

(Name of the Parish) Cemeterie(s)

ules & Regulations

[Type the company name]

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Address
Phone number
email

Rules & Regulations

Definitions

“Administrator”	means the Administrator of the (name of the Parish) Parish Cemeteries or his/her designate.
“Cemetery” or “Cemeteries”	(name of the cemetery).
“Child lot” or “Infant lot”	means an area of land sufficient in size for the interment of one child or infant casket.
“Child”	means a human being from two to ten years of age.
“Columbarium”	means an above ground structure or building in a cemetery designed and used for the interment of the cremated remains of a deceased person or persons.
“Cremated remains lot”	means an area of land designated to be used solely for the interment of the cremated remains of a deceased person or persons.
“Cremation Certificate”	means the certificate provided by the funeral home or crematorium.
“Depth”	shall refer to the measurement taken from front to back of a monument, monument base, or foundation, and for a marker the depth shall refer to the measurement taken from the surface to the underside.

“Double depth interments”	means a lot dug at extra depth at time of the interment of the first casket to accommodate a second interment at regular depth.
“Funeral Director/ Funeral Home”	means any individual, firm, partnership or corporation who arrange funerals on behalf of their private clients.
“Height”	shall refer to the measurement taken from top to bottom of a monument, monument base or foundation and for a marker the height shall refer to the measurement taken from the top to the bottom of the marker face.
“Infant”	means a human being under the age of two years.
“Interment”	means the burial or placement of human remains or cremated remains in a lot, crypt or niche.
“Interment Fee”	includes the charges for the opening and closing of a lot, cremated remains lot, crypt or niche, use of lowering device, grave linings, earth cover, and other necessary services.
“Lot”	means an area of land sufficient for the interment of one adult casket.
“Marker”	means a flat memorial marker installed flush with the surrounding turf on a lot or cremated remains lot, in memory of a deceased person.
“Memorial”	means a monument, plaque or flat marker installed in memory of a deceased person.

“Memorial Dealer”	means any individual, firm, partnership or corporation who manufactures, sells or installs memorials.
“Monument”	means an upright memorial.
“Niche”	means a compartment in a columbarium for the interment of cremated remains of a deceased person or persons.
“Owner”	means the owner of a lot, cremated remains lot, or niche.
“Vase”	means an open container intended as a receptacle for flowers.
“Vault”	means a reinforced box placed inside a lot, or cremated remains lot.
“Width”	shall refer to the measurement taken from side to side of a monument, marker or foundation.

Purchase Terms and Conditions

- 1) The purchase price of lots, cremated remains lots, and niches and other goods or services including interment fees, disinterment fees, foundations fees and other fees will be as determined by the Parish.
- 2) No interment may be made, no deed may be given and no memorial may be erected or installed until all fees and the purchase price of the lot, cremated remains lot, or niche have been paid in full.
- 3) Any person who purchases a lot, cremated remains lot, or niche and any person placing a request for an interment will be responsible for all related costs and must comply with all applicable legislation and parish cemeteries rules & regulations.
- 4) Lots, cremated remains lots, or niches and other services or goods, can only be used for the purpose for which they are intended.
- 5) Where no interment has taken place or memorial has been installed in a lot, cremated remains lot, or niche, and where the said lot, cremated remains lot, or niche is suitable for resale, the Administrator may, at the request of the owner and upon proof of ownership, refund all monies paid, less an administration fee and perpetual care fees, and may re-sell the lot, cremated remains lot, or niche. Cemetery permits for the parish cemeteries are to be issued by the parish authorities only. Only the cemetery authorities have the right to sell, buy or transfer lots or niches. Anyone wishing to give up their lot or niche should contact the office. Any request for reimbursement / transfer will also be subject to administration fees.

Instalment Payment Plans

- 1) Lots, cremated remains lots, niches and standard open and close fees may be purchased on installment by individuals provided final payment of all monies owed is made within one year of the signing of the agreement to purchase and prior to any use.

- 2) Lots, cremated remains lots, and niches may be purchased on installment by religious groups or organizations on terms determined by the Administrator.

Transfer

- 1) No transfer of any lot, cremated remains lot, or niche or any interest therein will be accepted by the Administrator until a duly executed letter from the owner has been received specifying the name and address of the transferee and the appropriate fee has been paid in full.
- 2) Where the lot, cremated remains lot, or niche is inherited, the new owner must provide proof of ownership to the Administrator by submitting a notarial copy of the probate or letters of administration; or such proof as is satisfactory to the Administrator.

Deeds

All deeds for the sale of any lot, cremated remains lot, or niche, must be approved as to form and content by the Parish.

Interments

- 1) No interments may take place on Sundays or Civic or Statutory Holidays.
- 2) Cemeteries may only be used for the interment of human bodies or their cremated remains.
- 3) No remains may be interred except in an approved urn, casket, vault, or shroud.
- 4) **No person may open a lot, cremated remains lot, or niche, unless employed by the Parish.**
- 5) No remains may be interred without the knowledge and approval of the Administrator.

- 6) The maximum number of interments in a lot is one casket and two urns or, where no casket interment has taken place, three urns containing cremated remains.
- 7) Burial of cremated remains on top of a casket is not allowed in the infant/babies section
- 8) (a) Only one body shall be contained in each urn, casket, vault, or shroud, unless duly authorized by the Administrator.
(b) Where more than one body or remains is authorized to be contained in a urn, casket, vault, or shroud, an interment fee for each body or remains shall be payable.
(c) In any cremated remains lot, a maximum of two urns may be interred at single depth.
- 9) The owner of a lot, cremated remains lot, or niche may authorize the interment of another person by submitting a written authorization to the Administrator specifying the location and the name of the person to be interred therein.
- 10) No interment will take place until the Administrator has received a copy of the Burial Permit or Cremation Certificate and the following information:
 - a) the full legal name of the deceased;
 - b) the cemetery location, section and site number of the interment site to be used;
 - c) proof of ownership or authorization for use of an interment site, where the deceased person is not the owner;
 - d) place of birth;
 - e) place of death;
 - f) date of death;
 - g) age;
 - h) date of birth;
 - i) day, date and time of interment;
 - j) type of grave liner or vault (if used);
 - k) the size of casket, urn or vault;
 - l) name of funeral home/director;
 - m) the name and address of person(s) listed as next of kin;

- n) the owner's name(s) and address(es) and the person(s) to receive the Cemetery Deed and/or receipt for the property;
 - o) name of the person or company responsible for payment of the interment fees.
- 11) A minimum of 48 hours prior notice, excluding Saturdays, Sundays and Civic or Statutory Holidays, must be given to the Administrator before the time of the burial.
 - 12) The Parish is not responsible for any errors or omissions in information received.
 - 13) Funeral Directors are responsible for the secure closure of the casket or urn before interment can proceed.
 - 14) Funerals processions arriving at the cemetery gates at or after 3:45 p.m. (4:00 p.m. for ashes interment) will be assessed the surcharge as stated in the cemetery Fees and Charges. All surcharges other than chargeable to a Funeral Director or Funeral Home shall be due and payable in full prior to the interment.
 - 15) Funeral Directors must remain for the duration of the service and provide notice to Cemetery staff that the service has ended.
 - 16) No person operating as, or for a business may work in a cemetery on Saturdays, Sundays, Civic and Statutory Holidays or after 4:30 p.m. on weekdays without written authorisation from the administrator.
 - 17) The use of a vault or liner in an interment site will only be allowed where physically possible, and where permission is obtained at the time of arranging the interment, and on payment of all appropriate fees.
 - 18) All full casket interments shall allow for at least a three feet (36 inches) depth of soil above the casket to level with the surrounding ground.

Double Depth Interments

Double depth casket interments or disinterments may not take place.

Disinterments

No disinterment may occur without the approval of the Administrator and the receipt of such documentation as required by law is first obtained, and the Administrator or designate attends the disinterment.

Memorials and foundations

- 1) No person may construct, repair, install or re-locate any memorial unless they have obtained the required permit and have paid the appropriate fee and comply with any additional rules and regulations as determined by the Administrator.
- 2) The owner of or person responsible for a memorial must ensure that it does not become unsightly, dilapidated or dangerous, and in the event the owner or person responsible fails to do so, the Administrator may remove or repair any such memorial and recover the costs from the owner or person responsible.
- 3) **Only Parish employees may place or install flat markers.**
- 4) **No more than one monument may be erected on any one lot.**
- 5) The Administrator may designate special sections within the cemeteries and impose restrictions on the types of memorials and other types of markers that may be installed therein;
- 6) **Memorial dealers must have in their possession a valid permit from the Cemeteries Administrator authorising for the installation, repair or refurbishment of a memorial;**
- 7) A foundation is required for all upright, sloping or pillow monuments.

GENERAL RULES FOR MEMORIAL TYPES, CONSTRUCTION AND MATERIALS:

- 1) All memorials including vases must be constructed of granite, marble, or bronze or other permanent materials which have been approved by the Administrator, based upon test results satisfactory to the

Administrator, verifying that the said proposed permanent material has a durability factor equivalent to that of granite, marble, or bronze.

- 2) The base for the monument shall be at least 10 inches smaller than the width of the grave. No monument shall be constructed or erected until the plans, specifications and inscription have been approved by the authorities of the parish.
- 3) The form provided by the Cemetery authorities will be filled by monument companies and the permit holder before a monument, marker, vase or foundation can be placed. The form will be sent to the parish and cemetery office with the payment before the work is done.
- 4) Foundations will be made at least 6" wider and longer than the base of the monument.
- 5) Damage due to vandalism should be covered by the permit holder's personal insurance. One monument will be allowed on a lot and this must be placed at the head end in the centre of this lot. No monument or part thereof shall be removed from the cemetery without permission being given by the authorities.

FLAT MARKER MEMORIALS

Upon receipt of an Application form the flat marker must be delivered to the cemetery grounds in which it is to be placed and such marker must, upon delivery, be inspected and approved by Parish employees prior to being placed in such location as the Parish will determine. The Parish will not accept liability for any damage occurring to any marker following delivery and prior to installation unless an employee of the Parish has inspected and signed for the marker.

Landscape improvements, planting and gardening

- 1) No tree may be planted in any section or area of a cemetery without the written permission of the Administrator.
- 2) No person may attach any item, including any plant, flower, shrub, picture, flag or other such object, to a memorial, bench, tree, or columbarium.
- 3) Artificial and real flowers are only allowed in vases secured to the base of the monument. The use of glass jars or bottles as flower containers is prohibited. The authorities are not responsible for the damage or disappearance of flowers, plants, shrubs and objects placed on a lot by its holder.
- 4) The placement of artificial flowers or wreaths in the ground of any lot, plot or cremated remains interment site is not permitted except for 10 working days after interment or during the winter season.
- 5) No person may erect or maintain borders, fences, railings, walls, curbs, enclosures or hedges in or around any lot or cremated remains lot.
- 6) No lot or cremated remains lot may be covered by any loose materials or a slab of cement or other similar material.

No defacing of cemetery property

No person may write upon, scratch, deface or damage any memorial, fence, building or any other structure in or belonging to the cemetery.

Vehicles in cemetery

No person may drive any vehicle at a speed in excess of 20 kilometres per hour; nor park a vehicle in such a way as to cause damage to any turf.

Non-permitted activities

- 1) No person may disturb the quiet or good order of a cemetery by noise or other improper conduct and the Administrator may expel any person or prohibit the entrance of any person who conducts himself or herself in an improper manner.
- 2) No person may roller-blade, in-line skate or skateboard in a cemetery or take part in any sports /activity contrary to the quiet setting of a cemetery.

Pets

No person will allow any pet in the cemetery unless properly restrained and pet owners must remove any excrement.

Perpetual care

Owners of **(name of the Parish)** Parish cemeteries property are assured of perpetual maintenance and upkeep of the grounds, lots and niches. A percentage of the purchase price of all cemetery property is invested in the Perpetual Maintenance Reserve Fund to provide the following services:

- Daily grounds maintenance.
- Improvements to the grounds and cemetery buildings.
- Replacement of buildings.
- Renewal of roadways.
- Interment section landscaping.

General

All cemetery rules and regulations are subject to periodic review and change, at any time and without notice, to ensure that they are current and reflect any legal or regulatory changes.