group of lots where an interment was made;
- b) recorded sequentially on the appropriate memorial as interments occur;
- c) composed on one line, as space may permit, of an inscription limited to the given name(s) and/or initial(s) and the surname of a deceased and the year of birth and the year of death of a deceased.
- d) engraved to a standard depth in a standard font established by the City for the memorial where the inscription is being made, and;
- e) made by the City or an approved agent or supplier of the City.

9.27 No inscription that deviates from the content and specifications set out in *Article 9.28* of this Bylaw or that is inconsistent with the dignity of adjacent inscriptions, lots, the Cemetery or community standards shall be placed on any green burial memorial.

9.28 The City shall have the right to determine when inscriptions may be made on a green burial memorial and shall make new inscriptions as they may accumulate at a minimum of two (2) times in each calendar year.

9.29 Other than City installed memorials no other memorial marker, monument, edging, grave cap or other stone, vase, ornament or any other decoration, adornment or structure shall be placed on, in or around any lot in a green burial area.

9.30 The City shall have the right to maintain, reposition, move, relocate or otherwise change a green burial memorial as deemed necessary and subject only to compliance with the requirements of the *CIFSA*.

9.31 The City shall have the right, without prior notice, to remove and dispose of any unauthorized memorial product, object, decoration, adornment or memento from a green burial lot or a green burial area.

9.32 Floral tributes that accompany human remains or cremated human remains as part of an interment service shall be permitted to remain on an interment site for a maximum of two (2) weeks. After two (2) weeks, the City shall have the right, without prior notice, to remove and dispose of the floral tributes.

9.33 Except for floral tributes accompanying an interment service no other floral tributes, artificial flowers, unauthorized planting, memorial, vase or decoration of any form or type may be placed on a green burial lot. The City shall have the right, without prior notice, to remove and dispose of any unauthorized object, flower or plant on a green burial lot.

9.34 To maintain a balance of planting species in green burial areas all plantings shall be made according to a pre-established planting plan for the area.

- 9.35** Only locally indigenous trees, bushes, shrubs, groundcover and wildflowers native to and typical of those found in the City’s climate zone shall be planted in a green burial area.
- 9.36** Planting in a green burial area shall only be done as may seasonally be recommended for the type of planting to be made. This may mean that a burial, which takes place in late winter, may not have a planting made on that lot until the following fall or winter.
- 9.37** Only the City shall make or supervise planting in a green burial area.
- 9.38** Depending on the location of a lot used, an interment rights holder, the legal representative of a deceased, their heirs or successors may be offered a choice of planting for a lot and may be offered the opportunity to participate in the planting process for their lot.
- 9.39** The City shall make every reasonable effort to ensure the longevity of any memorial planting but does not offer any guarantee in this respect.
- 9.40** The City shall have the right to manage, maintain and alter the interment areas, memorials, roads and pathways, change or remove plantings, grade, alter in shape or size, or otherwise to change all or any part of a green burial area as they deem necessary and subject only to compliance with any applicable requirements of the CIFSA.
- 9.41** Visitors shall be permitted to visit green burial areas during the regular visiting hours of the City cemetery.
- 9.42** The City shall establish and maintain pedestrian paths and visitation zones around green burial communal memorials to facilitate visitation.
- 9.43** To protect and maintain the health and integrity of green burial area plantings and eco-systems the City shall have the right to limit, restrict or prohibit the visitation of individual graves in any green burial area in a City cemetery.
- 9.44** The City shall have the right to limit, restrict or prohibit vehicle access to any green burial area in a City cemetery.

PART 10: Memorials

- 10.1** Every installation of a memorial onto a lot in a City cemetery shall be consistent with this Bylaw and ‘*Schedule B: Memorial Specifications*’ that is a part of this Bylaw.
- 10.2** For this section of the Bylaw, ‘*applicant*’ means an interment rights holder or the legal representative of a deceased, their heirs or successors, or a memorial supplier acting as an agent of an interment rights holder or the legal representative of a deceased, or their heirs or successors.
- 10.3** It is the responsibility of a rights holder or the legal representative of a deceased to make arrangements for the supply and installation of a memorial on a City cemetery lot. The City shall bear no responsibility or obligation to place or install at the City’s expense any form of temporary or permanent memorial at an interment lot or a remembrance site.
- 10.4** No memorial may be placed on a lot prior to the interment of human remains or cremated remains into the lot.

- 10.5** Every memorial and the installation thereof shall conform to the plan established for the lot and the section of the City cemetery in which the memorial is proposed to be installed specifically, and to the plan of the City cemetery generally.
- 10.6** Every memorial shall be constructed of granite, or bronze on a granite base, or another material of permanent and durable material approved by the City that conforms to this Bylaw and any and all other specifications established by the City for the City cemetery in which the memorial is proposed to be installed.
- 10.7** The City shall create, maintain and keep current a memorial specifications schedule that sets out the details of permitted design, construction, inscription, location and installation of memorials for each type of lot or memorial offered in a City cemetery and the schedule shall form a part of this Bylaw.
- 10.8** No memorial, inscription, engraving, or ornamentation or combination thereof, including but not limited to a reference to any pet or pets, that is inconsistent with the dignity of adjacent lots, the cemetery or community standards shall be placed on any memorial.
- 10.9** No memorial shall be installed on a lot until plans and specifications describing fully the memorial's proposed size, design, material, inscription and location have been submitted to the City, in a form prescribed by the City, by an applicant for a memorial permit.
- 10.10** No memorial shall be installed on a lot until:
- a) an application for installation is received by the City, and;
 - b) it is determined the memorial described on the application complies in every way with the specifications set out for memorial placement on the lot where installation is proposed, and;
 - c) the applicable memorial installation Care Fund contribution set out in the fees and rates bylaw is paid in full to the City, and;
 - d) all outstanding indebtedness as relates to interment rights, lot, interment, and memorial installation has been paid in full to the City, and;
 - e) upon satisfying all of the above, a memorial permit may be issued by the City to authorize installation of the memorial.
- 10.11** Where an applicant is a memorial supplier, other than the City, then it is the responsibility of the memorial supplier to confirm the correct location for a memorial proposed for installation and, for a companion memorial, to further confirm the correct orientation for a companion inscription on the memorial. The City shall bear no responsibility or financial liability for a memorial where it can be shown these tasks were not performed by an applicant or outside memorial supplier.
- 10.12** The City shall have the authority to refuse to issue a memorial/marker permit to an applicant if the applicant has failed to comply with the requirements of this Bylaw or any requirement established by the City governing memorials at City cemeteries. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial

application and the steps that must be taken to resolve the deficiency.

- 10.13** The City shall have the authority to reject a memorial, despite the prior issuance of a memorial permit, when the memorial delivered for installation does not match the specifications described in the memorial permit application or does not comply with the requirements of this Bylaw or any requirement established by the City governing memorials at City cemeteries or, the memorial, inscription, engraving, or ornamentation or combination thereof is, in the judgement of the City is inconsistent with the dignity of adjacent lots, the cemetery or community standards. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial delivered for installation and the steps that must be taken to resolve the deficiency.
- 10.14** The type and design of a memorial and, the maximum width, depth and thickness of a memorial and, the form and style of a memorial inscription is conditional on the type of lot or lots on which it is being installed. In every instance, a memorial shall comply with the specifications set out in this Bylaw and in any further requirements established by the City for a particular form of lot at a City cemetery.
- 10.15** No memorial shall have a photographic appliqué or emblem of any kind that is attached by adhesive of any kind. Any form of photograph or emblem must be an integral part of the memorial either casted, or bronze, or sand-blasted or laser-etched on granite.
- 10.16** Every memorial shall conform to the specifications set out in this Bylaw and any further requirements established by the City for a particular form of lot at a City cemetery at the time the memorial is placed or installed, not at the time the memorial is purchased or at the time of death.
- 10.17** Every memorial at a City cemetery shall be placed, installed, relocated or removed by the City.
- 10.18** The installation of memorials shall occur during the regular operating hours of the City cemetery and installations will be made as soon as practicable after the delivery of a memorial to the City. Memorial installation timelines may vary depending on cemetery service and staff scheduling, weather and ground conditions.
- 10.19** The City shall be responsible to maintain the land of a lot on which a memorial is placed or installed but shall not be responsible for the maintenance of any memorial on the lot and shall not be liable for, or obligated to repair, any scratch, breakage or damage to a memorial in a City cemetery except where it can be shown any such a scratch, breakage or damage has been caused by the negligence of the City, its employees or its agents.
- 10.20** A rights holder or the legal representative of a deceased, their heirs or successors are required to keep in proper repair, at their expense and to the satisfaction of the City, all memorials on their lot. In the instance a memorial is placed, or installed, on a lot in a City cemetery and then falls into a state of disrepair, the City will document the condition of the memorial and shall have the authority, without prior notice, to have the memorial removed from the lot and from the City cemetery, in each case at the expense of rights holder, the legal representative of a deceased, their heirs or successors.
- 10.21** Where it is determined a memorial or its installation do not comply with this Bylaw or any

further memorial requirements established by the City for a City cemetery then the non-compliant memorial may, without prior notice, be moved, reinstalled or permanently removed and placed in safekeeping by the City at the expense of a rights holder, the legal representative of a deceased, their heir or successor, or their memorial supplier.

10.22 At the time of an interment, the City may permit a temporary, non-permanent memorial marker of a design and size approved by the City to be placed on a lot where the temporary memorial marker shall be limited to placement on the lot for a period not to exceed three (3) months from the date of interment. The City shall have the authority to remove and dispose of, without prior notice, a temporary, non-permanent memorial marker remaining on a lot where more than three (3) months have expired from the date of interment.

10.23 The donation and dedication of a memorial planting, memorial bench or other form of custom memorial feature at a City cemetery may be permitted subject to the approval of the City and the following criteria;

- a) an application, in a form prescribed by the City, shall be made to the City giving the proposed specifications, design and materials of the proposed memorial and must be approved in writing by the City before any delivery or installation can proceed, and;
- b) site selection shall conform to the plan of the City cemetery as determined by the City, and;
- c) installation, if not performed by the City, shall be under the supervision of the City and the cost of installation shall be borne by the applicant, and;
- d) the placement of a dedicated item or custom memorial does not entitle a donor or an applicant to any privilege or right over the land upon which the memorial may be situated.

10.24 A memorial planting, memorial bench or any other form of custom memorial shall only be installed, removed or modified in a City cemetery when a person requesting a memorial planting, memorial bench or any other form of custom memorial has made application to the City as an applicant and subject to the terms and conditions, as may be applicable, set out in articles 10.10 and 10.24 of this Bylaw.

PART 11: Cemetery Administration

11.1 The Mayor and Council of the City are the trustees of the City cemeteries and are responsible for the development, management, operation and maintenance of the City cemeteries in accordance with any enactment of British Columbia or Canada, as the case may be, and regulations made thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw of the City of Campbell River, as amended, revised, consolidated or replaced from time to time.

11.2 The Mayor and Council of the City, as trustees of the City cemeteries, are responsible for the administration and enforcement of this Bylaw and administration and enforcement of this Bylaw shall be conducted in a consistent, fair and equitable manner in every case and

circumstance with every user of a City cemetery.

11.3 The Mayor and Council of the City, as trustees of the City cemeteries, shall designate such employees of the City or engage and authorize such agents of its choosing and as it deems necessary to administer the City cemeteries and to develop, manage, operate and maintain the City cemeteries in the name of the City.

11.4 The City shall be responsible for the general administration, interpretation and enforcement of this bylaw and further;

a) shall ensure all records and information for the management, administration, operation and maintenance of the City cemeteries are collected and retained as required under the CIFSA and BPCPA, as administered and enforced by the Consumer Protection Authority of B.C., and;

b) shall ensure all rights of interment, permits and contracts are issued as required and in compliance with the CIFSA and BPCPA, as administered and enforced by the Consumer Protection Authority of B.C., and as authorized by this bylaw, except as otherwise provided in this bylaw, and;

c) shall, in the instance of providing clarification or resolving a dispute, have the authority to interpret and enforce this bylaw in the name of the City, and;

d) shall designate City employees to perform the administrative tasks and actions set out under articles 11.3 (a), (b) and (c) above.

PART 12: Cemetery Fees

12.1 The City shall from time to time and on a regular basis review, establish, add, amend or delete the fees to be charged at City cemeteries for the provision of interment rights, interment services, memorials and memorial installations and such other services or goods ancillary to the provision of service, operation and maintenance of the City cemeteries.

12.2 The fees established for City cemeteries shall as and where required under the CIFSA, include mandatory contributions to the City's cemetery Care Fund at rates are consistent with or exceed the minimum contribution rates set out for Care Fund contributions in the CIFSA.

Amd Mar/26, Bylaw 4007

12.3 The fees set out in this bylaw shall be set out of the Fees and Charges Bylaw No. 4007, 2026, as amended.

PART 13: Cemetery Care Fund

13.1 A fund for the maintenance and care of the City cemeteries and the lots therein shall be and is established, set aside and maintained and all monies in the Cemetery Care Fund shall be held and invested as trust funds by the City and in accordance with the requirements of the *CIFSA*.

13.2 The Cemetery Care Fund shall be maintained with the City’s financial institution in an account to be designated as the “Cemetery Care Fund”. The City is responsible for all deposits to the account and for ensuring that:

- a) the account and all deposits comply with all applicable provisions of the *CIFSA*, and;
- b) the investment of monies in the Cemetery Care Fund is carried out as permitted and in compliance with the *CIFSA*, the *Local Government Act*, the *Community Charter* and this Bylaw, and;
- c) the income earned on investments of the Cemetery Care Fund, including and appreciation thereof, shall be used for the maintenance and care of the City cemeteries in the year in which the income and appreciation is earned, or may be retained in the Cemetery Care Fund to increase the principal sum of the fund.

13.3 The City may accept voluntary payments to the Cemetery Care Fund from any person or organization.

13.4 The principal sum of the Cemetery Care Fund shall not be reduced other than in accordance with an order from the *CPABC* pursuant to the *CIFSA*.

PART 14: Penalty for Infractions

Amd Bylaw 3852 Mar/22

14.1 Every person who:

- (a) violates or who causes or allows any of the provisions of this bylaw to be violated;
- (b) fails to comply with any of the provisions of this bylaw;
- (c) neglects or refrains from doing anything required under this bylaw; or
- (d) who suffers or permits any act or thing to be done in contravention of any of the provisions of this bylaw;

is deemed to have committed an infraction of, or an offence against, this bylaw and is liable on summary conviction to a fine not less than \$5,000 and a maximum of \$50,000, or to imprisonment for not more than six months, or to both.

For continuing offences, each day that such violation is caused, or allowed to continue, constitutes a separate offence.

PART 15: Commencement of Transitional Provisions

15.1 This Bylaw shall come into force upon adoption.

PART 16: Repeal

16.1 “The City of Campbell River Bylaw No. 1639, 1987 and all previous versions, consolidations and amendments made thereto are hereby repealed upon adoption of this Bylaw.

READ THE FIRST TIME this 12th day of August 2019

READ THE SECOND TIME this 12th day of August 2019

READ THE THIRD TIME this 26th day of August 2019

ADOPTED this 9th day of September, 2019

Signed by the Mayor and City Clerk this 11th day of September, 2019

Original signed by:

Andy Adams, MAYOR

Original signed by:

Elle Brovold, CITY CLERK

SCHEDULE "A"

INTERMENT SPECIFICATIONS

SECTION 1: Lot Sizes

- 1.1 HUMAN REMAINS:** Generally, lots designed, laid out and designated for the interment of human remains shall be the following size:
- a) **Infant / Child Lot:** Shall not exceed, but may be less than, four (4') feet six (6") inches (1.4 m) wide by six (6') feet (1.8 m) long, and;
 - b) **Standard Adult Lot – surveyed prior to January 1, 2017:** Shall not exceed five (5') feet nine (9") inches (1.7 m) wide by nine (9') feet two (2") inches (2.8 m) long, and;
 - c) **Standard Adult Lot – surveyed after January 1, 2017:** Shall not exceed five (5') feet six (6") inches (1.6 m) wide by nine (9') feet (2.7 m) long.
- 1.2 CREMATED REMAINS:** Generally, lots designed, laid out and designated for the interment of cremated remains shall be the following size:
- a) **Standard Cremation Lot:** Shall not exceed two (2') feet (60.9 cm) wide by two (2') feet (60.9 cm) long.
- 1.3** Lots may be laid out separately, in combinations or in combination of one lot type with another lot type.
- 1.4** Human remains interment lots may permit for the secondary interment of cremated remains over top of interred human remains.
- 1.5** In every instance, the official dimensions of any lot in a City cemetery shall be those set-out in the design plan and subsequent lot survey completed for the cemetery in which they are located.
- 1.6** The City shall have the authority to vary the dimensions of a lot or group of lots as circumstances may dictate or as it deems appropriate for the operation and maintenance of the Cemetery.
- 1.7** The design, layout, dimensions, location of interments and placement of memorials for every lot type in a City cemetery shall be those set out in these specifications.

SECTION 2: Interment

- 2.1** Generally, the following specifications shall be followed in making an interment of human remains or cremated remains into a lot or scattering of cremated remains in a City cemetery.

2.2 HUMAN REMAINS: For every interment of human remains in a:

- a) **Single-Depth Lot**, the interment shall be made at a sufficient depth to ensure there is, when filled and closed, not less than thirty (30) inches (76.2 cm) of soil between the finished surface of the lot and the uppermost surface of the grave liner, casket or container enclosing the human remains resting in the lot, or;
- b) **Double-Depth Lot**, the first interment shall be made at the lowest depth of the lot and shall be of sufficient depth to permit a future second interment of human remains, separated by not less than two (2) feet (60.9 cm) of soil between interments, and where, after any future second interment in the lot, when filled and closed, shall have not less than thirty (30) inches (76.2 cm) of soil between the finished surface of the lot and the uppermost surface of the grave liner, casket or container enclosing the human remains resting in the upper level of the lot, and;
- c) **Green Burial Lot**, in addition to complying with the above, no form of grave liner or vault shall be used in a green burial lot.

2.3 CREMATED REMAINS: For every interment of cremated remains in a:

- a) **Cremation Lot**, the interment of cremated remains shall be made in an excavation which, when filled and closed, provides not less than six (6) inches (15.2 cm) of earth between the finished surface level of the lot and the uppermost surface of the urn enclosing the cremated remains resting in the lot, and;
- b) **Green Burial Lot**, in addition to complying with the above, no form of grave liner or vault or non-biodegradable urn or container may be used in a green burial lot;

SECTION 3: Permitted Interments

3.1 Only human remains or cremated human remains may be interred in a City cemetery.

3.2 The scattering of cremated human remains is prohibited in City cemeteries, and the interment or scattering of pet or animal remains or cremated remains is prohibited in City cemeteries.

3.3 Generally, the following specifications shall constitute the lot types and permitted interment densities for lots as they may be designed and laid-out in a City cemetery.

3.4 HUMAN REMAINS LOTS: Generally, and except where it may be otherwise set out in the 'Cemetery Management Bylaw', following are the permitted interment capacities for human remains interment lots:

- a) **Infant / Child Lot:** This form of lot is limited to the interment of the human remains of one (1) infant or child and the secondary interment of the cremated remains of not more than two (2) individuals who have a direct and immediate

familial relationship (parent, sibling or grandparent) to the interred infant or child;

- b) **Single-Depth Lot:** This form of lot is limited to the interment of the human remains of one (1) individual and the secondary interment of the cremated remains of not more than three (3) individuals or, where no human remains are to be interred in the lot, the interment of the cremated remains of not more than four (4) individuals;
- c) **Double-Depth Lot:** This form of lot is limited to the interment of the human remains of two (2) individuals and the secondary interment of the cremated remains of not more than two (2) individuals or, where no human remains are to be interred in the lot, the interment of the cremated remains of not more than four (4) individuals;
- d) **Green Burial Lot:** In addition, and as applicable to the above defined criteria, the use of a green burial lot is subject, in every way, to ‘Section 9.o: Green Burial’ of this Bylaw;
- e) **Veteran’s Lot:** This form of lot will be located in a designated Veteran’s section of a City cemetery and is limited to the interment of the human remains of one (1) individual who qualifies as a Veteran and the City may permit the secondary interment of the human remains or the cremated remains of the spouse of the Veteran interred in a Veteran’s lot.

3.5 CREMATED REMAINS LOTS: Generally, and except where it may be otherwise set out in the ‘Cemetery Management Bylaw’, following are the permitted interment capacities for cremated remains interment lots:

- a) **Standard Cremation Lot:** This form of lot is limited to the interment of the cremated remains of four (4) individuals;
- b) **Green Burial Cremation Lot:** In addition, and as applicable to the above defined criteria, the use of a green burial lot is subject, in every way, to ‘Section 9.o: Green Burial’ of this Bylaw;
- c) **Veteran’s Cremation Lot:** This form of lot is limited to the interment of the cremated remains of two (2) individuals, of which at least one (1) individual qualifies as a Veteran.

SECTION 4: Memorials

4.1 The installation of a memorial on any form of lot in a City cemetery shall comply with ‘Schedule ‘B’: Memorial Specifications’ of the ‘Cemetery Management Bylaw’ as may currently be in force or as may be amended or repealed and replaced from time to time in the future.

SCHEDULE “B”

MEMORIAL SPECIFICATIONS

SECTION 1. GENERAL RULES

- 1.1** Every memorial and the installation of every memorial in a City cemetery shall conform to the plan established for the lot and the section of the City cemetery in which the memorial is proposed to be installed.
- 1.2** Every memorial shall be constructed of granite, or bronze on a granite base or another material of permanent and durable material approved by the City.
- 1.3** No memorial, inscription, engraving, ornamentation or combination thereof, including but not limited to a reference to any pet or pets, that is inconsistent with the dignity of adjacent lots, the cemetery or community standards shall be placed on any memorial.
- 1.4** No memorial shall be installed on a lot until plans and specifications describing fully a memorial’s proposed size, design, material, inscription and location have been submitted to the City, in a form prescribed by the City, by an applicant for a memorial permit.
- 1.5** No memorial shall be installed on a lot until:
 - a) an application for installation is received by the City, and;
 - b) it is determined the memorial described on the application complies in every way with the specifications set out for memorial placement on the lot where installation is proposed, and;
 - c) the applicable memorial installation Care Fund contribution set out in the fees and rates Bylaw is paid in full to the City, and;
 - d) all outstanding indebtedness as relates to the interment rights, lot, interment, and memorial installation has been paid in full to the City, and;
 - e) upon satisfying all of the above a memorial permit may be issued by the City to authorize installation of the memorial.
- 1.6** The type and design of a memorial and, the maximum width, depth and thickness of a memorial and, the form and style of a memorial inscription is conditional on the type of lot or lots on which it is being installed.
- 1.7** No memorial may be placed on a lot prior to the interment of human remains or cremated remains into the lot.
- 1.8** No memorial shall have a photographic appliqué or emblem of any type that is attached

solely by an adhesive of any kind. Any form of photograph or emblem must be an integral part of the memorial either cast in bronze or sand-blasted or laser-etched on granite.

- 1.9** Every memorial shall conform to the specifications set out in this Schedule and any further requirement that may be established by the City for a lot at a City cemetery at the time the memorial is placed or installed, not at the time the memorial is purchased or at the time of death.
- 1.10** Every memorial at a City cemetery shall be placed, installed, relocated or removed by the City.
- 1.11** The design, layout, dimensions, location of interments and placement of memorials for every lot type in a City cemetery shall be those set out in this Schedule.

SECTION 2. MEMORIAL SPECIFICATIONS

- 2.1** Except for the thickness of a flat memorial installed flush with the ground, which shall be not less than three (3") inches (7.6 cm) thick, memorial dimensions stated in this Schedule may have a variance of not more than plus or minus one (1") inch (2.5 cm).
- 2.2** Every flat marker memorial shall be installed into a foundation, installed by the City at an applicant's expense, that will consist of:
 - a) excavation of the installation site, and;
 - b) placement and compaction of sufficient consolidated aggregate materials, and;
 - c) a foundation placed to ensure a stable and level, vertical and horizontal installation of the flat marker flush with the surface level of the lot where the foundation may minimize the potential effect of frost heave on the memorial.
- 2.3** Every upright monument memorial shall be installed onto a foundation, installed by the City at an applicant's expense, that will consist of:
 - a) excavation of the installation site, and;
 - b) placement and compaction of sufficient consolidated aggregate materials, and,
 - c) fabrication of a reinforced concrete pad that:
 - (i) for a standard upright monument is not less than six (6") inches (15.24 cm) thick, and;
 - (ii) for a large upright monument is not less than eight (8") inches (20.3 cm) thick, and;
 - (iii) in every instance, the top of the foundation is level and is two (2") inches (5 cm) wider and longer than the base of the monument to be installed on the lot, and;

- d) a foundation placed to ensure a stable and level, vertical and horizontal installation of the upright monument above the surface level of the lot is achieved where the foundation may minimize the potential effect of frost heave on the memorial.

2.4 No form of decorative rock, gravel or other form of material may be placed at or around a memorial in a City Cemetery. Only materials approved or used by the City for the installation and maintenance of memorials is permitted at or around memorials or gravesites.

2.5 Flat Marker Memorial: A memorial taking the form of a flat marker to be installed flush with the ground shall be:

- a) Installed onto a foundation, installed at the applicant's expense, that conforms to Article 2.2 of these Memorial Specifications and to any other requirement that may be issued by the City for a gravesite where a flat memorial marker is proposed for installation, and;
- b) A granite memorial that is smooth sawn on the bottom and its sides and the side surfaces shall be true and perpendicular with the memorial's top surface and the inscription and design shall be carving or engraving on the face of the memorial, or;
- c) A bronze memorial anchored onto a granite base which shall be both wider and longer than the bronze marker and has a border of exactly two (2") inches (5 cm) of the base surface exposed on all sides and, the base top, bottom and sides shall be smooth sawn and, the side surfaces shall be true and perpendicular with the base's top surface and, the base shall be not less than three (3") inches (7.6 cm) thick, or;
- d) A bronze memorial anchored onto a reinforced concrete base which shall not have a border of not more than two (2") inches (5 cm) of concrete exposed on all sides, and;
 - (i) the concrete base shall consist of one (1) mat of No. 3 steel reinforcing bar placed in the centre of the three (3") inch (7.6 cm) slab and protected from the edges with one and one-half (1.5") inches (3.8 cm) of concrete. This form of mat shall have not less than two (2) pieces of reinforcing bar running the width of the base and three shorter pieces running the length of base, or;
 - (ii) the concrete base may consist of not less than two (2) layers of No. 9 wire reinforcing mesh placed in the centre of the slab and spaced 0.4" inches (1cm) to 0.8" inches (2 cm) apart from the other, and;
 - (iii) the concrete base for a bronze memorial shall be not less than three (3") inches (7.6 cm) thick, and;

- (iv) a bronze memorial mounted on a concrete base shall not exceed the maximum permitted size of a memorial that may be permitted on a lot, and;
- (v) the scrolls, letters, figures or other design elements of the memorial shall not be raised more than one-half (0.5") inch (1.2 cm) above the finished surface of the memorial.

2.6 Upright Monument Memorial: A memorial taking the form an upright monument installed above the ground level of a lot shall be:

- a) installed onto a reinforced concrete foundation, installed at the applicant's expense, that conforms to Article 2.3 of these Memorial Specifications and to any other requirement that may be issued by the City for a gravesite where an upright monument is proposed for installation, and;
- b) a monument base shall be made of granite and shall first be installed and secured to its foundation in a manner approved by the City and the bottom of the granite base shall be smooth sawn and unpolished so as to permit effective placement of the base on the foundation;
- c) a monument base side surfaces shall be true and perpendicular with the base's top surface and may be smooth sawn or rock pitch and may be polished or unpolished, and;
- d) a monument base shall be wider and longer than the monument tablet in order to provide a minimum border of two (2") inches (5 cm) to a maximum border of four (4") inches (10.1 cm) of the base surface exposed on all sides, and;
- e) a monument tablet shall be constructed of granite and attachment of a monument tablet to its base shall be with dowel pins and / or an adhesive epoxy compound approved by the City and, in the instance where dowels are mandated by the City, the dowels shall be made of a non-corrosive material, be centered on the base, be not less than six (6") inches (15.2 cm) in length and evenly extended into both the tablet and the base, and installed in a 'dry' mode, and;
- f) a monument tablet shall be not less than six (6") inches (15.2 cm) thick but may be no thicker than a dimension that leaves not less than a two (2") inch (5 cm) to a maximum of a four (4") inch (10.1 cm) border of the monument base surface exposed on all sides, and;
- g) a monument tablet inscription and design shall be carving or engraving on the face of the tablet, or a bronze plaque securely anchored to the face of the tablet with non-corrosive fasteners and / or an adhesive epoxy approved by the City.

2.7 No inscription, lettering, plaque or other form of adornment or decoration shall be placed

on the back or any side of an upright monument base or monument tablet.

- 2.8 No upright monument shall be installed to extend over the space where a lot has been or may be opened to accommodate an interment of human remains.
- 2.9 An upright monument with a design feature that is an integral part of a monument tablet may be permitted so long as the monument and design feature conform to the size specifications set out in these specifications.
- 2.10 An upright monument in the form of a freestanding design shall not be permitted.
- 2.11 No upright monument shall have any uncovered vertical joint.
- 2.12 No form of candleholder, vase, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed in a City cemetery.
- 2.13 At the time of an interment the City may permit a temporary, non-permanent marker of a design and size approved by the City to be placed on a lot where the temporary marker shall be limited to placement on the lot for a period not to exceed six (6) months from the date of interment. The City will not be responsible for the maintenance of the marker during the six- month (6) time frame and shall have the authority to remove and dispose of, without prior notice, a temporary, non-permanent marker remaining on a lot where more than six (6) months have expired from the date of interment.

SECTION 3. LOT TYPES & PERMITTED MEMORIALS

- 3.1 Interment into any form of lot in a City cemetery shall comply with Schedule 'B': Interment Specifications of the Cemetery Management Bylaw as may currently be in force or as may be amended or repealed and replaced from time to time in the future.
- 3.2 The following specifications shall constitute the number and type of memorials permitted on a lot as they may be designated and laid-out in a City cemetery:
 - a) **Infant / Child Lot:** This form of lot may have not more than two (2) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than three (3) individuals.
 - b) **Flat Marker Lot:** This form of lot may have not more than four (4) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than four (4) individuals.
 - c) **Veteran's Lot:** This form of lot shall be limited to one (1) flat marker installed flush with the ground that is twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals.

- d) **Upright Monument Lot:** This form of lot shall, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by thirty six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm) high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm) thick and memorializing not more than two (2) individuals, and;
- (i) may also have not more than two (2) additional flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals each.
- e) **Green Burial Lot:** This form of lot does not permit for the installation of any form of memorial on an interment lot. Memorialization for a green burial lot shall only be made at a communal memorial feature established by the City for a green burial area. The memorial inscription on any green burial communal memorial feature shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for a green burial area or a green burial communal memorial of which the inscription is a part.
- f) **Standard Cremation Lot:** This form of lot may have memorial markers installed flush with the ground which are limited to:
- (i) not more than two (2) flat markers installed flush with the ground that are eight (8") inches (20.3 cm) deep by twenty-four (24") inches (60.9 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than four (4) individuals, or;
- (ii) up to four (4) flat markers installed flush with the ground that are eight (8") inches deep by twelve (12") inches wide by (3") inches (7.6 cm) thick each memorializing one individual.
- g) **Veterans Cremation Lot:** This form of lot may have memorial markers installed flush with the ground which are limited to:
- (i) one (1) flat marker, installed flush with the ground, that is not more than twelve (12") inches (30.4 cm) deep by twenty (24") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals, or
- (ii) not more than two (2) flat markers, installed flush with the ground, that are not more than eight (12") inches (20.3 cm) deep by twelve (12") inches (60.9 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than 1 individual each.

3.3 The following specifications shall constitute the number and type of memorials permitted on lots purchased in a side-by-side configuration as may be designated, laid-out and permitted in a City cemetery:

- a) **Side-by-Side Flat Marker Lot:** This form of lot may have one (1) flat marker installed flush with the ground over the center line of the adjoined lots, that is eighteen (18") inches (45.7 cm) deep by thirty-six (36") inches (91.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than four (4) individuals, and;
 - (i) may also have not more than four (4) flat markers installed flush with the ground with two (2) markers on each of the adjoined lots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals each.

- b) **Side-by-Side Upright Monument Lot:** This form of lot shall, as its primary form of memorial, have one (1) large upright monument, installed over the center line of the adjoined lots, that has a base that is sixteen (16") inches (40.6 cm) deep by forty eight (48") inches (121.9 cm) wide by eight (8") inches (20.3cm) high AND a monument tablet that is thirty six (36") inches (86.3 cm) wide by not more than forty (40") inches (101.6 cm) high by twelve (12") inches (30.4 cm) thick and memorializing a maximum of four (4) individuals, and;
 - (i) may also have not more than four (4) additional flat markers, installed not more than two (2) on each of the adjoined lots, that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals each.

SCHEDULE "C"

CEMETERY FEES

GRAVE SPACE		January 1, 2024				
LOT		Grave Space	Care Fund Contribution	Preparation and Placement	Total	Grave Space Only
Adult Lot (12 yrs+)						
Resident		\$931	\$279	\$1,323	\$2,533	\$1,210
Non-Resident		\$1,167	\$350	\$1,323	\$2,840	\$1,517
Child (Under 12 yrs)						
Resident		\$566	\$170	\$640	\$1,376	\$735
Non-Resident		\$719	\$216	\$640	\$1,575	\$935
Infant (Less than two years)						
Resident		\$283	\$85	\$527	\$895	\$368
Non-Resident		\$371	\$111	\$527	\$1,009	\$483
Cremation Lot						
Resident		\$283	\$85	\$355	\$723	\$368
Non-Resident		\$371	\$111	\$355	\$837	\$483
Natural Burial (Green) Section						
Resident		\$931	\$279	\$1,323	\$2,533	\$1,210
Non-Resident		\$1,167	\$350	\$1,323	\$2,840	\$1,517
SERVICES		January 1, 2024				
OPENING AND CLOSING FOR EXHUMATION						
Adult		\$2,646				
Child		\$1,282				
Infant		\$1,117				
Cremation		\$511				
MEMORIALS						
		Placement	Care Fund Contribution	Total		
Flat Marker Installation each time		\$224	\$12	\$236		
Flat Marker Reset Each Time		\$47	\$12	\$59		
Standing Marker Placement		\$530	\$29	\$559		
Standing marker reset (each time)		\$295	\$29	\$324		
Green Burial - Dates Etched on Communal Marker.		\$295	\$12	\$307		

ADDITIONAL FEES		January 1, 2024			
Pall Bearers (each)	\$59				
Overtime Monday – Friday after 3:30 (First 3 hours).	\$299				
Overtime Monday – Friday per hour (after the first 3 hours).	\$401				
Overtime (full Burial) Saturday, Sunday & Statutory Holidays (added to burial fee).	\$1,211				
Overtime (Cremation): Saturday, Sunday & Statutory Holidays (added to burial fee).	\$606				
DOUBLE DEPTH: to permit second burial (added to burial fee – concrete grave liner required).	\$618				
Fiberglass Grave Liner	\$442				
Concrete Grave Liner	\$884				
Landscaping Natural Burial	\$301				
GRAVE SPACE		January 1, 2026			
LOT	Grave Space	Care Fund Contribution	Preparation and Placement	Total	Grave Space Only
Adult Lot (12 yrs+)					
Resident	\$987	\$296	\$1,402	\$2,685	\$1,283
Non-Resident	\$1,237	\$371	\$1,402	\$3,010	\$1,608
Child (Under 12 yrs)					
Resident	\$600	\$180	\$678	\$1,458	\$780
Non-Resident	\$762	\$229	\$678	\$1,669	\$991
Infant (Less than two years)					
Resident	\$300	\$90	\$559	\$949	\$390
Non-Resident	\$393	\$118	\$559	\$1,070	\$511
Cremation Lot					
Resident	\$300	\$90	\$376	\$766	\$390
Non-Resident	\$393	\$118	\$376	\$887	\$511
Natural Burial (Green) Section					
Resident	\$987	\$296	\$1,402	\$2,685	\$1,283
Non-Resident	\$1,237	\$371	\$1,402	\$3,010	\$1,608

SERVICES	January 1, 2026				
OPENING AND CLOSING FOR EXHUMATION					
Adult	\$2,805				
Child	\$1,359				
Infant	\$1,184				
Cremation	\$542				
MEMORIALS					
	Placement	Care Fund Contribution	Total		
Flat Marker Installation each time	\$237	\$13	\$250		
Flat Marker Reset Each Time	\$50	\$13	\$63		
Standing Marker Placement	\$562	\$31	\$593		
Standing marker reset (each time)	\$313	\$31	\$344		
Green Burial - Dates Etched on Communal Marker.	\$313	\$13	\$326		
ADDITIONAL FEES	January 1, 2026				
Pall Bearers (each)	\$63				
Overtime Monday – Friday after 3:30 (First 3 hours).	\$317				
Overtime Monday – Friday per hour (after the first 3 hours).	\$425				
Overtime (full Burial) Saturday, Sunday & Statutory Holidays (added to burial fee).	\$1,284				
Overtime (Cremation): Saturday, Sunday & Statutory Holidays (added to burial fee).	\$642				
DOUBLE DEPTH: to permit second burial (added to burial fee – concrete grave liner required).	\$655				
Fiberglass Grave Liner	\$469				
Concrete Grave Liner	\$937				
Landscaping Natural Burial	\$319				

GRAVE SPACE	January 1, 2028				
LOT	Grave Space	Care Fund Contribution	Preparation and Placement	Total	Grave Space Only
Adult Lot (12 yrs+)					
Resident	\$1,046	\$314	\$1,486	\$2,846	\$1,360
Non-Resident	\$1,311	\$393	\$1,486	\$3,190	\$1,704
Child (Under 12 yrs)					
Resident	\$636	\$191	\$719	\$1,546	\$827
Non-Resident	\$808	\$243	\$719	\$1,770	\$1,051
Infant (Less than two years)					
Resident	\$318	\$95	\$593	\$1,006	\$413
Non-Resident	\$417	\$125	\$593	\$1,135	\$542
Cremation Lot					
Resident	\$318	\$95	\$399	\$812	\$413
Non-Resident	\$417	\$125	\$399	\$941	\$542
Natural Burial (Green) Section					
Resident	\$1,046	\$314	\$1,486	\$2,846	\$1,360
Non-Resident	\$1,311	\$393	\$1,486	\$3,190	\$1,704
SERVICES	January 1, 2028				
OPENING AND CLOSING FOR EXHUMATION					
Adult	\$2,973				
Child	\$1,441				
Infant	\$1,255				
Cremation	\$575				
MEMORIALS					
	Placement	Care Fund Contribution	Total		
Flat Marker Installation each time	\$251	\$14	\$265		
Flat Marker Reset Each Time	\$53	\$14	\$67		
Standing Marker Placement	\$596	\$33	\$629		
Standing marker reset (each time)	\$332	\$33	\$365		
Green Burial - Dates Etched on Communal Marker.	\$332	\$14	\$346		

ADDITIONAL FEES	January 1, 2028				
Pall Bearers (each)	\$67				
Overtime Monday – Friday after 3:30 (First 3 hours).	\$336				
Overtime Monday – Friday per hour (after the first 3 hours).	\$451				
Overtime (full Burial) Saturday, Sunday & Statutory Holidays (added to burial fee).	\$1,361				
Overtime (Cremation): Saturday, Sunday & Statutory Holidays (added to burial fee).	\$681				
DOUBLE DEPTH: to permit second burial (added to burial fee – concrete grave liner required).	\$694				
Fiberglass Grave Liner	\$497				
Concrete Grave Liner	\$993				
Landscaping Natural Burial	\$338				