

Management Directive



Management Directive No.:	
Management Directive Name:	Monuments and Markers – Fenelon Falls Cemetery Management Directive
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy, Forms	

Directive Statement and Rationale:

This management directive statement relates to the specifications and placement of monuments and markers within the Fenelon Falls Cemetery.

Scope:

This document shall apply to the Fenelon Falls Cemetery.

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NOTE: Throughout this document, the Fenelon Falls Cemetery Board will be referred to as the Board

1.0 Monuments - Contractor and Construction Standards and Monument Placement

1.01 Every Contractor employed to erect monuments or to do any work in the Cemetery, will first present an application supplied by the Board signed by the Interment Rights Holder or his/her legal representative requesting permission to do the work, as outlined on the application, to the office for approval.

1.02 The demeanor and behavior of all persons employed by others in the Cemetery will be under the control of the Board.

1.03 Contractors, masons, and stonecutters will lay planks so as to prevent the surface of the grounds from injury.

1.04 All work will cease immediately should a funeral be or come into the vicinity where the service may be disturbed.

1.05 All work must be done during regular cemetery hours.

1.06 No work will be started on Saturday that cannot be completed and the litter and debris removed by noon of that same day.

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1.07 The Board has the authority to close any or all roads if they are in an unfit or unsafe condition or that traffic would damage these roads, during a funeral or at any other time.

1.08 Any person who damages, or causes to be damaged any lot, monument, marker, tombstone, structure, sod, tree, or roadway will be held liable for such damage or injury.

1.09 No monument, marker or flowerbed will be permitted until all charges against the lot are paid in full.

1.10 All foundations will be installed by the Board at the expense of the monument dealer. The appropriate amount for the Care & Maintenance Fund in relation to the size of the marker/monument as set out in the Cemeteries Act, R.S.O., 1990, must accompany the monument.

1.11 The Board requires written notice, on forms provided, for the installation of a foundation. This form must be signed by the Interment Rights Holder or his/her legal representative. Any errors in foundation orders will be corrected at the expense of the dealer ordering it. All foundations will have a minimum depth of four (4') feet and be wider at the bottom than the top to retard frost movement.

1.12 The design and material of vaults, monuments, and other structures must meet the standards laid down by this cemetery. The Board reserves the right to refuse any application that does not comply with the bylaws and or policies, or to remove any monument or marker that does not comply. It is suggested that Interment Rights Holder make themselves aware of these standards before making purchases.

1.13 If a monument presents a risk to public safety, for whatever reason, the Board must do whatever is necessary by way of repairing, resetting or laying the memorial down to remove the risk. The method of repair being contingent on the available funds (Bereavement Services Act 2002).

1.14 The Board takes reasonable precautions to prevent vandalism, but will not be held responsible for the senseless acts of vandals beyond our reasonable control. Your insurance company may include cemetery monument coverage in your household insurance for an additional fee, please see your insurance agent.

1.15 One upright monument only will be erected on each lot. Example, for a two grave lot, the monument would be centered at the head between the two graves against the lot line.

1.16 No common base monuments will be permitted.

1.17 All Markers will be installed flush with the ground in the space provided and be of uniform four inch (4") thickness smoothly finished on all sides. Installed vases, including the flip over variety are not permitted on flat markers.

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- 1.18 Book Markers will not be permitted (i.e. tilted flat markers).
- 1.19 Crushed stone, or other materials other than earth or sand, must not be used in setting markers.
- 1.20 Marble is not permitted for monuments but may be used for markers or corner post.
- 1.21 Bronze will be permitted in the cemetery, provided the bronze has been treated such that it will not stain the monument, or other surface to which it is applied. Bronzed items must be purchased through the Fenelon Falls Cemetery.
- 1.22 Vases may constitute part of a monument if they are made principally of bronze, stainless steel or granite.
- 1.23 The design and type of material for natural stone or "rock" monuments must be submitted to the Board for approval.
- 1.24 Inscription, which are not in keeping with the dignity and decorum of the cemetery, will not be placed on any monument.
- 1.25 No inscription will be placed on the side of the monument unless there is room for an adult grave between that side of the monument and the edge of the lot. Family name only is permissible on the back of the monument.
- 1.26 Painting, gold leafing colouring, highlighting, enamelling, gilding, or bronzing on a memorial is not permitted.
- 1.27 No Monuments, footstones, markers or memorials of any kind shall be placed, moved, altered or removed without permission from the Board.
- 1.28 The bottom four inches (4") of any base must be of rock pitch finish, and all bases must be sawn on the bottom and top.
- 1.29 No portion of the monument may exceed the length or width of the base.
- 1.30 Monuments, markers, or other structures will not be installed until a proper application has been received and approved by the Board. It must show the full design, specification, and plans relative to the material, construction, any and all lettering and proposed location.

2.0 Monument and Marker Specifications

- 2.01 Definitions for the purpose of these regulations: A flat marker is a marker to be installed flush with the ground, having no portion above the ground. Upright monuments are any monuments having a portion that is above the ground.

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2.02 Cremation markers will be ten inches (10") wide by sixteen inches (16") long and four inches (4") thick, one marker only per grave. Flat markers only are permitted.

2.03 Two grave lots (flat markers). Flat markers may measure from 18 inches (18") wide by twenty-four inches (24") long to 18 inches (18") wide by 36 inches (36") long. All flat markers are to be 4 inches (4") thick.

2.04 Three grave lots (flat markers). Flat markers may measure from eighteen inches (18") to twenty inches (20") wide and from twenty-four (24") to fifty-four inches (54") in length. All flat markers are to be four inches (4") thick minimum. All markers over forty-eight inches (48") in length will be a minimum of six inches (6") thick.

2.05 More than three grave lots (flat markers): Flat markers will not be permitted to exceed the dimensions given for three grave lots, except by written permission of the Board.

2.06 Two grave lots (upright monument): A double grave lot is allowed one upright monument. Monuments may not be less than six inches (6") in thickness nor more than ten inches (10") thick will be permitted. Overall height including base not more than 36 inches (36"), or less than thirty inches (30"). Monuments may not be less than eighteen inches (18") wide or more than forty inches (40"). Bases will not be less than six inches (6") or more than eight inches (8") in thickness and not longer than forty-eight inches (48"). Overall height may be increased to 40 inches (40") only if the thickness is 10 inches (10").

2.07 Three grave lots (upright monument): Monuments may not be less than six inches (6") or more than ten inches (10") thick. Overall height including base will not be more than forty inches (40") or less than thirty inches (30"). Monuments may not be less than twenty inches (20") or more than sixty-two inches (62") wide. Bases will not be more than ten inches (10") high and not longer than eighty-eight inches (88"). Overall height may be increased to forty-four inches (44") only if the thickness is ten inches (10").

2.08 Four grave lots (upright monument). Monuments may not be less than six inches (6") or more than ten (10") thick. Overall height including base will not be more than forty-two inches (42") or less than thirty inches (30"). Monuments may not be less than twenty-four inches (24") wide or more than eighty-four inches (84"). Bases not less than six inches (6") high or more than ten inches (10") high and not longer than ninety-six inches (96"). Overall height may be increased to forty-eight inches (48") only if the thickness is ten inches (10").

2.09 All monuments must be pinned regardless of thickness. Dowels must be made of minimum 1/2" (1.3 cm) non-corrosive material, 300 series stainless steel or galvanized rod. The hole depth must be a minimum of 3" (7.2 cm) deep and no more than 1/8" (0.3 cm) larger in diameter than the dowel.

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2.10 All monuments must be able to withstand a minimum of 100 lbs. of horizontal force applied anywhere on the monument without toppling. This must be achieved in the dry mode (no caulking).

2.11 Special requests for larger monuments may be made to the Board in writing only by those who hold Interment Rights or their representative, to four grave lots or larger. All design specifications are subject to the approval of the Board.

2.12 Corner Posts are required and foot markers are permitted in all sections, except the cremated remains section. Corner posts must be from six inches (6") by six inches (6") by four inches (4") deep to six inch (6") by six inch (6") by six inch (6") deep in size. They must have sawn or guillotined edges. Foot markers are permitted in all sections except the cremated remains area. Specifications, Design and Inscriptions are subject to Board approval.

2.13 The Board distinctly disclaims all responsibility to memorials from causes beyond their reasonable control and especially from damage caused by the elements, an act of God; common enemy; thieves; vandals; strikers; malicious mischief makers; explosions; accidents; invasion; insurrection; riots; or order of any military or civilian authority, whether the damage is direct or collateral.

2.14 The Board will take reasonable precautions to protect the property of Interment Rights Holders but they assume no liability or responsibility for the loss of damage to any monument, marker or part thereof, or any article of any type that may be placed on any graves.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	

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