



GREENWOOD CEMETERY

MASTER PLAN

2012 REVIEW

December 13, 2012



GREENWOOD CEMETERY MASTER PLAN 2012 REVIEW

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GREENWOOD CEMETERY MASTER PLAN 2012 REVIEW

1.0 EXISTING CONDITIONS - ANALYSIS

1.1 Introduction

Greenwood Cemetery in Owen Sound is one of the most picturesque cemeteries in Ontario. Its 19th century layout remains intact and the grounds are in good condition. The historic structures on the property include, what is thought to be the oldest stone house in Owen Sound (1847), a red brick chapel (1900) and a 125 crypt mausoleum constructed of Indiana Limestone with Italian marble interior (1927).

In April 1858, Charles Rankin, land surveyor, submitted to town council a plan for the new layout of a public cemetery, which would occupy approximately 5 acres of land. Rankin's plan divided the land into 27 blocks, each containing 64 lots, all being 8 feet square. He provided space for "Vault" lots along the ravine and designed a circular area as well as rectangular areas within the blocks. While walking through this section, the original grassy pathways remain. A picket fence surrounded the original graveyard.

The new cemetery needed a name. "Mount Pleasant" was suggested since it overlooked the valley. However, in the end "The People's Cemetery" was chosen because it was purchased using the people's money. The village council was allowed to borrow up to 4,000 dollars in order to purchase the cemetery land from Mr. Samuel Flowers.

The City of Owen Sound benefits from this beautiful place, not only for its obvious functional use as a cemetery, but also for its use as an open space and a heritage resource to be enjoyed by the citizens and visitors. Cemeteries in other centres are being used to house cultural events, display artwork and sculpture, host genealogical research and historical interpretative walks/tours, to mention a few.

The Cemetery is governed by the Province of Ontario's Funeral, Burial and Cremation Services Act, 2002. The Act regulates funerals, burials, cremations and related services. The Act contains regulations for every cemetery in Ontario to set up Cemetery by-laws, which governs the types of interments, memorialization, flower beds, and visitor conduct. A copy of the by-law is attached as Appendix 'A'.

The analysis of the existing physical situation at Greenwood Cemetery and the identification of needs and opportunities set the parameters for a Master Plan for Greenwood Cemetery. This Plan must be cognizant of not only the needs and opportunities in the short term, but those of the long term and of perpetual care in the future. Therefore, the Master Plan provides for sustenance, maintenance, enhancement and longevity of Greenwood Cemetery.

This analysis of the existing conditions is specific to the grounds, vehicular and pedestrian circulation and existing vegetation. A cursory review of the structures is provided, although this report does not attempt to document a detailed examination of those structures.

1.2 Mapping

When a Cemetery Master Plan was completed in 1993, the City and the consultants attempted to locate and use the best base mapping information available. The existing survey maps are of the east side of the Cemetery, and individual plans for the west side extensions. There was a single map made of the cemetery in 1993, but it has not been updated since and contains outdated and inaccurate information. Attached as Appendix 'C' is a map used for the Greenwood Cemetery Walking Tour.

1.3 Structures

As stated in the introduction, the review of the existing structures is cursory. It indicates the basic condition, existing use and heritage qualities of these structures and identifies the need in some cases for further study.

1.3.1 Cemetery Office

This white painted, stucco building appears to have been built in two stages, with the rear, two storey wing likely being the older portion of the house. The front portion is typical of farm cottages of its era. The house is situated in such a way that the difference in grades allows access to the basement from the rear at ground level and to the main floor at the front via several steps to a porch. The main floor presently houses the Cemetery Office, records storage, a kitchen and a staff washroom. The second storey, which is accessed by a steep set of stairs, has two rooms which have been used for storage of documents.



A portion of this house thought to be Owen Sound's oldest stone home and so it is listed in the City of Owen Sound's Heritage Registry as a building of architectural or historical significance. Changes or improvements to the building over the years have not always been in keeping with the historical and architectural significance of the structure. Most recently aluminum fascia, soffits and eaves troughs have been added, as the wooden structures had decayed allowing wildlife to access the upper story.

1.3.2 The Chapel

This red brick building was constructed in 1900. It is the focus of a long, uninterrupted view from what was the original main entrance off 2nd Avenue East. Like the Cemetery Office, the chapel is situated on a slope with access to the basement level at grade from the rear, and



to the upper level at grade at the front and south side of the building. This structure is also listed in the City's Heritage Registry.

The Chapel, constructed in 1900, as its name suggests was originally constructed to conduct funeral services indoors during inclement weather. It was equipped with an opening in the floor, which allowed lowering of caskets into the cellar which was once used for winter storage. The Chapel interior has been gutted and is currently used as storage space for holiday decorations for the Downtown Improvement Association, playground equipment, and artificial wreaths from cemetery lots. The Chapel basement is used for winter storage of cemetery grounds maintenance equipment.

Funding for a structural assessment of the Chapel building has been included in the 2012 Capital Budget for facilities. Plans for the future use of this building will depend on the results of this assessment. Suggested uses include an indoor columbarium, a reception centre, restoration of the original chapel design/layout, meeting space or a museum/genealogical resource centre.

Public Washrooms - Next to the Chapel

Constructed of a similar brick and designed to complement the chapel, this small structure immediately north of the Chapel, housed both men's and women's washrooms. These toilets and sinks have not been in service for many decades. There is no indication of either a septic system or a sewer connection, so how the waste water was handled is unknown. A washroom for public use was installed in the maintenance building when it was constructed.

1.3.3 Mausoleum

Construction of this cut stone structure commenced in 1927 and was completed in 1932. It houses 125 crypts, all of which have been sold. The Mausoleum's central location makes it visible from most areas of the cemetery. The exterior walls are constructed of Indiana Limestone and the interior surfaces of Italian marble. The structure includes a number of interesting architectural details including cut stone roof drain spouts/scuppers, stained glass windows, and extensive use of Italian marble and decorative plaster in the interior. The decorative plaster has been damaged by water and by fluctuations in temperature and humidity in the interior. The Indiana limestone exterior is deteriorating with major etching of the stone panels and some water staining exists due to the deterioration of the limestone roof drain scuppers and location of vegetation adjacent to the structure previously.



The building was placed on the City's Heritage Register in the late 1970's.

In 2011, the Mausoleum stairs, railings and balusters were replaced using Indiana limestone in keeping with the heritage of the building.

1.3.4 Maintenance Building

In 1995 The City of Owen Sound Council approved the construction of a new maintenance building with 4 exterior storage bays to replace the original barn on the property. The 70 foot by 50 foot metal clad building contains two heated garage bays, a small lunch room w/staff washroom/shower, an exterior access public washroom, and a mezzanine level storage area. The other half of the building is unheated. The unheated section of the building is used for storage of displays by the Festival of Northern Lights and the west garage bay has been taken over for use as a workshop by this organization. A partial partition wall divides the area used for cemetery equipment from the Festival of Northern Lights work space.



A partial partition wall divides the area used for cemetery equipment from the Festival of Northern Lights work space.

1.3.5 Columbarium/Cremation Garden

The cremation garden is located to the northwest of the Cemetery office, between the maintenance building, and the mausoleum. This area has 3 columbaria with a combined total of 235 niches, scattering gardens, and premium cremation lots. Interest in this type of area has increased with the growing popularity of cremation. The pathways in this area are constructed of interlocking concrete pavers. A hedge row of Koster Blue Spruce planted on the south and west perimeters, screens the maintenance building, providing a more secluded and intimate garden setting.



1.3.6 The International Order of Odd Fellows Monument

The Monument was constructed in 1919 to honor the IOOF members that died in World War 1. It was constructed with field stones from local farmers' fields and is 35 ft tall. In 2011, it was part of a restoration project with funds provided through a grant from the Department of Veterans Affairs.

1.3.7 Other Structures

Other smaller structures exist within the Cemetery, including an entrance gates, pillars, ornamental fencing, a sundial, and many elaborate memorials and headstones. The ornate iron gated entrance on 2nd Avenue East, differs greatly from the contemporary stone gate posts, and precast block planters at entrances off 4th Avenue West.

1.4 Circulation and Entrances

Greenwood Cemetery has eight entrances, two on 2nd Avenue East, two from 1st Street Southwest, and five on 4th Avenue West. Although this provides more than adequate access to the Cemetery, it creates security and operations challenges; it often confuses visitors; it is an inefficient use of Cemetery lands and resources; and it adds to maintenance procedures and costs.

The main, formal entrance is located off 2nd Avenue East in the oldest part of the Cemetery and is less used than the entrance further to the south that accesses a tree lined roadway leads to the columbarium garden, office, and mausoleum.

An entrance from 1st Street Southwest leads to the Cemetery Office and serves that purpose as well as for fire route access. A second entrance from 1st Street Southwest provides service access to the Cemetery's maintenance yard and building, as well as service access to the cemetery for maintenance equipment. The five roads off 4th Avenue West divide the various sections of the west side of the cemetery and appear to have been created to increase access to each of the extension areas in this newer portion of the Cemetery.

Circulation within the Cemetery follows a basic gridiron pattern, especially in the newer portions. Variations from the grid occur where the wooded ravine (7 Bends), which partially bisects the property affect this pattern of the road to the northeast section and a short, curved driveway, links the chapel to the mausoleum. Internal roads are mostly surfaced with asphalt varying in width from 10' to 30'. The roads were not constructed to handle the heavier equipment used in the cemetery today. Some of the roadways in the northeast section have been rebuilt to updated specifications and the asphalt surface replaced with gravel as a temporary cost saving measure. Most roadway turning radii at most corners are adequate, although large limousines and hearses may have difficulty making some of the tighter turns in older sections of Greenwood Cemetery. This is evidenced by damage to adjacent turf and attempts by Cemetery staff to discourage "cutting corners".

Parking within the cemetery is accommodated in most areas by roadside lay-by parking. There is a paved apron in front of the mausoleum for parking. Visitor parking, not related to funeral events, is only accommodated in the mausoleum area in all seasons and on internal roads in the summer months. There aren't any parking spaces adjacent to the Cemetery office front entrance and visitors often park in front blocking the roadway.

Most of the east-west roadways are wide enough to allow parking on one side and still leave one lane open for passage of vehicles. Some are too narrow for this purpose and these are mainly in the older, east section of the Cemetery. The roadway that extends south of the chapel and turns west towards the Mausoleum is too narrow and

Pedestrian circulation is either on the turf areas of the Cemetery or on the internal road system. No special provision for pedestrians is apparent except for the trail (7 Bends Road

Trail) that leads through the wooded valley. This is a very picturesque walking trail that connects the chapel and mausoleum area of the Cemetery with neighborhoods to the north and eventually to 2nd Avenue East at the entrance to Harrison Park. It was the original access to the Cemetery from the north prior to the construction of the section of 2nd Avenue East between 1st Street SW and 1st Street East. The cemetery is used significantly by people for walking.

1.5 Vegetation

Both naturally growing trees and planted specimens are in evidence. Five basic "types" of plantings are found in the Cemetery. These are:

- Hardwood woodland in the valley systems of the Cemetery,
- Formal tree plantings that give structure to the road and plot pattern of the Cemetery,
- Informal plantings of tree specimens throughout the plot areas,
- Formal flower beds throughout the plot areas, and
- Hedging which defines boundaries or divides ranges in the Northwest Section of the Cemetery.

The wooded valley provides a natural woodland aspect to the Cemetery. The trees in this area are reasonably healthy and left in its natural state they require little, or no maintenance.

Formal tree plantings range from the original, main, formal entrance drive, lined with 100+ year old Sugar Maples to the newer areas where White Spruce, Blue Colorado Spruce, European Larch and Crabapples have been used to line the roadways. A row of Schwedler Norway Maples defines the 2nd Avenue East boundary. They are, perhaps, the most dramatic plantings in the Cemetery, but their dense growth habit and susceptibility to powdery mildew may create some future challenges, not only with the care and maintenance of the trees themselves, but also in maintaining healthy turf beneath their dense leafed canopies.

Scattered throughout the Cemetery are plantings of Sugar Maple, White Spruce, Colorado Spruce, Norway Spruce, Dwarf Alberta Spruce, Black Locust, European White Birch, Weeping Birch, Oak, Crabapple, Mountain Ash, Cedar, Japanese Yew and Juniper, and others. Most of these specimens are in need of corrective pruning to maintain their form, health and vigor.

Flower beds which are planted each year with annual bedding plants in various patterns and designs are located at the Cemetery Office and the planter beds at the entrances off 4th Avenue West. Raised planter beds at the main gate entrance off 2nd Avenue East are planted with a variety of perennials. These planter beds and those at the west entrances are constructed of decorative interlocking concrete block which is out of character with the age and design of the rest of the cemetery.

Hedges of Eastern White Cedar are located on the western boundary, and within the Cemetery. They define edges, create spaces and screen areas. Unfortunately, the hedges have not been properly maintained over the years and are not always continuous and a number of gaps exist which serve to diminish the original desired effect.

1.6 Operations and Administration

Currently the Cemetery has 3 full time staff and two seasonal staff;

- a Supervisor that is responsible for day to day cemetery operations and record keeping;
- two permanent cemetery grounds staff/Cemetery Attendants;
- two seasonal Parks and Open Space Attendants.

A Manager of Parks and Open Space oversees the operation of the cemetery and all City parks and green spaces.

2.0 PROGRAM - NEEDS and OPPORTUNITIES

2.1 Introduction

Greenwood Cemetery has operated successfully for over 155 years. Its physical setting has been maintained and the grounds have matured gracefully. Circumstances, however, have changed - part of that change is a result of the long history of the Cemetery and part is the result of changing public attitude towards cemeteries in general.

RECOMMENDATION #1: That the services offered at Greenwood Cemetery be reviewed on a regular basis to ensure they reflect the changing preferences in funeral and burial customs. This would include an annual round table with the Funeral Services professionals.

Greenwood Cemetery, because of its age and its history, is increasingly becoming a place to study, to conduct historical and genealogical research, and to enjoy some of Owen Sound's heritage. Greenwood Cemetery has also become an open space to cherish and to enjoy for its cultural and natural beauty, its history and its setting. The Cemetery has provided guided tours for various visitors or groups and a booklet is available which provides information on a number of choices for self guided tours.

2.2 Mapping and Record keeping

Although this does not constitute a physical change or development in the Cemetery, it is an essential tool to provide a base for short and long term planning. The current cemetery management software is a database and very dated, does not include a mapping component and is not available on the city computer network. The information for locating graves has to reference in three different areas, the cemetery management program, lot cards, and extension books and it can only be accessed at the Cemetery office. GIS mapping of all lots in the cemetery would also be most beneficial for the daily operations of the cemetery as well for those accessing information on lot locations.

RECOMMENDATION #2: That opportunities to maximize information technology be explored including:

- i) detailed GIS mapping;**
- ii) updated management software (Stone Orchard);**
- iii) explore opportunity to increase payment options through use of debit and credit cards;**

2.3 Maintenance, Operations and Administration

2.3.1 The current maintenance building provides adequate space for storage of equipment, tools; however staff facilities are cramped, especially during the months when additional seasonal staff are on site. The workshop space dedicated to the repair and maintenance of Festival of Northern Lights displays is rarely used in the summer months but is unavailable for Cemetery use.

RECOMMENDATION #3: Explore opportunities to maximize use of the workshop.

2.3.2 Administrative functions including reception of persons purchasing plots, arranging burials or making inquiries regarding lot locations or maintenance requests are performed in the Cemetery office. Payment options for purchase of plots and/or services will be increased in 2012 to include on site credit card and debit card payments.

The building is to be assessed for structural integrity as there is a noticeable sagging of the floor joists on the main level. The interior space is not presently being used efficiently or to its full potential. Additional or alternative uses for the various rooms should be considered before any further renovations are considered. Attention needs to be given to the historical value of this structure and its restoration to its original layout and features should also be considered. The present open concept layout with the main record area located in the main meeting area, immediately open to the main entrance door does not accommodate the privacy required when meeting with mourning visitors. There needs to be a separation between the reception area, office and meeting room. The present layout requires the entrance door to be locked during meetings of a sensitive nature and this does not allow access by other members of the public wishing to make appointments or who visit for inquires. A separate meeting room located in the former kitchen area equipped with a door would allow for more private meetings. As well members of the public would have a place to wait. The parking behind the office is also confusing; a space should be made at the front of the building to allow for better access to the front office door. Due to the age of the building the access for persons with disabilities does not exist, a ramp or other type of entrance should be explored to allow persons with mobility issues access to the building.

RECOMMENDATION #4: Restore the cemetery office structure and interior layout improvements and/or changes be made to maximize its use and consideration be given to improving access for persons with disabilities.

RECOMMENDATION #5: Consider housing other, including non-parks or cemetery related functions in the office building; e.g. Office/meeting space for Festival of Northern Lights staff and volunteers.

2.4 Circulation and Entrances

The main entrance(s) and secondary entrances on 2nd Ave East and 1st Street SW, allow easy access to the older part of the cemetery. The area in front of the original main entrance is not paved; paving this area would enhance the entrance to the older part of the cemetery. The entrances along 4th avenue West provide great access to the new extensions in the cemetery, the only problem present is the spacing of the posts at either side of each of the entrances. The posts need to be set back further to allow for easier access of vehicles, during winter months snow banks can make the entrances difficult to use.

Internal circulation works fairly effectively with a few exceptions. The only issue is with road conditions; due to neglect and not being replaced several interior lanes are in severe need of repair. If money is budgeted for annual road repairs this problem will be negated. Similarly, other areas need slightly widened turning radii to prohibit vehicular movements on turf edges. New internal roadways should be 18 feet (5.5 metres) in width to permit passage of vehicles while cars are parked on the pavement.

RECOMMENDATION #6: That a phased capital program be implemented to reconstruct the roadways in the cemetery to current standards to better withstand the heavier equipment and vehicular traffic and that the area at the main entrance gate be paved to eliminate the gravel area in which pot holes and ruts often develop.

2.5 Restoration and Rehabilitation

Greenwood Cemetery's significant heritage assets are in need of restoration and rehabilitation. This includes the former residence (current administration building), the chapel, the mausoleum. Note has been made of some of the problems associated with the historic structures. Established standards and guidelines for restoration of heritage buildings should be adopted as a guide for all work. In summary, the following needs have been noted.

RECOMMENDATION #7: Develop a five year master plan for implementing a maintenance management system for all heritage buildings and structures to establish a schedule for maintenance and repairs in keeping with their heritage character. All work should be done in accordance with established standards for heritage buildings were possible.

2.5.1 The Cemetery office should be thoroughly researched (perhaps by City's heritage Co-ordinator) to determine its history, the age and materials of the two obvious parts (front and rear) and its historical and architectural significance to the City of Owen Sound. The interior appears to have been greatly modified over time and requires new work to convert it to functional administrative, visitor reception, public washrooms, research rooms and meeting room uses. The results of research should indicate how the exterior could be treated. Whatever is decided, the historical and architectural character of the building should not be significantly altered. A new entrance is recommended to improve accessibility for customer service, despite this building being exempt, because of its age, from the requirements under the AODA. This should take the form of a ramp, constructed perpendicular to the front door and being as non-obtrusive as possible. The swing direction of the front door might require change. Septic, other mechanical and electrical systems should be analyzed for potential upgrading.

2.5.2 The chapel should be subject of a restoration project, at least for the exterior. This might include repointing, soffit, eave and eaves trough work, and roofing. A thorough examination and recommendation should be sought from a restoration architect after historical research has been conducted. Based on the results of the structural assessment

of the Chapel, develop a business plan to undertake a needs assessment study to look at restoration of the building and potential future uses, including possible use of interior space as an indoor columbarium with glass fronted niches. This type of facility, properly planned could be installed in stages to spread the financial costs over a number of years and based on need. Niches could be installed on the walls leaving the center of the chapel space open initially, which could serve as a visitor reception centre in the short term. Ultimately other cases could be installed, either extending out from the walls or as free standing units positioned in the interior space. A number of companies are available that manufacture the units and will design units to custom fit the interior space. The decommissioned exterior washrooms should be repurposed as additional storage space.

RECOMMENDATION #8: Depending on results from the structural assessment, restore exterior of the Chapel and renovate interior for new uses and consider repurposing of washroom building for storage.

2.5.3 The mausoleum requires significant and ongoing maintenance. Its many problems have been noted earlier. The exterior needs repointing and cleaning. Replacement of the roof membrane and sealing is being considered by the Manager of Facilities using funds from the 2012 Capital Budget.

RECOMMENDATION #9: Seek professional advice regarding restoration needs and structural condition of Mausoleum.

RECOMMENDATION #10: In consultation with restoration architect and results from structural assessment, restore the exterior and interior of the Mausoleum.

2.5.4 Restoration and rehabilitation should not be limited to buildings at Greenwood Cemetery. Trees within the Cemetery should be examined as well, to ensure their longevity and good health. No restoration of vegetation in the natural woodlands should be contemplated. These areas should be allowed to develop and regenerate with minimal intervention. Exceptions to this would be removal of potentially dangerous overhead limbs or dead trees and treatment or removal of any infectious disease that might affect a greater area.

RECOMMENDATION #11: A tree inventory with GIS mapping of specimens needs to be undertaken and GIS mapping of all specimens so a condition assessment can be prepared with a plan for their ongoing care and maintenance.

2.5.5 Consideration should be given to removing the raised concrete block planter beds and replacing them with inground beds with background shrubbery plantings to accent or frame the entrances. The raised concrete planters on either side of the metal arch entrance should be removed and the heritage fencing extended to the gate posts. Inground landscaped beds are also recommended for this area. Heritage fencing should be installed in other areas of the cemetery where appropriate.

RECOMMENDATION #12: Restore the Cemetery's main entrance including removal of the block planters and installation of fence or hedge.

RECOMMENDATION #13: Install heritage fencing behind the blue spruce trees to buffer the Columbarium and gardens from adjacent maintenance buildings and the west maintenance road.

2.6 New Facilities/Facility Upgrades

Rehabilitation and renovation of the chapel and the Cemetery office have been noted earlier. Consideration should be given to developing available space in the Cemetery office building for genealogical and historical research, visitor reception, or meeting space in the office. This would necessitate a visitor and office staff parking lot to complement the administration building to be phased in as needed.

The addition of interpretive plaques like the one in front of the Chapel should be added for the Mausoleum, the Cemetery office, and the IOOF Monument.

RECOMMENDATION #14: Vacant space in the Cemetery office be developed for use for genealogical and historical research and that interpretive plaques be developed for the Mausoleum and the Cemetery office and appropriate parking provided on an as needed basis.

2.7 Expansion Potential

Based on the demographic profile and considering present and future trends and preferences surrounding interment, it is estimated that all grave spaces will be sold in 45 to 50 years resulting in Greenwood Cemetery having no burial spaces available for sale. If the City intends to continue to offer a public cemetery for its citizens it would be prudent to plan for that time now to provide for a logical expansion of the existing land holdings, .

The Cemetery is almost surrounded by urban development except on the west and east. East of 2nd Avenue East, the heavily wooded and steeply sloping land is not suitable for cemetery purposes. The lands to the west, across 4th Avenue West and to the Niagara Escarpment are level and exhibit similar characteristics to those of the existing Cemetery lands. Expansion could be considered onto these lands should they be available for purchase at an affordable cost. Lands adjacent to the cemetery northeast of 1st Street West could also be considered for purchase for future expansion.

Another option instead of expansion would be develop a new cemetery on another remote site within the City. Although that may be less expensive in the short term, it would create

logistical problems for maintenance, storage, operations, administration, and costs could actually be greater in the long term.

RECOMMENDATION #15: Develop a business case for the future expansion of the Cemetery including consideration of natural burials and investigate the potential for purchase of adjacent lands.

2.8 Green/Natural Burials

The interest in Natural/Green burial in Canada has increased over the last 10 years for Cemeteries. Starting in the United Kingdom in the mid 1990s the idea came to the United States in early 2000s. The idea behind such interments is for little to no environmental impact; this includes no embalming, use of a biodegradable container, and no monuments on the interment space.

Green/Natural Burials are allowed under changes included in the Funerals, Burials and Cremation Services Act, if the Cemetery by laws were amended. Wording would need to be included in the bylaws defining acceptable containers, rules for monuments, and lot sales. There are varying degrees of green/natural burials with the most extreme not allowing any motorized machinery to be used to open or close the graves. Plot sales in most green/natural burial grounds would not accommodate the existing system that allows purchasers to select the exact location they wish to be buried. With the exception of a possible trail system, interpretive map or plaque and some seating, the ultimate intent of this type of burial is to allow the site to return to nature.

While such an idea could be implemented in Greenwood consultation with other cemeteries that have implemented such forms of interments would be beneficial. The conversion of any of the existing ranges within Greenwood Cemetery to this type of burial is not recommended. There is the potential of developing such a site if the Cemetery is expanded. Approval by the Ministry would depend on the public's acceptance of this change in land use. Establishing a separate Green/Natural Cemetery is not recommended until such time as a business case can be made based on increased consumer demand for this form of burial.

RECOMMENDATION #16: That the development of a “Green/Natural Burial Cemetery” be considered at the time of future expansion of the Cemetery.

3.0 MASTER PLAN

3.1 Mapping

To date Greenwood Cemetery has not had an accurate and up to date base map from which to work and plan. Digital and hard copy base mapping is now needed for Greenwood Cemetery and for future planning; record keeping and data can be entered on this base mapping as required and as desired in conjunction with new cemetery database software.

4.0 RECOMMENDATIONS and PRIORITIES

This Section of the Master Plan report attempts to summarize the features of the Plan in a series of recommendations. Each recommendation is assigned a priority rating from 1 (highest) to 5. Priorities are based on a number of factors.

- relative need with respect to continuing successful operation of the Cemetery,
- relative need with respect to stability or critical condition of a structure or feature,
- relative need with respect to developed space for burials, and
- Desirability in terms of aesthetic improvement or new program.

RECOMMENDATION #17: The Greenwood Cemetery Master Plan should be reviewed every five years.

4.1 Summary of Needs and Opportunities

#	Recommendation	Resources (\$) Staff consultant	Timing	Priority High=1
1	That the services offered at Greenwood Cemetery be reviewed on a regular basis to ensure they reflect the changing preferences in funeral and burial customs.			2
2	That opportunities to maximize information technology be explored including: i) detailed GIS mapping; ii) updated management software iii) increase payment options through use of debit and credit cards			1
3	Explore opportunities to maximize use of the workshop.			2
4	Restore the structure and interior layout improvements and/or changes be made to maximize its use and consideration be given to improving access for persons with disabilities.			1
5	Consider housing other, including non-parks or cemetery related functions in this building; e.g. Office/meeting space for Festival of Northern Lights staff and volunteers.			1
6	Phased capital program be implemented to reconstruct the roadways in the cemetery to current standards to better withstand the heavier equipment and vehicular traffic and that the area at the main entrance gate be paved to eliminate the gravel area in which pot holes and ruts often develop.			3
7	Develop a five year master plan for implementing a maintenance management system for all heritage buildings and structures to establish a schedule for maintenance and repairs in keeping with their heritage character.			1
8	Based on results of the structural assessment of the Chapel, restore exterior and renovate interior for new uses and consider demolition of adjacent washroom building no longer in use.			4
9	Seek professional advice regarding restoration needs and structural condition of Mausoleum.			1
10	In consultation with restoration architect and results from structural assessment, restore the exterior and interior of the Mausoleum.			2
11	Undertake a tree inventory with GIS mapping of specimens so a condition assessment can be prepared with a plan for their ongoing care and maintenance.			5

#	Recommendation	Resources (\$) Staff consultant	Timing	Priority High=1
12	Restore the original cemetery gateway including removal of the block planters and replace with installation of heritage fencing or cedar hedge.			4
13	Install privacy fence barrier behind the Blue Spruce hedge to screen the maintenance buildings from the Columbarium Gardens.			2
14	Develop vacant space in the Cemetery office for use as genealogical and historical research and that interpretive plaques be developed for the Mausoleum and the Cemetery office and appropriate parking provided.			3
15	Develop a business case for the future expansion of the Cemetery including consideration of natural burials and investigate the potential for purchase of adjacent lands.			4
16	That the development of a "Green/Natural Burial Cemetery" be considered at the time of future expansion of the Cemetery.			4
17	The Greenwood Cemetery Master Plan should be reviewed every five years			3

APPENDIX A

BY-LAW NO. 2002 - 021

THE CORPORATION OF THE CITY OF OWEN SOUND

A BY-LAW TO PROVIDE FOR THE CONTROL, REGULATION AND MANAGEMENT OF GREENWOOD CEMETERY AND ENACT PROVISIONS RESPECTING THE COST OF LOTS IN GREENWOOD CEMETERY AND CERTAIN SERVICES RENDERED BY CEMETERY STAFF

WHEREAS The Corporation of the City of Owen Sound is desirous of establishing control and regulations for the management of Greenwood Cemetery, and

WHEREAS The Corporation of the City of Owen Sound is desirous of enacting provisions respecting the cost of lots in Greenwood Cemetery and services rendered by Cemetery staff.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

This By-law shall come into full force and effect upon the final passing thereof.

FINALLY PASSED AND ENACTED this 28th day of January, 2002.

Originally signed by Richard W. Beaney, Mayor

Originally signed by Glen E. Henry, City Clerk

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SECTION 1 - DEFINITIONS

- 1.1 **CARE AND MAINTENANCE** means the upkeep of all lots and graves by the cemetery staff. Such care shall include the mowing of the grass, trimming around monuments and markers, and the refilling of sunken lots.
- 1.2 **CEMETERY** means the lands set aside and approved for the interment of human remains and includes a mausoleum, or other such structures known as Greenwood Cemetery in Owen Sound.
- 1.3 **Funeral, Burial, & Cremation Services Act** means the *Funeral Burial and Cremation Services Act, 2002 and Ontario Regulation 30/11*
- 1.4 **CERTIFICATE** means the certificate of Interment Rights issued by the owner of the Cemetery to the purchaser for the use of interment space or lot.
- 1.5 **FUTURE DEVELOPMENT FUND** means a fund to save money for future use, such as purchase of land, purchase of a columbarium or other projects to provide the residents of Owen Sound with appropriate interment facilities.
- 1.6 **INTERMENT RIGHTS** is the right to require or direct the interment of human remains in any lot.
- 1.7 **INTERMENT RIGHTS HOLDER** means the person with interment rights with respect to a lot and includes a purchaser of interment rights under the *Funeral, Burial, & Cremation Services Act*.
- 1.8 **LOT** means ground used for or intended for the interment of human remains and includes a tomb, a crypt or compartment in a mausoleum and a niche or compartment in a columbarium.
- 1.9 **LOT DECORATIONS** means all structures, ornaments, plantings, or other embellishments, with the exception of markers or monuments, which are placed on a Cemetery lot.
- 1.10 **MARKER** means any stone of granite or marble set flush with the surface of the ground, to mark the location of a grave.
- 1.11 **MONUMENT** means any permanent memorial of granite or marble projecting above ground level.

- 1.12 **NOISE** means the sound that disturbs a person upon the Cemetery grounds or amounts to a nuisance.
- 1.13 **OWNER** means The Corporation of the City of Owen Sound.
- 1.14 **PARKING SPACE** means that part of any drive, roadway, or area designated by the owner for the parking of vehicles marked with signs so designated.
- 1.15 **PLOT** means two or more lots in which the rights to inter have been sold as a unit.
- 1.16 **TARIFF OF CHARGES** means all costs associated with the purchase of lots, crypts, and niches or any contracted service for Greenwood Cemetery.
- 1.17 **VEHICLE** means a motor vehicle, trailer, traction engine, farm tractor, road-building machine, and any vehicle drawn, propelled, or driven by any kind of power including muscular power.

SECTION 2 - DUTIES OF THE CITY OF OWEN SOUND

- 2.1.1 Greenwood Cemetery has been established to perform the interment rights of the Interment Rights Holders with dignity, respect and care, while maintaining and beautifying the property.
- 2.1.2 These rules may be changed, modified or repealed from time to time, subject to Ministry of Government Services – Consumer Protection Branch – Cemeteries Regulations Unit approval, should the City feel it in the best interest of all concerned to do so. In exceptional circumstances, the owner may temporarily suspend the enforcement of any rule if in their opinion it can be done without detriment to the interest of others, and without affecting the general enforcement of them.
- 2.1.3 Cemetery staff may from time to time have to move monuments and drive on cemetery plots in the performance of their duties. These disruptions to individual lots will be carried out with due respect to the lot and it's amenities.

COMPLY WITH FUNERAL BURIAL CREMATION SERVICES ACT

- 2.2.1 *Observe and carry out all of the provisions of this section and of the Funeral Burial and Cremation Services Act and the Regulations there under.*

2.2.2 Provide Lot Care.

2.2.3 Have full charge of Greenwood Cemetery and shall attend to the General Management thereof and shall, from time to time, originate and oversee all measures tending towards responsible maintenance of interment facilities at the Cemetery.

2.2.4 Be responsible for the general maintenance of the Cemetery, which is designed to improve its overall efficient service, appearance and condition. It shall include such items as the upkeep of drives, buildings, drainage, water lines and fences. It shall also include the following items of perpetual care on lots, annual spring cleanup, levelling of lots, periodic cutting of grass and raking of leaves. General maintenance shall apply to all lots and interment spaces.

INTERMENT AND DISINTERMENT

2.3 Cemetery staff shall perform all interments and disinterments, open and close all crypts and niches in the Cemetery.

ATTENDANCE AT INTERMENTS OR DISINTERMENTS

2.4 A Cemetery representative shall be in attendance at each interment or disinterment.

SECTION 3 - RULES FOR VISITORS

VISITATION TIMES

3.1 The cemetery is open for visitation from dawn to dusk with office hours from 7:30 a.m. to 4:00 p.m., Monday to Friday, or otherwise by appointment.

CODE OF CONDUCT

3.2 No person shall disturb the quiet and/or good order of the cemetery by noise or other inappropriate conduct. Persons who violate these rules may be expelled from the grounds.

3.2.1 All Pets are to be kept off of all turf areas

VEHICULAR TRAFFIC - RESTRICTIONS

3.3.1 No person shall operate a vehicle within the Cemetery at a rate of speed in excess of 20 km/hr and no person operating a vehicle shall cause the vehicle to leave the paved roadways.

- 3.3.2 Parking is permitted in designated areas or on roadways where traffic can pass a vehicle without leaving the pavement.
- 3.3.3 Due to the winter conditions and roads which are close to the edge of the ravine, no person shall operate a vehicle on internal roads adjacent to the ravine after the first snowfall. No person shall operate a vehicle on an internal road that has not been cleared of snow.
- 3.3.4 No person shall operate a vehicle on an internal road when the road(s) are in an unfit condition that would cause the road(s) to be damaged by vehicular travel.
- 3.3.5 Owners of vehicles and their drivers shall be held responsible for any damage done by them. No person shall drive around any barricade indicating a road is closed to vehicular traffic.

LOT CARE

- 3.4.1 No person shall change the grade of a lot. In the event of such change, the cemetery staff will restore the lot to the original grade at the expense of the owner of the lot.
- 3.4.2 No person shall cut any sod or move corner posts, markers or monuments in the cemetery. Authorization must be received from the Interment Rights Holder in the form of a Cemetery Supplies and Services contract with a description of the work proposed.
- 3.4.3 No person shall cause any litter, refuse or waste paper, wrapper, container or garbage to be thrown out on roads, walks or any part of the grounds.
- 3.4.4 No person shall remove any flower, shrub or flower container from a cemetery lot, other than their own, without authority.

ALCOHOLIC BEVERAGES - PROHIBITED

- 3.5 No person shall bring any alcoholic beverage upon the cemetery property.

MEMORIAL SERVICE - RESTRICTIONS

- 3.6 When a Society or Association desires to hold a public Memorial Service, application shall be made to do so to the Cemetery no later than fifteen days prior to the desired date. Upon authorization, the Association or Society shall assume all responsibility for any damage and expenses incurred to any property in the Cemetery at this time.

CLARIFICATION OR INQUIRY

3.7 All inquires are welcome at the Cemetery office.

SECTION 4 - SALE OF INTERMENT RIGHTS

Cemetery By-Laws and Funeral Burial and Cremation Services Act

4.1 All sales of interment rights are subject to the rules set out in the Funeral Burial and Cremation Services Act

INTERMENT RIGHTS SOLD

4.2 A contract for the purchase of interment rights for lots, niches, and crypts may be made in advance of need with payment in full at the time of purchase. All payments shall be made at the Office of Greenwood Cemetery or the City of Owen Sound Treasury Office.

TARIFF OF CHARGES

4.3 The purchase price of lots, and crypts shall be set forth in the Tariff of Charges as prescribed by City Council from time to time and shall be divided as follows:

4.3.1	All graves - General Fund		57%
	Care and Maintenance Fund	40%	
	Future Development Fund		3%
4.3.2	All crypts - General Fund		77%
	Care and Maintenance Fund	20% **	
	Future Development Fund		3%

** A minimum of \$500.00 to be placed in the Care and Maintenance Fund

4.3.3	All niches -	General Fund	50%
		Care and Maintenance	15%
		Future Development Fund	35%

INTERMENT RIGHTS HOLDER - RIGHTS

4.4 The Interment Rights Holder acquires only the right and privilege of interment of human remains and the construction of monuments or markers, subject to the by-law.

SECTION 5 - CARE AND MAINTENANCE

TARIFF OF CHARGES - CONDITION

- 5.1 Lots and crypts sold shall include the cost of care and maintenance as set forth in the tariff rates as set from time to time. (Section 4.3)

CARE AND MAINTENANCE - PROVISION

- 5.2 The Cemetery will undertake to provide care and maintenance on a lot, upon payment of the charges set forth in the tariff of rates.

COST TO COMMUTE

- 5.3 Where Interment Rights have been granted prior to the passing of the By-Law upon which Section 5 is founded, and the cost of care and maintenance of such Interment Rights has not been paid, the Interment Rights Holder shall pay to the owner the fee to commute the interment rights to Care and Maintenance as prescribed in the Tariff of Charges.

SECTION 6 - TRANSFER/SALE OF INTERMENT RIGHTS

TRANSFER/SALE OF INTERMENT RIGHTS

- 6.1 The sale of Interment Rights to any person other than the Cemetery is strictly prohibited.

TRANSFER

- 6.3 Interment Rights may be transferred to another party upon application at the Cemetery office, by completion of the transfer portion of the Interment Rights Certificate and payment of the transfer fee as prescribed in the Tariff of Charges.

SECTION 7 - INTERMENTS

BURIAL PERMIT

- 7.1 No interment shall take place without a Burial Permit or Cremation Certificate, as applicable, nor until the person making arrangements for the interment has complied with all by-laws, herein, relative to interments. Persons contracting for Interment Rights and/or making arrangements for burials shall be responsible for payment of all charges previous to the interment.

INTERMENT - INFORMATION

INFORMATION REQUIRED

- 7.2 The name of the deceased, place of birth, residence, age, date of death, sex, the name and address of the nearest relative of the deceased, funeral director, date time and location of the interment.

WRITTEN CONFIRMATION OF INFORMATION

- 7.3 All such orders shall be confirmed in writing with the Cemetery. The owner will not be responsible for any errors or misunderstanding that may arise from inaccurate information received by telephone.

CONDITIONS

- 7.4.1 The owner shall not make any interment, entombment, or inurnment in any grave, crypt or niche unless and until the person(s) ordering the same shall first exhibit:
- 7.4.1.1A signed contract with respect to the ownership of the Interment Rights and the authorization to proceed with the interment, entombment or inurnment; or
- 7.4.1.2An Interment Rights Certificate or deed indicating the rightful owner of the interment rights upon which the interment activity is requested.

7.4.1.3 In a circumstance where the person requesting the interment activity is unable to provide evidence of ownership, the owner will require the person requesting the interment to sign the Cemetery Interment Rights and Services contract, saving the owner harmless from all subsequent claims from such interment activity.

7.4.1.4 All contracts pursuant to the purchase of Interment Rights must be completed at the Cemetery office.

RESTRICTIONS - WEATHER AND GROUND CONDITIONS

7.4.2.1 All winter interments will be performed as weather conditions allow. From December 1st to April 1st, all Greenwood Cemetery winter committal services may be held in the Mausoleum Chapel. No additional charge shall be made for the use of the Mausoleum Chapel for interments in Greenwood Cemetery.

7.4.2.2 At times when the ground in the cemetery is soft and conditions are potentially hazardous for people and vehicles, from spring thaws, rain or other cause, committal services shall be held in the Mausoleum Chapel. No charge shall be made for such service in the Mausoleum.

7.4.2.3 The interment of all bodies in storage shall be made at a time determined by the owner, in cooperation with the funeral director, who is the only one permitted to attend the transfer.

CONTAINERS

7.4.3.1 All containers or caskets used in the cemetery shall be of sufficient strength as to equal in minimum weight to 3/4 inch (19.05 millimetres) pine or be enclosed in an outer container.

7.4.3.2 All interments made in "Memorial Gardens" Block A, B, or C shall be in a permanent outer container such as a cement vault or cement liner.

EXTRA DEPTH

7.4.4 Where the first interment in a lot is at sufficient depth, a second interment above the first is permitted. All extra deep interments must be made in a permanent outer case such as a cement vault or liner.

INTERMENTS PERMITTED PER LOT

7.4.5 No more than four interments may be made in any one lot (7.3.4); with a maximum of two standard interment(s) in any one lot.

INTERMENT OPENING - NOTICE

7.4.6 Notice of each interment shall be given to the owner at least eight business hours before such interment is to take place.

FUNERALS - CONDITIONS

7.4.7.1 Interments may be conducted on Sundays and Statutory Holidays consisting of New Year's Day, Easter Monday, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day and Boxing Day, at the prescribed rate.

7.4.7.2 Funeral processions within the Cemetery shall follow the route indicated by the owner.

7.4.7.3 Funerals arriving late in the day necessitating work by Cemetery staff after normal operating hours will be charged an additional fee.

INURNMENTS

7.5.1 Cremated remains for inurnment in a niche or crypt must be enclosed in a polypropylene plastic urn or an urn made of other durable materials.

7.5.2 The number of cremated remains to be placed in each niche is determined by the urn size and niche dimensions. Any urn which cannot be contained within the niche will not be inurned.

SCATTERING GARDENS

7.6.1 All scattering of cremated remains shall be performed by or in the presence of Cemetery staff for a fee set forth in the Tariff of Charges as prescribed by City Council from time to time.

7.6.2 Immediate family members or friends of the deceased may be present when the scattering of the cremated remains is taking place. No person, save for Cemetery staff, shall be present at a scattering without the completion of an application for scattering of cremated remains and remittance to the administrator. The person/persons requesting the scattering of cremated remains will sign a release indicating that he/she/they agree that the cremated remains, once properly scattered, are non-retrievable. All scattering of cremated remains will take place in Scattering Gardens A, B, C, D or E.

SECTION 8 - DISINTERMENTS

APPROVAL

8.1 No disinterment shall take place without the approval of the Medical Officer of Health and written consent of the interment rights holder. All other requirements under the Funeral Burial Cremation Services Act must be met in order for a disinterment to proceed.

RESTRICTIONS

- 8.2.1 Disinterments shall be made at a time determined by the owner, only from May 1 to October 31 in any year, unless otherwise ordered by the Medical Officer of Health.
- 8.2.2 The removal of human remains, not contained in a permanent outer container, must be completed by a certified funeral director.

PROVISION OF A CONTAINER

8.3 If the original interment container is damaged to render it unusable, a new container must be supplied to the specifications of the owner.

REMOVAL OF PRIVATE MEMORIALS

8.4 Any marker or monument, designating the location of the interment, shall be removed at the expense of the Interment Rights Holder, at the time of disinterment.

SECTION 9 - MAUSOLEUM VAULT REGULATIONS

MAUSOLEUM VAULT STORAGE - FEES

9.1 All funeral directors placing bodies in the vault for storage for interment in a cemetery other than Greenwood Cemetery or by previous agreement, must pay a prescribed fee. A deposit shall be paid sufficient to cover all vault storage fees for the time stipulated for the body to remain in the vault.

MAUSOLEUM VAULT STORAGE - DURATION RESTRICTIONS

9.2.1 All bodies must be removed from the vault by May 1st in each year.

9.2.2 No body may be deposited in the vault from May 1st to December 1st unless it is enclosed in an air tight metallic casket or hermetically sealed zinc-lined box, and with the permission of the owner.

MAUSOLEUM VAULT STORAGE - RESTRICTIONS

9.3.1 All bodies to be placed in the vault for winter storage shall be embalmed or be placed in an air tight metallic casket or hermetically sealed zinc-lined box.

9.3.2 The bodies of persons dying from contagious diseases cannot be admitted to the vault but must be interred.

9.3.3 The owner may direct the removal of a body deposited in the vault and inter it at any time in a single grave should the condition of the body require the interment or after May 1st of any year.

SECTION 10 - LOT DECORATIONS

STRUCTURES

10.1 Copings, fences, curbs, benches, steps, structures of wood, `candles', flower pots and containers of glass, crockery or other destructible materials are prohibited and shall be removed without notice. Those structures or enclosures established on any lot previous to the adoption of these regulations, which have become unsightly by reason of neglect or age, shall be removed.

FLORAL TRIBUTES

10.2 From May 1 to October 31, flowers are allowed on the lots. Artificial or cut flowers are to be placed in a metal or plastic spiked container. Only one such container will be permitted on a single lot and no more than two on any other plot. Floral tributes shall be removed from plots by the owner after they become unsightly. Potted plants will be permitted to remain on lots for a period of 4 days before and 4 days after the following occasions: Easter, Mother's Day, Father's Day, and Remembrance Day. Any plants placed prior to or remaining after this period of time will be removed by staff.

WREATHS/ARRANGEMENTS

10.3 Saddle arrangements may be in place year round. Other wreaths or wreath-like arrangements may be placed on lots October 31 to May 1. Such decorations are to be removed by May 1, or shall be considered abandoned and may be disposed of by the Cemetery staff.

OTHER DECORATIONS

10.4 Any other decorations or objects save and except by approval of the owner are not permitted and shall be removed.

FLOWER BEDS - RESTRICTIONS

10.5 A flower bed may be planted after the installation of a monument on the lot. Flowers may be planted in front of the monument, in beds not to exceed twelve inches (30.5 cm) from the stone. If the Interment Rights Holder owns the rights to both sides of the monument, a bed can be placed on both sides.

PLANTINGS - MEMORIAL GARDENS BLOCK `B' AND NORTHWEST EXTENSION

10.6 All planting of trees, shrubs and flowers in Memorial Gardens Block `B' (flat marker section) shall be done by the owner except by permission.

SHRUBS

10.7.1 The planting of dwarf evergreen trees and small deciduous shrubs will be permitted only on lots having a monument and after obtaining a shrub permit from the Cemetery Office. The trees must be planted by nursery or cemetery staff with one shrub on either side of the monument. Unauthorized plantings will be removed without notice.

10.7.2 The planting of all trees and shrubs in the Northwest Extension shall be placed and maintained by Cemetery staff. A flower bed may be planted after the installation of a monument on the lot. Flowers may be planted in front of the monument, in beds not to exceed twelve inches (30.5 cm) from the stone.

SECTION 11 - MONUMENTS AND MARKERS

MONUMENT AND MARKER - GENERAL RESTRICTIONS

- 11.1.1 No upright monuments are allowed on single interment spaces except:
- (a) Northwest Extension in ranges which are adjacent to a hedge as specified in 11.1.5 or Ranges 41 to 43
 - (b) the cremation and infant lots which are part of the Columbarium Garden Lots.
 - (c) Single lots in Memorial Gardens Block A & C
- 11.1.2 Not more than one monument shall be erected on any one plot, and this must be placed in the space reserved for it unless special permission is given by the Cemetery for placing it otherwise.
- 11.1.3 In cases where part of a cemetery plot is sold, an agreement may be made with the lot owner for use of monument already there. Otherwise only flat markers may be used.
- 11.1.4 All markers and foundations are to be installed by cemetery staff. Unauthorized markers will be removed at the interment rights holder's expense.
- 11.1.5 All cremation niches must be memorialised with bronze plaques which must meet cemetery standards.
- 11.1.6 In the Northwest Extension, plots adjacent to the hedges are allowed to memorialise with an upright monument which must be placed in the location reserved for it, which is next to the hedge. Lots which are not adjacent to a hedge must use a memorial marker (refer to 11.8.1; 11.9.1 and 11.9.2 for sizes).

MONUMENT AND MARKER - CARE AND MAINTENANCE

- 11.2.1 All Interment Rights Holders purchasing a monument, or marker over 172 sq. inches (436.9 sq. cm) for installation in Greenwood Cemetery shall contribute to the care and maintenance of the memorial as required in the Funeral Burial Cremation Services Act.
- 11.2.2 Markers over 172 square inches (436.9 sq.cm)
- 11.2.3 Monuments up to 4 feet (121.9 cm) in height or width
- 11.2.4 Monuments over 4 feet (121.9 cm) in height or width

GENERAL CONSTRUCTION

11.3.1 The bottom bed of all bases and markers shall be cut level and true.

11.3.2 All markers must have sawn edges for ease of installation and to restrict frost from raising the marker above ground level.

INSCRIPTIONS

11.4.1 All inscriptions must be approved by the Cemetery Representative.

11.4.2 Inscriptions shall not be permitted on the side of the monument facing an adjoining plot where there is not room for an adult interment between the monument and the boundary of the plot.

FOUNDATIONS

11.5.1 Monuments shall be set on concrete foundation of not less than six feet (1.83 m) in depth.

11.5.2 All foundations for monuments shall be built by the owner at the expense of the lot owner.

11.5.3 Monument dealers must give exact size of base and a minimum of fifteen days notice before installation.

11.5.4 All markers exceeding thirty inches (76.2 cm) wide by sixteen inches (40.6 cm) long shall be placed on a concrete foundation.

11.5.5 No monument shall be delivered to the Cemetery until the foundation is completed.

FOUNDATIONS - PAYMENT

11.6 No monument or marker may be set or installed until the charges have been paid for the foundation and/or the installation.

MONUMENTS - IN DISREPAIR

11.7 Lot owners shall be required to keep all monuments safe. Within three months of the date of a written notice to the lot owner to remove or repair such defective monuments, work must be completed or repairs will be completed by the Cemetery at the expense of the lot owner.

MEMORIAL SIZES - SINGLE LOT

- 11.8.1 A single lot or cremation space may only have a flat marker, with a size of 12 inches x 24 inches x 4 inches (30.5 cm x 61 cm x 10.2 cm), except where specified for upright memorials in Section 11.1.1. . The memorial base may be a maximum size of 24 inches wide x 12 inches deep and 8 inches high (61 cm x 30.5 cm x 20 cm) with the overall memorial having a maximum height of 30 inches (76 cm) installed as a head marker.
- 11.8.2 An infant lot in the South Extension may have a flat marker with a size of 10 inches (25.4 cm) by 16 inches (40.6 cm). Infant space in the Columbarium Garden Lots #65 to #161 will accommodate an upright memorial with a maximum base size of 24 inches wide by 12 inches deep and 8 inches high (61 cm x 30.5 cm x 20 cm) with the overall memorial having a maximum height of 30 inches (76 cm)

MEMORIAL GARDENS BLOCK `B' - MARKER RESTRICTIONS

- 11.9.1 In Memorial Gardens Block `B' only flat markers will be allowed. The minimum size for a Flat Marker in Block `B' Memorial Gardens is 36" x 16" (91.4 cm x 40.6 cm) except on a single lot.
- 11.9.2 The maximum size for a marker is 42" x 18" (106.7 cm x 45.7 cm) on a two lot plot and 48" x 18" (121.9 cm x 45.7 cm) on a three lot plot.

BASE SIZES FOR MONUMENTS

- 11.10.1 The monument base must have a minimum height of four inches (10.2 cm) and a maximum height of eight inches (20.3 cm).

MONUMENT SIZE

- 11.11.1 The monument size shall be as follows:
- 11.11.1.1 2 Interment Spaces - 42" x 12" (106.7 cm x 30.5cm) Maximum
- 11.11.1.2 3 Interment Spaces - 60" x 12" (152.4 cm x 30.5cm) Maximum
- 11.11.1.3 On all larger lots length of Base will not exceed 2/3 the width of lot.

MONUMENT DIE

11.12.1 The following limitations are created to preserve the safety of all monuments:

11.12.1.1 Minimum Die Thickness - 6" (15.2 cm)

11.12.1.2 Minimum thickness for Die over 26" (66 cm) tall must be 8" (20.3 cm) and Maximum Thickness 10" (25.4 cm).

SECTION 12 - RULES FOR CONTRACTORS AND THEIR EMPLOYEES

CONTRACTORS - REQUIREMENTS

12.1.1 Every contractor entering the cemetery must provide the owner with proof that they are covered under the Worker's Compensation Act and carry a minimum one million dollars public liability in third party insurance coverage. Proof of this requirement should be in the form of:

12.1.1.1 the name of the Insurance Company

12.1.1.2 Insurance Policy Number

12.1.1.3 Worker's Compensation Number

12.1.2 Every contractor employed to erect monuments or to do any other work in the Cemetery shall have written authorization in the form of a Cemetery Supplies and Services contract from the Interment Rights Holder as to the work to be done and also have permission from the Cemetery.

CONTRACTORS - RESPONSIBILITIES

12.2.1 Contractors including gardeners, florists or their employees shall not enter the cemetery on Sundays or holidays for business purposes.

12.2.2 The demeanour and behaviour of all workers employed by others in the Cemetery shall be subject to the Code of Conduct (Section 3.2) for the Cemetery.

12.2.3 Workers shall cease work, if in the immediate vicinity of a funeral, until the conclusion of the service.

12.2.4 Any worker who damages any lot, tombstone, monument or other structure or otherwise does any injury or damage in the Cemetery, shall be responsible for such damage or injury, as will their employer.

CONTRACTORS - TIME RESTRICTIONS

12.3.1 All work must be done during regular cemetery hours. No work shall be commenced on Saturday that cannot be finished within operating hours, including cleanup.

SECTION 13 - ENFORCEMENT

PENALTY

13.1 Where a specific penalty is not provided for an offence under the Funeral Burial Cremation Services Act, every person who contravenes any provision of this By - Law is guilty of an offence and is liable, upon conviction, to a fine not exceeding five thousand (\$5000.00) dollars, exclusive of costs, for each offence, recoverable under the Provincial Offences Act.

APPENDIX B
Interment Rights Statistics 1974 - 2011

Year	Standard Interment Spaces	Cremated Remains Space	Infants/ Crypts	Niches	Columbarium Garden
2013					
2012					
2011	36	7	1	7	9
2010	118	15	4	36	24
2009	45	3		13	6
2008	44	3		14	6
2007	61	6		13	11
2006	61	2		7	7
2005	54	4	3	12	8
2004	69	3		12	10
2003	44	3	1	12	8
2002	76	4	1	5	6
2001	93	9	3	11	2
2000	103	7	1	4	
1999	80	8		5	
1998	83	11		3	
1997	86	7	2	4	
1996	69	8	2	2	
1995	118	6	2	2	
1994	128	11	3		
1993	147	13	4		
1992	140	8			
1991	129	9	1		
1990	173	11	2		
1989	133	8	3		
1988	140	4	1		
1987	150	1	2		
1986	106	5	2		
1985	125	3	3		
1984	149	1			
1983	172	2	2		
1982	146	1	2		
1981	146		1		
1980	138	5	1		
1979	154	1	2		
1978	140		5		
1977	133		1		
1976	142		5		
1975	177		2		
1974	164				

APPENDIX C

