

## Questionnaire Introduction

The initial master plan for Greenwood Cemetery was completed in 1993 by the Landplan Collaborative Ltd. (Landscape Architects). In 2012, following changes in the provincial regulatory framework, staff undertook an update of the master plan through the Recreation & Parks Advisory Committee.

The plan contemplated a review cycle every 5 years.

A master plan provides guidance to ensure that the Cemetery continues to meet the needs of the community it serves. It also ensures that Cemetery services are responsive to changes in the bereavement industry including how services are delivered, and the scope of services that are offered.

At the December 18, 2019 Community Services Committee staff presented the draft [2020-2025 Greenwood Cemetery Master Plan](#).

The update relies greatly on input from the community and stakeholders throughout the process.

- The plan review launched with an open house on February 20<sup>th</sup>;
- A public engagement survey also launched February 20<sup>th</sup> and was available for 39 days;
- Staff reported on progress and next steps on October 16<sup>th</sup>;
- There was a presentation and public meeting for the draft plan update where attendees were offered an opportunity to help prioritize 16 recommendations.

Thanks for taking time to complete the survey!

### Project Contact:

Adam Parsons

Manager of Parks & Open Space

City of Owen Sound

[aparsons@owensound.ca](mailto:aparsons@owensound.ca)

519 376 4449 x 1221

All questionnaire responses will remain confidential and will be analyzed and submitted as aggregated data.

### Background information:

#### *Overview of Greenwood Cemetery*

Greenwood Cemetery has been an important cultural landmark and repository of the City's history since its inception in April of 1858. Charles Rankin submitted a plan to town council for the original 5 acres of what was known then as "The People's Cemetery".

Over the last 160 years, Greenwood Cemetery and its caretakers have provided quiet and respectful end of life care for citizens and their families who live in or have links to Owen Sound. The Cemetery is designated as a park, and provides important active transportation links via Nine Bends trail from the upper southwest quadrant of the city to Harrison Park, the river precinct and downtown.

Greenwood Cemetery is 43 acres and has been used as a Cemetery since 1858.

The Cemetery includes some of the City's most significant heritage buildings:

- Cemetery office (1847 – formerly residence of Cemetery Superintendent)
- Chapel (1905)
- Mausoleum (1932)
- Service building, storage bins and service yard (1990)
- 4 columbaria (360 niches). The current plan provides for 2 additional columbaria to be added as need dictates.

Hours of operation: 8:30 am to 4:00 pm weekdays.

(Note: Interment services are made available 7 days a week, including holidays to accommodate the needs of families)

The Cemetery Division is responsible for the management, maintenance and care of the 43-acre cemetery including:

- Administer sale or re-purchase of burial lots, columbaria niches and mausoleum crypts;
- Prepare contracts, manage and maintain cemetery records of all interments, inurnments and entombments and scattering;
- Through an administration agreement with St. Mary's of the Assumption Parish and Missions of the Roman Catholic Episcopal Corporation of the Diocese of Hamilton, staff provide administration for the sale of burial lots, and manage and maintain that Cemetery's records;
- Customer service – directly with families and funeral home professionals
- Opening and closing graves at Greenwood Cemetery and St. Mary's Cemetery are, for the most part, arranged and undertaken with the involvement of funeral homes, however with the increase in the number of people selecting cremation, the incidence of staff working directly with families that have opted not to retain the services of a funeral home for these arrangements, has increased;
- Cleaning and general maintenance of all buildings;
- Grounds keeping including arboriculture, gardening and turf management;
- Installation of foundations for monuments;
- Installation of flat markers and corner blocks.

- Winter storage for other cemeteries that do not do winter burials or for burials in Greenwood that are deferred at the request of the family (2017-18, 21 caskets stored);
- Assist public researching genealogy;
- Oversee capital work program at Greenwood Cemetery.

The Cemetery is staffed as follows:

- Manager of Parks and Open Space (shared between Parks & Open Space and Cemetery);
- Parks & Cemetery Supervisor (shared between Parks & Open Space and Cemetery);
- 2 Full Time Cemetery Attendants
- 2 Seasonal Cemetery Attendants (22 weeks)
- Parks and Cemetery Administrative Coordinator

### ***Regulatory Framework***

Under the Ontario Funerals, Burials and Cremation Services Act, the Cemetery section of the Parks and Open Space Division is responsible for the management and administration, customer service, maintenance and development of the 43 acre Cemetery grounds and buildings.

A by-law (2014-012) under the authority of the Municipal Act and Ontario Funerals, Burials and Cremation Services Act governs the regulation and management of the cemetery.

[The Cemetery By-law](#) includes sections that direct:

- Interment Rights- The sale of a lot at need or for future use via an Interment Rights Contract
- Interment Procedures- The administrative rules and conditions that must be met prior to performing an interment including Interment Rights Holder verification, and the authorization and payment via a signed services contract by the verified interment rights holder to open the grave and perform an interment, inurnment, entombment or scattering
- Disinterment Procedures- The administrative rules and regulatory framework that must be met prior to performing a disinterment, including the permission of the interment rights holder, and the medical officer of health in some cases
- Mausoleum vault Regulations- The rules and regulations that direct casket storage between December 1<sup>st</sup> and May 1<sup>st</sup>
- Lot Decorations- The rules that guide what cemetery visitors can place or plant on a lot where they have interment rights, or permission from the interment rights holder
- Memorialization- The rules that guide monument (headstone) placement, material, size, and upkeep. This section also details the requirement for monument foundations, installed by Cemetery Staff via a service fee and contract with the interment rights holder.

The review of the Cemetery By-law will occur following the master plan process to ensure the regulatory by-law reflects the intent of the master plan.

Please help us prioritize the recommendations for the 2020-2025 Greenwood Cemetery Master Plan.

The number that precedes the recommendation corresponds to the plan.

For each recommendation, indicate:

- if you support the recommendation remaining in the plan
- If you support the recommendation remaining in the plan, what priority should it be given?
  - o Short term- it's something we should do in the next 1-3 years;
  - o Medium term- it's something we should do in the next 2-4 years;
  - o Long term – It's something we should do in the next 3-5 years.

All questionnaire responses will remain confidential and will be analyzed and submitted as aggregated data.

**If you have questions, please contact Adam Parsons.**

4.2.1 - Create a natural burials section including bylaw amendment establishing physical dimensions, location and rules for permissible aspects.

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.2 Modify the Cemetery By-law to Permit 4 cremated remains to be interred on each full size lot

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.3 Modify the Cemetery By-law Respecting Monument Sizes

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.4 Develop Underutilized Space to Meet Demand for Interment Services based on Current and Projected Trends.

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.5 Formalize the Jewish Section and Establish a Muslim Section with Agreements by By-law

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.6.1 Tree maintenance and removals from inventory and subsequent replacement be implemented on a priority basis.

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.6.2 Develop a Memorial Garden/Horticulture Program

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.7 Monitor the staffing model to ensure we are meeting the needs of families

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.8 Implement a GIS mapping program of all interment sites at Greenwood Cemetery, compatible with existing IT resources

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.9 Review forms, electronic documents and website to ensure we are meeting accessible customer service requirements

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.10 Assess Technological Solutions to Augment Accessible Customer Service Delivery

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.11 Accessibility of Buildings - Where accessible built environment is required, deliver customer service at City Hall, and consider accessible customer service as a design element of the Chapel renovation plan

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.12 Create access points aligned with planned maintenance pathways on the 1st Street South and the 1st Street West side of the Cemetery.

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.13 Develop a Business Case for the Restoration of the Chapel, Including Indoor Columbaria and Contemplative Space

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.14 Leverage the City's Asset Management Plan to Ensure Critical Maintenance of Cemetery Buildings is Identified and Addressed in the City's 10-year Capital Forecast

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

4.2.15 Explore the Designation of Greenwood Cemetery Buildings under Part IV of the Ontario Heritage Act Following the Renovation of the Chapel

I support the recommendation (select one) : yes No

This recommendation should be considered a (select one) : Short term medium term Long Term

Did we miss anything? Are there any recommendations that do not appear here that you think we should consider?

Insert comment box

Thank you for participating in the Draft 2020-2025 Greenwood Cemetery Master Plan Recommendation Prioritization survey.

**Project Contact:**

Adam Parsons

Manager of Parks & Open Space

City of Owen Sound

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519 376 4449 x 1221



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# Greenwood Cemetery Master Plan Recommendations Survey

QUESTION SUMMARIES

INDIVIDUAL RESPONSES

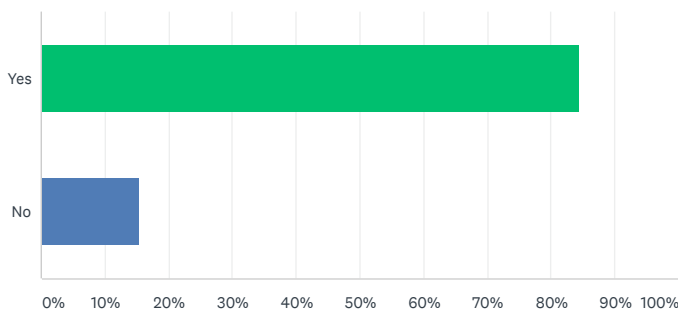
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Q1



I support the recommendation:

Answered: 130 Skipped: 1



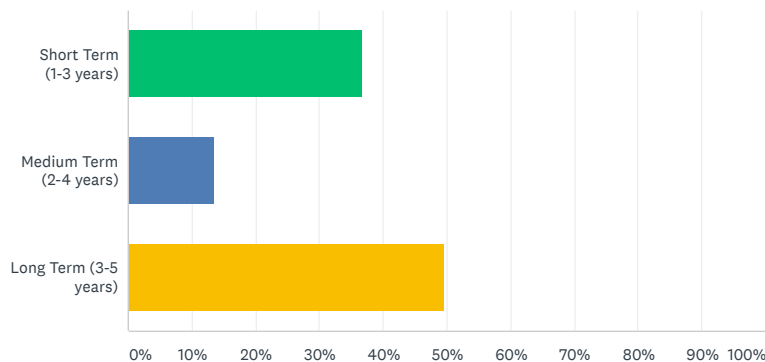
ANSWER CHOICES	RESPONSES	
Yes	84.62%	110
No	15.38%	20
<b>TOTAL</b>		<b>130</b>

Q2



This recommendation should be considered a (select one) :

Answered: 125 Skipped: 6



ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	36.80%	46

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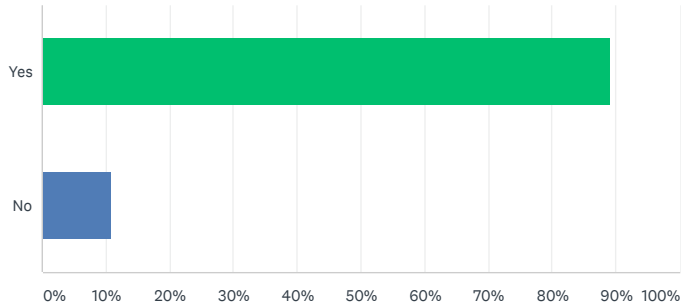


Q3



I support the recommendation:

Answered: 119 Skipped: 12



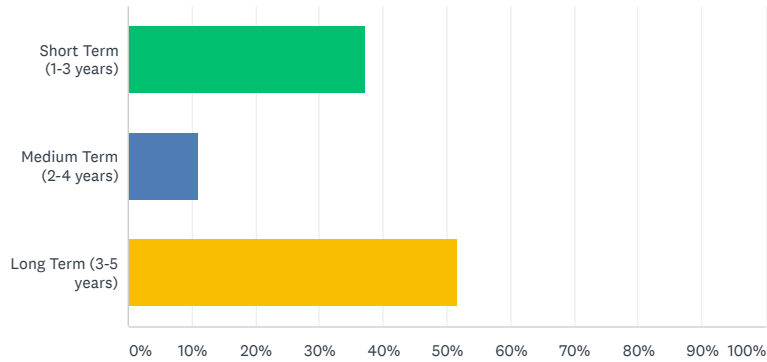
ANSWER CHOICES	RESPONSES	
Yes	89.08%	106
No	10.92%	13
<b>TOTAL</b>		<b>119</b>

Q4



This recommendation should be considered a (select one) :

Answered: 118 Skipped: 13



ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	37.29%	44
Medium Term (2-4 years)	11.02%	13
Long Term (3-5 years)	51.69%	61
<b>TOTAL</b>		<b>118</b>

Q5



I support the recommendation:

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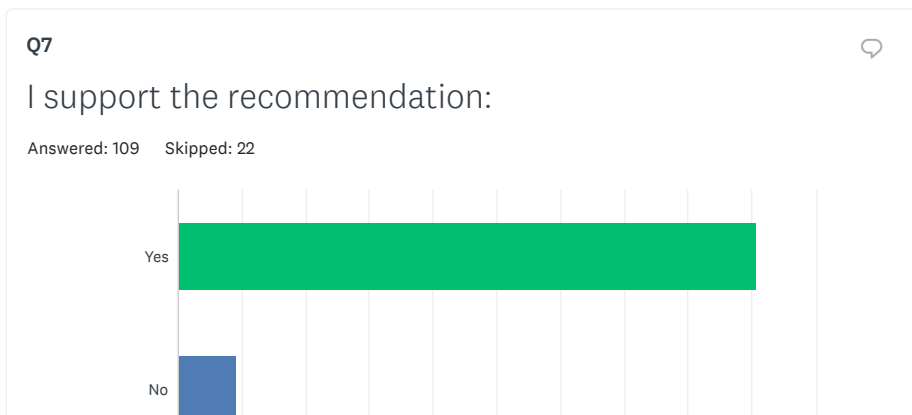
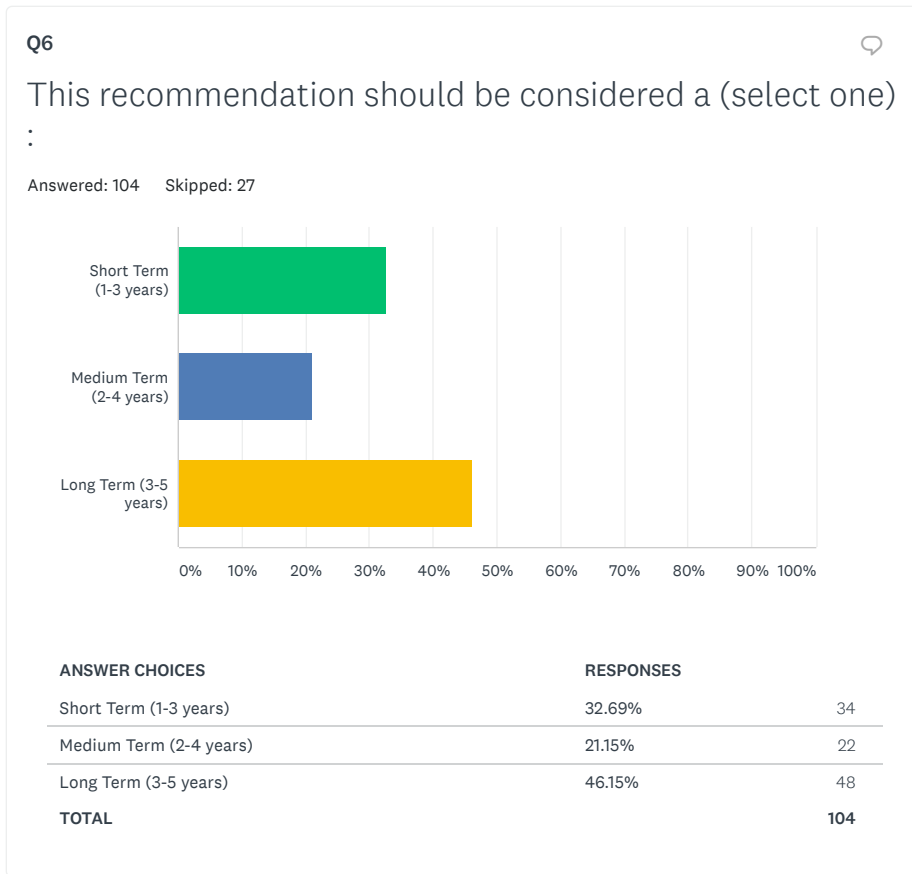
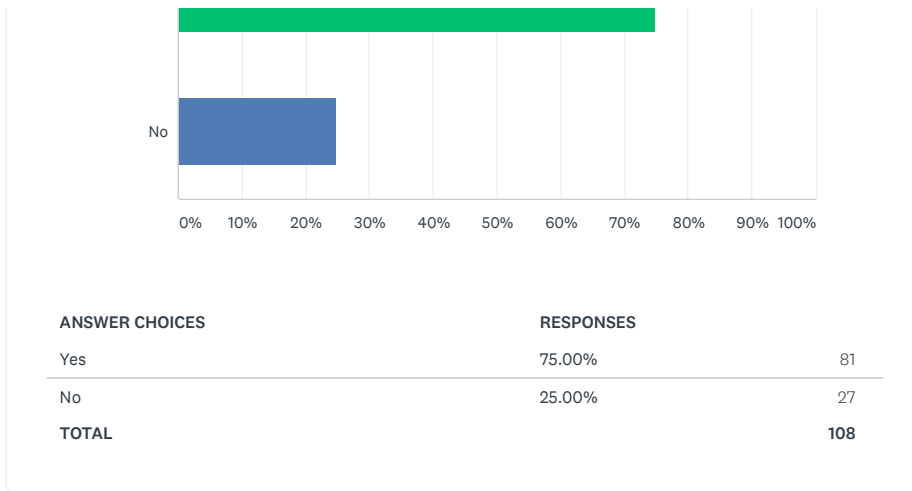
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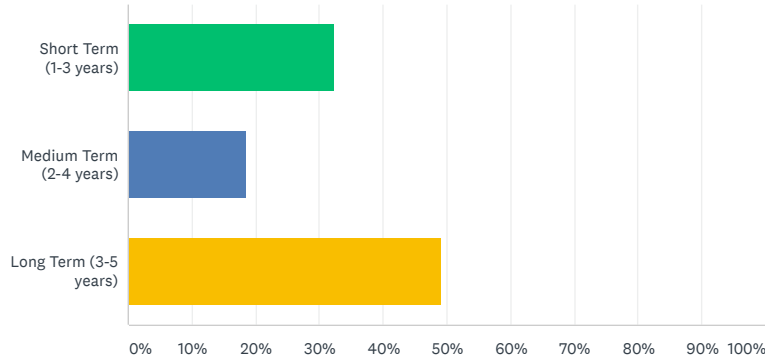
ANSWER CHOICES	RESPONSES	
Yes	90.83%	99
No	9.17%	10
<b>TOTAL</b>		<b>109</b>

Q8



This recommendation should be considered a (select one) :

Answered: 108 Skipped: 23



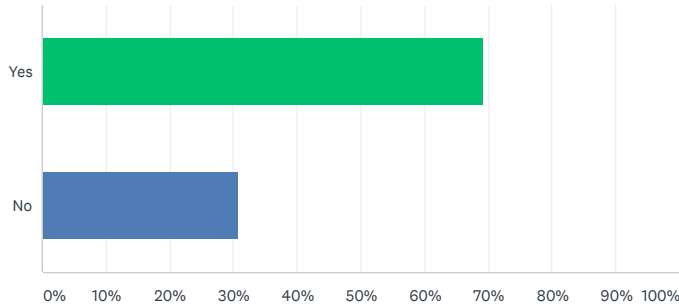
ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	32.41%	35
Medium Term (2-4 years)	18.52%	20
Long Term (3-5 years)	49.07%	53
<b>TOTAL</b>		<b>108</b>

Q9



I support the recommendation:

Answered: 107 Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	69.16%	74
No	30.84%	33
<b>TOTAL</b>		<b>107</b>

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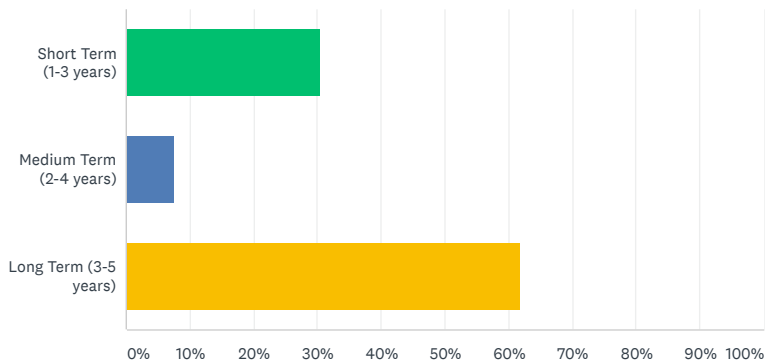
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This recommendation should be considered a (select one)

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Answered: 105 Skipped: 26



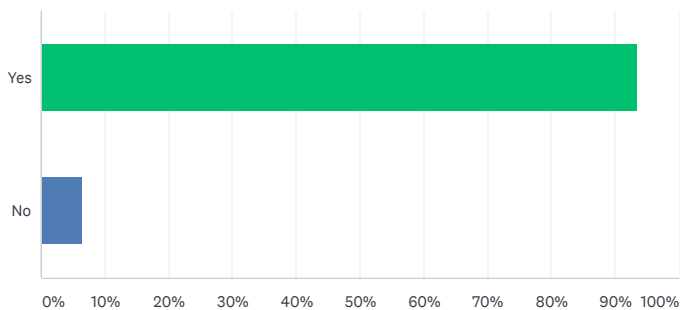
ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	30.48%	32
Medium Term (2-4 years)	7.62%	8
Long Term (3-5 years)	61.90%	65
<b>TOTAL</b>		<b>105</b>

Q11



I support the recommendation:

Answered: 109 Skipped: 22



ANSWER CHOICES	RESPONSES	
Yes	93.58%	102
No	6.42%	7
<b>TOTAL</b>		<b>109</b>

Q12



This recommendation should be considered a (select one)

:

Answered: 108 Skipped: 23

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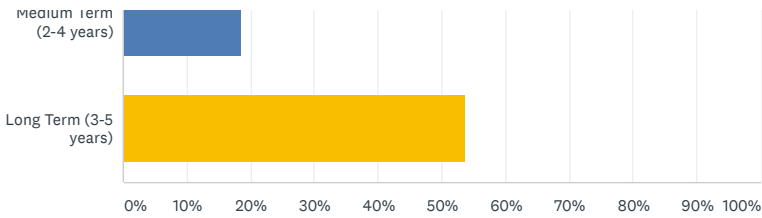
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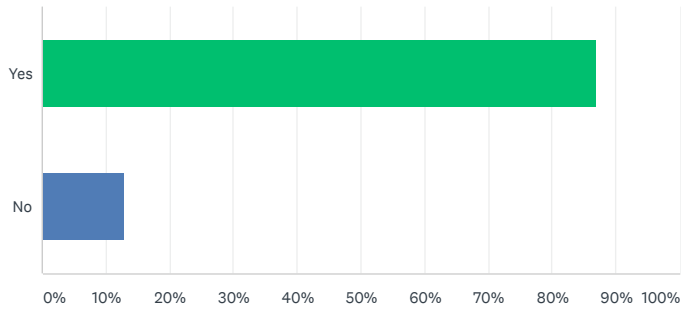
ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	27.78%	30
Medium Term (2-4 years)	18.52%	20
Long Term (3-5 years)	53.70%	58
<b>TOTAL</b>		<b>108</b>

Q13



I support the recommendation:

Answered: 108 Skipped: 23



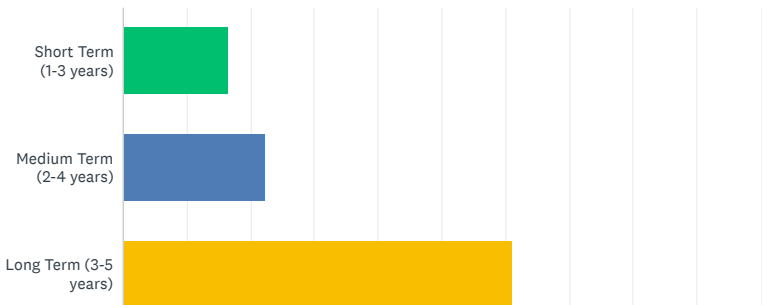
ANSWER CHOICES	RESPONSES	
Yes	87.04%	94
No	12.96%	14
<b>TOTAL</b>		<b>108</b>

Q14



This recommendation should be considered a (select one) :

Answered: 103 Skipped: 28



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ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	16.50%	17
Medium Term (2-4 years)	22.33%	23
Long Term (3-5 years)	61.17%	63
<b>TOTAL</b>		<b>103</b>

**Q15**

I support the recommendation:

Answered: 106 Skipped: 25

ANSWER CHOICES	RESPONSES	
Yes	98.11%	104
No	1.89%	2
<b>TOTAL</b>		<b>106</b>

**Q16**

This recommendation should be considered a (select one) :

Answered: 105 Skipped: 26

ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	34.29%	36
Medium Term (2-4 years)	17.14%	18
Long Term (3-5 years)	48.57%	51
<b>TOTAL</b>		<b>105</b>

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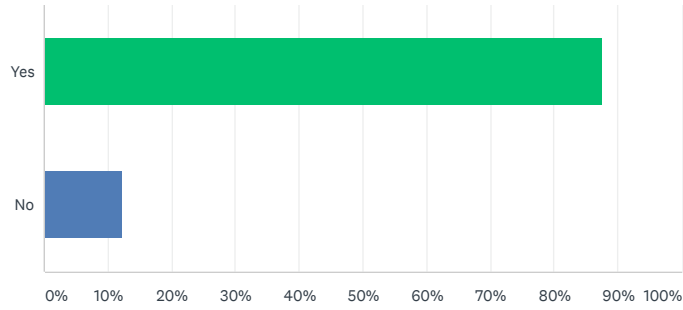


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### I support the recommendation:

Answered: 106 Skipped: 25



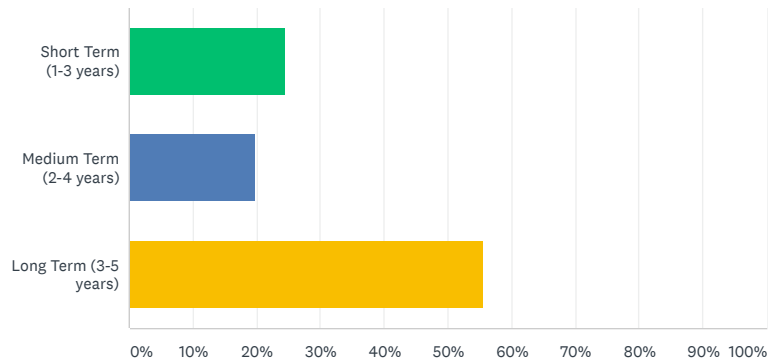
ANSWER CHOICES	RESPONSES	
Yes	87.74%	93
No	12.26%	13
<b>TOTAL</b>		<b>106</b>

### Q18



### This recommendation should be considered a (select one) :

Answered: 106 Skipped: 25



ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	24.53%	26
Medium Term (2-4 years)	19.81%	21
Long Term (3-5 years)	55.66%	59
<b>TOTAL</b>		<b>106</b>

### Q19



### I support the recommendation:

Answered: 108 Skipped: 23

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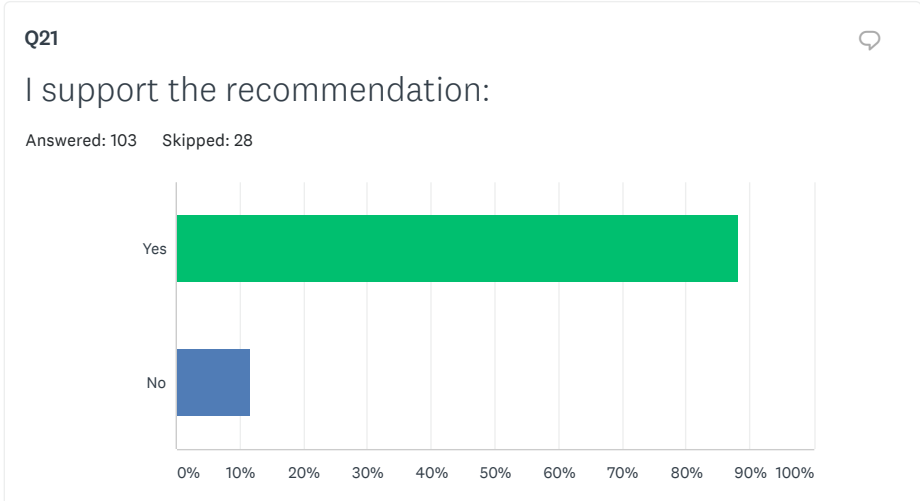
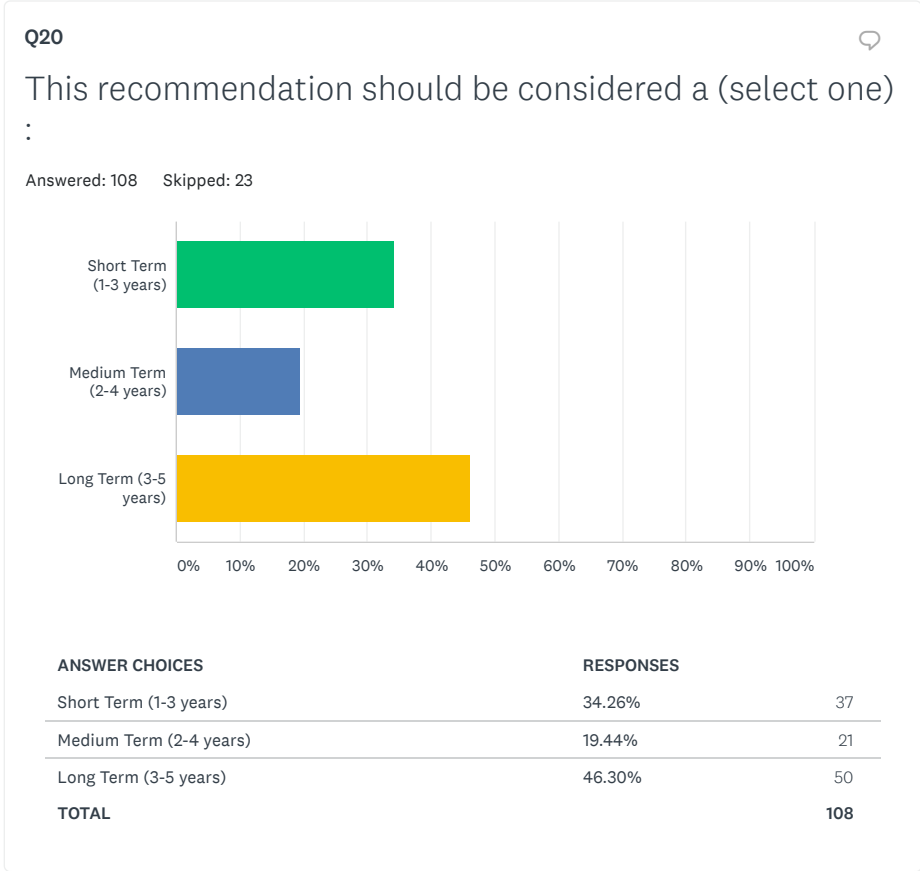
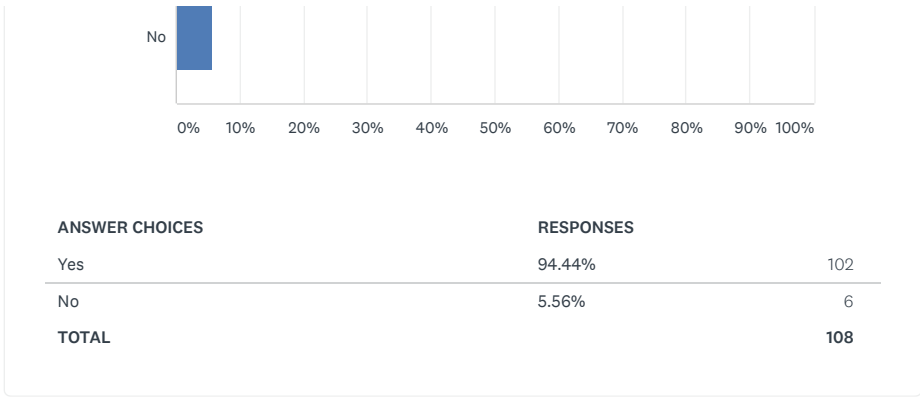
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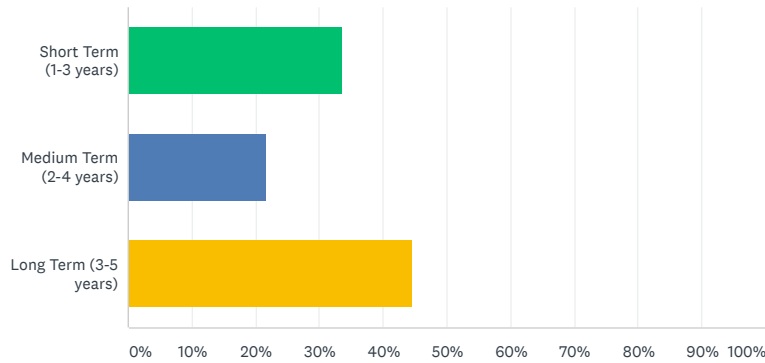
NO	11.65%	12
<b>TOTAL</b>		<b>103</b>

Q22

This recommendation should be considered a (select one)

:

Answered: 101 Skipped: 30

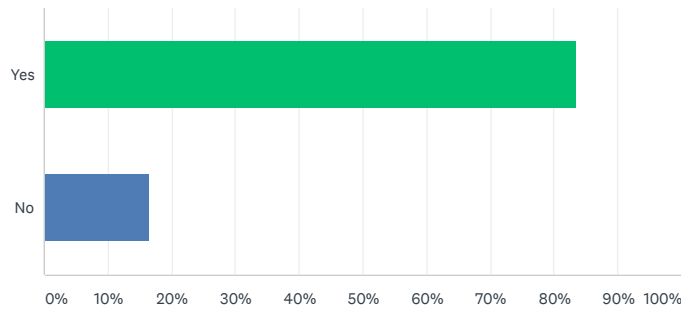


ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	33.66%	34
Medium Term (2-4 years)	21.78%	22
Long Term (3-5 years)	44.55%	45
<b>TOTAL</b>		<b>101</b>

Q23

I support the recommendation:

Answered: 103 Skipped: 28



ANSWER CHOICES	RESPONSES	
Yes	83.50%	86
No	16.50%	17
<b>TOTAL</b>		<b>103</b>

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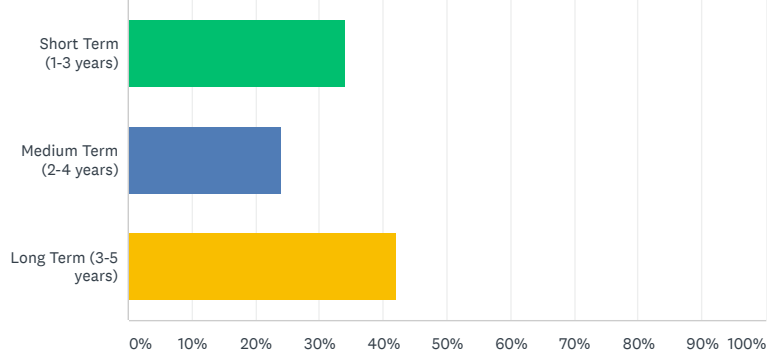
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Answered: 100 Skipped: 31



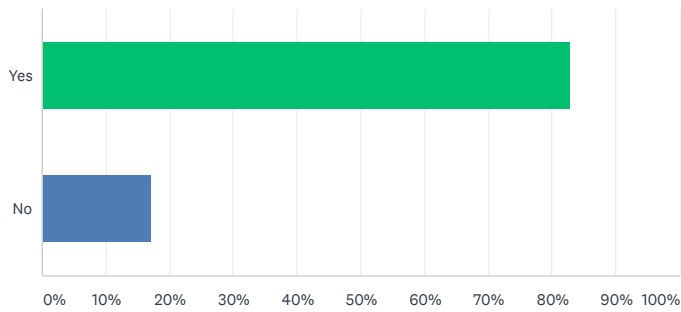
ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	34.00%	34
Medium Term (2-4 years)	24.00%	24
Long Term (3-5 years)	42.00%	42
<b>TOTAL</b>		<b>100</b>

Q25



I support the recommendation:

Answered: 99 Skipped: 32



ANSWER CHOICES	RESPONSES	
Yes	82.83%	82
No	17.17%	17
<b>TOTAL</b>		<b>99</b>

Q26



This recommendation should be considered a (select one) :

Answered: 99 Skipped: 32



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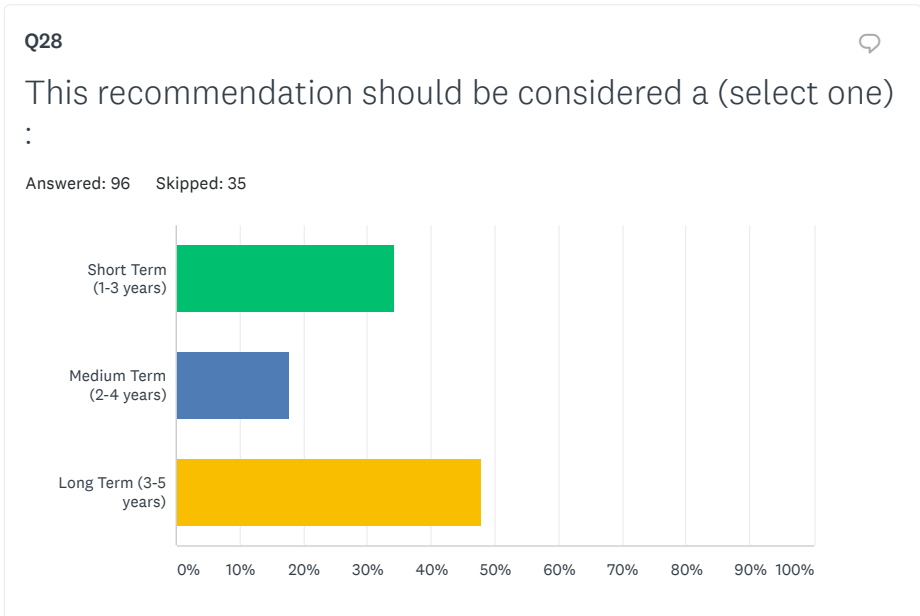
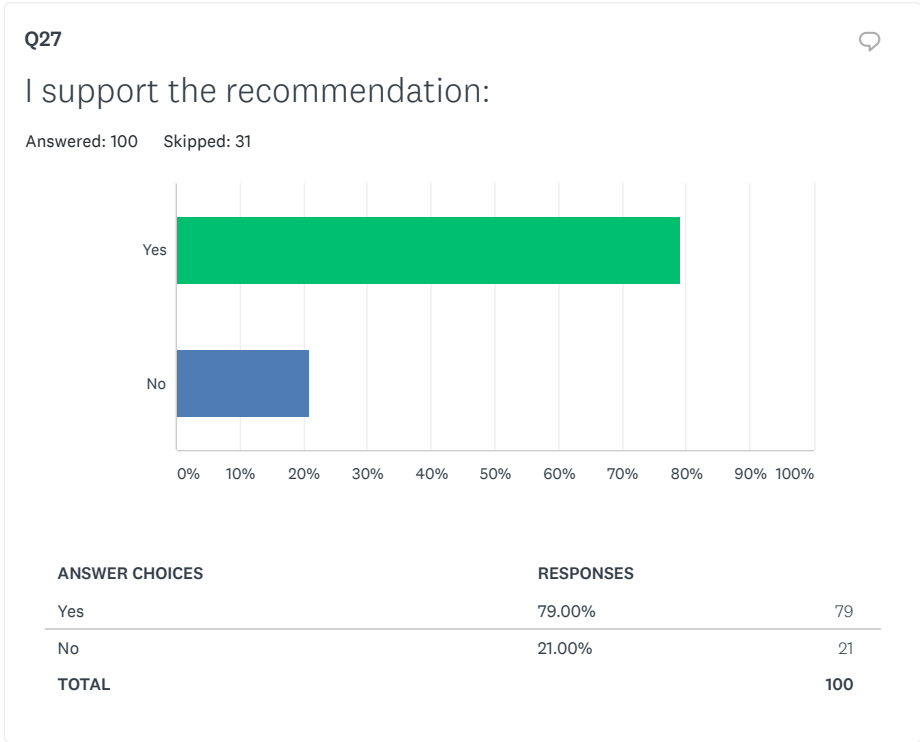
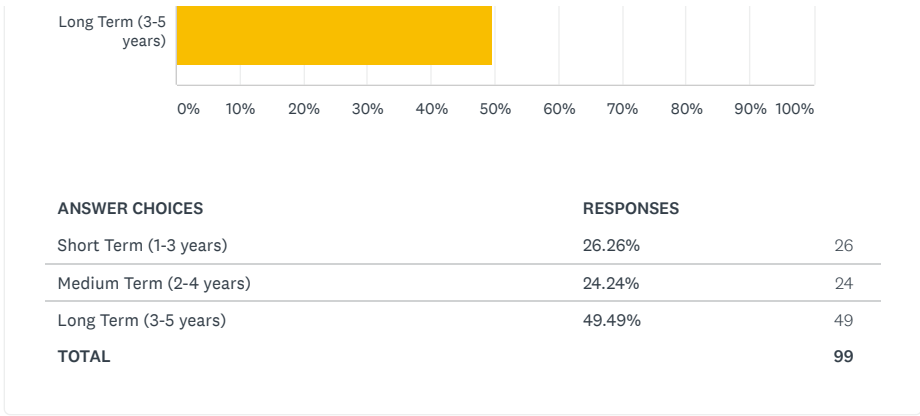
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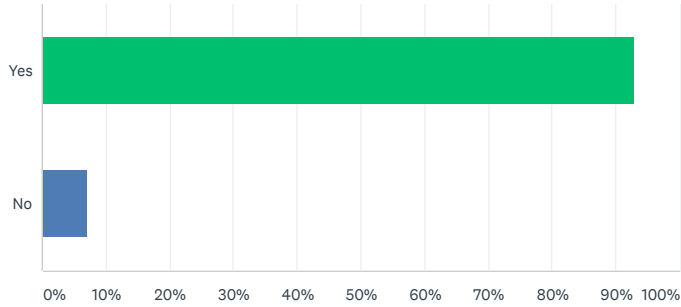


Long Term (3-5 years)	47.92%	46
<b>TOTAL</b>		<b>96</b>

Q29

I support the recommendation:

Answered: 99 Skipped: 32

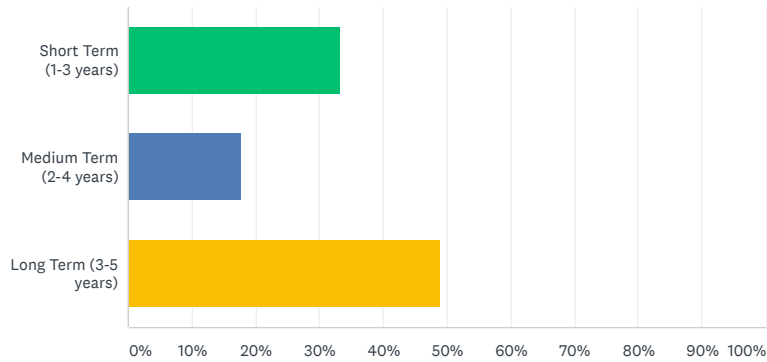


ANSWER CHOICES	RESPONSES	
Yes	92.93%	92
No	7.07%	7
<b>TOTAL</b>		<b>99</b>

Q30

This recommendation should be considered a (select one) :

Answered: 96 Skipped: 35



ANSWER CHOICES	RESPONSES	
Short Term (1-3 years)	33.33%	32
Medium Term (2-4 years)	17.71%	17
Long Term (3-5 years)	48.96%	47
<b>TOTAL</b>		<b>96</b>

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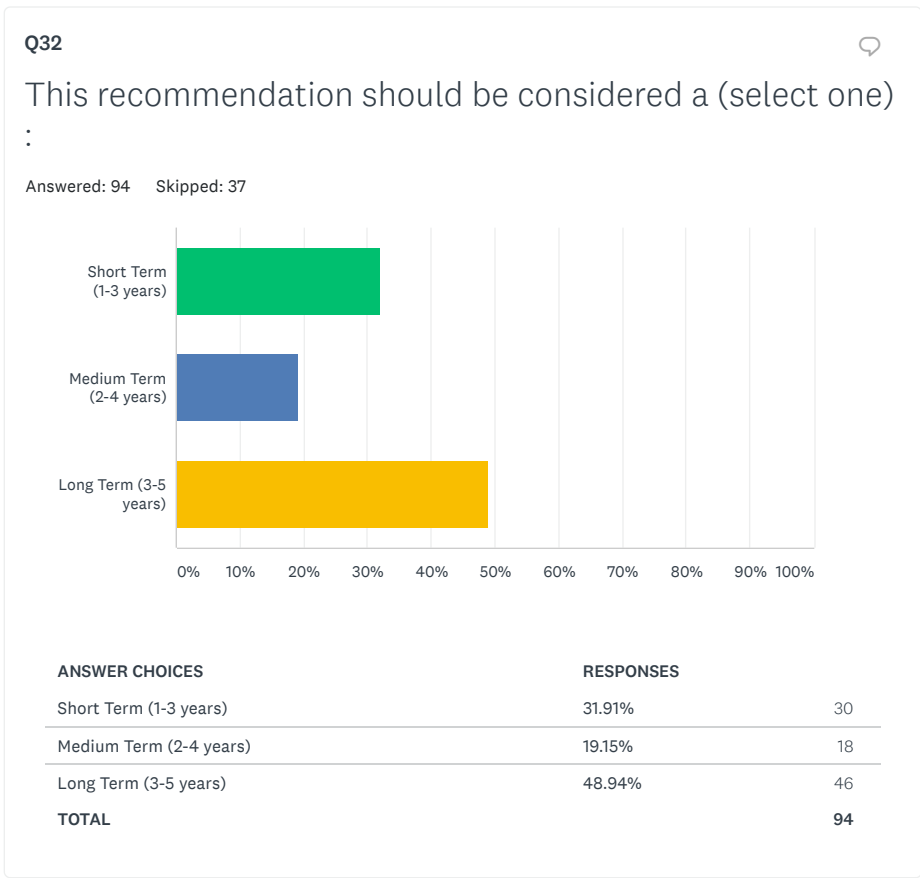
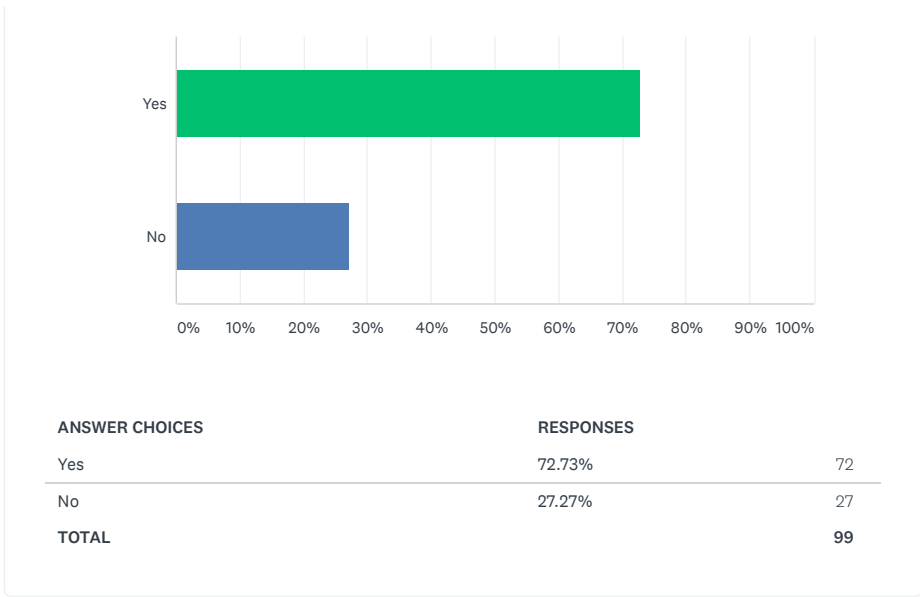
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**Q33**

Did we miss anything? Are there any recommendations that do not appear here that you think we should consider?

Answered: 43 Skipped: 88

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Are we using the Cemetery to its fullest ability. Do we wish to engage it more as an "active park? A nine bends athletic trail? More dog friendly? A lot of people interned there loved their pets.

1/31/2020 9:33 PM

Consider pursuing designation before chapel renovations if renovations are not going to occur in the short-term. Designation does not inhibit alterations that maintain the heritage attributes of the building. Doing the designation up front could inform the renovation and ensure it is appropriate rather than renovate and realize later that the renovations weren't perhaps sensitive to heritage attributes.

1/31/2020 8:36 PM

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