

# **The By-Laws**

**of the**

**Anglican Cemetery**

**Woodstock Ontario**

**(Revised May, 2015, Approved JULY 8TH, 2015 by the Ministry of  
Government and Consumer Services, Cemeteries Regulation #03053)**

**Under the Trusteeship of  
The Church of the Epiphany, Woodstock Ontario**

# **CONTENTS**

**PREFACE:PAGE 3**

**ADMINISTRATION:- PAGE3**

**DEFINITIONS:PAGE 4**

**SALE & TRANSFER OF LOTS - PAGES 5 & 6**

**PRE-NEED SERVICES PAGE7**

**INTERMENTS & DISINTERMENTS PAGES 7-8**

**CARE OF LOTS- GENERALPAGE 9**

**CARE OF LOTS -FLOWERSPAGES 9-10**

**MONUMENTS AND MARKERS**

**-GENERAL INFORMATION PAGES 10-11**

**MONUMENTS PAGES 11-13**

**MARKERS PAGES 13-14**

**RULES FOR MONUMENT**

**DEALERS, CONTRACTORS AND**

**WORKERS PAGE 14**

**MORTUARY REGULATIONS PAGE 15**

**RULES FOR VISITORS PAGE 15-16**

**COLUMBARIUM BYLAWS PAGE 17**

## **Preface:**

The Woodstock, Ontario Anglican Cemetery was established in 1868 and is operated by The Church of the Epiphany, the Trustees being the Rector and Wardens and an adequate elected Advisory Board from the congregations of all Anglican Churches within the City of Woodstock. All Trustees except the Secretary and Treasurer serve on a voluntary basis, the latter receiving some remuneration as set by the Board.

The Cemetery Board of Trustees, in the discharge of their responsibilities, appeal to the public to aid them by following these by-laws, which have been adopted for the improvement and upkeep of the cemetery, to keep it a becoming and respectful place for the burial of the dead.

The Church of the Epiphany, Anglican Cemetery is licensed to act as a cemetery in accord with the Funeral, Burial and Cremation Services Act, 2002.

It is our hope that by a co-operative effort we can keep the cemetery attractive and peaceful.

### **A) ADMINISTRATION**

1. The Cemetery Board reserves full and complete control and management of the land, buildings, plantings, roads, utilities, books and records of the cemetery and complete authority to administer these by-laws.
2. Ownership is placed in the hands of the interment rights holders and all monies are used exclusively for the maintenance and improvement of the property.
3. Management and direction are entrusted to an appointed or elected Board of Trustees who, without remuneration will supervise the care and upkeep done by the caretaker.
4. The Board shall meet at least four times annually. In January each year to set prices and resolve matters regarding the cemetery upkeep and maintenance, to elect the chairman for the year, and other officers as necessary and to consider the auditor's report. If required, other meetings may be called by the chairman.
5. The Secretary and Treasurer will record the minutes of the meetings and the resolutions adopted and have care of all records and documents and conduct all correspondence. The Treasurer shall keep a proper record of all money transactions as they pertain to cemetery operations.
6. The caretaker shall have custody, under the trustees, of the Cemetery. No interment or removal of bodies shall take place without notice to the caretaker, and they shall see that a proper Burial Permit or other certificate required by law is furnished to them in each instance.
7. The Board distinctly disclaims all responsibility for loss or damage from causes beyond their control and especially from damage caused by the elements, and acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosion, accidents, invasion, insurrections, riots, or order of any military or civil authority, whether damage be direct or collateral.

8. The Board shall take reasonable precaution to protect the property of interment rights holders but they assume no liability or responsibility for the loss of, damage to, any article of any type that is placed on any lot or plot.

## B) DEFINITIONS

1. “Cemetery”: The Anglican Cemetery, located in the City of Woodstock, in the County of Oxford.
2. “Ministry” : The Ministry of Consumer Services for Ontario
3. “Board”: The duly appointed or elected Board of Trustees for the Anglican Cemetery.
4. “Chairman”: The chairman of the Board of Trustees for the Anglican Cemetery.
5. a) “Secretary”: The secretary is appointed by The Board of Trustees for the Anglican Cemetery.  
b) “Treasurer”. The treasurer is appointed by The Board of Trustees for the Anglican Cemetery.
6. a) “Caretaker”: The person appointed by the Board of Trustees as caretaker of the Anglican Cemetery.  
b) “Groundskeeper” is contracted by the Board of Trustees to maintain the grounds.  
c) “Assistant” sub-contracted by the groundskeeper when required.
7. “Lot”: An area of land in a cemetery containing, or set aside to contain, human remains.
8. “Plot” : Two or more lots in which the rights to inter have been sold as a unit.
9. “Grave”: A single full burial grave measuring 9' x 3 1/4" allowing 1 casket burial and 4 Cremation burials.
10. “Children’s Grave”: Any burial space of less than 60.96 cm (2 feet) by 1.2 meters (5 feet).
11. “Infant Grave”: Any burial space intended for and infant, and having a minimum size of 35.56 cm (14 inches) by 91.44 cm (36 inches).
12. “Cremation Lot”: Any burial space intended to receive one cremation burial on a single cremation plot measuring 20” x 18”.
13. “Interment Rights” : Includes the right with respect to a lot and includes a purchaser of interment rights under the Funeral, Burial and Cremation Services Act, 2002.
14. “Plan”: The plan of the cemetery, approved by the Ministry of Government and Consumer Services.
15. “Certificate of Interment Rights”: The certificate issued by The Anglican Cemetery Board of Trustees to the purchaser of the interment rights in either a lot or plot.
16. “Care and Maintenance Fund” Is the trust fund in which all monies received by the cemetery for the care and maintenance of lots, plots, and monuments have been invested with the Anglican Diocese of Huron office.

17. "General Maintenance Account": The account that has been set aside for maintenance of the cemetery and for services rendered in connection with its operation.
18. "Monument": Any permanent memorial projecting above the ground level.
19. "Marker": Any memorial of granite, marble, or bronze set flush with the surface of the ground and used to indicate the location of a lot.  
  
A single full burial grave measuring 9" x 3 1/4" will allow 3 Flat Markers, and borders if required, measuring 26" x 18" each.  
  
If 2 full burial plots are purchased together they may have 1 flat family marker, and border if required, placed in the top centre of the 2 graves measuring 36" x 20". You may also have 2 flat markers and borders if required, measuring 24" x 16" on each grave.  
  
On a Single Cremation plot a flat marker, and border if required will measure 16" x 14".  
  
If 2 Single Cremation Plots are purchased together they may have a flat marker, and border if required measuring 24" x 14".
20. "Corner-posts": Any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot.

### **C) SALE & TRANSFER OF LOTS**

1. No person shall sell interment rights unless that person does so, on the behalf of the licensed cemetery.
2. Interment rights in lots and plots may be purchased from the cemetery at the rates filed with the Ministry of Government and Consumer Services that are on file in the office of the caretaker of the cemetery. The prices for lots include the applicable portion for deposit to the cemetery's care and Maintenance Fund.
3. The deposit to the Care and Maintenance Fund shall be as specified in the regulation made under the Funeral, Burial and Cremation Services Act, 2002 that came into effect July 1, 2012.
4. Payments for lots shall be made at the office of the Secretary-Treasurer.
5. The Cemetery Board shall provide each Rights owner at the time of sale with:
  1. A copy of the contract
  2. A copy of the condensed version of the Cemetery By-Laws. (Full version on Web Page)
  3. Upon payment in full a Certificate of Interment Rights.
6. Purchasers of lots acquire only the right and privilege of burial of the dead and of constructing monuments or placing markers, subject to the Cemetery By-Laws from time to time in force and approved by the Ministry of Government and Consumer Services
7. Lots previously sold, for which provision for care and maintenance has not been made, may be placed under this plan by the payment of the charges set forth in the Price List.

8. To ensure the correctness of records of ownership and interments, no transfer of any interment rights or any interest therein shall be binding upon the Board until notice is given in writing to the Secretary-treasurer of the Board specifying the name and address of the proposed transferee and date of transfer, and such particulars have been entered in a register for that purpose. Upon receipt of such notice, and payment of a fee, the transfer shall be made.
9. In cases of transfer of ownership by will or bequest of interment rights, the Board reserves the right to require the production of a notary copy of the will or other evidence sufficient to prove ownership.
10. An interment rights holder may require, by written demand the Cemetery to repurchase the rights at any time before they are used.

**Cancellation of Interment Rights within 30 day Cooling Off Period:**

A. If the Cemetery receives written notice that a contract is cancelled within thirty days, the cemetery will refund to the purchaser all money received under the contract, within thirty days of receiving the notice.

B. Upon receiving written notice from the purchaser of the interment rights, the cemetery operator will cancel the contract and issue a refund to the purchaser for the amount paid for the interment rights 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 holders(as), the certificate must be returned to the cemetery operator along with the written notice of cancellation. If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to cancel the contract or resell the interment rights.

C. In accordance with the Funeral, Burial and Cremation Services Act, 2002, the Cemetery is not required to repurchase the interment rights for more than four lots held by the same interment right owner in a twelve month period.

**No Interment Rights may be resold, except back to the Anglican Cemetery at the current market price list , minus the Care and Maintenance paid.**

11. If any lot is sold and has not been used after a 20 year period it may be considered abandoned. The cemetery may apply to the Registrar for a declaration that the interment rights are abandoned after making inquiries and giving reasonable notices to find the interment rights holders or beneficiaries. Upon being satisfied that the rights are abandoned, the Registrar shall issue a declaration to that effect. If there is no appeal, the Cemetery may resell the lot in question.
12. Any person whose interment rights have been resold after being declared abandoned may apply to the Registrar of redress. The Registrar shall order the cemetery to provide better or equivalent interment rights in that cemetery or to refund the amount that it would cost to purchase better or equivalent interment rights in the cemetery or to refund the amount that it would cost to purchase better or equivalent interment rights in the cemetery. If no interment rights are available in the cemetery, the closest cemetery appropriate to the religious or ethnic affinities of the person whose interment right have been resold.

## D) PRE-NEED SERVICES

The Anglican Cemetery does not accept payment for pre-need services. Such an arrangement can be discussed with the appropriate Funeral Director.

## E) INTERMENTS AND DISINTERMENTS

1. No burials shall take place between December 1 and April 1 unless weather permits an extension and in consultation with the Chairperson and the equipment operator.
2. Not more than one burial shall be made in a single grave except:
  - A. In areas designated for double depth burial. The first interment must be made at the lower level.
  - B. The cremated remains of not more than four persons.
  - C. Or a 60.96 by 30.48 (24" by 12" ) infant container may be buried at the head end of a single grave in which a casket containing human remains has been buried, provided space is available.
3. Remains to be buried in a lot must be enclosed in a container, sealed securely, and of sufficient strength to permit burial with the container remaining intact, The container must be of a size to permit burial within the size of the lot.
4. All interments must be authorized in writing by the interment rights holder except the interment of the interment rights holder.
5. The Caretaker, Groundskeeper or his assistant or someone in the employ of the board shall be in attendance at each interment.
6. A burial permit issued by the Division Registrar, showing that the death has been registered, and the fee for the opening of the lot according to the fee found in the Price List, must be deposited with an official of the Board before interment can take place.
7. In the case of a cremation, interment or inurnment, the cremation certificate and the prescribed fee for this service, according to the Price List, must be deposited with an official of the Board before interment can take place.
8. Persons requesting interments in lots or plots shall be held responsible for charges incurred.
9. When interment rights in a lot/plot are held jointly by two or more persons, an order will be accepted from either or any of them or their authorized representatives, for interment in such part of the plot as may be requested.
10. No lot shall be opened for interment or disinterment by any person not in the employ of, or under the direction of the Board, except under special circumstances, and by permission of the Board.

11. The interment fee includes the opening and closing of the lot and the registration of the burial.
12. The scale of fees for lot openings is based on the size of the lot and labour involved.
13. No person shall remove human remains, except cremated remains, from a cemetery unless a certificate of a Medical Officer of Health or the Board confirming that the Funeral, Burial and Cremation Services Act have been complied with is affixed to the container. A burial certificate under the Vital Statistics Act is not required to re-inter human remains that have been disinterred according to the Funeral, Burial and Cremation Services Act and regulations.
14. The Cemetery will exercise all due care in making burial and interments but is not responsible for damage to any casket, urn or other container sustained during disinterment.
15. No interment shall be permitted in any lot where the burial rights have not been paid in full.
16. Funeral corteges within the cemetery shall follow the route indicated by the caretaker.
17. The cemetery reserves the right, at its cost, to correct any error that may be made by it in making interments, in the description of the lot, or the transfer or conveyance of any interment rights. The cemetery may either cancel such grant and substitute other interment rights, or lot of equal value and similar location, as far as is reasonably possible; or refund all money paid on account for such purchases. Notice will be given personally to the rights owners. If necessary, it may be mailed to the rights owners or their legal representatives, at their last appearing address in the record books of the cemetery. In the event any such error may involve the disinterment of remains, the cemetery shall first obtain the approval of any regulatory authority and the interment rights owner.
18. The cemetery shall not be held responsible for any errors made for any funeral arrangements made over the phone. These arrangements should be made in writing.
19. Notice of each interment to be made shall be given to the Secretary of the cemetery at least 48 hours in advance, 16 hours of which must be regular working hours. The Board cannot be held responsible for having lots prepared for funerals unless such notice is given.
20. No interment shall be made on Sunday or Statutory Holidays unless the cemetery is ordered to do so by a representative of the Ministry of Health and Long Term Care.
21. Extra charges are included in the Price List for:
  - A. Double depth grave openings, are in the first instance, or where an additional interment is required for a grave space already occupied at the regulation depth for the purpose of deepening the original interment.
  - B. Saturday Burials and after hour burials (5:00 p.m. until Dusk)

## F) CARE OF LOTS – GENERAL

1. All lots and plots sold or assigned shall be maintained and kept properly graded, sodded and mown by the groundskeeper contracted by the Board of Trustees.
2. No person shall do any work upon a burial lot without the permission of the caretaker.
3. No trees, shrubs, flowering or other plants may be cultivated on lots.
4. If any trees or shrubs situated in any lot shall have become by means of their roots or branches or in any other way, detrimental to the adjacent lots, drain, roads or walks, or prejudicial to the general appearance of the ground or inconvenient to the public, the Board may remove such trees, shrubs or part thereof, after 30 days notice to the interment rights holder.
5. **NO GLASS CONTAINERS** of any kind are allowed in the cemetery at any time.
6. Nails, wires, wooden crosses, articles of glass or pottery or any other material that create a hazard to workmen and to visitors when neglected or broken are not allowed in the cemetery.
7. Borders, fences, railings, walls, cut-stone coping and hedges in or around lots become unsightly, they are prohibited.
8. Implements or materials used in doing any work within the cemetery shall be removed without delay and if this is not done, the caretaker shall remove the same.
9. No interment rights holder shall change the grading of his lot, and in case of any such change, the Board may restore the lot to its original grade at the expense of the Interment Rights Holder.
10. No unauthorized person shall sod, move corner-posts or lot markers.
11. The Board shall not be responsible for loss or damage to any articles left upon an lot or plot.

## G) CARE OF LOTS – FLOWERS

1. The cemetery reserves the right to remove flowers, potted plants, wreaths and baskets of flowers when they become withered or for any other reason. Such removals to be in the best interest of the cemetery.
2. During the growing season (usually May to October) while all natural flowers are available, artificial flowers in any form, including wreaths , are not permitted on graves or lots.
3. Vases, urns and flower stands not properly cared for and not filled with plants will be removed from the lot and any stand, holder, vase or other receptacle for flowers deemed unsightly will be removed.
4. Potted plants must not be buried but must be placed on top of the ground as close to the monument base as practical.

5. Those who place potted plants or urns, not planted by the cemetery, are responsible for their upkeep and must remove them by September 15<sup>th</sup>.
6. Cement urns are allowed to remain after September 15<sup>th</sup> by the cemetery lot but must be placed upside down as close to the monument base as possible.
7. Artificial wreaths without glass or plastic covers are allowed to be placed on the lot after November 1<sup>st</sup>, provided they are securely fastened to the monument, or where there is no monument, mounted on a stand of at least 76.2 cm (30") high and securely anchored to the ground.
8. To preserve the proper appearance of the grounds, artificial wreaths must be removed before April 30<sup>th</sup> of each year, otherwise the caretaker will remove them.

## **12. MONUMENTS AND MARKERS – GENERAL INFORMATION**

1. No monuments or other structure shall be erected or permitted on a lot until accrued charges have been paid in full.
2. No inscriptions shall be placed on any monument which is not in keeping with the dignity and decorum of the cemetery.
3. All installations of monuments and markers and their foundations shall be arranged for by the rights holder through monument dealers or contractors subject to the conditions of these by-laws.
4. No monument, foot stone, marker or memorial of any kind shall be placed, moved, altered or removed without permission from the caretaker.
5. Candle holders may not constitute part of a monument.
6. No monument or marker will be delivered to the cemetery without the Request for Installation form containing the following information:
  - i. The interment rights owner name and address
  - ii. Instructions for placement at the marker or monument
  - iii. The dimensions in the case of a flat marker.
  - iv. In the case of a monument:
    1. The dimensions of the die, height, width, length
    2. The dimensions of the base height, width, length
    3. The overall size of the monument.
    4. A description of the monument, colour, and design.

5. The appropriate amount for the Care and Maintenance Fund in relation to the size of the marker/monument as set out in the Funeral, Burial and Cremation Services Act, 2002, must accompany the monument.
7. Every person installing a monument or marker in the cemetery shall pay the prescribed amount, as set out in the Funeral, Burial and Cremation Services Act, 2002, to the Anglican Cemetery's Care and Maintenance Fund. The interest earned from this fund will be used to maintain the markers or monuments in a safe condition.
8. The amounts are as follows:
  1. In the case of installing a flat marker measuring at least 1116.3 square centimeters (173 square inches) as set by the Ministry.
  2. In the case of installing an upright marker measuring 1.22 meters (4 feet) or less in length, including the base as set by the ministry.
  3. In the case of installing an upright marker measuring more than 1.22 meters (4 feet) in either height or length, including the base as set by the Ministry.
9. If a monument or marker presents a risk to public safety because it is unstable, the Board shall do whatever is necessary to remove the risk, which may mean laying the marker down.

## **11.MONUMENTS**

1. For the purpose of the regulations, a monument shall be understood to mean any permanent memorial projecting above ground level.
2. Minor scraping of the base portion of the upright monuments due to the turf mowing operation is considered by the Board to be normal wear.
3. The cemetery will take reasonable precautions to protect the property of interment right holders, but it assumes no liability for the loss of , or damage to, any monument, or part thereof except where such damage or loss is due to its negligence.
4. The Board reserves the right to determine the maximum size of monuments, the number and their location on each lot or plot. They must not be of a size that would interfere with any future interments.
5. A double lot is allowed one upright monument, or one flat marker 2 footstones or 2 corner posts. Due to the work involved to keep these level, we must restrict the quantity allowed on a lot.

6.The maximum size monument allowed on a double lot is:

Height 1.22 meters (4 feet)

Width 1.52 meters (5 feet)

Base (minimum) 30.48 cm (12 inches)

Die (minimum) 20.5 cm (8 inches)

7. The minimum thickness of a die should be 15.24 cm (6 inches). Should the monument exceed 100cm (3 feet) overall height, the die must be 20.5 cm (8 inches).
8. The maximum width of a base is controlled by the width of the plot or lot where it will be installed. No base shall be closer than 7.6 cm (3 inches) to the lot width side lines on which it is to be installed.
9. The die stones must be installed on a granite base, The height of the base shall be minimum of 20.3 cm (8 inches). The top surface of the base must be both wider and longer than the die in order to provide a minimum border of 7.6 cm (3 inches) of the surface of the base exposed on all sides. Bottoms of the base shall be smooth sawn.
10. Monuments can only be erected on lots designated for monuments and not in any area designated for “Flat Markers Only”.
11. Unless adjoining plots are owned, both sides of the stone can not be used. Monuments cannot be placed back to back against one another.
12. Monuments must be placed at the centre of the head end of the lot except where alignment with existing nearby monuments justifies another location. Approval of the location must be obtained from the caretaker before a monument is set.
13. No book or pillow markers shall be allowed in the cemetery.
14. All photographs attached to any memorials or placed within the cemetery grounds shall be the sole responsibility of the owner.
15. No foundations may be constructed after November 15<sup>th</sup> in any year and before April 1<sup>st</sup> the following year.
16. The foundation shall be built in the designated space and in the proper dimensions of the monument base. If incorrect dimensions have been given on the application form, signed by the interment rights holder and/or the supplier, the foundation must be immediately removed and rebuilt by the cemetery at the expense of the interment rights holder. Foundations will be not less than 1.52 meters ( 5 feet ) deep and they will be set at the caretakers direction.

1.The required concrete mix for foundations will be:

20 mpa

75mm slump

20mm aggregate

5%+/- 1% air entraining agent

Trowel finish all edges

2.The surface area shall be flush with the surrounding ground level and shall provide a level surface free of defects.

3.Foundations must be cured for a minimum of 48 hours before placing the

monument.

4. Contractors shall be under the supervision of the caretaker and shall be responsible to pay the supervisory fee, as filed with the Ministry.
5. No concrete shall be placed until a representative of the cemetery has approved the grades and all loose material is removed from the grade. The placing shall commence at the low point in the grade and the concrete shall be thoroughly consolidated to eliminate all air pockets and honeycombs. No concrete shall be placed to overlap concrete that is partially set.
6. Defective areas must be repaired to the approval of the caretaker. The finished concrete shall be protected from wind, rain or sun during curing, by covering it completely with a piece of plywood having a minimum thickness of 1.27 cm ( $\frac{1}{2}$  inch). All rubbish and excavated material shall be removed from the excavation site to a place designated by the caretaker.

## **J) MARKERS**

1. The owner may on the receipt of his Rights Certificate, at his own expense have bronze, stone or concrete land marks 15.24 cm (6 inches) square and not less than 15.24 cm (6 inches) deep, dressed on all sides and bearing suitable identification permanently marked thereon, placed at the corners of the lot or lots conveyed to him, such posts to be planted flush with the ground.
2. Markers or Foot stones of bronze, marble or granite are permitted with size and quantity restrictions according to the section of the cemetery and the regulations deemed necessary as per the size of lot in that section. Its placement must not interfere with future interments.

### **Marker Dimensions**

- Double marker – 36" x 20" X 4" (Grave)
  - Single marker 26" x 18" x 4" (1 Grave)
  - Double Cremation marker 24" x 14" x 4"
  - Single Cremation marker 16" x 14" x 4"
  - Child grave marker 26" x 18" x 4"
  - Baby grave marker 12" x 8" x 4"
3. Flat markers are to be flat on top and set level with the ground so that a lawnmower can pass safely over them.
  4. Each single lot may be marked on the ground with a flat marker only, unless otherwise designated monument section.
  5. One marker may be placed at each grave in addition to the monument. The marker shall be placed at the end of the grave farthest from the monument and shall not exceed 42.60 cm X 60.96 cm ( 16" X 24" )
  6. Any flat marker that exceed the standard width of 30.48cm ( 12" ), can only be installed after a full interment has taken place.
  7. The minimum thickness for all flat markers including foot stones is 10 cm ( 4 inches).

8. All markers and monuments shall be constructed of bronze, granite or marble. The bottom bed of all bases and markers shall be cut level and true.

### **K) RULES FOR MONUMENT DEALERS, CONTRACTORS AND WORKERS**

1. No monument or marker will be delivered to the cemetery without the proper paperwork. See Section H for description of paperwork.
2. No monument or marker will be delivered to the cemetery until the foundation is completed and the contractor is ready to proceed with the work of erection.
3. No monument or marker will be removed without written permission from the caretaker.
4. All companies who do work in the cemetery, shall have WSIB coverage for their workers as well as sufficient liability insurance.
5. Contractors, masons and stone-cutters shall lay planks on the lots and paths over which heavy material are to be moved, in order to protect the surface from damage.
6. There shall not be a variance of more than 1.27 cm ( $\frac{1}{2}$  inch) in the size of the base required as stated on the work order and the size of the monument delivered.
7. The demeanour and behaviour of all workmen employed by others in the cemetery, shall be subject to the control of the caretaker.
8. Workers shall cease work, if in the immediate vicinity of a funeral, until the conclusion of the service.
9. All work must be done during regular cemetery hours, unless by special permission of the caretaker.
10. No work shall be commenced on Saturday that cannot be finished, and the litter and debris removed, by twelve noon.
11. Heavy loads shall not be permitted in the cemetery when the roads are in unfit condition.
12. No monument dealer shall park on the grass unless otherwise directed to do so by the caretaker.
13. All implements and materials used in the performance of any work shall be placed where the caretaker may direct, and all rubbish surplus earth shall be removed when, and to where, and in such manner as the caretaker may order. Otherwise the obstructions will be removed and the expense charged to the monument dealer.
14. If a monument company desires to set a flat marker they must make written arrangements as to time of installation with the caretaker, as all work must be supervised by an employee of the cemetery. The monument dealer shall pay to The Anglican Cemetery the prescribed fee plus necessary taxes for supervising the monument company's personnel.
15. If a monument company desires to make their own foundations, they must make written arrangements with 5 days of time of proposed installation with the caretaker as all work must be supervised by and employee of the cemetery. The foundation shall be at least 1.52meters (5 feet) deep and the length of the monument. The width of the base shall be in accordance with the regulations for monuments for the section. There shall not be a variance of more than 1.27 cm ( $\frac{1}{2}$  ") between the size of the monument and the foundation. This foundation shall be made of air entrained cement and shall be level and true so as to not cause tipping. The foundation shall not rise above the grade of the surrounding ground. The monument dealer shall pay the Anglican

Cemetery the prescribed fee plus necessary taxes for supervising the monument company's personnel. See Section I for requirements in making a foundation.

#### **L) MORTUARY REGULATIONS**

1. The use of the mausoleum for any cemetery shall be billed at the rates shown on the tariff.
2. Permission for the use of the storage vault must be obtained from the Secretary. In all cases when obtaining permission, payment shall be made to cover vault rent for the time stipulated for the body to remain in the vault.
3. Fees for the use of the mausoleum are set forth in the tariff of rates.
4. All Funeral Homes and/or Interment Rights Holders should have proper insurance coverage for any bodies stored in the mausoleum.
5. All bodies must be removed from the mausoleum by the first of May in each year
6. The bodies of persons who have died from contagious diseases cannot be admitted to the mausoleum.
7. The Board reserves the right to determine if the weather conditions are adverse enough to prevent a burial. If necessary, the mausoleum may be used at no extra charge until the weather conditions permit the interment.
8. All bodies stored in our mausoleum must for health reasons be embalmed.
9. Nobody shall be placed in a reinforced cardboard container for storage. Only bodies placed in a wooden or steel casket may be stored.

#### **M) RULES FOR VISITORS**

1. Visitors are always welcome at the cemetery during the open hours, from 8:00 AM until sundown (No later than 9:00 PM) They are asked to remember to respect the dead.
2. The caretaker and his assistants are required to preserve order and decorum in the cemetery.
3. No parades other than funeral processions shall be admitted to or be organized within the cemetery without prior permission.
4. Children under the age of twelve years are welcome in the cemetery grounds when accompanied by an adult, who shall be responsible for their good conduct and shall see that they do not run over the lots or climb upon the monuments.
5. Vehicles within the cemetery shall be driven at a moderate rate of speed and shall not

leave the avenues or park on the grass unless directed to do so by the caretaker.

6. No ATV's snowmobiles or other pleasure vehicles are allowed in the cemetery.
7. Proprietors of vehicles and their drivers shall be held responsible for any damage done by them.
8. Discharging of firearms, other than in regular volleys at burial services is prohibited in and around the cemetery.
9. No dogs or other pets shall be allowed in the cemetery, except in the case of a seeing eye dog.
10. No picnics permitted in cemetery.
11. Any person while, in the cemetery, damages or removes any trees, plant, marker, fence, structure or other thing usually erected, planted or placed in the cemetery is liable to the Anglican Cemetery and any Interment Rights Holder who, as a result, incurs damage. The amount of damages shall be the amount required to restore the cemetery to the state that it was in before anything was damaged or moved by the person liable.
12. Any complaints by Interment Rights Holders, or visitors should be made to the Board, and not to the workmen on the grounds and controversies with workmen or others the ground are to be avoided.
13. Rubbish shall not be thrown on roadways, lots or walkways or any part of the grounds. Receptacles are provided at convenient points on the grounds for the deposit of weeds, decayed flowers, plants, etc.
14. Any person disturbing the quiet and good order of the cemetery by noise or other improper conduct or who violates these by-laws, must be expelled from the grounds.
15. Any article which is detrimental to efficient maintenance or constitutes a hazard to machinery, employees or visitors, or is unsightly or does not conform with the natural beauty or design of the cemetery, may be removed by the caretaker. An article removed will be held at the cemetery for collection, If not collected, it will be disposed of after one month.
16. No tips or gratuities are to be given to cemetery workers by visitors or Interment Rights Holders, nor shall any be accepted by a cemetery employee.

## **Columbarium bylaws**

1. To ensure quality control, desired uniformity and standard of workmanship, the cemetery reserves the right to inscribe all niche fronts or install all lettering, vases, adornments, or any other approved attachment.
2. No person other than cemetery staff shall remove or alter niche fronts.
3. The size of Columbarium 1 – Niche is 1 cubic foot – 12” X 12” X 12” and Columbarium 2 Niche is 12” x 12” x 14” and are for human remains only.
4. If the urn you will select is the size that will allow for 2 urns to fit, in the 1 cubic foot niche, you are allowed to place two at no additional cost for the niche.
5. If you wish to place 2 urns, it will be your responsibility to ensure the correct sizes.
6. Placement of Floral Tributes – Floral bouquets will be limited to a maximum of 3 at the time of inurnment and can be removed by the Cemetery Co-ordinator.
7. Trees and Planting – Landscaping in this area to be exclusively done by the authority of the Trustees.
8. Inurnments – A burial permit issued by the Divisional Registrar showing that the death has been properly registered or a cremation certificate in the prescribed form shall accompany all cremated remains that are to be placed in a niche.
9. Sealing – Sealing of niches to be done under the direction of the Trustees.
10. Inurnment Fee – Persons ordering an inurnment will be held responsible for all charges incurred. The inurnment fee shall be at a rate fixed from time to time by the Trustees and shall include the opening and closing of the niche.
11. Time of Inurnment – Inurnment shall take place in accordance with Bylaw 19 of the Anglican Cemetery Bylaws which states “Notice of each inurnment to be made shall be given to the Cemetery Co-ordinator or Secretary of the Cemetery at least 48 hours in advance, 16 hours of which must be regular working hours. The Board cannot be held responsible for having niches prepared for funerals unless such notice is given.”
12. Disinurnments – Subject to the Funeral, Burial and Cremation Services Act, 2002, no disinurnment will be made without the written authorization of the inurnment rights owner or his or her legal representative.
13. Pictures – Pictures will not be allowed on any plaque.