

## St. Anne's Cemetery By-laws

These By-laws are the rules and regulations that govern St. Anne's Anglican Church (Byron) Cemetery and have been approved by the Registrar of Cemeteries, Funeral, Burial and Cremation Services Act, 2002 (FBCSA), Cemeteries Regulations Unit, Ministry of Consumer Services.

### A. Definitions

**Burial:** The opening and closing of an in ground 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 perpetual care and maintenance of plots, lots, markers and monuments at the Cemetery.

**Columbarium:** A structure rising above the ground which contains a number of cremation niches.

**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.

**Grave:** (Also known as Lot) means any in ground 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 or niche 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 inter 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.

**Niche:** An individual compartment in a columbarium for the entombment of cremated human remains.

**Plot:** For the purposes of these by-laws, a plot is a parcel of land, containing multiple lots. Each Aisle of graves is divided into a number of plots, with each plot containing a varied number of graves.

**Scattering:** Shall mean the act of spreading of cremated remains over a designated area within a cemetery with the knowledge and permission of the cemetery operator and in keeping with the cemetery's by-laws.

**Scattering Rights Holder:** Any person designated to hold the right to scatter cremated human remains in a specified lot or other designated area within the cemetery.

## **B. General Information:**

The parish council of St. Anne's Church is the governing body for St. Anne's Cemetery. The only officer associated directly with the cemetery is the Secretary/Treasurer. This position is filled each year through appointment at the annual Vestry meeting.

### **Hours of Operation:**

Visitation Hours: Cemetery is open to the public from dawn to dusk each day.

Office Hours: Church office hours are 9:30 to 3:00 p.m. Monday to Friday. Closed weekends and holidays

Burial Hours: Burials can take place between the hours of 9:00 am to 5:00 pm Monday to Saturday. Sunday interments are only allowed if ordered by the board of health due to a risk to the public health.

### **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.

Dogs and other pets may be brought onto the cemetery grounds provided they are securely confined or leashed and are not allowed to run at large. Any person bringing a pet onto the cemetery grounds shall be responsible for the removal of any animal waste.

**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, Cemeteries Regulation Unit and Ministry of Consumer Services.

**Liability:**

The cemetery operator 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, columbarium niche, monument, marker, or other article that has been placed in relation to an interment or scattering right save and except for direct loss or damage caused by gross negligence of the cemetery.

**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.

## **Purchase of Interment Rights**

Since the purpose of continuing St. Anne's Cemetery on an active basis is for the benefit of the parishioners of St. Anne's Anglican Church (Byron), the sale of lots is restricted to members of the Vestry of St. Anne's, for use by members of St. Anne's Church and their families. The proposed user shall be named at the time of purchase. Family members who are no longer members of St. Anne's may be interred with the permission of the cemetery board.

The Secretary/Treasurer will provide each Interment Rights holder, at the time of full payment, the following:

- a) a copy of the Contract
- b) a copy of the Cemetery By-laws
- c) a copy of the current Tariffs and Rates
- d) the certificate of Interment Rights, listing the name(s) of the person(s) to be interred in that lot.

## **Burial Grounds:**

Full size lot: measures 8 feet long by 3 feet wide and is intended for the interment of one full casket and/or several cremated remains interments.

Cremation in ground lot: measures 3 feet by 2 feet 4 inches and is intended for the interment of up to three urns containing cremated remains.

Scattering Grounds: a common scattering area where cremated remains are scattered on the surface of the ground in a random pattern.

Columbarium (proposed): a raised structure containing multiple niches measuring 12 inches by 12 inches intended to hold no more than two urns containing cremated remains.

## **Notice of Resale and Transfer of Interment or Scattering Rights:**

Interment rights holders must first offer the interment rights to the cemetery operator. If the cemetery operator 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, as long as the sale or transfer is conducted through the cemetery operator and the purchaser meets the qualifications and requirements as outlined in the cemetery operator's by-laws. The cemetery operator 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. The cemetery operator prohibits the resale of scattering rights to a third party and is not required to repurchase unused scattering rights in a scattering ground if other scattering interment rights in the same scattering ground have been exercised.

Interment Rights holders are requested to provide a timely written notice to the Secretary/Treasurer of a change of mailing address.

### **C. By-laws for the cancellation or resale of interment rights**

Purchasers of interment or scattering rights acquire only the right to direct the burial of human remains and the scattering of cremated 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, entombment, scattering, 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 operator 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 or scattering rights contract 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.

#### **Cancellation of Interment or Scattering Rights after the 30 Day Cooling-Off Period:**

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

#### **Resale of Interment or Scattering Rights after 30 Day Cooling-Off Period:**

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

- rights. Any resale of the 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 or scattering rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to re-sell the interment or scattering 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, scattering rights and a prescribed amount of \$25.00 where there was no scattering rights sold, 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 or scattering rights are cancelled within the 30 day cooling off period.

**Permit or prohibit resale of interment or scattering rights to a third party:**

Note: All re-sales of interment or scattering rights must be carried out through the cemetery operator.

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

- a) re-sell the interment or scattering rights to a third party; or
- b) prohibit the resale to a third party and repurchase the rights themselves

**Requirements if resale of interment rights or scattering rights is permitted by the cemetery operator**

- The interment or scattering rights holder(s) intending to sell their rights shall provide the following documents to the cemetery operator so that the operator can confirm the ownership of the rights and provide the third party purchaser with the required certificate etc.:
  - an interment or scattering rights certificate endorsed by the current rights holder
  - 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
  - if the resale involves scattering rights, a written statement of the number of scatterings rights
  - any other documentation in the interment or scattering rights holder(s) possession relating to the rights
- The third party purchaser will be provided with the following documents by the cemetery operator :

1. an interment or scattering 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
4. a written statement of the number of lots that have been used in the plot and the number of lots that remain available
5. if the resale involves scattering rights, a written statement of the number of scattering rights available
6. any other documentation in the interment rights holder(s) possession relating to the rights

The cemetery operator will:

- require a statement signed by the rights Holder(s) selling the interment or scattering rights acknowledging the sale of the interment rights to the third party purchaser
- require confirmation that the person selling the interment or scattering rights is the person registered on the cemetery records and that they have the right to re-sell the Interment or scattering rights
- record the date of transfer of the interment or scattering rights to the third party;
- the name and address of the third party purchaser(s)
- require a statement of any money owing to the Cemetery Operator in respect to the Interment or Scattering Rights.
- Once the endorsed certificate and all required information has been received by the cemetery operator from the rights holder(s), the cemetery operator will issue a new interment or scattering rights certificate to the third party purchaser.
- Upon completion of the above listed procedures, and upon the issuance of the new interment or scattering rights certificate, the third party purchaser or transferee(s) shall be considered the current interment or scattering rights holder(s) of the interment or scattering rights, and the resale or transfer of the interment or scattering rights shall be considered final in accordance with the cemetery by-laws and the FBCSA.
- The cemetery operator may charge an administration fee for the issuance of a duplicate certificate in accordance with the price listed on the cemetery operator's current price list.
- The cemetery operator does not prohibit the resale of an interment or scattering rights and may repurchase the interment or scattering rights from the rights holder(s) if the cemetery operator so desires and may negotiate a purchase price so long as the seller acknowledges being aware of the cemetery operators current price list amounts for interment and scattering rights.

## **D. Bylaws pertaining to burial or scattering of cremated remains**

- Interment or scattering rights holder(s) must provide written authorization prior to a burial, scattering, or an entombment taking place. Should the interment or scattering 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, scattering or entombment taking place. A Certificate of Cremation must be submitted to the cemetery office prior to the burial of cremated remains or scattering of cremated remains taking place.
- In accordance with the FBCSA the purchaser of interment or scattering rights must enter into a cemetery contract, providing such information as may be required by the cemetery operator for the completion of the contract and the public register prior to each burial or entombment of human remains, or each scattering of cremated human remains.
- Payment must be made to the cemetery before a burial can place.
- The rector or in his/her absence one of the wardens shall be given 12 business hours of notice for each burial of human remains or scattering of cremated human remains. This can be accomplished through contact with the parish office during regular business hours.
- The opening and closing of graves and niches or the scattering of cremated remains may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.
- Cremated remains may be scattered within a designated area of the cemetery.
- Cremated remains are not permitted to be scattered on a grave.
- A scattering rights contract must be completed and the payment of the scattering fee must be received before the scattering of cremated human remains can take place.
- Once scattered cremated remains cannot be retrieved.
- 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 operator 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 office 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. Bylaws pertaining to 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 operator.
- Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear.
- The cemetery operator 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 operator 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 operator 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 operator 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 operator 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 or other structure shall be erected only after the specific design plans have been approved by the cemetery operator 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 by-laws allow for a second marker to be installed at the foot of the grave, flush with the ground.
- 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 operator.
- 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.

Single lot maximum: Base 32 inches by 12 inches, monument 28 inches by 48 inches maximum. Double lot maximum: Base 68 inches by 12 inches, monument 64 inches by 48 inches maximum. Cremation lot maximum: marker including concrete border 28 inches by 16 inches, flush with the ground.

Any marker that is longer than two feet (2') and that is not flush with the ground shall be placed on a foundation that is not less than five feet (5') deep. Markers for the cremation lots (3' x 2'4") shall be flat and placed flush to the ground with a 2" concrete border around a 24" x 12" granite marker. These markers shall be installed centrally on the lot and on the west side so that the writing is read from the east.

## **F. Bylaws pertaining to care and planting**

A portion of the price of interment or scattering 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 or scattering grounds
- Maintenance of cemetery water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of monuments and columbarium
- 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 beds or shrubs in the cemetery except with the approval of the cemetery.
- 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. Bylaws outlining items that are 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.

- 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.
- Memorial wreaths may be placed in the cemetery at any time and will be left in place until the foliage has wilted and has become untidy. In order to prepare the grounds for spring, wreaths must be removed prior to April 15<sup>th</sup>. Wreaths not removed by April 15<sup>th</sup> will be removed and disposed of by the Cemetery without notification.
- The erection of borders, fences, railings, walls and hedges in and around a lot or lots is prohibited. Flower gardens may be installed only on a regular full size lot.
- Built in bronze vases encased in concrete may be installed on either type of in ground lot by the owner or his/her heirs, who will be responsible for their maintenance.
- Children under the age of 12 years are not admitted to the grounds except when accompanied by an adult, who shall be responsible for their good conduct.

## **H. By-laws for contractors and monument installations**

Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery operator 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 office 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 \$ 2,000,000.00

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 operator.
- 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 meters 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.

### **I. Bylaws concerning columbarium**

- Payment must be made to the cemetery operator before an interment may take place
- Only the cemetery operator may open and seal niches for interments. This applies to the inside sealer and the niche front.
- 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.
- No person other than cemetery staff shall remove or alter niche fronts.

### **J. Bylaws effective date**

These bylaws shall come into force on the date they are approved by the Registrar of the Consumer and Business Relations Department and comply with all applicable provisions of the Funeral Burial & Cremation Services Act, 2002. These bylaws shall remain in effect until such time as they are amended or revised and approved by the Registrar.

Approval given by the Ministry of Consumer and Business Relations on this \_\_\_\_ day of \_\_\_\_\_, 2012.

Contact: St. Anne's Church - Office- 471-0800

St. Anne's Cemetery - Peter Hawkins Secretary/Treasurer Office- 471-0800 Home- 472-3262