

**The Corporation of the
Town of Arnprior**

By-law Number 7530-24

Being a By-law to repeal and replace By-Law No. 6369-14 and to implement rules and regulations for Municipal Cemeteries in the Corporation of the Town of Arnprior in accordance with the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33 as amended

Whereas the Section 150 of Ontario Regulation No. 30/11 under the *Funeral, Burial and Cremation Services Act, 2002* authorizes cemetery owners to make by-laws governing the operation of their cemeteries and governing the sale of interment rights, rights holder entitlements and restrictions with respect to interment and scattering rights; and,

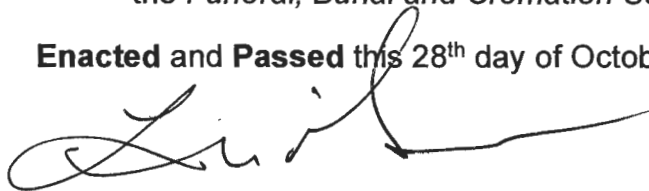
Whereas under Section 11(1) of the *Municipal Act, 2001*, S.O., 2001 c.25, as amended, a municipality has the authority to provide any service or thing that the municipality considers necessary or desirable for the public; and,

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to adopt certain rules and regulations with respect to Municipal Cemeteries owned and operated by the Town of Arnprior; and,

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior hereby enacts as follows:

1. **That** the Rules and Regulations attached as Appendix A, and forming a part of this by-law, are hereby adopted as the Cemetery Rules and Regulations By-Law for municipal cemeteries under the care of the Town of Arnprior; and,
2. **Further That** By-Law No. 6369-14 is hereby repealed upon approval of this by-law by the Ministry of Public and Business Service Delivery and Procurement; and,
3. **Further That** this by-law shall come into full force and effect upon the approval of the Ministry of Public and Business Service Delivery and Procurement in accordance with Section 151 of Ontario Regulation No. 30-11 (General) under the *Funeral, Burial and Cremation Services Act, 2002*.

Enacted and Passed this 28th day of October, 2024.



Lisa McGee, Mayor



Oliver Jacob, Deputy Clerk

**Town of Arnprior
105 Elgin Street West
Arnprior, ON
K7S 0A8**



Arnprior Municipal Cemeteries Rules & Regulations

Table of Contents

Section A – Arnprior Municipal Cemeteries	3
Section B – Owner / Operator Information	4
Section C – Definitions and Interpretations	5
Section D – Cancellation, Resale and Transfer of Lots	7
Section E – Interments and Disinterments	10
Section F – General Regulations	13
Section G – Monument and Markers	14
Section H – Rules for Monument Dealers and Their Contractors	17
Section I – Columbaria Inscription and Memorialization	19

Section A – Arnprior Municipal Cemeteries

1. Albert Street Cemetery

Ministry file #: 03597
Activity: Active
Legal description: Part of lot 4, Concession 14, Township of McNab, now in the
Town of Arnprior, County of Renfrew
Location: 339 Albert Street
Arnprior, Ontario

2. Malloch Road Cemetery

Ministry file #: 03669
Activity: Active
Legal description: Part of lot 7, Concession B of 13, Township of McNab and
being part of Block L, as shown on a Plan of the Village of
Mansfield as Plan 23, County of Renfrew.
Location: Usborne Street
McNab-Braeside Township

3. Arnprior Proposed / Future Public Cemetery

Ministry file #: 03672
Activity: Inactive
Legal Description: Lot 10, Concession 13, Township of McNab, County of
Renfrew
Location: County Road 1 (Seymour Street)

Section B – Owner / Operator Information

Owner / Operator: Corporation of the Town of Arnprior
105 Elgin Street West
Arnprior, ON
K7S 0A8

Tel.: (613) 623-4231
Fax: (613) 623-8091

Ministry licence #: 3298553

Ministry: Cemeteries Regulation Unit
Ministry of Government and Consumer Services
5775 Yonge Street, Suite 1500
Toronto, ON
M5B 2E5

Tel.: (416) 326-8393 or 1-800-889-9786
Fax: (416) 326-8406

Section C – Definitions and Interpretations

1. "Ashes" refer to human cremated remains.
2. "Burial/Interment/Inurnment" means the opening of a lot and then the placing of human remains, or cremated human remains in that lot, followed by the closing of the lot. The lot may be a grave in the ground, a crypt in a mausoleum or a niche in a columbarium.
3. "By-Laws" means the rules and regulations under which the Cemetery operates as expressed through the Town's most recent Cemetery Rules and Regulations By-Law.
4. "Care and Maintenance" is a monetary sum paid at the time of purchase and set aside by the Cemetery Owner/Operator in the Care and Maintenance Fund. It is a requirement under the *Funeral, Burial and Cremation Services Act, 2002* 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.
5. "Cemetery" means all Arnprior Municipal Cemeteries.
6. "Cemetery Services" means services provided in respect of the interment of human remains or cremated human remains at a cemetery and includes such services as may be prescribed but does not include funeral services.
7. "Certificate of Interment Rights" means the document issued by the Cemetery Owner to the purchaser once the interment rights have been paid in full, identifying ownership of the interment rights.
8. "Clerk" means the Clerk of the Town of Arnprior.
9. "Contract" means the agreement that, all purchasers of interment rights must sign with the cemetery under this by-law, detailing obligations of both parties and acceptance of the cemetery by-laws, the Consumer Information Guide and the Cemetery's price list.
10. "Corner Posts" means any stone or other landmarks set flush with the surface of the ground and used to indicate the location of a lot or plot.
11. "Columbarium" means a structure designed for the purpose of interring cremated human remains in a sealed niche or compartment.

12. "Crypt" means an individual compartment in a mausoleum for the entombment of human remains.
13. "Interment rights" means the right to require or direct the interment of human remains or cremated human remains in a grave, lot, niche or crypt and direct the associated memorialization.
14. "Lot" (Also known as Grave) means any in-ground burial space intended for the interment of a child, adult or cremated human remains.
15. "Marker" means any permanent memorial structure that is set flush and flush with the ground and used to mark the location of a grave.
16. "Mausoleum" means a building or structure, other than a columbarium, used as a place for the interment of the human remains in sealed crypts or compartments.
17. "Ministry" means the Ministry of Public and Business Service Delivery and Procurement.
18. "Monument" means any permanent memorial projecting above the ground installed within the designated space to mark the location of a burial or lot.
19. "Niche" means an individual compartment in a columbarium for the entombment of cremated human remains.
20. "Owner" means the owner/operator of the cemetery, the Town of Arnprior.
21. "Plan" means the plan of the cemetery, filed with the Bereavement Authority of Ontario (BAO).
22. "Plot" for the purposes of these by-laws, a plot is a parcel of land, sold as a single unit, containing multiple lots.
23. "Resident" means person eligible to vote in the Town of Arnprior municipal elections in accordance with the *Municipal Elections Act*, as amended.
24. "Rights Holder(s)" means the person or persons authorized or entitled to inter human remains in a specified lot. They may be the person named in the Certificate of Interment Rights or such other person to whom the rights have been assigned.
25. "Scattering" means the act of spreading of cremated remains over a designated area within a cemetery with the knowledge and permission of the cemetery

owner and in keeping with the cemetery's by-laws.

26. "Scattering Grounds" means any designated area within a Cemetery for the scattering, strewing, or commingling of cremated human remains in a common ground.
27. "Supervisor" means the person and/or their designate appointed by the Town to act as caretaker of the cemetery.
28. "Town" means the Corporation of the Town of Arnprior.
29. "Treasurer" means the Treasurer and/or their designate of the Town of Arnprior.
30. "Trust Funds" means those funds in which a trustee may invest, and which are defined in *The Trustee Act, R.S.O. 1990 Ch. T.23*.
31. "Vault" means an outer container that houses a casket when it is buried.
32. "Weekend" or "Holiday" means hours outside or beyond *working hours* from 4:30pm-12:00am and 12:00am-8:30am Monday through Friday and shall include Saturday, Sunday, declared and statutory Holidays.
33. "Working Hours" means regular hours of work from 8:30am-4:30pm Monday through Friday, and shall exclude Saturday, Sunday, declared and statutory holidays.

Section D – Cancellation, Resale and Transfer of Lots

1. Lots may be purchased from the Town of Arnprior according to the plans of the Cemetery approved by the Bereavement Authority of Ontario (BAO).
2. Purchasers of Lots acquire only the right and privilege of burial of the dead and of constructing monuments subject to the rules and regulations as approved. The purchase of interment rights is not a purchase of Real Estate or real property.
3. The Town of Arnprior does **not permit** the private resale of interment rights to third parties.
4. A purchaser has the right to cancel a contract for interment or scattering rights within thirty (30) days of signing the interment or scattering rights contract, by providing written notice of the cancellation to the cemetery operator. The cemetery operator will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation. However,

if any portion of the interment/scattering rights purchased in this contract have been exercised, the contract is deemed to have been fulfilled, and the rights holder no longer has the right to cancel the contract and receive a refund for the rights purchased.

5. If a rights holder(s) wishes to resell the interment or scattering rights, the rights holder(s) must make the request to the cemetery owner in writing. The cemetery owner will repurchase the interment or scattering rights at the price listed on the cemetery owner'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.
6. The interment or scattering rights holder requesting the resale of the rights must return the interment or scattering rights certificate to the cemetery owner and the rights holder(s) must endorse the interment or scattering rights certificate, transferring all rights, title and interest back to the cemetery owner. The appropriate paperwork must be completed before the cemetery owner reimburses the rights holder(s).
7. If any portion of the interment or scattering rights has been exercised, the rights holder(s) are not entitled to re-sell the interment or scattering rights unless special authorization is provided by the Town.
8. Payments for lots shall be made at the Municipal Office, 105 Elgin Street, West, Arnprior, ON K7S 0A8.
9. Each purchaser of a lot shall be entitled to a copy of the contract.
10. The contract or certificate of interment rights shall include the following:
 - (a) The name of the interment rights holder.
 - (b) The location and dimensions of the lot to which the interment rights relate.
 - (c) The date on which the interment rights are purchased or transferred.
 - (d) The amount paid by the purchaser for the interment rights.
 - (e) The amount deposited into the Care and Maintenance Fund for the interment rights.
 - (f) A statement that, if the purchaser transfers the interment right, the certificate cannot be transferred but must be returned to the owner who will issue a new certificate to the transferee.
 - (g) Shall be subject to the existing regulations or such regulations as may from time to time be determined upon by the Town and approved by the Cemetery Regulation Unit, Ministry of Government and Consumer Services, as if embodied therein in full.

11. It is a condition of every contract for the purchase of interment rights that, if a

purchaser transfers an interment right,

12. The purchaser shall give notice of the transfer to the cemetery owner and return the original certificate of interment rights to the owner; and
13. The owner shall issue a new certificate of interment rights to the transferee.
14. It is a requirement under the *Funeral, Burial and Cremation Services Act 2002* 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.
15. Lots shall be sold hereafter covered by a rate for Care & Maintenance set forth in the Cemetery price list.
16. Lots previously sold, for which provision for Care & Maintenance has not been made, may be placed under this plan by the payment of the charges set forth in the Cemetery price list.
17. As provided in the *Funeral Burial and Cremation Services Act, 2002*, if interment rights or scattering rights are sold and are not exercised within 20 years of the date of sale, the cemetery owner may, after the 20 years has elapsed, apply to the Registrar, BAO, for a declaration that the rights are abandoned.
18. Any persons whose interment rights or scattering rights have been declared abandoned may apply to the Registrar for redress.

The maximum number of lots, including earth or cremation graves that may be purchased by an individual, company, or corporation shall be six (6). Should a purchaser require more than six (6) graves, a written request justifying the additional purchases must be submitted for consideration and approval by the Town.

19. Standard Number of Burials (by type)

Subject to onsite conditions, the standard capacities of each burial location available for purchase is as follows:

Burial Location Type	Earth Burials (Caskets)	Cremation Burials
Earth Burial Lot (3' x 10')	One (1) (if buried before cremation burials)	Six (6)

Cremation Lot (3' x 3')	Zero (0)	Two (2)
Niche	Zero (0)	Two (2)

20. Notwithstanding Section 15, the Town reserves the right to determine the number of burials that may be made in any burial location resulting from the limitations imposed on the lot by existing burials including those caused by the use of oversized outer shells / vaults and/or monument installations.

21. The Town may adopt varied fees for residents and non-resident purchasers as outlined in the Cemetery Price List.

- a. The Town reserves the authority to determine the residency of potential purchasers and the applicable fees at the time of plot purchase.
- b. Residents may not purchase cemetery lots on behalf of someone else who is not a resident for the purpose of circumventing the non-resident fees as established by the Town.
- c. For at-need lot purchases, the residency of the deceased shall be used to determine the applicable fees if the purchaser does not intend to be interred in the lot that they are purchasing.

Section E – Interments and Disinterments

1. A Burial permit issued by the Division Registrar or an equivalent document (i.e. Certificate of Cremation / Aquamation), showing that the death has been properly registered with the province, must be deposited with the Town before the interment can take place.

2. Notice for Interments

- a) Summer Interments (May 1st to November 14th)

Interments are permitted Monday to Saturday between the hours of 8:30 AM to 3:00 PM (with 3:00 PM as the latest booking time available). Burials on Sundays are not permitted. At least two (2) business days' notice is required.

- b) Winter Interments (November 15th to April 30th)

Interments are permitted Monday to Friday between the hours of 8:30 AM and

2:00 PM (with 2:00 PM as the latest booking time available). Burials on Saturdays and Sundays are not permitted during the winter months. At least three (3) business days' notice is required.

The Town cannot be responsible for having graves prepared unless appropriate notice is given as identified above and authorization to proceed has been provided by the Town. All interments are subject to workforce availability and inclement weather as determined by the Town.

3. The Supervisor, their designate and/or someone in the employment of the Town shall be in attendance at each interment.
4. In each case of burial/interment/inurnment, the requestor shall provide the following details to secure the interment booking and ensure an accurate register may be kept:
 - a) Full Name of Deceased
 - b) Deceased's Date of Birth
 - c) Deceased's Date of Death
 - d) Date and Time of Proposed Interment
 - e) Location of Interment (Section, Plot, Grave)
 - f) Type of Burial (i.e. Earth Burial, Cremation, Niche, Scattering)
 - g) Kind, length and width of outside case (i.e. casket, urn, outer shell, etc.)
 - h) Name of Individual Authorizing the Burial
 - i) Name of Funeral Director (where applicable)
 - j) Name and Address of Payor

The location of the grave to be opened shall be accurately designated by a diagram. Precise and proper instruction in writing shall be given regarding the location of every burial, as the Town cannot be held responsible for any errors resulting from wrongful or lack of specific information.

5. Where orders for interments are given by telephone, the Town will not be responsible for any errors or misunderstandings that may arise, and such verbal orders shall be confirmed in writing prior to the interment.
6. Persons ordering graves shall be held responsible for charges incurred.
7. No interment shall be made without the written authorization of the rights holder(s) of the lot or their legal representative. Orders from funeral directors shall be construed as orders from the family.
8. Bodies of any of the lower animals shall not be buried in any grave in the Cemetery.
9. When a lot is held jointly by two or more persons, an order must be accepted by

all of them, or their authorized representatives, for interment in such part of the lot as may be requested.

10. No grave or vault shall be opened for interment or disinterment by any person not in the employment of the Town, except under special circumstances, and by permission of the Town.
11. Double interments are permitted with the consent of the Town and only where the ground is conducive to the depth required, and no interments are located on either side at a lesser depth. However, confirmation can only be given after the opening.
12. Scattering of cremated remains in cemeteries of the Town of Arnprior will only be permitted in a designated area. Only scattering rights holder(s) may scatter cremated remains in the designated area within the cemetery. Once scattered, cremated human remains cannot be retrieved.
13. No disinterment shall be made without the written consent of the Local Medical Officer of Health, and the rights holder(s) of the lot, except under an order of the court, as provided in the *Funeral, Burial and Cremation Services Act, 2002*. A certificate from the local medical officer of health is not required for the removal of cremated remains.
14. Interment fees shall be charged as set forth in the Cemetery price list.
15. The setting up and removal of artificial grass, tents, lowering devices and other interment accessories at the grave site are the responsibility of the funeral director.
16. Funeral corteges within the Cemetery shall follow the route indicated by the Supervisor.
17. No interments shall be permitted in any lot against which charges are due and unpaid.
18. Vaults or grave liners are not mandatory, unless ordered by the Medical Officer of Health.
19. At the discretion of the Town, administrative charges may be applied for late arrivals and additional interments (more than one burial at the same time) as outlined in the Cemetery Price List.
20. Funeral directors shall only direct inquiries and requests through designation Town Administration Staff and/or Supervisor.
21. In some circumstances, the disinterment of human remains may be ordered by one or more public officials (e.g., Court Order, Coroner's Office etc.) and will take

place without the consent of the interment rights holder(s) and/or next of kin.

22. The cemetery is not responsible for damage to any casket, urn, container or vault which may occur during a disinterment. Additionally, due to the length of time that a casket, urn, container or vault has been interred and the conditions to which it has been exposed, the cemetery cannot guarantee that it can retrieve the complete casket, urn, container or vault interred in the cemetery. Should a new casket, urn or container be required at the time of disinterment, it shall be at the expense of the party authorizing the disinterment. Additionally, the cemetery operator has the right to request that a licensed funeral director be present for the disinterment at the expense of the party authorizing the disinterment.

Section F – General Regulations

1. Where provision has been made for Care & Maintenance, the Town undertakes regular grass cutting, trimming, proper grading and seeding, or removal of trees and shrubs as necessary.
2. The Town of Arnprior assumes no responsibility for missing or damaged vases, flowers, wreaths or other items placed in the cemetery, including removal or disposal of real cut flowers or potted plants.
3. Rubbish shall not be thrown out on roads, walks or any part of the grounds.
4. Implements or materials used in doing any work within the cemetery shall be removed without delay and if this is not done, the Supervisor shall remove the same.
5. The Town shall not be responsible for loss of or damage to any portable articles left upon any lot or grave.
6. Feedback from lot owners or visitors should be made to the designated Town Administrative Staff. You are able to request a meeting with the Town and/or Supervisor for any problem relating to your lot(s).
7. Dogs must be kept on a leash, and the dog owner shall be responsible for cleaning up after their animals.
8. Cemetery gates may be closed and locked at the Municipality's discretion without prior notice of closure of said gates.
9. **Permitted:**

- (a) Ornamental dwarf evergreen shrubs are allowed on all lots of two (2) graves or more with monuments. They must be in line with the monument and be of reasonable size and shape, not more than four feet high, and not to interfere with plots on either side. Before purchasing shrubs, it is advisable to consult the Town for suggestions about type and size.

The Town may trim and/or remove any trees or shrubs that are in any way detrimental to lots, drains, roads, or walks or prejudicial to the general appearance of the grounds or inconvenient to the public. The Town will not replace any trees or shrubs that have been damaged or removed. The Town will not provide payment for the purchase of, or services related to planting, trimming, removal, care and maintenance, for any trees or shrubs that have been damaged or removed.

- (b) Flowerbeds are only permitted on plots with a monument with the beds being no wider than eight (8) inches out from the front of the monument. The exception being the cremation section, where no beds are allowed. Prohibited plants include thorny plants (including, but not limited to, roses, hawthorns and Russian olive) and noxious/invasive species (as identified by the Ontario Ministry of Natural Resources).

Real cut flowers or potted plants in unbreakable containers (other than glass) can be placed on the turf area of graves anytime, but they are routinely picked up and disposed of by Town Staff.

Vases, urns and flower stands not properly cared for and such as are not filled with plants by the twentieth of June in any year shall be removed from the lot.

10. **Not Permitted:**

- (a) No person shall erect, plant or maintain borders, fences, railings, walls, trellises or arches, chairs or benches, cut-stone copings, or hedges in or around any plot. They are prohibited and will be removed.
- (b) Articles made of hazardous materials such as non-heat-resistant glass, ceramics, corrosive metals, or sharp objects are prohibited and will be removed.
- (c) No person shall plant any wood or flowering ornamentals without the consent and supervision of the Supervisor.
- (d) No person shall do any work upon a burial lot without the permission of the Supervisor.

- (e) Picking or cutting flowers, wild or cultivated, is strictly forbidden.
- (f) No picnic party or camping will be permitted on the grounds.

Section G – Monument and Markers

1. For the purpose of these regulations, a monument shall be understood to mean any permanent memorial projecting above ground level.
2. No monument or other structure shall be erected or permitted on a lot until accrued charges have been paid in full.
3. All foundations for monuments and markers at the head of a grave shall be built by the monument dealers. The foundation of a monument or marker must be five feet in depth and three inches larger on all sides than the base of the monument. The quality of materials used for foundations are subject to approval by the Supervisor.
4. The Town reserves the right to determine the maximum size of monuments and their location on each lot with the following guidelines:
 - (a) The standard dimensions of a monument are as follows:

Size of Plot	Maximum Monument Width (including base)	Maximum Monument Thickness	Minimum Monument Thickness
One Earth Burial Plot (3' x 10')	30"	10"	6"
Two Earth Burial Plots (6' x 10')	66"	10"	6"
Three Earth Burial Plots (9' x 10')	102"	10"	6"
Four Earth Burial Plots (12' x 10')	138"	10"	6"

4. No more than one monument shall be erected on any one lot, and this must be placed in the space reserved for it unless special permission is given by the Town for placing it otherwise.

5. All markers, monuments, mausoleums or tombs shall be constructed of bronze or natural stone (i.e. granite). The bottom bed of all bases and markers shall be cut level and true.
6. No inscription shall be placed on any monument which is not in keeping with the dignity and decorum of the Cemetery.
7. No lettering shall be permitted on the side of the monument facing an adjoining lot where there is not room for a grave between the monument and the boundary of the lot, save and except surnames only may be inscribed on the back of the monuments. Images and symbols without lettering may be permitted on the back of the monument subject to approval by the Town.
8. One marker with a flat and level surface set flush with the ground 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.
9. Markers or foot stones of bronze or granite are permitted but must not exceed twenty-four by eighteen inches with a depth of three to five inches. The upper surface must be flat with no projections and shall be set level with the ground surface. All markers shall be set by monument dealers, at the expense of the rights holder(s).
10. Rights holders may, on the receipt of their contract and at their own expense, have bronze or stone markers (corner markers) between six- and seven-inches square and not less than six inches deep placed at the corners of the lot, or lots conveyed to him, to be planted flush with the ground.
11. When any monument, gravestone or memorial of any kind is to be removed, or any inscription made or cleaning done, permission shall be made in writing by the rights holder(s) of the lot with a description of the work proposed.
12. Monuments are placed in the cemetery at the rights holder(s) risk, and the Town of Arnprior assumes no responsibility for damage or loss due to vandalism.
13. The Town of Arnprior is only responsible for maintaining the foundation (if applicable) and keeping the monument or marker in a straight and level condition.
14. The marking of graves with a permanent monument is completely optional and the timing of such arrangement is discretionary excepting the following guidelines.
 - (a) The installation of flat markers and the foundations for upright monuments are completed on a seasonal basis from approximately May 1st until September 30th as determined by the Supervisor.

- (b) Applications for monuments and flat marker installations can be made at any time through a monument dealer. Monument dealers must provide a copy of their monument contract signed by the rights holder as well as a detailed sketch showing all dimensions and the proposed location along with payment for the installation fees associated with the monument placement (including staking fees and monument care and maintenance contributions). A list of monument dealers may be provided at the Municipal Office, 105 Elgin Street West, Arnprior, ON K7S 0A8.
 - (c) If it is found that the foundation of any monument has not been placed in accordance with the “Rules and Regulations for Arnprior Municipal Cemeteries”, the Town will not assume responsibility for maintaining the foundation or keeping the monument or marker in a straight and level condition.
- 15. Upright monuments will be allowed in all areas of the cemetery with the exception of the cremation section which is reserved for the interment of cremated remains. A flat marker will only be allowed to mark those plots.
- 16. The Town of Arnprior is responsible for ensuring the cemetery grounds, including all lots, structures and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery.
- 17. No monuments shall be erected on Saturdays, Sundays, declared or statutory holidays unless permission in writing has been granted by the Supervisor.
- 18. Should any monument or marker present a risk to public safety because it has become unstable, the Supervisor may repair, reset, lay down the monument or marker or any other remedy to remove the risk.

Section H – Rules for Monument Dealers and Contractors

- 1. Every contractor employed to do any work in the Cemetery shall first present a work order to the Town signed by the rights holder(s) or their representative, requesting permission to employ such contractors to do the work herein specified. This application shall designate the section and lot.
- 2. The demeanor and behaviour of all individuals employed by others in the Cemetery shall be subject to the control of the Supervisor.
- 3. Contractors, masons and stonecutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect the surface from injury.
- 4. All Monument dealers and contractors working in the cemetery shall cease work

if in the immediate vicinity of a funeral until the conclusion of the service.

5. All work must be done during regular cemetery hours, unless with the special permission of the Town.
 6. Heavy loads shall not be permitted in the cemetery when the roads are in poor condition.
 7. No monumental work shall be delivered to the Cemetery until the foundation is completed, and the contractor is ready to proceed with the work of erection.
 8. All implementations and materials used in the performance of any work shall be placed where the Supervisor may direct, and all rubbish and surplus earth shall be removed in such a manner and at such a time and to such place as the Supervisor may order. Otherwise, the obstructions will be removed, and the expense charged to the rights holder(s) of the lot.
22. Any monument dealer or contractor who damages any lot, tombstone, monument or other structure, or otherwise does any injury in the cemetery, shall be personally responsible for such damage or injury, and in addition thereto, their employer shall be liable, therefore.
23. Before a monument is approved for placement, the applicant must submit to the Town a written request for a monument location. The request must indicate the rights holder(s), and the position of the monument on the plot. A location will only be made after the care and maintenance for such a monument has been paid for.
24. Monument companies and their staff/contractors shall only direct inquiries and requests through Town Administration Staff and/or Supervisor.

Section I – Columbaria Inscription and Memorialization

1. Only the Supervisor or their designate may open and seal niches for interments. This applies to the inside sealer and the niche front.
2. No person, other than Town staff, shall remove or alter niche fronts.
3. To ensure quality control, desired uniformity and standard of workmanship, the Town reserves the right to adopt guidelines on the inscription of niche door fronts and/or the installation of all lettering or any other approved attachment(s).
4. There shall be no attachments or placements of decorations on the columbarium except as provided below:
 - (a) Real cut flowers or potted plants in unbreakable containers (other than glass) can be temporarily placed at the base of the columbarium. These items will be routinely picked up and disposed of by Town Staff.

