

Consolidated for Convenience

Last Updated: October 7, 2019

CEMETERY

Bylaw No. 8046, 2008

CITY OF PRINCE GEORGE CEMETERY BYLAW NO. 8046, 2008

This is a consolidation of the bylaws listed below and includes amendments up to the date noted on the cover page. This document is for convenience only and is not the legal or official version. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject bylaw. Copies can be obtained through the Legislative Services Division at City Hall.

AMENDING		
BYLAW	EFFECTIVE DATE	AMENDMENTS
8306, 2010	September 20, 2010	Addition of new Section 18.14
		Revisions to Section 2.1; replacing Section 10.2; addition of Section 10.6; replacing Section 12.6;
		addition of Section 12.13, 12.14, and 12.15; replacing
		Section 15.7, 15.8; and replacing Section 15.11, 16.6,
8412, 2012	March 27, 2012	and 18.3
8529, 2013	August 19, 2013	Deleting and replacing Section 15.11 (c)
		Revisions to Section 2.1; revisions to Sections 12.9 and
		12.13; replace Section 15.5 and 15.11; replace Section
		16.3 and 16.4; delete Section 16.5; revisions to Section
8825, 2016	December 19, 2016	16.9(b); and revisions to Section 18.1.
		Revisions to Section 2.1; addition to Section 5.1; replace
		Section 11, Section 11.1 and 11.1(b), 11.1(e) and
		11.1(f); addition of Section 11.2; addition to Section
		12.1 (a); replace Section 12.8; addition of Section
		12.16; replace Section 15; replace Section 16.1, 16.4,
		16.8(b), 16.8(e) and 16.10; replace Section 17, Section
		18.13; and Schedule B replaced with Interment Permit
9071, 2019	October 7, 2019	and Exhumation or Dis-Interment Permit.

CITY OF PRINCE GEORGE

BYLAW NO. 8046, 2008

A Bylaw Relating To Cemeteries, Columbaria And Mausoleums And The Interment Or Other Disposition Of The Dead.

WHEREAS Council of the City of Prince George has the power under the *Community Charter* to enact a by-law to regulate, prohibit and impose requirements in relation to cemeteries, crematoriums, columbaria and mausoleums and the interment or other disposition of the dead;

AND WHEREAS the *Cremation, Interment and Funeral* Services Act provides that Council may establish itself as a board of trustees to operate a place of interment or crematorium:

AND WHEREAS the *Cremation, Interment and Funeral Services Act* provides that every operator of a place of interment or crematorium must make bylaws, including bylaws respecting the organization, operation and management of the place of interment or crematorium, and the rights, privileges and responsibilities of the operator;

NOW THEREFORE, Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS**:

1. TITLE

1.1 This Bylaw may be cited as "City of Prince George Cemetery Bylaw No. 8046, 2008".

2. DEFINITIONS:

2.1 In this Bylaw:

Amended by BL9071

"Authorized Person" means the person appointed by City Manager as head of the Public Works Department, or a person designated in writing by the head of the Public Works Department to carry out any act or function under this bylaw.

"Base" means a pedestal that an upright memorial sits upon.

"Board" means the Council.

Amended by BL8412

"Burial Vault" means a completely enclosed container composed of polypropylene, steel, concrete, or granite to encase a casket or cremation urn for an in-ground interment.

Amended by BL9071

"Caretaker" means the person or persons duly appointed or employed as such by Authorized Person as caretaker of the Cemetery.

"Care Fund" means a fund for the perpetual upkeep and care of the Cemetery as required by the *Cremation, Interment and Funeral Services Act.* The City's Care Fund is called the "Perpetual Care Reserve Fund" (PCRF).

"Cemetery" means Prince George Memorial Park Cemetery and includes any other parcel or tract of land owned, used or maintained by the City as a cemetery.

"Child" means any person two years of age up to and including twelve years of age.

"CIFSA" means the *Cremation, Interment and Funeral Services Act* of the Province of British Columbia, as may currently exist or as may be amended or superseded from time to time by new legislation and all regulations made thereunder.

"City" means the City of Prince George.

Amended by BL9071

"Columbaria/Private Estate" means a structure, or building or an area in a structure or building that contains, as an integral part of the structure or building or as freestanding sections, niches for the inurnment of cremated human remains.

Amended by BL8412

"Companion Grave Space" means a full burial plot for one interment at double depth and a second interment at single depth, or a cremation plot for the interment of two cremated remains at the same time.

"Council" means the duly elected Council of the City.

Amended by BL9071

"Cremated Remains" means human bone fragments left after human remains are cremated.

"Crypt" means a one kind of a lot and means a space in a mausoleum, used or intended to be used, for the entombment of human remains.

Amended by BL9071

"Dis-interment" means the removal, for the purpose of permanent relocation, of

- (a) Human remains: and
- (b) The container, or any of the remaining container, holding the human remains, from the lot in which the human remains are interred.

"Entombment" means one form of interment and means the placement of human remains in a mausoleum crypt.

Amended by BL9071

"**Exhumation**" means the exposure and removal of interred human remains for the purposes of viewing or examination.

"Exhumation Permit" means a permit to exhume human remains or cremated remains in the form attached as Schedule "B".

"Family" means husband, wife, spouse, son, daughter, brother, sister, father, mother, grandfather, grandmother, grandson, and granddaughter.

"Fees and Charges" means the amount to be paid for interment, disinterment, exhumation, use and care of grave spaces, and the charges for goods offered for sale by the City for use in the Cemetery, and any other amount specified in Schedule A, Section "A-3" of the "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004" as amended from time to time.

"Foundation" means, for upright monuments, the concrete footing that a base sits on.

"Grave Space" means one kind of a lot and means a space of ground in the Cemetery used or intended to be used for the burial of human remains or cremated remains.

"Grave Cover" means a stone slab installed above grade over an occupied Grave Space.

Amended by: BL8412 and BL8825

"Grave Liner" means a ridged shell structure to cover a casket or cremation urn for in-ground interments

"Green Burial" means a grave space in a designated section of the Cemetery used for the interment of human remains in an ecologically sensitive manner.

"Infant" means any person less than two years of age.

"Interment Permit" means a permit to inter human remains or cremated remains in the form attached to this Bylaw as Schedule "B".

"Interment Rights Certificate" means a certificate in the form attached as Schedule "A" to this Bylaw.

"Medical Health Officer" means the person appointed from time to time under the Health Act, RSBC 1996 c. 179 as amended or replaced from time to time to act as Medical Health Officer for the City.

Amended by BL9071

"Memorial Wall" means a monument consisting of plaques to commemorate deceased persons.

Amended by BL9071

"Memorial Wall Plaque" means a plaque stating the deceased information to be permanently attached to the Memorial Wall.

"Niche" means a recessed space in a mausoleum or columbarium used or intended to be used for the interment of cremated remains.

"Non-resident" means any person who has not lived within the municipal limits of the City for more than one year at time of purchase.

"Resident" means any person who has lived within the municipal limits of the City for more than one year at time of purchase.

Amended by BL9071

"Scattering" means the non-recoverable dispersal of cremated remains in a body of land within a defined area of the Cemetery.

Amended by BL9071

"Temporary Memorial" means a plastic plot memorial supplied by a Funeral Home at the time of interment

"Wash" means a concrete or granite base with its surface extending 3" on all four sides, the side surfaces true and perpendicular with the top surface of the attached flat.

2.2 All other words and phrases in this Bylaw shall be construed in accordance with the meaning assigned to them in the *Cremation, Interment and Funeral Services Act* and the *Business Practices and Consumer Protection Act* and their associated regulations, all as amended or replaced from time to time.

3. ESTABLISHMENT OF CEMETERY

- 3.1 The Council hereby establishes the following land to be set aside, operated, used or maintained as the Cemetery by the City, see Schedule "D":
- 3.2 A copy of the Cemetery plot plan and this Bylaw shall be available for public inspection at City Hall and the Cemetery.

4. ESTABLISHMENT OF BOARD OF TRUSTEES

4.1 The Council hereby establishes itself as a Board of Trustees to own and operate the Cemetery.

5. ORGANIZATION, OPERATION AND MANAGEMENT OF CEMETERY

- 5.1 The Authorized Person shall be responsible for the following:
 - (a) maintaining all records and files of the Cemetery necessary for the administration and management of the Cemetery as required under this Bylaw and the *Cremation, Interment, and Funeral Services Act*;
 - (b) reviewing and issuing Interment Rights Certificates, Interment Permits and Exhumation Permits:
 - (c) upon issuing any Interment Permit or upon receiving authorization for exhumation from the proper authorities and issuing any Exhumation Permit, confirming and notifying the Caretaker of the time of the intended interment or exhumation, the name of the deceased, the number and location of the Grave Space, Crypt or Niche and any instructions of the Medical Health Officer, relative to the interment or exhumation;
 - (d) maintaining an accounting of all monies received and expended under this Bylaw.

 Amended by BL9071

(f) Shall have control and management over the land, buildings, plantings, roads, utilities, books and records of the Cemetery and shall have the authority to amend, establish, administer and enforce the bylaws and schedule of rates of the Cemetery.

- 5.2 The Authorized Person may appoint a Caretaker. The duties and responsibilities of the Caretaker shall be as follows:
 - (a) digging, preparing, opening and closing Grave Spaces and opening and sealing Crypts and Niches;
 - (b) directing all funerals in the Cemetery to the correct Grave Space, Crypt or Niche;
 - (c) installing memorials on Grave Spaces, Crypts and Niches and constructing Foundations and Bases;
 - (d) maintaining the Cemetery in a neat and tidy condition, including maintaining walls, fences, gates, paths and other Cemetery improvements; and

(e) maintaining records, compiling reports and performing all other duties in relation to the operation of the Cemetery, under the guidance of the Authorized Person.

6. FEES AND CHARGES

6.1 The fees for Grave Spaces, Crypts, Niches, interment, exhumation, and any other applicable Cemetery fees shall be those set out in Schedule "A-3" of Comprehensive Fees and Charges Bylaw No. 7557, 2004 as amended from time to time.

7. RESERVED AREAS

7.1 The City may, by agreement with a society, church or other organization reserve a section of the Cemetery to be used exclusively for the interment and/or inurnment of deceased members of the society, church or other organization. Upon such an agreement being made no person shall be issued an Interment Rights Certificate or an Interment Permit in an area that has been reserved, unless the application to the City to purchase an Interment Rights Certificate or an Interment Permit is accompanied by a documentation from an authorized representative of the society, church or other organization confirming that the person is entitled to interment in the reserved section. All certificates, permits issued and services rendered by the City, under these conditions, shall be subject to payment of all applicable fees and charges. The City has set aside reserved areas as outlined on the map attached to this bylaw as Schedule "E".

8. SALE OF GRAVE SPACES, CRYPTS AND NICHES

- 8.1 Upon a person paying the applicable fees and charges, the Board may sell an unsold Grave Space, Crypt or Niche in the Cemetery to that person and shall issue to that person an Interment Rights Certificate.
- 8.2 A person who has been sold a Grave Space, Crypt or Niche which has not yet been used may transfer the Grave Space, Crypt or Niche back to the Board for the amount the person paid for the Grave Space, Crypt or Niche, less any perpetual care reserve fund fees paid or transfer the Rights of Interment to an immediate family member provided the fee for the transfer has been paid, less any perpetual care reserve fund fees paid.

9. TRANSFER OF GRAVE SPACES, CRYPTS AND NICHES

- 9.1 A person who has been sold a Grave Space, Crypt or Niche which has not yet been used may transfer the Grave Space, Crypt or Niche to another person, upon providing the Authorized Person the following:
 - (a) full particulars of the name, address, occupation, or other description of the person to whom such transfer is intended;
 - (b) the applicable transfer fee set forth in the fees and charges;
 - (c) if a perpetual care reserve fund contribution has not previously been paid, such contribution in the amount set forth as the "PCRF" for the applicable Grave Space, Crypt or Niche fee for the current year in the fees and charges;

- (d) if the person to whom the Grave Space, Crypt or Niche is to be transferred is a Non-Resident, the amount being the difference between the applicable Grave Space, Crypt or Niche fee for a Resident and a Non-Resident for the current year set forth in the fees and charges, be remitted to the City;
- (e) if the Grave Space, Crypt or Niche to be transferred is located in an area reserved for a society, church or other organization, documentation from an authorized representative of the society, church or other organization confirming that the transferee is a member of the society, church or other organization;
- (f) the Interment Rights Certificate issued for the Grave Space; and
- (g) such other information as the Authorized Person may reasonably request.
- 9.2 Where the Authorized Person receives the information and fees referred to in section 9.3, the Authorized Person shall cancel the original Interment Rights Certificate, issue a revised Interment Rights Certificate in the name of the transferee and record the transfer in the records of the Cemetery.
- 9.3 No holder of an Interment Rights Certificate for a Grave Space, Crypt or Niche shall transfer the Grave Space, Crypt or Niche to another person, group or organization, unless such transfer is made pursuant to this Bylaw.

10. PERMIT TO INTER

10.1 No human remains or cremated remains shall be interred in the Cemetery until an Interment Rights Certificate and an Interment Permit has been issued by the Authorized Person and the applicable interment fees and charges have been paid. Only human remains and cremated remains shall be interred in the Cemetery and all interments shall be subject to and comply with the provisions of this bylaw.

- 10.2 All applications for an Interment Permit must be made to the Authorized Person at least 48 hours prior to the time of interment and shall be made at the Cemetery Administration office during regular office hours.
- 10.3 Any person who makes application for an Interment Permit or who requires an interment to be made, shall provide the Authorized Person the following information:
 - (a) the name, age and date of death of the deceased;
 - (b) a copy of the burial permit issued by a vital statistics registrar under the *Vital Statistics Act*:
 - (c) whether a communicable disease, as defined in the *Health Act Communicable Disease*Regulation under the *Health Act*, caused the death;
 - (d) the time and date of the funeral;
 - (e) the name and mailing address of a person who had a kinship relationship with the deceased:
 - (f) a copy of the written authorization required under the *Cremation, Interment* and *Funeral Services Act* from the person who under the Act has the right to control the disposition of the human remains and the address of the person giving the authorization; and
 - (g) any other information the Authorized Person may reasonably request.
- 10.4 Upon the Authorized Person receiving the information and fees and charges required under section 10.3, the Authorized Person shall issue an Interment Permit.
- 10.5 Where the Medical Health Officer directs, pursuant to the *Health Act Communicable Disease Regulation* or other legislation, that a body be interred in the Cemetery during any period when the City Hall is closed, permission to inter in the Cemetery shall be obtained from the Caretaker.
 - (a) Where an interment in the Cemetery is performed under the conditions in this section, the Caretaker and the person who performed the interment shall report the matter to the Authorized Person with full details of the deceased as required by section 10.3, together with the applicable interment fees and charges, if such fees have not already been paid.
 - (b) Where the body delivered to the Cemetery for interment is subject to directions of the Medical Health Officer under the terms of the Health Act Communicable Disease Regulation, the person delivering the body to the Cemetery shall inform the Caretaker and any person performing the interment shall fully and carefully follow any instructions given by the Medical Health Officer respecting the interment.

10.6 The interment of cremated remains is to be completed within thirty (30) days of all fees being paid as determined by the Business Practices and Consumer Protection Act Section (36).

Amended by BL9071

11. PERMIT TO DIS-INTER / EXHUME

- 11.1 No human remains or cremated remains shall be disinterred or exhumed from the Cemetery unless:
 - (a) the Authorized Person receives a written request to do so from the person who has the right to control the disposition of the human remains or cremated remains under the *Cremation, Interment and Funeral Services Act* and all applicable fees and charges have been paid;

Amended by BL9071

- (b) the Authorized Person issues an Dis-interment / Exhumation Permit;
- (c) if required, an Authorized Person under the *Business Practices and Consumer Protection Act* approves the exhumation or disinterment;
- (d) if required, the Authorized Person receives permission from the Medical Health Officer;

Amended by BL9071

(e) the City is not responsible for damage to any casket, urn or other container sustained during dis-interment or exhumation; and

Amended by BL9071

(f) The City will not reinter dis-interred or exhumed human remains in a damaged or deteriorated casket or grave liner. The purchase of a new casket is the responsibility of the person requesting the disinterment or exhumation.

Amended by BL9071

11.2 In accordance with Section 18 of the CIFSA, the City's responsibility will end at the point where the soil is sufficiently excavated to permit safe access to the remains for removal by the attending Funeral Director. The physical removal of the exposed human remains and their transfer into a container that fully encloses the disinterred or exhumed human remains shall be performed by a Funeral Director authorized by and employed at the expense of the person requesting the exhumation or dis-interment. No employee of the City shall be required to handle or participate in the removal of exposed human remains opened for exhumation or disinterment.

12. INTERMENT

12.1 No person shall scatter or otherwise dispose of human remains or cremated remains within the boundaries of the City except in accordance with this Bylaw.

Amended by BL9071

(a) it shall be unlawful for any person to scatter cremated remains within the confines of the Cemetery except within the designated areas. All scattering remains are considered non-recoverable from the date of interment.

- 12.2 No body, other than a deceased human body, or the cremated remains of a deceased human body shall be interred in the Cemetery and all interments shall be subject to and comply with this Bylaw.
- 12.3 No holder of an Interment Rights Certificate or an Interment Permit shall permit an interment to be made in a Grave Space, Crypt or Niche unless such interment is made pursuant to this Bylaw.
- 12.4 Each interment in the Cemetery in a Grave Space, other than the interment of cremated remains, shall provide for not less than 0.9 m (3 ft.) of earth between the general surface level of the ground at the Grave Space and the upper surface level of the casket containing the human remains.
- 12.5 Each interment in the Cemetery in a Grave Space of cremated remains shall provide for not less than 0.6 m (2 ft.) of earth between the general surface level of the ground at the Grave Space and the upper surface level of the container containing the cremated remains.

- 12.6 Two casket interments (double depth) may be permitted in a Companion Grave Space designated for such purposes in the Cemetery plot plan.
- 12.7 Where two casket interments are permitted in one Grave Space, and each interment is in respect to a body not in the form of cremated remains, the first casket shall be buried in the Grave Space at a lower depth than the second and each of the two burials in the Grave Space shall conform to the requirements of section 12.4.

Amended by BL9071

12.8 Each Adult Grave Space may be used for the interment of the cremated remains of a maximum of four (4) persons over the casket interment(s). All Adult Grave Spaces sold prior to the adoption of this Bylaw 8046, 2008 may be used for the interment of the cremated remains to the previous limit of six (6) persons over the casket interment(s). The Interment Rights Holder of a previously interred child or baby is permitted to inter up to 2 family members cremated remains in the same plot as the child or baby. The burial of the cremated remains shall conform to the requirements of subsection 12.5.

Amended by: BL8825

- 12.9 Only one Interment Rights Certificate is required for each Grave Space but an Interment Permit shall be required and all other applicable service fees and charges shall apply for each interment.
- 12.10 No person shall inter any human remains or cremated remains in the Cemetery except between the hours of 8:00 a.m. and 3:30 p.m., Monday to Saturday (excluding statutory holidays), unless previous special arrangements have been made with the Authorized Person.
- 12.11 No person shall inter any human remains or cremated remains in the Cemetery on Saturdays unless the additional fees and charges are paid.
- 12.12 No person shall dig or open a Grave Space, Crypt or Niche except the Caretaker.

Amended by: BL8412 and BL8825

12.13 A casket or cremation urn for interment in areas of the cemetery other than the green or Muslim burial sections shall be made of non-deteriorative materials (no cardboard) and shall be enclosed in a Burial Vault or Grave Liner and its dimensions will conform to the City's plot plan for each individual interment.

12.14 The Authorized Person may supply permission for the purchase of any Grave Liner or Burial Vault from a source other than the City, with permission based on the item's size, design, material and construction. The installation of Grave Liners or Burial Vaults not purchased from the City will be subject to a handling fee and must be paid in full prior to installation. The Authorized Person may request that Grave Liners or Burial Vaults be installed by their supplier, under the supervision of the Caretaker, with the installation being at the Applicant's expense.

Amended by: BL8412

12.15 Any Charges incurred by the Cemetery above and beyond the standard scope of services, in the handling of Grave Liners or Burial Vaults not supplied by the City will be charged to the Applicant and paid prior to interment.

Amended by BL9071

12.16 The Authorized Person may deny or postpone an interment due to weather conditions, which may impede the safety of workers, the potential of disturbing other interments in proximity or the inability to reasonably prepare the site for interment.

13. CEMETERY PERPETUAL CARE RESERVE FUND

- 13.1 The Cemetery Perpetual Care Reserve Fund is hereby established pursuant to the provisions of the *Cremation, Interment and Funeral Services Act* and the regulations under the Act.
- 13.2 All specified fees and charges to the "PCRF" shall be paid into the Cemetery Perpetual Care Reserve Fund and shall be held by the Board and invested in accordance with the *Cremation, Interment and Funeral Services Act* and the regulations under the Act as they apply to municipal cemetery care funds.
- 13.3 The amount to be transferred to the Cemetery Perpetual Care Reserve Fund shall be specified on all applicable receipts for licenses, contracts or agreements.
- 13.4 The interest and dividend income earned by the Cemetery Perpetual Care Reserve Fund shall be used only for the purpose of paying liabilities of the City arising out of the care and maintenance services provided by any person for the Cemetery.

14. GRAVE SPACES AND GRAVE COVERS

- 14.1 All Grave Spaces shall be of the following sizes:
 - (a) Adult –not less than 1.52 metres (5 feet) in width x 2.74 metres (9 feet) in length.
 - (b) Child-not less than 1.07 metres (3-1/2 feet) in width x 2.13 metres (7 feet) in length.
 - (c) Infant not less than 0.90 metres (3 feet) in width x 1.52 metres (5 feet) in length.
 - (d) Cremated Remains not less than 0.76 metres (2-1/2 feet) in width x 0.61 metres (2 feet) in length.

- 14.2 A Grave Cover shall only be installed on an occupied Grave Space provided the appropriate fees and charges have been paid and the Grave Cover conforms to the requirements of this Bylaw.
- 14.3 Each Grave Cover:
 - (a) shall be placed on a concrete foundation which shall not exceed 81cm (width) x 203cm (length) (2' 8" x 6' 8") and the top of which shall not project 5cm (2") above the surface of the surrounding ground;
 - (b) shall be installed to a maximum elevation of 200mm (8") above the surface of the surrounding ground; and
 - (c) shall be 91cm (width) x 213cm (length) x 10cm 15cm (thickness) (3' x 7' x 4" 6") with no sawn sides.
- 14.4 No person other than the Caretaker shall place or install a Grave Cover in the Cemetery.
- 14.5 Grave Covers that were installed prior to the adoption of this Bylaw that do not conform to this Bylaw may remain as installed, until such time as replacement of the Grave Cover is required. Any replacement Grave Cover must conform to this Bylaw and be installed in accordance with this Bylaw including the payment of the applicable Grave Cover fees and charges.

15. MEMORIALS

- 15.1 All Grave Space memorials shall be supplied by the Interment Permit holder;
- 15.2 All the memorials (flat or upright) are the property of the purchaser and required care or repair is the responsibility of the purchaser;
- 15.3 No memorial shall be placed or installed in the Cemetery unless the memorial conforms to the requirements set out in this Bylaw. Only the Caretaker shall place memorials, any memorial that is illegally placed will be removed;
- 15.4 Temporary memorials shall be removed after 12 months of the interment;
- 15.5 Should any memorial or grave cover be in a state of disrepair such that it might be hazardous to the public or detrimental to the maintenance of the Cemetery, the Caretaker may, after 30 days' notice in writing to the interment rights holder, at their last known address, have the memorial or grave cover removed from the Cemetery, if it has not been repaired in accordance with the notice;
- 15.6 Memorials that were installed prior to the adoption of this Bylaw No. 8046, 2008 that do not conform to this Bylaw No. 8046, 2008 may remain as installed, until such time as replacement of the Memorial is required. Any replacement Memorial must conform to this Bylaw No. 8046. 2008 and be installed in accordance with this Bylaw No. 8046, 2008 including the payment of the applicable Memorial fees and charges;
- 15.7 No Grave Space in the Cemetery shall be defined by a fence, bench, hedge, curbing, railing, loose rock or any other material;

- 15.8 A person must receive confirmation in writing that a memorial conforms to the requirements of this Bylaw by the Authorized Person prior to delivering the memorial to the Cemetery. Memorials delivered to the Cemetery without the appropriate confirmation shall be returned to the sender at owner's expense;
- 15.9 Due to weather conditions, installation of memorials may not occur from October 1 to April 30. No person shall deliver memorials to the Cemetery without prior approval between October 1 and April 30;
- 15.10 A flat memorial may be installed on a Grave Space in the Cemetery provided the flat memorial conforms to the requirements set out in this Bylaw;

15.11 Each Flat Memorial:

- (a) Shall be made of granite or bronze;
- (b) Shall be installed in a centered position at the head of the Grave Space with the top surface of the memorial set level and flush with the surface of the surrounding ground:
- (c) Installation of granite memorials are permitted without concrete wash;
- (d) Should a concrete wash be requested the concrete wash will be installed with a 7cm (3") border and 7cm (3") thickness supplied by a memorial dealer;
- (e) If supplied with sawn sides, the memorial shall have 1.2cm x 5cm (1/2" x 2") drilled holes, on all four sides for a concrete border base wash and stainless steel pins supplied by the Interment Permit holder;
- (f) A bronze memorial shall be:
 - i) provided by a memorial dealer and must arrive at the Cemetery adhered to a granite or concrete base that provides a 7cm (3") border and has a 7cm (3") base thickness; and
 - ii) set with four (4) threaded rods anchored to the underside of the granite or concrete base. The threaded rods shall be drilled to receive washers and bolts and shall be constructed of non-corroding material.
- 15.12 The top surface of each flat memorial shall conform to one of the following measurements:
 - (a) For one adult Grave Space or Companion Grave Space 1.52m x 2.7m (5' x 9' lot)

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46cm (width) x 76cm (length) [18" (width) x 30" (length)]
40cm (width) x 71cm (length) [16" (width) x 28" (length)]
30cm (width) x 50cm (length) [12" (width) x 20" (length)]
20cm (width) x 30cm (length) [8" (width) x 12" (length)]
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(b) For two adult Grave Spaces (in case of side by side adult size Grave Spaces)-

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3.0m x 2.7m (10' x 9' lot)

46cm (width) x 110cm (length) [18" (width) x 44" (length)]

46cm (width) x 76cm (length) [18" (width) x 30" (length)]

40cm (width) x 71cm (length) [16" (width) x 28" (length)]

30cm (width) x 50cm (length) [12" (width) x 20" (length)]

20cm (width) x 30cm (length) [8" (width) x 12" (length)]
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(c) For Child Grave Spaces- 1.07m x 2.13m (3' ½" x 7' lot)

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30cm (width) x 50cm (length) [12" (width) x 20" (length)] 20cm (width) x 30cm (length) [8" (width) x 12" (length)]
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(d) For Infant Grave Spaces- 0.9 m x 1.5 m (3' x 5' lot)

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30cm (width) x 50cm (length) [12" (width) x 20" (length)] 20cm (width) x 30cm (length) [8" (width) x 12" (length)]
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(e) For Cremated Remains Grave Spaces (Single)- 0.6m x 0.76m (2' x 2' ½" lot)

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30cm (width) x 50cm (length) [12" (width) x 20" (length)] 20cm (width) x 30cm (length) [8" (width) x 12" (length)]
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(f) For Cremated Remains Grave Spaces (Companion side by side)-0.6m x 1.52m (2' x 5' lot)

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40cm (width) x 71cm (length) [16" (width) x 28" (length)]
30cm (width) x 50cm (length) [12" (width) x 20" (length)]
20cm (width) x 30cm (length) [8" (width) x 12" (length)]
```

- 15.13 One flat memorial only may be installed on each Adult Grave Space, but where two related persons are buried side by side in adjacent Adult Grave Spaces, one 46cm x 110cm (18" x 44" excluding wash) maximum flat memorial which provides for the memorialization of both persons may be used instead of two separate flats, provided the single flat so used is set to embrace evenly the two Grave Spaces concerned.
- 15.14 One upright memorial may be installed on each Adult Grave Space in the Cemetery provided the upright memorial conforms to the requirements of this Bylaw.
- 15.15 Each Upright Memorial:
 - (a) Shall be made of granite or bronze;
 - (b) Shall not exceed 61 cm (length) x 20 cm (thickness) x 91cm (height) (32"x 8"x 36") for a single Adult Grave Space and 121.9 cm (length) x 20 cm (thickness) x 91.5 cm (height) (48"x 8"x 36") for two (2) side by side Adult Grave Spaces;
 - (c) Shall be on a Granite Base which shall not exceed 91cm (length) x 20cm (height) x 30cm (width) (36"x 8"x 12") for an upright memorial on a Single Adult Grave Space.

Two side by side Adult Grave Spaces shall not exceed 153cm (length) x 20cm (height) x 30cm (width) (60" x 8" x 12");

- (d) shall be glued and pinned (stainless steel pins) to the Base;
- (e) shall have all accessories physically attached to the memorial with a permanent adhesive and using a minimum pin size of 1.3cm (1/2") diameter, extending a minimum of two inches into the accessory as well as a minimum of two inches into the memorial;
- (f) shall not exceed a maximum height of 91.2cm (36"); and
- (g) shall not exceed 81cm (length) x 20cm (thickness) x 91.5cm (height) (32" x 8" x 36") for installation on a Grave Cover that complies with the specifications in this Bylaw under section 14.3.

15.16 Each Pillow Upright Memorial:

- (a) shall be made of granite or bronze;
- (b) shall not exceed 91cm (length) x 15cm (thickness) x 61cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space and 152cm (length) x 15cm (thickness) x 91.5cm (width) (60" x 6" x 36") for two (2) side by side Pillow Adult Grave Spaces;
- (c) shall be on a Granite Base which shall not exceed 91cm (length) x 15cm (height) x 61 cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space. Two side by side Pillow Adult Grave Spaces shall not exceed 153cm (length) x 15cm (height) x 91cm (width) (60" x 6" x 36");
- (d) shall have all accessories physically attached to the memorial with a permanent adhesive and using a minimum pin size of 1.3cm (1/2") diameter, extending a minimum of two inches into the accessory as well as a minimum of two inches into the memorial; and
- (e) shall have a slope of
 - i) height back maximum of 15cm (6"); and
 - ii) height front minimum of 7cm (3").
- 15.17 Notwithstanding section 15.15, upright memorials in historic sites designated on the Cemetery plot plan may be replaced based on the dimensions of the original memorial.
- 15.18 The Caretaker may arrange for the temporary removal of a memorial without permission of the interment rights holder if, during the excavation of an adjoining grave space, the memorial is found to be a hazard to the safety of workers in the excavation or to gain access to a plot for grave site preparation, provided the memorial is replaced in its original position on the grave from which it was removed as soon as possible.

15.19 Memorial Wall

- (a) only one (1) individual may be memorialized on a memorial space;
- (b) a memorial plaque shall:
 - i) have an inscription that will denote given names, year of birth and death;
 - ii) denote a sentiment no longer than twenty-five (25) letters and spaces; and
 - iii) be supplied and installed by the City to ensure uniform quality and consistency is maintained.

16. CRYPTS AND NICHES

Amended by BL9071

- 16.1 Each interment in the Cemetery above ground shall be in a Crypt or Niche in the Mausoleum or Columbaria/Private Estate in the Cemetery.
- 16.2 A casket to be placed in a Crypt shall not exceed 61 cm (2' 0") high by 76 cm (2' 6") wide by 221 cm (7' 3") long.

Amended by: BL8825

16.3 An urn to be placed in a glass Niche shall be made of metal, plastic, stone or porcelain and manufactured for the express purpose of containing cremated remains, and must be preapproved by Caretaker.

Amended by: BL8825 and BL9071

16.4 An urn made of wood or a temporary cremation container shall only be placed in marble front niches of the Mausoleum or Columbaria/Private Estates.

Amended by: BL8412

16.5 Each Niche may contain the following number of urns and their cremated remains:

Nominal Width	Maximum Number of Urns
12	2 urns
14	2 urns
16	3 urns
18	3 urns
24	4 urns
	12 14 16 18

- 16.6 All memorials for a Crypt or Niche shall be placed or installed by the Caretaker.
- 16.7 A memorial may be placed or installed on each Crypt or Niche provided that the applicable memorial installation fees and charges are paid, and the memorial conforms to the requirements of this Bylaw.

- 16.8 Each memorial for a Crypt or Niche shall consist solely of given names and/or initials and surname together with years of birth and death to the following specifications:
 - (a) For Crypt Nameplates Surname and given name and/or initials, year of birth and year of death engraved onto black granite and filled a gold coloured foil. The black granite plate 10 cm x 44.6 cm (4" x 17 $\frac{1}{2}$ "), is covered by cast in bronze alloy book plaque 20 cm x 56 cm (7 $\frac{3}{4}$ " x 22"). Surname Lettering to be 3.2 cm (1-1/4") in height and in a Times Roman font. Given names and years lettering to be 13 cm (1/2"). Castings to be true and free from defects and roughness, and colour finish being uniform.

Amended by: BL8825 BL9071

- (b) For Niche lettering in the Mausoleum Surname and given names and/or initials plate no more than 28cm (11") in length each, cast in bronze alloy. The Niche lettering of the Columbaria/Private Estate must be cast in bronze alloy or stainless steel. Surname lettering to be 1.9cm (3/4") in height, and given name and initial lettering to be 1.3cm (1/2") in height in Times Roman font. Letters and numerals to be hand chased and polished. Castings to be true and free from defects and roughness and colour finish to be secured by chemical means.
- (c) Crypt Portraits Only pictures of the deceased may be affixed to the face of a crypt. The pictures must be covered and locked in a frame 9 cm (3 1/2") by 12 cm (4 3/4") cast in bronze alloy, manufactured specifically for this purpose. The picture frame may only be installed by the Caretaker provided the applicable installation fees and charges are paid.
- (d) Niche Portraits Only pictures of the deceased may be affixed to the face of a marble niche. The pictures must be covered and locked in a frame 6 cm (2 3/8") by 8 cm (3 1/8") cast in bronze alloy, manufactured specifically for this purpose. The picture frame may only be installed by the Caretaker provided the applicable installation fees and charges are paid.

Amended by BL9071

- (e) Columbaria/Private Estate portraits will be supplied and affixed by a memorial dealer.
- Only bronze alloys shall be used for flower containers, nameplates, bars and picture frames on memorials for Crypts or Niches with the following composition:

Copper	87 - 88	Percentage Variance
Lead	4 - 5	Percentage Variance
Tin	5 - 6	Percentage Variance
Zinc	2 - 4	Percentage Variance

Amended by BL9071

- 16.10 No person shall alter, embellish or adorn any Crypt Niche, Private Estate/Columbaria or common area in the Mausoleum in the Cemetery without the prior written consent of the Authorized Person. Silk flowers and a single rosary may be placed in the flower holder of each crypt. No fresh flowers or plants are permitted in the Mausoleum.
- 16.11 No person shall burn incense or candles or other flammable products inside the mausoleum in the Cemetery at any time.

16.12 No more than one (1) entombment is permitted in each Crypt. At the time of entombment, cremated remains in urns may be placed either inside the casket or alongside the casket, but only one memorial shall be permitted on each Crypt.

Amended by BL9071

17. GREEN BURIALS

- 17.1 Green burial interment will take place only in the section designated for the purpose.
- 17.2 A right of interment for the Green Burial Section may be purchased on an at-need or pre-need basis.
- 17.3 Green Burial Grave Spaces shall be of the following size:
 - (a) Adult-not less than 1.52m (5 feet) in width x 2.74m (9 feet) in length;
 - (b) Cremated remains–not less than 0.76metres (2 $\frac{1}{2}$ feet) in width x 0.61 metres (2 feet) in length;
 - (c) Each interment other than cremated remains in a Grave Space shall provide for not less than 1.2m (4 feet) of earth between the general surface level of the ground at the Grave Space and the upper surface of the shroud or biodegradable casket materials containing human remains; and
 - (d) Each interment in the Grave Space of cremated remains shall provide for not less than 0.6 metres (2 feet) of earth between the general surface level of the ground at the Grave Space and the upper surface level of the biodegradable container or cremains.
- 17.4 Each Grave Space shall contain the full body interment of one individual and the secondary interment of the cremated remains up to a maximum of four individuals. Companion full burials will not be permitted.
- 17.5 Where right of interment is purchased in the Green Burial Section with the intent of having a secondary disposition burial of cremated remains in to the plot then the interment shall not be made until the full body interment has first been made into the plot.
- 17.6 Human remains proposed for interment in the Green Burial Section shall:
 - (a) not be embalmed; and
 - (b) be enclosed in a shroud, biodegradable casket or alternative biodegradable container with a rigid base that is approved by the Authorized Person.
- 17.7 The Cemetery shall install a Communal Memorial Stone for the purpose of making approved memorial inscriptions to commemorate interments and scatterings.
- 17.8 Other than the approved Communal Memorial Stone, no other memorial marker, monument or other stone, vase, ornament or any other structure shall be placed on, in or around any Grave Space in the Green Burial Section. Fresh flowers may be placed on the plot at the time of the interment.

17.9 The Authorized person shall have the authority to limit, restrict or prohibit vehicle access to the Green Burial Section.

18. GENERAL

Amended by: BL8825

- 18.1 Cut flowers, wreaths, floral offerings and silk flowers may be placed on Grave Spaces, but will be removed by the Caretaker when their condition is considered to be detrimental to the aesthetics of the Cemetery or for the purpose of regular Cemetery maintenance.
- 18.2 No person shall adorn any Grave Space in the Cemetery, except for the placement of cut flowers, wreaths and floral offerings.

Amended by: BL8412

- 18.3 No other person shall plant trees, shrubs, plants, flowers or bulbs in the Cemetery, other than an employee of the City or Authorized Person. Illegally planted items will be removed by the Caretaker.
- 18.4 No person shall drive a vehicle in the Cemetery at a speed of more than 20 km/h (12 mph) and all vehicles and their drivers, while in the Cemetery, shall be subject to the directions and orders of the Caretaker.
- 18.5 No person shall drive a vehicle over any lawns, gardens or flower beds unless authorized by the Authorized Person.
- 18.6 All persons and funeral processions in the Cemetery shall obey the instructions of the Caretaker, and any person not behaving with proper decorum within the Cemetery, disturbing the quiet and good order of the Cemetery, may be evicted from the Cemetery by the Caretaker.
- 18.7 No person shall destroy, mutilate, deface, injure, or remove any memorial, structure, lot, fence or other structure within or surrounding the Cemetery.
- 18.8 No person shall cut down or destroy any tree, shrub, plant, flower or bulb in the Cemetery except as permitted by the Authorized Person.
- 18.9 No person shall play any game or sport in the Cemetery.
- 18.10 No person shall discharge firearms in the Cemetery, except at a military funeral.
- 18.11 No person shall disturb persons assembled for a gravesite service or visitation.
- 18.12 No person shall deposit any trash or other waste except into approved trash receptacles in the Cemetery.

Amended by BL9071

18.13 No person shall be in the Cemetery at any time other than the operating hours of 8:00 a.m. and 8:00 p.m., seven days a week, unless permission has been given by the Caretaker, or the Authorized Person.

Amended by BL8306

- 18.14 Notwithstanding Section 18.2, Grave Spaces of veterans that have served in the Canadian military may be memorialized with the placement of a Canadian flag, provided that:
 - (a) the flag shall be of a temporary nature and shall not be permanently installed;

(b) the flag shall not exceed 12" by 18" and shall be placed in such a manner that the flag does not touch the ground; and the flag may be removed by the Caretaker when its condition is considered to be detrimental to the aesthetics of the Cemetery or for the purpose of regular Cemetery maintenance

19. OFFENCE

19.1 Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done or omitted to be done in contravention of this Bylaw is guilty of an offence and shall be liable on summary conviction to a fine of not less than Fifty Dollars (\$50.00) and not more than Ten Thousand Dollars (\$10,000.00) and the cost of prosecution. Every day during which there is an infraction of this Bylaw shall constitute a separate offence.

20. SEVERABILITY

20.1 If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Bylaw.

21. REPEAL

21.1 "City of Prince George Cemetery Bylaw No. 5081, 1988" and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS THE	26th	DAY OF	MAY	, 2008.
READ A SECOND TIME THIS THE	26th	DAY OF	MAY	, 2008.
READ A THIRD TIME THIS THE	26th	DAY OF	MAY	, 2008.

All three readings passed by a **unanimous** decision of Members of City Council present and eligible to vote.

ADOPTED THIS THE 9th DAY OF JUNE , 2008, BY A UNANIMOUS DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

<u>Colin Kinsley</u>
MAYOR
 Don Schaffer

CORPORATE OFFICER

SCHEDULE "A"

To Bylaw No. 8046

INTERMENT RIGHTS CERTIFICATE

No: <u>00000</u>



Prince George Memorial Park Cemetery

1100 Patricia Blvd Prince George, BC V2L 3V9

Interment Rights Certificate

This indenture, made on Month Day, Year

Between: Prince George Cemetery

Hereinafter called the Grantor, of the first part, and:

First Name Last Name

Street Address

City, Province, Country Postal Code

Hereinafter called the Grantee, to include the plural should more than one name appear above, of the second part.

Witness that for the sum of:

Cost plus
_____tax, of which
_____is set aside in the Perpetual Reserve Care Fund account

The Grantor does hereby sell to the Grantee, interment rights in the following locations:

Location of Plot

As shown on the plan approved by the Minister of Consumer and Commercial Relations.

Subject to the provisions of:

The British Columbia Cremation, Interment, and Funeral Services Act [SBC 2005] Chapter 35, in effect hereunder and to the approved by-laws of the Grantor which may be in effect from time to time.

This certificate cannot be transferred. It must be returned to Prince George Cemetery, who will issue a new certificate to the transferee. If the holder of the Interment Rights Certificate does not want to exercise this right in the future, a written request to resell back to the City must be made the Authorized Person. The City of Prince George will refund the original license fee paid lest the Perpetual Reserve Care Fund fees and less the transfer fee as prescribed in the City of Prince George Cemetery By-Law No. 8046, 2008.

For the City of Prince George

SCHEDULE "B"

To Bylaw No. 8046

Amended by BL9071

INTERMENT PERMIT & EXHUMATION OR DIS-INTERMENT PERMIT

Month Day, Year 00000



Prince George Memorial Park Cemetery

1100 Patricia Boulevard Prince George, BC, Canada, V2L 3V9

GST Registration: License Number:

Customer Information Sales Receipt

For Sale Number <u>00000</u>
<u>Last Name</u>, <u>First Name</u>
Sale Date: <u>Month Day, Year</u>

Street Address

City, Province, Country, Postal Code

Transaction Type Grave Liners Saturday Surcharge Grave Space and Transfers	Description Fiberglass Liner Adult plus gst Saturday Adult/Child/Infant Burial plus gst Flat Adult Resident plus gst Rights Transfer Information: Rights Transfer Number: 00000 Interment Site: Location of Plot Effective Date of Rights Transfer: Month, Day, Year Rights Holder Information: Last Name, First Name Street Address City Province Country Postal Code	Qty 1 1 1	\$0.00 \$0.00 \$0.00
Interment	Adult plus gst Interment Information: Interment Reference Number: Interment Site Interment Date: Interment Time: Deceased Information: Last Name, First Name Street Address City Province Age: 00 Years Date of Death: Month Day, Year Next of Kin Information: Last Name, First Name	1	<u>\$0.00</u>

Street Address

City Province Postal Code

Funeral Home Information::

<u>Funeral Home Name</u> <u>Street Address</u>

City Province Postal Code Phone Number

Subtotal Includes:

Perpetual Care \$0.00
Reserve Fund

Subtotal: \$0.00 GST: \$0.00

Total: \$0.00

SCHEDULE "C" To Bylaw No. 8046

PRE-AUTHORIZED PAYMENT APPLICATION



Development Services
Parks & Solid Waste Division
1100 Patricia Boulevard, Prince George, BC V2L 3V9
Telephone: (250) 561-7679 Fax: (250) 561-7721

PRE-AUTHORIZED CEMETERY/MAUSOLEUM PAYMENT APPLICATION

APPLICANT INFORMATION:			
Name:			
Mailing Address:			
City:	Province:	e: Postal Code:	
Home Phone:	_ Work Phone	e: Cell phone:	
LOCATION INFORMATION:			
Cemetery Plot #			
Mausoleum Crypt or Niche #	<u> </u>		
FINANCIAL INFORMATION:			
Visa Mastercard C	ard Number_	Expiry Date	
Name on Credit Card:			
Please sign me up for the fo	llowing payme	nent plan:	
CEMETERY PAYME	NT PLAN S	Start Date:	
MAUSOLEUM PAYM	ENT PLAN	Start Date:	-
application form, and hereby	authorize the	and conditions of the Cemetery Payment Plan on thine City of Prince George to draw pre-authorized moreyment of cemetery fees on the 30th day of each mo	nthly
SIGNATURE:		DATE:	

CEMETERY PLAN TERMS AND CONDITIONS

- **CEMETERY/MAUSOLEUM FEES ARE PARTIALLY REFUNDABLE.** If the purchaser decides not to complete the sale of the plot/crypt or niche, the City of Prince George shall refund the fees and taxes paid, less the perpetual reserve care fund.
- In the event of the death of the purchaser, all fees must be paid in full prior to the arrangement of cemetery burial services.
- Written notice will be sent to new applicants advising of the monthly payment amount and the withdrawal dates. Written notice will be provided to participants prior to a change in payment amount or payment date at least ten (10) days prior to the next withdrawal.
- A participating taxpayer may give notice, in writing, ten (10) days prior to the withdrawal date, to discontinue participation in the monthly payment plan.
- Changes to credit card information must be received at least ten (10) days prior to the next withdrawal date.
- The purchaser's privilege of continuing participation in the plan may be cancelled if two (2) consecutive monthly payments fail to be honoured by the financial institution on which they are withdrawn. The current returned item fee will be applied on each payment not honoured.
- The City of Prince George shall issue an Interment Rights Certificate at the time that the entire plot/crypt/niche fees have been received. The Interment Rights Certificate shall be mailed within 10 working days of the final payment.

SCHEDULE "D" To Bylaw No. 8046

LEGAL DESCRIPTION

The Council hereby establishes the following land to be set aside, operated, used or maintained as the Cemetery by the City:

(a) Block A of District Lot 1432 Cariboo District Except Plans H735, 22207 and PGP45225; and

Lots 2 to 17 Block 1, Lots 1 to 34 Block 2, Lots 1 to 34 Block 3, Lots 1 to 34 Block 4, Parcel A (PM3684) Block 15, Parcel A (PM3685) Block 16, Lots 1 to 20 Block 17, Lots 25 to 32 Block 17, Lots 1 to 16 Block 18, Lots 1 to 16 Block 19, Lots 1 to 32 Block 20, Parcel A (PM3686) of Block 21, Parcel A (PM3687) of Block 22, Lots 1 to 12 Block 23, Lots 19 to 24 Block 23, and Lots 1 to 18 Block 24, all in District Lot 925, Cariboo District, Plan 867.

SCHEDULE "E" To Bylaw No. 8046

MAP (Cemetery Areas)

