

## **Requests and Questions for March 6, 2024 Meeting with FFCB**

- List of Assets: Equipment, Office Trailer, Tools Etc. (Previous request from March 13<sup>th</sup>, 2023)
- Information pertaining to the Seasonal Care Taker Contract-Duration-Budget-Hours of Work
- How are the Register and Maps updated-Who performs this task and where are the records kept. What is the format of the Register alphabetical or site specific?
- A copy of the current FFC Bylaw and Fee Schedule (Previous request from March 13<sup>th</sup>, 2023)
- Copies of the FF Cemetery Board Meeting Minutes for 2023
- Sample Copy of a typical contract and consent forms
- Operational requirements administration hours vs maintenance hours.
- Copy of the 2023 Operating Budget.
- Copies of the Form 1 submissions to the BAO for 2019-2023-Record of Burials
- A copy of the Form 2-financials submitted to the BAO for 2022 and a copy of 2023 once completed and submitted.

## **Stone Orchard Requests**

- Has the Stone Orchard Software been updated to the most current version. (When was the software last updated and by whom?)
- What functions of Stone Orchard are currently being utilized by the FFCB.
- Request that the Fenelon Falls Cemetery Board reaches out to “Stone Orchard Administration” to permit CKL access and a merge request upon suitable timing.

Questions for Cemetery Board:

- 1) Can you give an indication of the additional duties that Dianne took on to warrant her increase in pay from \$9,470 in 2022 to \$15,600 in 2023 plus an honorarium of \$7,495 (\$625 per month)? I know she does the bookkeeping and tended to flowers in the past but would like it documented what warranted the increase in pay?
- 2) What is the cost of maintaining a separate Stone Orchard system for Fenelon Falls Cemetery? I see the amount of approximately \$3,529 paid in 2023. Is that the annual software license? Do you pay extra for updates as well?
- 3) Do you have a separate Perpetual Care bank account or is all the funds invested in GIC's with BMO?
- 4) How much was transferred into the Perpetual Care fund in 2023? This would be the amount of sales that go to this fund and not interest earned on investments. How much interest was then transferred back to Operating to cover expenses?
- 5) I am interested in finding out the cash receipting policy of the Cemetery. Are there amounts owing to the Cemetery at year end or is amounts collected prior to the sale of the plot? If there are amounts owing do you have a list of people who owe the Cemetery Board money?

## Requests and Questions for March 6, 2024 Meeting with FFCB

- List of Assets: Equipment, Office Trailer, Tools Etc. (Previous request from March 13<sup>th</sup>, 2023)  
**ANSWER: Office Trailer; one Laptop Computer; one printer; file rack. Other items in the office are not CKL property but on loan from Board Members. Work Shed: Set of Wrenches; set of socks?; shovels; garden hose; watering cans; bench grinder; tractor; wheel barrel; push mower; portable toilet; 6 aluminum benches.**
- Information regarding the Seasonal Custodian Contract-Duration-Budget-Hours of Work  
**ANSWER: 24 x 7 X 365 Days**
- How are the Register and Maps Updated - Who performs this task and where are the records kept? What is the format of the Register alphabetical or site specific?  
**ANSWER: Secretary/Treasurer updates the register and maps. The records are kept in the office on computer and alphabetical.**
- A copy of the current FFC Bylaw and Fee Schedule (Previous request from March 13<sup>th</sup>, 2023)  
**ANSWER: See Attached – By-laws Exhibit A / Price List Exhibit B**
- Copies of the FF Cemetery Board Meeting Minutes for 2023  
**ANSWER: Forwarded to Craig**
- Sample Copy of a typical contract and consent forms  
**ANSWER: See Attached – Exhibit C**
- Operational requirements administration hours vs maintenance hours.  
**ANSWER: Custodian 50/50 Administration/Maintenance; Secretary/Treasurer 100% Administration**
- Copy of the 2023 Operating Budget.  
**ANSWER: See Attached – Exhibit D**
- Copies of the Form 1 submissions to the BAO for 2019-2023-Record of Burials  
**ANSWER: Sent to Finance**
- A copy of the Form 2-financials submitted to the BAO for 2022 and a copy of 2023 once completed and submitted. *NOTE: 2023 Report was submitted to the BAO 2024.02.02*  
**ANSWER: Sent to Finance**

### Stone Orchard Requests

- Has the Stone Orchard Software been updated to the most current version. (When was the software last updated and by whom?)  
**ANSWER: Yes, by Stone Orchard**
- What functions of Stone Orchard are currently being utilized by the FFCB.  
**ANSWER: Sales; Maps; Search; Historical; Reports and Set-up.**
- Request that the Fenelon Falls Cemetery Board reaches out to “Stone Orchard Administration” to permit CKL access and a merge request upon suitable timing.  
**ANSWER: Request will be arranged in accordance with Council’s decision.**

**QUESTIONS for Cemetery Board:**

- 1) Can you give an indication of the additional duties that Dianne took on to warrant her increase in pay from \$9,470 in 2022 to \$15,600 in 2023 plus an honorarium of \$7,495 (\$625 per month)? I know she does the bookkeeping and tended to flowers in the past but would like it documented what warranted the increase in pay?

**ANSWER: Much of the increase in pay was caused by the fact that historical records required to complete Stone Orchard Records were not made available as requested and required. As a result, for every burial they must search through individual file cards and then through faint old records. Each successful search could take ten minutes or two hours. The records are still not complete and might never be, unless CKL Archives can find the files they misplaced on amalgamation. List of Duties is attached.**

- 2) What is the cost of maintaining a separate Stone Orchard system for Fenelon Falls Cemetery?

**ANSWER: Yearly Maintenance Fee of \$704.54 and \$300.00 for new program.**

- 3) I see the amount of approximately \$3,529 paid in 2023. Is that the annual software license?

**ANSWER: No, it was new software purchased for \$2,034.00 for Glen's computer.**

- 4) Do you pay extra for updates as well?

**ANSWER: No.**

- 5) Do you have a separate Perpetual Care bank account or is all the funds invested in GIC's with BMO?

**ANSWER: All funds are invested with BMO Nesbitt Burns.**

- 6) How much was transferred into the Perpetual Care fund in 2023? This would be the amount of sales that go to this fund and not interest earned on investments.

**ANSWER: \$17,491.23**

- 7) How much interest was then transferred back to Operating to cover expenses?

**ANSWER: \$2,446.76**

- 8) I am interested in finding out the cash receipting policy of the Cemetery. Are there amounts owing to the Cemetery at year end or is amounts collected prior to the sale of the plot?

**ANSWER: Yes, we have a burial plan, no burial is allowed unless lot is completely paid.**

- 9) If there are amounts owing do you have a list of people who owe the Cemetery Board money?

**ANSWER: Yes, we have two – Debbie Ball with Balance owing of \$2,579.25 and Joanne Tayler with a balance owing of \$2,579.25. These will be paid by the end of the year.**

CONTRACT FOR PURCHASE OF INTERMENT RIGHTS

FENELON FALLS CEMETERY

OPERATED BY THE FENELON FALLS CEMETERY BOARD

CONTACT INFORMATION: Glen Jones CUSTODIAN, Dianne Seniuk SECRETARY/TREASURER

CEMETERY SUPPLIES AND SERVICES

PO BOX 63, FENELON FALLS ON KOM 1NO PHONE #-705-887-4656

fenelonfallscemetery@gmail.com

DATE OF PURCHASE \_\_\_\_\_

LICENCE #: 3307099

PURCHASER:

RECIPIANT #1:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTERMENT RIGHTS: RESIDENT \_\_\_\_\_ NON-RESIDENT \_\_\_\_\_

CREMATION LOTS (2'X3) PLATE \_\_\_\_\_ LOTS \_\_\_\_\_ \$ \_\_\_\_\_

SINGLE LOT(4'X10') PLATE \_\_\_\_\_ LOTS \_\_\_\_\_ \$ \_\_\_\_\_

MARKER/MONUMENT/CORNER POST \_\_\_\_\_ \$ \_\_\_\_\_

COLUMBARIUM NICHE \_\_\_\_\_ \$ \_\_\_\_\_

BRONZE PLAQUE \_\_\_\_\_ \$ \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

SERVICES/SUPPLIES

INTERMENT FEES \_\_\_\_\_ \$ \_\_\_\_\_

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL COST:

SUB TOTAL INTERMENT RIGHTS, SERVICES & SUPPLIES \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

TOTAL SALE \$ \_\_\_\_\_

LESS DOWN PAYMENT \$ \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

(SIGNATURE OF PURCHASER)

\_\_\_\_\_  
(SIGNATURE OF CEMETERY REPRESENTATIVE)

**PAYMENT TERMS:** The Fenelon Falls Cemetery require payment in full before a burial can take place or a memorialization can be erected or set.

**CANCELLATIONS OF A CONTRACT:** A purchaser has the right to cancel an interment contract within 30 days.

**PRIVACY POLICY: Personal Information:** The Purchaser acknowledges and provides consent to permit The Fenelon Falls Cemetery to collect, use and disclose your personal information in accordance with the requirements under the FBCSA and Ontario Regulation 30/11 for information within the cemetery public register. The Purchaser also understands that Fenelon Falls Cemetery does not rent or sell personal information to third party organizations.

**CONSUMER INFORMATION GUIDE AND CEMETERY PRICE LIST and Cemetery By-laws:** By initialing below, the purchaser acknowledges receiving a copy of the Ontario Governments Consumer Information Guide is made available by the Registrar and the cemetery price list and Cemetery By-laws.

Consumer Information Guide and Cemetery Price List and Cemetery By-laws

**Care and Maintenance Fund contributions from price of interment rights:**

Contribution levels to the C & M Fund based on the price of interment or scattering rights:

In-ground grave (24 sq ft or larger) – the greater of 40% or \$290.00

In-ground grave (smaller than 24 sq ft) – the greater of 40% or \$175.00

Niches – the greater of 15% or \$165.00

**Memorialization:** as prescribed in the cemetery by-laws

Interment Rights included: On full size (4'x10) One (1) full sized traditional interment and four (4) cremation interments.

#### **Contact Terms and Conditions**

Written consent of all surviving Rights Holder(s) and any other required documentation as set out in the cemetery by-laws is required for interments, cremations, dis-interments and the placement of markers monuments, inscriptions or ceramic photos. The cemetery permits the private resale of Interment Rights after 30 days. The interment Rights holder cannot re-sell their Interment Rights for more than the current value on the cemetery price list.

FBCSA and Ontario Regulation 30/11, the following contribution will be made to the Care and Maintenance Fund for every installation of a marker or monument;

In the case of installing a Flat Marker measuring less than (173 sq in) - \$0

In the case of installing a Flat Marker measuring over (173 sq in) - \$100.00

In the case of installing an upright monument measuring more than (4 ft) or less in height or length, including the base - \$200.00

In the case of installing an upright monument measuring more than (4 ft) either

In height or length, including the base - \$400.00

**FENELON FALLS CEMETERY**  
**WORK ORDER**

**NAME** \_\_\_\_\_  
\_\_\_\_\_

**PLATE**  
**NUMBER** \_\_\_\_\_

**LOT**  
**NUMBER** \_\_\_\_\_

**OPENING/CLOSING** \_\_\_\_\_

**SETTING**  
**FOUNDATION** \_\_\_\_\_

**INSCRIPTION** \_\_\_\_\_

**FLOWER**  
**SERVICE** \_\_\_\_\_

**OTHER** \_\_\_\_\_

**DETAILS OF SERVICE** \_\_\_\_\_

**CHARGE**  
**TO** \_\_\_\_\_

\_\_\_\_\_

**DATE WORK COMPLETED** \_\_\_\_\_

**CUSTODIANS SIGNATURE** \_\_\_\_\_

June 20, 2022

Fenelon Falls Cemetery Board,  


Kawartha Lakes, City Clerk- Cathie Ritchie  
P.O. Box 9000, 26 Francis Street,  
Lindsay, Ontario, K9V 5R8

**RE: REQUIREMENT TO SIGN CONDITIONS OF LICENSURE RESCINDED**

On June 9, 2022, I rescinded the requirement to submit a signed copy of the conditions of licensure sent to the Fenelon Falls Cemetery Board and Kawartha Lakes City Clerk on May 10, 2022.

The Board has submitted the necessary information to the Bereavement Authority of Ontario (the "BAO") to become compliant with the record keeping requirements under sections 99, 101, 108, 109 and 110 of Ontario Regulation 30/11.

Yours truly,



Carey Smith, Registrar

*Funeral, Burial and Cremation Services Act, 2002*

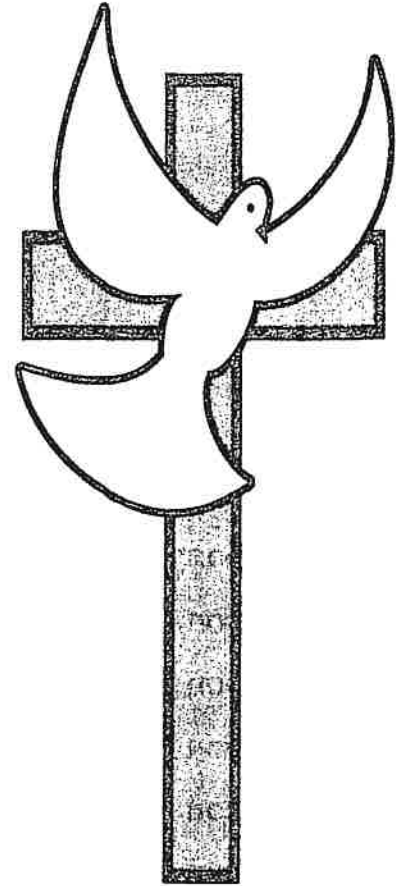


Fenelon Falls Cemetery - 2024

	Oct-23	2024
Description	GL Account	Budget
Sale of Plot	15710-47310	\$ 16,000.00
Sale of Niche	15710-47335	\$ 20,000.00
Opening and	15710-47385	\$ 25,000.00
Sale of Found	15710-47330	\$ 21,000.00
Sale of Flower	15710-47340	\$ 6,000.00
Neoblitt Burns	15710-43412	\$ 5,000.00
Misc.	15710-43550	\$ 500.00
Donations	15710-43510	\$ 500.00
CKL		\$ 10,000.00
		\$ 104,000.00
Escavating E	15710-74985	\$ 6,000.00
Operating Eq	15710-74150	\$ 2,000.00
Other Contrac	15710-74150	\$ 42,500.00
Other Contrac	15710-74150	\$ 15,000.00
Telephone	15710-72520	\$ 1,800.00
Hydro	15710-73010	\$ 1,500.00
Water	15710-73040	\$ 1,000.00
Foundation M	15710-74970	\$ 15,000.00
Ground Maint	15710-74920	\$ 6,500.00
Garden Maint	15710-74940	\$ 6,000.00
Shop Supplier	15710-72785	\$ 500.00
Bank Charges	15710-77210	\$ 100.00
Misc	15710-72680	\$ 1,500.00
		\$ 99,400.00
Surplus/Deficit		\$ 4,600.00

Capital Expen 4th Stage Columbarium  
Roadway Balance

FENELON FALLS CEMETERY  
84 CONCESSION ROAD  
P.O. BOX 63  
FENELON FALLS, ONTARIO  
K0M 1N0



# BY-LAWS

These by-laws are the Rules and Regulations that govern the FENELON FALLS CEMETERY and have been approved by the Registrar, The Funeral, Burial and Cremation Services Act, 2002 (FBCSA) Bereavement Authority of Ontario (BAO)

Effective: July 28, 2022

# **THE FENELON FALLS CEMETERY**

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These By-laws are the Rules and Regulations that govern the Fenelon Falls Cemetery and have been approved by the Registrar, Burial and Cremation Services Act, 2002 (FBCSA), Bereavement Authority of Ontario (BAO).

## **A: DEFINITIONS**

**Board:** Shall mean the Fenelon Falls Cemetery Board appointed by the Council of the Corporation.

**Burial/Interment:** The opening of a lot and then placing of dead human remains or cremated human remains in that lot. The lot may be a grave in the ground, or a niche in a columbarium.

**By-laws:** The rules and regulations under which The Fenelon Falls Cemetery Board operates.

**Care and Maintenance Fund:** It is a requirement under the FBCSA and O. REG. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment rights sold, transferred, assigned or permitted; and prescribed amounts for monument and markers, is contributed into the care and maintenance fund. Interest earned from this fund is used to provide care and maintenance of lots, plots, markers and monuments at the Cemetery.

**Cemetery Operator:** The Fenelon Falls Cemetery Board.

**Contract:** For the purposes of these By-laws, all purchasers of interment rights, or other Cemetery supplies and services must receive a copy of the contract they and the Cemetery Board have signed detailing the obligations of both parties, and acknowledging receipt and acceptance of The Fenelon Falls Cemetery By-laws, a Consumer Information Guide and the Price List.

**Corner Posts:** Shall mean any stone that is placed flush with the surface of the ground and used to indicate the location of a lot or plot.

**Corporation:** Shall mean the Corporation of the City of Kawartha Lakes.

**Council:** Shall mean the Municipal Council of the Corporation of the City of Kawartha Lakes.

**Custodian:** Shall mean the person or persons appointed by the Board responsible for day-to-day operations of the Cemetery.

**Grave:** (Also known as a 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 to authorize the installation of a monument or marker.

**Interment Rights Certificate:** The document issued by the Fenelon Falls Cemetery Board to the purchaser once the interment rights to a specific lot have been paid in full, identifying ownership and authority over those specific interment rights.

**Interment Rights Holder:** The person(s) authorized or entitled to inter human remains in a specific lot. They may be the person named in the interment Rights Certificate or such other person to whom the rights have been assigned.

**Lot:** For the purposes of these By-laws a lot is a single grave space.

**Marker:** Shall mean any permanent memorial structure – Monument, plaque, headstone, cornerstone or other structure or ornament affixed or intended to be affixed to a burial lot, or columbarium niche or other structure or place intended for the deposit of human remains and may be used to indicate the location of the burial.

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

**Plot:** For the purposes of these By-laws, a plot means two or more lots in respect of which the rights to inter have been sold as a unit.

**Secretary-Treasurer:** Shall mean the secretary-treasurer employed by the Board to maintain records for the Cemetery.

## **B: GENERAL INFORMATION**

**Hours of Operation:** 8:00 am – 4:00 pm Monday – Friday April 15<sup>th</sup> to November 15<sup>th</sup> of each year

**Visitation:** 8:00 am – Dusk

**Burial Hours:** 10:00 am – 3:00 pm Monday - Friday

See Price List for additional information.

Cemetery Gates shall be closed November 15<sup>th</sup> to April 15<sup>th</sup> with the following exceptions and

**Subject to Weather Conditions:**

**Christmas period** – *December 18 to January 01 of any year*

**Easter period** – *One Week prior to and one week following of any year*

**Administration:** The business and affairs of the Fenelon Falls Cemetery shall be managed and supervised by a Board comprised of six (6) members of the Community, all of whom are volunteers. The members shall appoint a Chairperson from amongst themselves.

The Council shall by By-law appoint the Board who shall hold office for a term of four (4) years, as well as a member of Council as Liaison.

The Board shall be responsible for the administration, management, care, maintenance and improvement of the Cemetery.

The Board shall have the authority to engage and authorize employees or agents to carry out the duties of the Board.

The Board shall be responsible to the Council for the execution of its duties.

The Council shall have the right to appoint new members to fill any vacancies that may occur for the remainder of the term.

The Board shall make any reports as may be prescribed or as Council may require.

The Board shall meet at least once quarterly. If required, other meetings may be called by the Chairperson.

**General Conduct:** The Fenelon Falls Cemetery Board 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 shall conduct themselves in a quiet manner that shall not disturb any other visitors or any service being held.

Motor vehicles within the Cemetery shall be driven at a speed not exceeding 10 kilometers per hour and shall not allow wheels of any such vehicle to run on sod. Vehicle owners and drivers will be held responsible for any damage caused by them.

Recreational vehicles are not permitted within the Cemetery.

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

No person shall have in their possession, any firearm within the Cemetery except in the case of the Military or Police.

No person under the age of Sixteen (16) years shall be admitted within the Cemetery unless attended by an adult who shall be responsible for their conduct.

No person shall write upon, deface, injure or damage any marker(s), railing, fence or other structure, or pick or cut flowers of any kind unless owned by them.

Any person who damages or causes to be damaged, any lot or plot, monument, marker or other structure, or otherwise does any injury in the Cemetery shall be personally responsible for such damage or injury.

Any person violating any of the provisions in this By-law shall be deemed to be trespassing and subject to immediate eviction from the Cemetery, in addition to any and all other penalties provided by law.

No person shall allow entry into the Cemetery of any animal under their ownership or control.

The Board shall not be responsible for loss or damage to any articles left upon any lot or plot.

**By-Law Amendments:** The Fenelon Falls Cemetery shall be governed by the By-laws of The Board, and all procedures will comply with the FBCSA and O. Reg. 30/11 and 184/12, which may be amended periodically.

**All By-law Amendments must be:**

- Published once in a newspaper with general circulation in the locality in which the Cemetery is located;
- Conspicuously posted on a sign at the entrance to the Cemetery; and
- Delivered to each supplier of markers who have delivered a marker to the Cemetery during the previous year, if the by-law amendment pertains to markers or their installation.

All By-laws and By-law amendments are subject to the approval of the registrar, FBCSA, BAO.

**Liability:**

Neither the Fenelon Falls Cemetery Board nor any person(s) appointed by the Board will be held liable for the 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 right, save and except for direct loss or damage caused by gross negligence of the Cemetery staff or contractor.

**Public Register:**

Provincial legislation – Section 110 of O. Reg. 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 Fenelon Falls Cemetery Board has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close off pathways or roads, alter in shape or size, or otherwise change all or part of the Cemetery, subject to the approval of the appropriate authorities.

**Notice of Resale and Transfer of Interment Rights:**

The Board permits the interment rights holder to sell or transfer their interment rights to a third party, at no more than the current price listed on the Fenelon Falls Cemetery price list, so long as the sale or transfer is conducted through the Cemetery Board and the interment rights holder and the purchaser meet the qualification and requirements as outlined in The Board's By-laws.

**C. CANCELLATION AND TRANSFER OF INTERMENT RIGHTS**

Purchasers of interment rights acquire only the right to direct the burial of human remains and of cremated human remains, and the installation of monuments, markers and inscriptions, subject to the conditions set out in the By-laws of the Fenelon Falls Cemetery Board. In accordance with Cemetery By-laws, no burial, entombment, 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.

**Cancellation of Interment Rights within 30 Day Cooling-Off Period:**

- A purchaser has the right to cancel an interment rights contract within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the Fenelon Falls Cemetery Board. The Board will refund all monies paid by the purchaser within thirty (30) days from the date of request for cancellation.

**Care and Maintenance Fund Contributions:**

- It is a requirement under the FBCSA and O. Reg. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment rights sold; and prescribed amounts for monument and markers is contributed into the care and maintenance fund. Interest earned from this fund is used to provide care and maintenance of lots, plots, markers and monuments at the Cemetery. Contributions to the care and maintenance fund are not refundable except when interment rights are cancelled within the 30-day cooling off period.

**NOTE: ALL REALES OF INTERMENT RIGHTS  
MUST BE CARRIED OUT THROUGH THE CEMETERY BOARD**

**Permit resale of interment rights to a third party:**

- The Interment Rights Holder(s) who intends to sell their rights shall provide the following documents to The Cemetery Board so that The Board can be satisfied with the authority and identify of the seller, confirm the ownership of the rights and provide the third-party purchaser with the required certificate:
  1. An interment rights certificate endorsed by the current rights holder.
  2. 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.
  3. Any other documentation in the interment rights holder(s) possession relating to the rights.
- The third-party purchaser will be provided with the following documents by The Cemetery Board:
  1. An Interment rights certificate endorsed by the current rights holder.
  2. A copy of the Cemetery By-laws.
  3. A copy of the Cemetery's current price list.
  4. 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.
  5. Any other documentation in the interment rights holder(s) possession relating to the rights.
- The Cemetery Board will:
  1. Require a statement signed by the rights holder(s) selling the interment rights acknowledging the sale of the interment rights to the third-party purchaser.
  2. Require confirmation that the person selling the interment rights is the person registered on the Cemetery records and that they have the right to re-sell the interment rights.
  3. Record the date of transfer of the interment rights to the third party.
  4. The name and address of the third-party purchaser(s).
  5. A statement of any money owing to The Board in respect to the transfer.
- Once the endorsed certificate and all required authorization and information has been received by The Board from the rights holder(s), The Cemetery Board will issue a new interment rights certificate to the third-party purchaser.
- Upon completion of the above listed procedures, and upon the issuance of the new interment rights certificate, the third-party purchaser or transfer current interment rights holder(s) shall be considered the resale or transfer of the interment rights shall be considered final in accordance with the Cemetery by-laws and the FBCSA.
- The Board may charge an administration fee for the issuance of a duplicate certificate in accordance with the price listed on The Board's current price list.
- The Board does not prohibit the resale of interment rights and may repurchase the interment rights from the rights holder(s) if The Board so desires and may negotiate a purchase price so long as the seller acknowledges being aware of the Cemetery's current price list amounts for interment rights.



#### **D. BURIAL OF CREMATED REMAINS**

- Interment rights holder(s) must provide written authorization prior to a burial, or an entombment taking place. Should the interment rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the interment rights holder in keeping with the *Succession Law Reform Act* 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, or entombment taking place. A Certificate of Cremation must be submitted to the Cemetery office prior to the burial of cremated remains of cremated remains taking place.
- In accordance with the FBCSA and O. Reg 30/11 and 184/12 the purchaser of interment rights must enter into a Cemetery contract, providing such information as may be required by The Board for the completion of the contract and the public register prior to each burial or entombment of human remains or of cremated human remains.
- Payment must be made to the Cemetery office before a burial can take place.
- The Cemetery shall be given 24 hours of notice, 8 hours of which must be normal hours of operation, for each burial of human remains of cremated human remains.
- The opening and closing of graves or niches may only be conducted by Cemetery staff or those designated to do the work on behalf of the Cemetery.
- Cremated remains are not permitted to be scattered on a grave containing human remains.
- Cremated remains must be interred in a regular grave or a cremation lot.
- Human remains may be disinterred from a lot provided that written consent (authorization) of the interment rights holder has been received by the Cemetery Custodian and the prior notification of the medical officer of health. A certificate from the medical officer of health must be received at the Cemetery office before the removal of casketed human remains from the Cemetery may take place. A certificate from the local medical officer of health is not required for the disinterment of cremated remains from a lot or removal of cremated remains from the cemetery.
- In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holders and/or next of kin(s).
- Not more than one traditional burial and four cremation burials in the regular lot.
- No more than two cremation interments shall be made in any cremation lot.
- Interments of Human remains shall take place year-round as weather permits.
- Interments of Cremated remains shall take place from April 15 to November 15.
- Remains to be buried in a lot must be enclosed in a container, sealed securely, and of sufficient strength to permit burial with the container remaining intact. The container must be of size to permit burial within the size of the lot.

- A concrete vault may be required in some sections of the Cemetery, due to physical conditions of the Cemetery. All remains to be placed in the Cemetery vault for winter storage must be embalmed.
- No more than one interment may be made in a lot if a second interment would leave less than two feet of earth at the surrounding ground level, over the casket used in the second interment.
- Workmen shall cease work, if in the immediate vicinity of a funeral, until the conclusion of the service.
- Custodian of the Cemetery, their assistant or someone in the employ of the cemetery shall be in attendance at each interment.
- The Cemetery shall not be held responsible for any errors made for interment arrangements made by telephone. All interment arrangements shall be made in writing.

#### E. MEMORIALIZATION

- No memorial or other structure shall be erected or permitted on a lot until all charges are paid in full.
- No monument, footstone, marker or memorial of any description shall be placed, moved, altered, or removed without permission from The Cemetery Board.
- Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear.
- The Cemetery Board and the Custodian 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 Board reserves the right to determine the maximum size of monuments, their number and their location on each 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, 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 Custodian shall do whatever is deemed 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 Board 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 Board.
- A monument or other structure shall be erected only after the specific design plans have been approved by the Cemetery Custodian 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.
- No fence, railing or other enclosure shall be placed around any lot or plot.
- The minimum thickness for flat markers including footstones is 4 inches or 10 cm.
- All monuments shall be constructed of natural stone (i.e. granite).
- All foundations shall have a minimum depth of four (4) feet and be wider at the bottom than at the top to retard frost movement.
- 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 Custodian.
- Monuments and flat markers of 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.
- Monuments must be placed at the centre of the head end of the lot. Approval of the location must be obtained from the cemetery before a monument is set.
- One flat marker may be placed on each grave in addition to the monument. The marker shall be placed at the end of the grave farthest from the monument and shall be 30.48 cm x 40.64 cm (12 inches x 16 inches).
- The Board takes reasonable precautions to prevent vandalism, but will not be held responsible for the senseless acts of vandals beyond our reasonable control.
- One upright monument only will be erected on each lot. Example – for a two (2) grave lot, the monument will be centred at the head between the two (2) graves against the lot line.
- No common base monuments will be permitted.
- All Markers will be installed flush with the ground in the space provided and be of uniform four (4) inch thickness smoothly finished on all sides. Installed vases, including the flip-over variety are not permitted on flat markers.
- Book Markers – i.e. tilted markers – are not permitted.
- Crushed stone or other materials – other than earth or sand – must not be used in setting markers.
- Marble is not permitted for monuments, but may be used for markers or corner posts.
- Bronze is permitted in the cemetery only if purchased through the Board, as it must be treated to prevent staining.
- Vases may constitute part of a monument if made principally of stainless steel or granite.

- No inscription will be placed on the side of a monument unless there is space for an adult grave between that side of the monument and the edge of the lot.
- Painting, gold leafing, colouring, highlighting, enameling, gilding or bronzing on a memorial is not permitted.
- The bottom four (4) inches of any base must be of rock pitch finish, and all bases must be sawn on both bottom and top.
- No portion of a monument may exceed the length or width of the base.

**NOTE: A Monument consists of two (2) Parts – the Base and the Tablet.**

- Please refer to schedule A for Monument Specifications.

#### **F: CARE AND MAINTENANCE**

A portion of the price of interment 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-levelling and seeding of graves
- Maintenance of Cemetery roads, sewers and water systems
- Maintenance of perimeter fences
- Maintenance of Cemetery landscaping
- Maintenance of vault and columbarium
- Repairs and general upkeep of the Cemetery maintenance buildings and equipment.

#### **G. FLOWERS AND PLANTING**

- The Cemetery offers flower planting and maintenance. See Price List for rates.
- The cemetery reserves the right to regulate the articles placed on lots or plots that pose a threat to the safety of all 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 following items are prohibited from being placed on lots or plots within the cemetery: articles made from hazardous materials such as glass, ceramics, or corrosive metals; loose stones or sharp objects; trellises or arches. Chairs or benches are prohibited unless previously approved in writing by the Board.
- No person shall plant trees or shrubs in the Cemetery except with the approval of the Board.
- 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.
- The cemetery reserves the right to remove all flowers, potted plants, wreaths, monument saddles and baskets of flowers when they become withered or unsightly. Or for any other reason such removals are in the best interests of the cemetery. No decorations are permitted at any foot marker.

- Flower beds shall be cleared of tender plants after the first frost of the autumn. Rights Holders who wish to take their plants away should do so before removal becomes necessary.
- Decoration of graves: flowers and plants are permitted within fifteen inches (15") of the face of a monument or marker. Shrubs or trees require written permission of The Board.
- Window boxes/Planters and Urns are permissible in front of a monument in place of a flowerbed provided sod beneath box/planter/urn is removed to simplify grass trimming.
- Potted plants must be buried or staked and incorporated into the flower garden. Those simply set on the ground will be removed.
- Vases, Urns and Window boxes not properly cared for may be removed from the lot.
- Cut flowers are allowed on all lots.
- Monument saddles may be placed on monuments.
- Artificial free-standing wreaths without glass OR plastic covers are permitted to be placed after November 1<sup>st</sup>, provided they are securely fastened to the monument, or where there is no monument mounted on a stand of at least 76 cm (30 inches) high and securely attached to the ground.
- Decoration Day is held on the second Sunday of August.

#### **H. CONTRACTOR/MONUMENT DEALER BY-LAWS**

Any contract work, to be performed within the Cemetery requires the written pre-approval of the interment rights holder and the Cemetery Custodian before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, design, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, and 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 million

- 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 Custodian.

- No work will be performed at the Cemetery except during regular Monday to Friday 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 to protect the surface from damage.
- Conveyances heavily loaded shall not be permitted to enter the Cemetery without the approval and supervision of the Custodian.

### **I. COLUMBARIUM BY-LAWS**

- Payment must be made to The Cemetery Board before an interment takes place.
- Only the Cemetery Custodian may open and seal niches for interments.
- To ensure quality control, desired uniformity and standard workmanship, the Cemetery reserves the right to inscribe all niche front plaques or install all lettering.
- No additional attachments are permitted.
- No person other than Cemetery staff shall remove or alter niche front plaques.

<b>APPROVED</b>	<b>APPROUVÉ</b>
By the Registrar, Funeral, Burial and Cremation Services Act, 2002, Bereavement Authority of Ontario	Par le Registrateur, Loi de 2002 sur les services funéraires et les services d'enterrement et de crémation, l'Autorité des services funéraires et cimetières de l'Ontario
Date: <u>July 28, 2022</u>	

## SCHEDULE A

### FENELON FALLS CEMETERY

#### MONUMENT SPECIFICATION

**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. An upright monument is any monument having a portion that is above the ground.

**NOTE: A Monument consists of two Parts – the Base and the Tablet with Inscriptions**

1. **CREMATION** marker shall pertain to both 2' x 2' cremation lots and 2' x 3' cremation lots.
2. **CREMATION** marker in 2' x 3' lots will be a minimum of 174 square inches and maximum of 360 square inches, one marker only per grave.
3. **CREMATION** marker in 2' x 2' lots shall not exceed a maximum of 20" in height or width and a maximum of 360 square inches.

**FLAT MARKERS:**

4. **SINGLE GRAVE LOT** –on a 4' X 10' single lot shall not exceed 30" in width and 18" in height and must be a minimum of 174 square inches.
5. **TWO GRAVE LOT** –may measure from 18" wide by 24" long to 18" wide by 36" long. ALL flat markers are to be 4" thick and must be a minimum of 174 square inches.
6. **THREE GRAVE LOT** –may measure from 18" wide to 20" wide and from 24" to 54" in length. ALL flat markers are to be a minimum of 4" thick. All flat markers over 48" in length will be a minimum of 6" thick. Must be a minimum of 174 square inches.
7. **Flat markers on lots in excess of three graves will not be permitted to exceed dimensions given above for flat markers, except by written permission of the Board.**

**UPRIGHT MONUMENTS:**

8. **SINGLE GRAVE LOT** – is allowed one upright monument not less than 6" thick or more than 10" thick. Overall height including base shall be no more than 36" or less than 30". Monuments may not be less than 18" wide or more than 30"; may not be less than 18" wide or more than 30". Bases will not be less than 6" or more than 8" in thickness.
9. **TWO GRAVE LOT** – is allowed one upright monument not less than 6" thick or more than 10" thick. Overall height including base shall be no more than 36" or less than 30". Monuments may not be less than 18" wide or more than 54"; Bases will not be less than 6" or more than 8" in thickness and not longer than 60". Overall height may be increased to 40" only if the thickness is increased to 10".

**UPRIGHT MONUMENTS cont'd:**

- 10. THREE GRAVE LOT** – is allowed one upright monument not less than 6" thick or more than 10" thick. Overall height including base shall be no more than 40" or less than 30". Monument may not be less than 20" wide or more than 62"; Base will not be less than 6" high or more than 10" high and not longer than 88". Overall height may be increased to 44" only if the thickness is increased to 10".
- 11. FOUR GRAVE LOT** – is allowed one upright monument not less than 6" thick or more than 10" thick. Overall height including base shall be no more than 42" or less than 30". Monument may not be less than 24" wide or more than 84"; Base will not be less than 6" high or more than 10" high and not longer than 96". Overall height may be increased to 48" only if the thickness is increased to 10".
- 12. SPECIAL REQUESTS** - for larger monuments may be presented to The Board in writing only by those who hold the Interment Rights, or their representative, to four grave lots or larger. All design specifications are subject to the approval of The Board.

**MONUMENTS:**

- 13. ALL MONUMENTS** - must be pinned regardless of thickness. Dowels must be made of non-corrosive material, 300 series stainless steel or galvanized rod with a minimum diameter of ½". The hole depth must be a minimum of 3" deep and no more than 1/8" larger in diameter than the dowel.
- 14. 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).

**CORNER POSTS:**

- 15. CORNER POSTS** - are required in all sections except the Cremated Remains Sections. Corner posts must be from 6" x 6" x 4" deep to 6" x 6" x 6" deep in size. They must have sawn or guillotined edges.

**FOOT MARKERS:**

- 16. FOOT MARKERS** - are permitted in all sections except the Cremated Remains Sections. Specifications, Design and Inscriptions are subject to Board approval.



**ADDITIONAL MARKER:**

**17. ONE ADDITIONAL FLAT MARKER 12" x 16"** is allowed per 4' x 10' lot. Placed at the foot of the grave.

**BASES:**

**18. ALL BASES** shall be a maximum of 16" in depth – front to back.

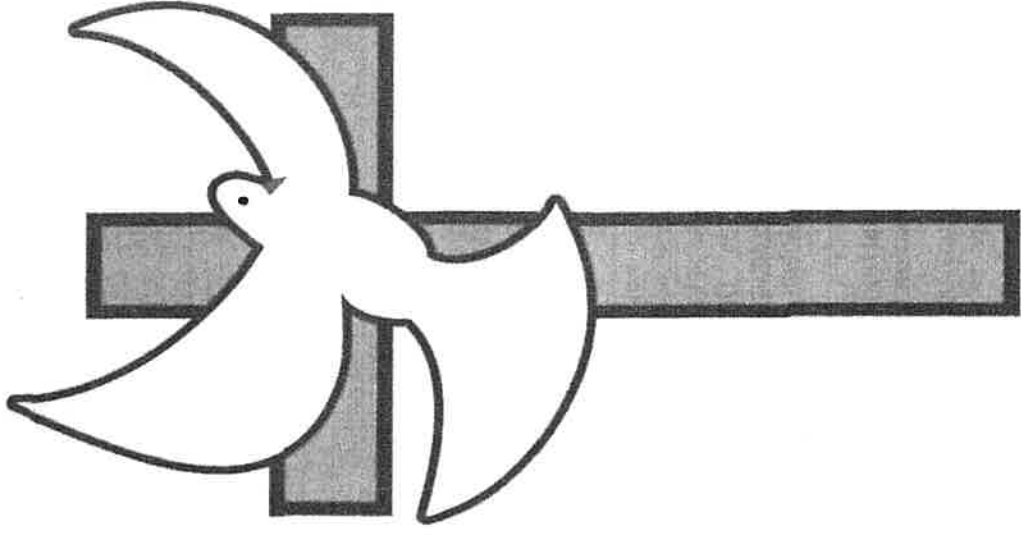
**DISCLAIMERS:**

**19. 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; riots; accidents; invasion; insurrection; or order of any Military or Civilian Authority, whether the damage is direct or collateral.

**20. THE BOARD** will take reasonable precautions to protect the property of Interment Rights Holders, but assumes no liability or responsibility for the loss or damage to any marker, monument, or part thereof, or any article of any type that may be placed on any grave.

# FENELON FALLS CEMETERY

## PRICE LIST



### *This Cemetery is Sacred Ground*

*It holds our family histories, our cherished memories and links to our past. It is a special place for the interment of loved ones passed.*

*We hope you and generations to come, find it a peaceful place in which to reflect and remember those who rest here. They have contributed to the building of our community by being a part of it.*

*While our Cemetery is not large or elaborate, we invite you to experience the peace and tranquility it offers to visitors.*

**FENELON FALLS CEMETERY**  
**P.O. Box 63, 84 Concession Road, Fenelon Falls ON K0M 1N0**

Phone/Fax – 705-887-4656      Licence # 3307099-1  
 Custodian – Glen Jones      Sec/Treas – Dianne Seniuk  
 fenelonfallscemetery@gmail.com

**SCHEDULE OF SERVICES AND FEES Effective Jan. 1, 2024**

<b>PRICES FOR INTERMENT RIGHT</b>	<b>Resident</b>	<b>Non-Resident</b>
Cremation lots (2x2)	\$ 575.00	\$ 675.00
Cremation Lots (2x3)	\$ 700.00	\$ 800.00
Single Lots (4 x 10)	\$1,200.00	\$1,475.00
Social Services Interment		\$1,495.00

<b><u>COLUMBARIUM FEES</u></b>	
Top 2 rows	\$2,350.00    \$3,100.00
Middle 2 rows	\$2,200.00    \$2,875.00
Bottom Row	\$2,100.00    \$2,450.00
Columbarium Bronze Plaque	\$ 800.00
Columbarium additional dates	\$ 195.00
O/C (single urn) Mon-Fri	\$ 195.00
O/C (two urns OR one companion urn) Mon-Fri	\$ 330.00
Columbarium Saturday	\$ 400.00

<b><u>INTERMENT FEES</u></b>	
Opening and Closing charges – Monday – Friday	\$1,000.00
O/C late arrival funeral charge - after 3:00pm - Mon-Fri	\$1,200.00
O/C Saturday before noon	\$1,300.00
O/C Saturday 12:00pm – 3:00pm	\$1,500.00
O/C charges infant	\$ 575.00
O/C - Cremated remains of an individual Mon - Fri	\$ 550.00
O/C - Cremated remains (as above) before 3:00 on Sat.	\$ 700.00
For each Additional Urn burial at same O/C - add	\$ 200.00
Opening and Closing Charges – Double Depth	\$1,200.00
Winter Interment Charges – (additional)	\$ 500.00
Winter Interment Charges – Infant (additional)	\$ 275.00
Winter Storage (in Vault)	\$ 550.00

**Regular lot: 1 traditional burial and 4 cremation burials**  
**Cremation lots: 2 cremation burials Maximum**

**NOTE:** Definition of URN: Burial urns are containers made from bamboo, wood, recycled plant materials, cardboard, paper, plastic, or metal that hold cremated ashes and are designed to be buried.  
**Every "URN" requires at LEAST one Certificate of Cremation for Burial. URNs with two sets of ashes require two Certificates.**

<b><u>DISINTERMENT FEES</u></b>	
Disinterment Charges Regular	\$1,850.00
Disinterment Charges Cremation	\$ 550.00

<b><u>FOUNDATIONS &amp; MARKERS</u></b>	
Foundation \$50.00 per cubic foot – Minimum	\$ 500.00
Corner Post & Setting Fee	\$ 400.00
Staking Flat Marker	\$ 200.00
Staking Foot Marker	\$ 100.00

<b><u>MISCELLANEOUS CHARGES</u></b>	
Transfer of Interment Rights	\$ 200.00
Flower Planting and Maintenance	\$ 220.00

**CARE AND MAINTENANCE FUND DEPOSIT**

**Prices INCLUDE the following C & M Fund Charges:**

Regular Grave: 40%	
Cremation Lot: 40%	
Columbarium Niche: 15%	No Charge
Flat Marker: (less than 173 in. <sup>2</sup> )	\$100.00
Flat Marker: (173in <sup>2</sup> or over)	\$200.00
Upright Marker: measuring 4 ft. or less in height or less in length, including base	\$400.00
Upright Marker: measuring more than 4 ft. in either height or length, including base	

**Sunday Burials are not permitted**  
**Credit or Debit Cards are not accepted**  
**We DO accept e-Transfers**

**Unless otherwise specified, prices do NOT include applicable HST.**

**Non-Residents are those who do not reside OR own property in the City of Kawartha Lakes.**