

## **Part IV Monument Regulations**

### **General**

31. In this section, the following definitions shall apply:
- (a) “base” means the lower portion of a two-piece Monument set on a foundation;
  - (b) “die” means the upper portion of a two-piece Monument and the part of the Monument that is placed on the base;
  - (c) “die without a base” means a Monument consisting of a single piece placed on a foundation;
  - (d) “foundation” means a pre-cast or poured-in-place pad, usually made of concrete, set at grade, upon which a Monument is placed;
  - (e) “length” means the dimension of the Monument as measured from the left edge to the right edge, facing the Monument;
  - (f) “width” means the dimension of the Monument as measured from the front edge to the back edge, facing the Monument; and
  - (g) “height” means the dimension of the Monument as measured from the top to the bottom.

### **Approval Required**

32. No marker or Monument shall be erected, altered or removed without approval from the Cemetery Superintendent.

### **Approval Process**

33. All applications for Monuments must be made on the prescribed forms available from the Cemetery Office. Applications shall be submitted to the Cemetery Office during normal office hours only and the payment of the Monument fee is due at the time application is made. Upon approval, a copy shall be returned to the applicant.

### **Work Initiated Before Approval**

34. The City accepts no responsibility for any Monument work initiated prior to the approval of the application.

### **Authorization**

35. The Licensee or authorized decision-maker of a grave or graves shall be the authority with respect to the requested placement of a Monument on a grave or graves. Persons, other than the Licensee, who make application for the placement of a Monument, do so at their own risk. The City does not accept any responsibility for resolving disputes between surviving family members or friends resulting from the placement of a Monument.

### **Hours of Installation**

36. Only Monument work approved by an application submitted to the Cemetery Office shall be carried out, and only during the normal Cemetery Office hours of operation. Any work to be carried out other than during normal scheduled hours of operation requires approval of the Cemetery Superintendent.

### **Notification and Responsibility**

37. Any Monument company employees, contracted employees or authorized individuals carrying out any Monument work in the Cemetery, shall advise the Cemetery Office upon arrival at the Cemetery and shall be responsible for the restoration or repair of any damages to the Cemetery grounds or fixtures resulting from their actions.

### **Installation**

38. The timing of flat marker or foundation installations shall be scheduled by the Cemetery Superintendent. A cut-off date for these installations shall be established each fall and installations not completed prior to the cut-off date shall be honoured the following spring. Regardless, the installation of flat markers and foundations for upright Monuments shall not take place until the gravesite is suitably landscaped.

### **Delivery**

39. No Monuments shall be delivered to the Cemetery until:
  - (a) the applicant has received a copy of the Monument Application Form with approval signified;
  - (b) the Cemetery Office has been informed, 24 hours prior to delivery, of each Monument or flat marker that is to be delivered;
  - (c) in the case of Monuments to be installed on a foundation, the Cemetery Office has confirmed that the foundation is complete; and
  - (d) in the case of flat markers, the Cemetery Office has confirmed that the gravesite has been landscaped.

### **Installation Responsibility**

40. The City reserves the right to install all foundations for upright Monuments. The Monument company is responsible for the installation of all Monuments on concrete foundations.

### **Cemetery Layout**

41. The City reserves the right to change the design of the Cemetery affecting the placement of existing and new Monuments.

### **Removal of Monuments**

42. The City may remove and dispose of any upright Monument, memorial structure or fixture placed in the Cemetery if such should fall into disrepair or become unsightly. The City shall forward written notification prior to undertaking this action to the last known address of the Licensee of the grave or next-of-kin.

### **Surnames**

43. The surname inscribed on a Monument must match the surname corresponding to the burial as recorded in the Cemetery Office. Where there is a request for an inscription with a different surname than recorded in the records, the recorded name must either be legally changed or appear elsewhere on the inscription. In this circumstance, the legal name may appear in smaller lettering or be placed in parenthesis.

### **Non-Interment Memorialisation**

44. Where a Monument is to be erected or altered as a memorial to a person not interred in the Cemetery, the inscription must clearly indicate that no burial has taken place.

### **Inscription Layout**

45. Where a Monument is marking more than one grave, it is the responsibility of the person making the application to ensure the Monument's inscription corresponds with the correct sides or location of the burials.

### **Vandalism**

46. Monuments are placed in the Cemetery at the risk of the Licensee of the grave or of the applicant. The City accepts no responsibility for theft or damage resulting from vandalism.

### **Perpetual Care**

47. The City's maintenance of Monuments shall be limited to keeping the ground in such condition that the Monuments remain level and straight.

### **Maintenance of Monuments**

48. The City accepts no responsibility for degrading of the Monuments or markers due to normal wear or deterioration. Minor chipping of the base portion of the Monuments as a result of the turf mowing operation is considered normal wear.

### **Matching Existing Monuments**

49. Applications for Monuments that do not comply with these Regulations but would match an existing or previously installed Monument shall not be approved.

### **Communal Graves**

50. (1) No type of marker or memorial is permitted on a communal grave that contains more than two interments.
- (2) In a communal grave containing either one or two interments, provided no additional interments are permitted, each interment is permitted one flat marker upon payment of the appropriate fees.

### **Exemptions and Exceptions**

51. The Cemetery Superintendent may, at his discretion, and where special circumstances exist, make exceptions to the Regulations with respect to Monuments.

### **Upright Monuments**

52. (1) **Approved Materials**

Granite and limestone are approved materials for upright Monuments or parts thereof. Marble is approved only for use as the die of a Monument or for parts thereof such as vases and statues. Marble shall not be approved as a base.

- (2) **Other Materials**

No Monument or part thereof containing wood or glass shall be approved. Other materials requested for Monuments are subject to prior approval by the City and must be materials recognized as long-lasting and requiring no ongoing maintenance. The onus for testing and proving acceptability for a material shall be on the person making the application.

(3) **Only One Monument**

In upright Monument areas, only one upright Monument shall be permitted on any grave or portion thereof and it is to be placed at the head of the grave as designated by the City.

(4) **Base Dimensions**

All bases (or dies without bases) are subject to the following:

- (a) the minimum length of a base shall be 40.5 cm (16 inches);
- (b) the maximum length of a base shall be 15 cm (6 inches) less than the width of the grave or graves to be marked but cannot exceed 229 cm (90 inches) in length;
- (c) the width of a base shall be a minimum of 20.5 cm (8 inches) and a maximum of 45.5 cm (18 inches);
- (d) the base of a Monument in excess of 106.5 cm (42 inches) in length shall have a minimum width of 30.5 cm (12 inches); and
- (e) the height of a base shall be a minimum of 10 cm (4 inches) and a maximum of 46 cm (18 inches).

(5) **Base Finish**

The sides of the base (excluding the top and bottom) must have a rock-pitch finish. Any base with a minimum height of 15 cm (6 inches) shall be permitted a sawn or polished margin. The margin must be made so that a minimum of 10 cm (4 inches) on the bottom of each side is left as a rock-pitch finish.

(6) **Responsibility For Dimensions**

The person making application for a Monument shall be responsible for determining the width of the grave or graves to be marked and ensuring that the maximum length dimensions are observed.

(7) **Die Dimensions**

All dies are subject to the following:

- (a) the overall length and width dimensions of the die (including any fixtures) shall not exceed the length and width dimensions of the base;

- (b) the height of a die shall be a minimum of 10 cm (4 inches) and the maximum height shall not exceed the die's minimum length by more than one-third;
- (c) a die with a minimum width of 10 cm (4 inches) shall be restricted to a maximum height of 46 cm (18 inches);
- (d) a die with a minimum width of 15 cm (6 inches) shall be restricted to a maximum height of 91 cm (36 inches); and
- (e) a die with a minimum width of 20 cm (8 inches) shall be restricted to a maximum height of 137 cm (54 inches).

**(8) Total Monument Height**

A Monument with a maximum base length less than or equal to 107 cm (42 inches) shall be restricted to a maximum total height of 107 cm (42 inches). A Monument with a maximum base length in excess of 107 cm (42 inches) shall be restricted to a maximum total height of 152 cm (60 inches). Total Monument height is measured from the top of the foundation to the highest point on the Monument (including any fixtures).

**(9) Monument Assembly**

Any upright Monument erected must have the base and die joined, front and back, by use of a non-permanent setting compound. Monuments cannot be permanently attached or pinned to the concrete foundation.

**(10) Monuments Shaped Into Crosses**

Monuments shaped into a cross which have any portion of the die length less than 35 cm (14 inches) or a thickness of less than 15 cm (6 inches) are not permitted.

**(11) Pictures and Photographs**

Pictures are to be countersunk to a depth that leaves approximately 3 mm (1/8 inches) extending from the face or front of a Monument, securely fastened and completely sealed with Monument setting compound. The use of frames, frames and covers or Jadco fasteners and similar installation systems is not permitted.

**(12) Vases and Statues**

All vases and statues must be permanently affixed and positioned so that no part extends beyond the length or width of the base nor extends above the total Monument height. Marble or granite vases shall be restricted to a minimum thickness of 2.5 cm (1 inch) at any point.

(13) **Other Fixtures**

All other fixtures or attachments to any marker or Monument must be specifically approved by the Cemetery Superintendent.

(14) **Central Feature Monuments**

Monuments designed to be a central feature for a recognized section of the Cemetery may be exempt from the size restrictions for marking individual graves. All such Monuments shall require prior approval of the City to determine the aesthetic suitability, overall stability and resistance to vandalism. The City reserves the right to set a minimum standard for the foundation of such a Monument. The parties making application for the Monument shall pay any design or consulting fees necessary to ensure a maintenance-free permanent foundation.

**Flat Markers**

53. (1) **Approved Materials**

Only bronze (anchored to a base of granite or concrete) and granite are approved materials for use as flat markers. Marble shall not be approved as material for flat markers.

(2) **Foot Markers**

When the head of the grave, as designated by the City, is marked by either a flat marker or an upright Monument, no more than one additional flat marker is permitted on the grave and is to be located at the foot of the grave, as designated by the City. All flat markers to be installed at the foot of the grave shall be restricted to granite markers only. Bronze plaques or granite markers with invertible bases shall not be approved as foot markers.

(3) **Bronze Markers**

Bronze plaques (attached to a base of granite or concrete) shall only be approved for installations at the end of the grave designated the head by the City. The base used for anchoring a bronze plaque must be a minimum of 10 cm (4 inches) longer and wider than the plaque and a maximum of 20 cm (8 inches) longer and wider than the plaque and must meet the minimum and maximum dimensions for flat markers.

(4) **Dimensions**

All flat markers are subject to the following:

- (a) the length of a flat marker shall be a minimum of 30 cm (12 inches) and cannot exceed the width of the grave or graves to be marked;
- (b) the width of a flat marker shall be a minimum of 30 cm (12 inches) and cannot exceed 60 cm (24 inches); and
- (c) the thickness of a flat marker that is to be installed flush with ground level, including any base material anchoring bronze plaques, must be uniform and between 7.5 cm (3 inches) and 15 cm (5 inches).

(5) **Vases**

Only invertible vases that can be turned down and placed completely inside the marker shall be permitted on flat markers at the head of the grave. No vases shall be permitted on foot markers.

(6) **Pictures, Statutes and Fixtures**

No pictures, statues or fixtures (other than approved bronze plaques) shall be permitted on any flat marker.

(7) **Flat Markers on Foundations**

All flat markers to be placed on a foundation are considered a base without a die and are subject to these Regulations.

(8) **Assembly**

All concrete work and the anchoring of bronze plaques to bases shall be the responsibility of the person making the application prior to the delivery of the flat marker to the Cemetery.

**Military Sections**

54. (1) **Restrictions**

Areas designated for the burial of members and veterans of the Canadian Armed Forces and spouses, shall be restricted in Monument material, colour and size as determined by the City.

(2) **Non-Conforming Markers**

The City reserves the right to remove or replace any Monument or marker in the military sections not conforming to the predetermined material, colour and size.

(3) **Material & Colour**

The material and colour for all Monuments and markers in the military sections shall be stanstead grey granite with a steeled finish, similar grey granite may be used only with the approval of the Cemetery Superintendent.

(4) **Dimensions – Upright Military Monuments**

Upright military Monuments are only permitted in the upright military section and one only at the head of the grave. The Monument shall measure 8 cm (15 inches) long by 7.5 cm (3 inches) wide and a sufficient height to allow 81 cm (32 inches) to be above ground and a minimum of 15 cm (6 inches) in the ground for anchoring the cement base. The top must be slightly rounded (not necessarily serpentine).

(5) **Dimensions – Flat Military Markers**

In the military sections, the flat marker shall measure 51 cm (20 inches) long by 30 cm (12 inches) wide and have a thickness of a minimum of 7.5 cm (3 inches) to a maximum of 10 cm (4 inches).

(6) **No Vases or Other Attachments**

No vases or attachments of any kind shall be approved as an addition to, or as part of, any Monument in the military sections.

(7) **Foot Markers**

In the military sections, when the head of the grave, as designated by the City, is marked by either a flat marker or an upright Monument, no more than one additional flat marker is permitted on the grave and is to be located at the foot of the grave, as designated by the City. This marker shall be defined as a foot marker and follow the exact color, material, size and other specifications regarding flat military markers as defined in these Regulations.

(8) **Inscription**

An individual assuming the financial responsibility for marking a grave in the military sections shall have the right to vary the inscription from the standardized format of War Graves Commission headstones, National Defence headstones, Privy Council Order headstones and Veterans Affairs Canada headstones. The inscription shall require approval of the City, and be appropriate and acceptable for display in the military section.