

St Augustine Anglican Church
Lot 9, Conc 4, Westmeath Township, Whitewater Region
Anderson Drive
PO Box 202
Beachburg, Ontario K0J 1C0
Cemetery by-laws
2012 (Amended July 1, 2012)

These by-laws are subject to the approval of the Registrar of Funeral, Burial and Cremation Service Act, 2002(FBCSA).

A. Definitions

Burial: The opening and closing of an inground lot or plot for the disposition of human remains or cremated human remains.

By-laws: The rules and regulations under which the Cemetery operates.

Care and Maintenance Fund: It is a requirement under the FBCSA that a percentage of the purchase price of all Interment Rights, and set amounts for marker and monument installations is contributed into the Care and Maintenance Fund. Interest earned from this fund is used to provide care and maintenance of plots, lots, markers and monuments at the Cemetery.

Contract: For purposes of these by-laws, all purchasers of interment rights must sign a contract with the cemetery, detailing obligations of both parties and acceptance of the cemetery by-laws.

Corner Posts: Shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

Freeze-up: Frost in the ground at one inch depth or at the discretion on the gravedigger.

Funeral, Burial and Cremation Services Act 2002: FBCSA provides the framework for the regulation of the bereavement sector including cemeteries, funeral establishments and funeral directors, transfer services, crematoriums and staff employed by these businesses.

Grave: (Also known as Lot) means any inground burial space intended for the interment of a child, adult or cremated human remains.

Interment Right: The right to require or direct the interment of human remains or cremated human remains in a grave, lot and direct the associated memorialization.

Interment Rights Certificate: The document issued by the Cemetery to the purchaser once the interment rights have been paid in full, identifying ownership of the interment rights.

Interment Rights Holder: Any person designated to hold the right to enter human remains in a specified lot.

Lot: For the purposes of these By-Laws a lot is a single grave space.

Marker: Shall mean any permanent memorial structure that is set flush and level with the ground, and used to mark the location of a burial lot.

Monument: Any permanent memorial projecting above the ground installed within the designated space to mark the location of a burial or lot.

Plot: For the purposes of these by-laws, a plot is a parcel of land, sold as a single unit, containing multiple lots.

B. General Information

Hours of Operation:

Visitation Hours: Daily 7am-9pm

Office Hours: Monday – Friday 9am-4pm

Burial Hours: Daily 8am-4pm until freeze-up and beginning after spring thaw.

General Conduct:

The cemetery reserves full control over the cemetery operations and management of land within the cemetery grounds.

No person may damage, destroy, remove or deface any property within the Cemetery.

All visitors should conduct themselves in a quiet manner that shall not disturb any service being held.

By-Law Amendments:

The cemetery shall be governed by these bylaws, and all procedures will comply with the Funeral Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11, which may be amended periodically.

All by-law amendments must be:

- a) published once in a newspaper with general circulation in the locality in which the cemetery is located;
- b) conspicuously posted on a sign at the entrance of the cemetery; and
- c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

All by-laws and by-law amendments are subject to the approval of the Registrar, Funeral, Burial and Cremation Services Act, 2002.

Liability:

The cemetery board will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to, any lot, plot, monument, marker, or other article that has been placed in relation to an interment right.

Public Register:

Provincial legislation – Section 110 of Ontario Regulation 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

Pets or Other Animals:

Pets or other lower animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.

Right to Re-Survey:

The Cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

Notice of Resale and Transfer of Interment:

Interment rights holders must first offer the interment rights to the cemetery board. If the cemetery board does not wish to re-purchase the interment rights, the interment right may be sold to a third party for no more than the current price listed on the cemetery price list, less care and maintenance originally paid, as long as the sale or transfer is conducted through the cemetery board and the purchaser meets the qualifications and requirements as outlined in the cemetery board's by-laws.

The cemetery board prohibits the resale of interment rights to a third party and is not required to repurchase unused interment rights in a plot (more than one lot) if one of the interment rights in the plot has been exercised.

C. Cancellation or resale of interment rights

Purchasers of interment rights holders acquire only the right to direct the burial of human remains and the installation of monuments, markers and inscriptions, subject to the conditions set out in the cemetery by-laws. In accordance with cemetery by-laws, no burial or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An interment rights certificate will be issued to the interment rights holder(s) when payment has been made in full. The purchase of interment rights is not a purchase of Real Estate or real property. An interment rights holder wishing to resell their interment rights must advise the cemetery board of their intention prior to seeking a third party buyer for their interment rights

Cancellation of Interment Rights within 30 Day Cooling-Off Period:

A purchaser has the right to cancel an interment contract within thirty (30) days of signing the interment contract, by providing written notice of the cancellation to the cemetery board. The cemetery board will refund all money paid by the purchaser within thirty (30) days from the date of the request for cancellation.

Cancellation of Interment after the 30 Day Cooling-Off Period:

Upon receiving written notice from the purchaser of the interment, the cemetery board will cancel the contract and issue a refund to the purchaser for the amount paid for the interment less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said notice. If the interment rights certificate has been issued to the interment rights holder(s), the certificate must be returned to the cemetery board along with the written notice of cancellation.

If any portion of the interment has been exercised, the purchaser, or the interment rights holder(s) are not entitled to cancel the contract or re-sell the interment rights.

Resale of Interment after 30 Day Cooling-Off Period:

Unless the interment rights have been exercised the purchaser retains the right to cancel the contract or re-sell the interment rights. Once payment for the interment rights has been made in full, and an interment rights certificate has been issued, the interment or rights holder(s), as recorded on the cemetery records, has right to re-sell the interment rights. Any resale of the

a statement of any money owing to the cemetery board in respect to the interment rights.

once the endorsed certificate and all required information has been received by the cemetery board from the rights holder(s), the cemetery board will issue a new interment rights certificate to the third party purchaser.

Upon completion of the above listed procedures, and upon the issuance of the new interment rights certificate, the third party purchaser or transferee(s) shall be considered the current interment rights holder(s) of the interment rights, and the resale or transfer of the interment rights shall be considered final in accordance with the cemetery by-laws and the FBCSA.

The cemetery board may charge an administration fee for the issuance of a duplicate certificate in accordance with the price listed on the cemetery board's current price list.

The cemetery board does not prohibit the resale of an interment rights and may repurchase the interment rights from the rights holder(s) if the cemetery board so desires and may negotiate a purchase price so long as the seller acknowledges being aware of the cemetery board current price list amounts for interment and rights.

Requirements if resale is prohibited within cemetery by-laws:

If a rights holder(s) wishes to re-sell the interment rights and the cemetery board's by-laws prohibit the third party resale of interment rights, the rights holder(s) must make the request to the cemetery board in writing. The cemetery board will repurchase the interment right at the price listed on the cemetery board's current price list less the Care & Maintenance Fund contribution made at the time of purchase. The re-purchase and payment to the rights holder requesting the sale must be completed within 30 days of the request.

The interment rights holder requesting the resale of the rights must return the interment rights certificate to the cemetery board and the rights holder(s) must endorse the interment rights certificate, transferring all rights, title and interest back to the cemetery board. The appropriate paperwork must be completed before the cemetery board reimburses the rights holder(s).

D. Burial of cremated remains

Interment rights holder(s) must provide written authorization prior to a burial taking place. Should the interment rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the interment rights holder i.e. Personal Representative, Estate Trustee, Executor or next of kin.

A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be provided to the cemetery office prior to a burial taking place. A Certificate of Cremation must be submitted to the cemetery board prior to the burial of cremated remains takes place.

In accordance with the FBCSA the purchaser of interment rights must enter into a cemetery contract, providing such information as may be required by the cemetery board for the completion of the contract and the public register prior to each burial of human remains.

Payment must be made to the cemetery board before a burial can take place.

The cemetery board shall be given 48 business hours of notice for each burial of human remains.

The opening and closing of graves may only be conducted by those designated to do work on behalf of the cemetery board.

interment right shall be in accordance with the requirements of the cemetery by-laws and in keeping with the FBCSA.

If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to re-sell the interment rights.

Care and Maintenance Fund Contributions:

As required by sections 166 and 168 of Regulation 30/11, a percentage of the purchase price of all interment rights and a prescribed amount for monuments and markers is contributed into the care and maintenance fund. Income from this fund is used to provide only general care and maintenance of the cemetery. Contributions to the care and maintenance fund are not refundable except when interment rights are cancelled within the 30 day cooling off period.

Permit or prohibit resale of interment right to a third party:

Note: All resale of interment rights must be carried out through the cemetery board.

A cemetery board may choose to either permit the interment rights or rights holder(s) to:

a) re-sell the interment or rights to a third party

Requirements if resale of interment rights or rights is permitted by the cemetery Board.

The interment rights holder(s) intending to sell their rights shall provide the following documents to the cemetery board so that the board can confirm the ownership of the rights and provide the third party purchaser with the required certificate etc.:

1. an interment rights certificate endorsed by the current rights holder
2. if the resale involves interment rights, a written statement of the number of lots that have been used in the plot and the number of lots that remain available
3. any other documentation in the interment rights holder(s) possession relating to the rights

The third party purchaser will be provided with the following documents by the cemetery board:

1. an interment rights certificate endorsed by the current rights holder
2. a copy of the cemetery's current by-laws
3. a copy of the cemetery's current price list if the resale involves interment rights, a written statement of the number of lots that have been used in the plot and the number of lots that remain available
4. any other documentation in the interment rights holder(s) possession relating to the rights

The cemetery board will require:

require a statement signed by the rights holder(s) selling the interment rights acknowledging the sale of the interment rights to the third party purchaser

require confirmation that the person selling the interment rights is the person registered on the cemetery records and that they have the right to re-sell the interment rights

record the date of transfer of the interment rights to the third party;

the name and address of the third party purchaser(s)

Cremated remains are not permitted to be scattered on a grave.

Human remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the cemetery board and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the cemetery board before the removal of casketed human remains may take place. A certificate from the local medical officer of health is not required for the removal of cremated remains.

In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).

E. Memorialization

No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full.

No monument, footstone, marker or memorial of any description shall be placed, moved, altered, or removed without permission from the cemetery board.

Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear.

The cemetery board will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.

The cemetery board reserves the right to determine the maximum size of monuments, their number and their location on each lot or plot. They must not be of a size that would interfere with any future interments.

All foundations for monuments and markers shall be built by, or contracted to be built for, the cemetery board at the expense of the interment rights holder.

Should any monument or marker present a risk to public safety because it has become unstable, the cemetery board shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk.

The cemetery board reserves the right to remove at its sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the trustees.

A monument shall be erected only after the specific design plans have been approved by the cemetery board including: dimensions, material of structure, construction details, and proposed location.

In keeping with the cemetery by-laws only one monument shall be erected within the designated space on any lot.

The minimum thickness for flat markers including footstones is 4 inches or 10 cm.

All monuments and markers shall be constructed of bronze or natural stone (i.e. granite).

No monument shall be delivered to the cemetery for installation until the monument foundation has been completed, and the interment rights holder(s) and/or marker retailer have been notified by the cemetery board.

Markers and footstones of bronze or granite are permitted with size and quantity restrictions according to cemetery by-laws and the placement of such memorials shall not interfere with future interments.

F. Care and planting

A portion of the price of interment rights is trusted into the Care and Maintenance Fund. The income generated from this fund is used to maintain, secure and preserve the cemetery grounds. Services that can be provided through this fund include:

Re-leveling and sodding or seeding of lots

Maintenance of cemetery roads, sewers and water systems

Maintenance of perimeter walls and fences

Maintenance of cemetery landscaping

Repairs and general upkeep of cemetery maintenance buildings and equipment

No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial lot in the cemetery.

No person shall plant trees, flower or shrubs in the cemetery except with the approval of the cemetery board.

Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

G. Items that is prohibited and permitted

The cemetery reserves the right to regulate the articles placed on lots or plots that pose a threat to the safety of all interment rights holders, visitors to the cemetery and cemetery employees, prevents the cemetery from performing general cemetery operations, or are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.

To assist interment holders the following are prohibited from being placed on lots within the cemetery, non-heat resistant glass, ceramics, corrosive material, loose stones or sharp objects, trellises or arches, chairs and benches.

The cemetery reserves the right to disallow or remove quantities of memorial wreaths or flowers considered to be excessive and that diminishes the otherwise tidy appearance of the cemetery.

All memorial wreaths shall be removed by November 1st. Wreaths not removed by November 1st will be removed and disposed of by the Cemetery without notification.

H. Contractor/monument dealer bylaws

Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery board before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery board and provide the necessary approvals before commencing work at any location on the cemetery property.

Prior to the start of any said work, contractors must provide proof of:

WSIB coverage

Occupational Health and Safety compliance standards

Environmental Protection

WHMIS

Evidence of liability insurance of not less than \$2 million.

- All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.
- Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the cemetery board.
- No work will be performed at the cemetery except during the regular business hours of the cemetery.
- Contractors shall temporarily cease all operations if they are working within 100 metres of a funeral until the conclusion of the service. The cemetery reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
- Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and paths over which heavy materials are to be moved in order to protect the surface from damage.
- The Funeral Director will act as the agent for the cemetery board for opening and closing of the plot.
- The cemetery board retains the right to accept or deny any sale of cemetery property at its discretion without any recourse to any Cemetery board member, St Augustine Anglican Church Beachburg, Ontario or any of its officers.

I have read and understand all of the policies of the St Augustine Anglican Cemetery

Purchasers Signature _____ Date _____

Witness _____

April 28, 2016
03608

Carol Smith

Interment of Cremated Remains.

1. A Certificate of Cremation must be deposited with the Cemetery Committee before the Interment takes place.
2. Three Urns may be interred in a grave, whether the grave has or has not previously been used for non-cremated remains (that is, full body burial).
3. Burial of cremated remains must be in an enclosed container.
4. With the permission of the Cemetery Committee, the grave for cremated remains must be open and closed by the custodian of the cemetery for a price of \$200.00
5. The Cemetery committee will mark the grave.