



**THE BY-LAWS OF
SPRINGCREEK CEMETERY
INCORPORATED**

March 12, 2018

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A brief history....

Spring Creek Grave Ground as it was originally named, is quite possibly the oldest burial ground in Peel County. It is unique in never having had support or a connection with either a church or local government. It is purely, and in the very finest form, a voluntary cooperative community enterprise. Springcreek Cemetery is a moving testimonial to our forefathers and their descendants who have maintained this lovely setting for over 150 years.

The earliest written records are dated April 11, 1818 and give an account of a meeting to setup up and manage the cemetery. At the time, Clarkson Road was little more than an unauthorized trail that ran south from Commissioners Road to the Lakeshore.

Representatives of founding pioneer families were among the earliest Trustees: Clarkson, Hemphill, Chambers, Gable, Savage, Greeniaus, Pollard, Bradley, Hendershott, Marlatt, Shook, Oliphant, Oughtred, Peter, Lawrence, Mun, Kelly, and Smith. Among present day Trustees are several descendants of these early directors. It is fitting that the Clarkson family stone, with its full-sized angel, should be one of the most prominent memorials in the cemetery.

Few communities in Ontario, large or small, can show a record of such unbroken continuity of name and care. Although greatly expanded from its original one acre size, the cemetery continues to be a place of beauty dedicated to the memory of our forefathers and loved ones.

The Springcreek Cemetery Board of Trustees, in the discharge of its responsibilities, appeals to the public to aid them by following these by-laws that have been adopted for the improvement and upkeep of the cemetery, to keep it a becoming and respectful place for the burial of the dead.

It is our hope that by a cooperative effort we can keep the cemetery an attractive and peaceful place, suited to the memory of our forefathers.

These by-laws are the rules and regulations that govern Springcreek Cemetery Inc. and have been approved by the Registrar of Cemeteries, Funeral, Burial and Cremation Services Act, 2002 (FBCSA), Bereavement Authority of Ontario.

A. DEFINITIONS

BAO- Bereavement Authority of Ontario.

Board: Means the duly appointed or elected Board of Trustees, consisting of six persons for Springcreek Cemetery.

Burial: The opening and closing of an inground lot or plot for the disposition of human remains or cremated human remains.

By-Laws: The rules and regulations under which the cemetery operates.

Care and Maintenance Fund: It is a requirement under the FBCSA that a prescribed amount or a percentage of the purchase price of all Interment Rights and set amounts for marker and monument installations is contributed into the Care and Maintenance Fund. Interest earned from this fund is used to provide care and maintenance of plots, lots, markers, and monuments at the cemetery.

Cemetery: Means Springcreek Cemetery, located on Part Lot 29, concession 2, City of Mississauga, Region of Peel.

Chairperson: Means the chairperson of the Board of Trustees for Springcreek Cemetery.

Contract: For purposes of these by-laws, all purchasers of interment rights must sign a contract with the cemetery, detailing obligations of both parties and acceptance of the cemetery by-laws.

Corner Posts: Shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

General Maintenance Account: Means the account that has been set aside for maintenance of the cemetery and for services rendered in connection with its operation.

Grave: Means any inground burial space intended for the interment of a child, adult, or cremated human remains. In some cases, a grave is also a lot.

Interment Right: The right to require or direct the interment of human remains or cremated human remains in a grave, lot, niche or crypt and direct the associated memorialization.

Interment Rights Certificate: The document issued by the cemetery to the purchaser once the interment rights have been paid in full, identifying ownership of the interment rights.

Interment Rights Holder: Any person designated to hold the right to inter human remains in a specified lot.

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

Marker: Shall mean any permanent memorial structure that is set flush and level with the ground, and used to mark the location of a burial lot.

Monument: Any permanent memorial projecting above the ground, installed within the designated space to mark the location of a burial or lot.

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

Plan: Means the land of the cemetery, approved by the BAO.

Plot: For the purposes of these by-laws, a plot is a parcel of land, sold as a single unit, containing multiple lots.

Price List: Means the schedule of fees for supplies and services provided by the cemetery.

Registrar: Means the Registrar appointed under the Funeral, Burial and Cremation Services Act, 2002.

Secretary: Means the Secretary appointed by the Board of Trustees for Springcreek Cemetery.

Treasurer: Means the Treasurer appointed by the Board of trustees for Springcreek Cemetery.

Trust Funds: Means those funds in which a trustee may invest, which are defined in the "Trustee Act", R.S.O. 1989.

Outdoor Manager: Means the person appointed by the Board of Trustees as the Outdoor Manager of Springcreek Cemetery.

B. GENERAL INFORMATION

Hours of Operation:

Visiting hours: 8 a.m. – Sundown

Office hours: Monday –Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 3 p.m.

Burial hours: Monday –Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 3 p.m.

Funeral directors must arrange the time of funerals appropriately to ensure that all burials are concluded prior to the cemetery's closing time. Drivers at funerals must always keep to the right on the drives, and otherwise conduct themselves properly and in a manner becoming to the place and the occasion. Following services, drivers must observe the same decorum in leaving the cemetery as in entering it.

I) General Conduct

1. The cemetery reserves full control over the cemetery operations and management of land within the cemetery grounds.
2. While in Springcreek Cemetery, no person shall:
 - a) disobey an authorized sign.
 - b) take photographs or video for public display or commercial use without permission.
3. No person may damage, destroy, remove, or deface any property within the cemetery.
4. No parades other than funeral processions shall be admitted to or be organized within the cemetery.
5. All visitors shall conduct themselves in a quiet manner that shall not disturb any service being held.
6. Children are welcome in the cemetery when accompanied by an adult who shall be responsible for their good conduct.
7. Vehicles within the cemetery shall be driven at a moderate rate of speed and shall not leave the roads or park on the grass unless directed to do so by the Outdoor Manager.

8. No automobile or other vehicle may be turned around on any drive.
9. No all-terrain vehicles (ATVs) or snowmobiles are allowed in the cemetery.
10. Owners of vehicles and their drivers shall be held responsible for any damage done by them.
11. Discharging of firearms, other than in regular volleys at burial services, is prohibited in and around the cemetery.
12. No dogs or other pets shall be allowed in the cemetery.
13. No picnic party shall be permitted in the cemetery.
14. Any complaints by Interment Rights Holders or visitors should be made at the cemetery office and not to workers on the grounds. Controversies with workers or others on the grounds are to be avoided.
15. Rubbish shall not be thrown on roadways, lots, walkways, or any part of the grounds. Receptacles are provided at convenient points on the grounds for the disposal of weeds, decayed flowers, plants, etc.
16. Any person who disturbs the quiet and good order of the cemetery by noise or other improper conduct, or who violates these by-laws will be expelled from the grounds.
17. All unauthorized persons, and all those known to have wantonly violated any of the rules or regulations of the cemetery, will not be permitted to enter the grounds.
18. The cemetery may remove and discard any article that is detrimental to efficient maintenance, or constitutes a hazard to machinery, employees or visitors, or is unsightly or does not conform to the natural beauty of the cemetery without notice.
19. No tips or gratuities are to be given to cemetery workers by visitors or Interment Rights Holders, nor shall any tips be accepted by any cemetery worker.
20. The cemetery reserves the right to change the rules and regulations, subject to the approval of the BAO.

II) By-law Amendments

The cemetery shall be governed by these by-laws, and all procedures will comply with the *Funeral Burial & Cremation Services Act*, 2002 and Ontario Regulation 30/11, which may be amended periodically and by directives issued by the BAO.

All by-law amendments must be:

- A. Published once in a newspaper with general circulation in the locality in which the cemetery is located;
- B. Conspicuously posted on a sign at the entrance of the cemetery; and
- C. Delivered to each supplier of markers who has delivered a marker to the cemetery during the previous twelve-month period.

All by-laws and by-law amendments are subject to the approval of the Registrar and the BAO.

III) Liability

The cemetery operator will not be held liable for any loss or damage, without limitation (including the elements, acts of God, or vandals) to any lot, plot, columbarium, niche, monument, marker, or other article that has been placed in relation to an interment except for direct loss or damage caused by gross negligence of the cemetery.

IV) Public Register

Provincial legislation – Section 110 of Ontario Regulation 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

V) Pets or Other Animals

Animals, domesticated or otherwise, including cremated animal remains, are not allowed to be buried on cemetery grounds.

VI) Right to Re-Survey

The cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

C. SALE & TRANSFER OF INTERMENT RIGHTS

I) Resale of Interment Rights

1. Interment rights may be resold by the Interment Rights Holder(s) to a third party, subject to the provisions of the Act, including:
 - a. The interment rights must not have been exercised. Restated, this means that if any lot or portion of the plot contains a burial or cremated remains then third party resale of the entire plot is prohibited.
 - b. The sale price cannot exceed the Cemetery's current price for that interment right.
 - c. The Interment Rights Holder(s) must supply to the purchaser the information required by the Act, including
 - i. An interment rights certificate endorsed by the current Rights Holder(s) selling the interment rights.
 - ii. A copy of the current Cemetery by-laws.
 - iii. A written statement indicating the number of lots included in the plot and confirmation that none have been exercised.
 - iv. Any other documentation in the Rights Holder(s)'s possession relating to the rights.
 - d. The Interment Rights Holder(s) must supply to the Cemetery the following, as required by the Act, including:
 - i. The endorsed interment rights certificate
 - ii. All other information the Cemetery deems necessary in order to issue a new interment rights certificate and register the sale on the Cemetery records.
 - iii. Payment of the required Transfer fee as specified in the Cemetery's Price List.
 - e. The interment rights must be registered at the Cemetery in accordance with the Act.
2. The Cemetery reserves the right to request documentation that the resale price does not exceed the current price for similar interment rights as documented on the Cemetery's Price List and may withhold registration of the transfer of rights until such time as they are satisfied that the requirements of the Act are met.

3. The Cemetery may also, at its sole discretion, repurchase interment rights from the rights holder(s) at a mutually agreeable price (not to exceed the price as listed in the current Price List), so long as the seller acknowledges being aware of the cemetery operator's current Price List amounts for interment rights.
4. Once the endorsed certificate and all required information has been received by the cemetery operator from the Interment Rights Holder(s), the cemetery operator will issue a new interment rights certificate to the third party purchaser.
5. Upon completion of the above listed procedures, and upon the issuance of the new interment rights certificate, the third party purchaser or transferee(s) shall be considered the current Interment Rights Holder(s), and the resale or transfer of the interment rights shall be considered final in accordance with the cemetery by-laws and the FBCSA.
6. Cemetery plots may have up to a maximum of three Interment Rights Holders.
7. The cemetery operator may charge an administration fee for the issuance of a duplicate certificate in accordance with the price listed on the cemetery operator's current Price List.
8. The Board fixes prices. Terms and amounts may be changed from time to time as determined by The Board and approved by the ministry.
9. The Board respectfully requests that where possible anyone wishing to purchase interment rights visit Springcreek to select a lot or lots and receive information.
10. Payments for interment rights shall be made at the cemetery office.
11. Purchasers of interment rights acquire only the right and privilege of burial of the dead and of constructing monuments or placing markers, subject to the cemetery's by-laws.
12. Lots sold prior to 1955, for which provision for Care and Maintenance has not been made, may be placed under this Care and Maintenance Fund by the payment of the charges set forth in the Price List.
13. When ownership is transferred by will or bequest of interment rights, the cemetery reserves the right to require a notarial copy of the will or other evidence sufficient to prove ownership.
14. NO REFUND will be made for any lot if any interment rights have been exercised.
15. If the interment rights have not been used after a 20-year period following purchase, they may be considered abandoned. The cemetery may apply to the registrar for a declaration that the interment rights are abandoned after making inquiries and giving reasonable notices to find the interment rights holder or beneficiaries. Upon being satisfied that the rights are abandoned, the registrar shall issue a declaration to that effect. If there is no appeal by the end of the time period allowed, the cemetery may resell the interment rights in question.
16. Any person whose interment rights have been resold after being declared abandoned may apply to the registrar for redress. Upon receiving the application for redress, the registrar shall order the cemetery to provide equivalent or better interment rights in the cemetery. If no interment rights are available in Springcreek Cemetery, then Springcreek Cemetery will purchase a plot of equal interment capacity in the closest cemetery that is in accordance with the religious or ethnic affiliations of the person whose interment rights have been resold.
17. From time to time the Cemetery reserves the right to sell plots for immediate need only.

II) Cancellation or Resale of Interment Rights

Purchasers of interment rights acquire only the right to direct the interment of human remains, and the installation of monuments, markers and inscriptions, subject to the conditions set out in the cemetery by-laws. In accordance with cemetery by-laws, no burial, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An interment rights certificate will be issued to the Interment Rights Holder(s) when payment has been made in full. The purchase of interment rights is not a purchase of real estate or real property. An Interment Rights Holder wishing to resell their interment rights must advise the cemetery operator of their intention prior to seeking a third party buyer for their interment rights.

III) Cancellation of Interment Rights within 30 Day Cooling-Off Period

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

IV) Cancellation of Interment Rights after the 30 Day Cooling-Off Period

The Interment Rights Holder(s) may first offer the interment rights to the cemetery operator. Upon receiving written notice from all living rights holder(s), the cemetery operator will cancel the contract and issue a refund to the current rights holder(s) for the amount paid for the interment rights less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. The cemetery operator may also, at its sole discretion, repurchase interment rights from rights holders at a mutually agreeable price (not to exceed the current price that is shown on the Cemetery Price List). This refund will be made within thirty (30) days of receiving said notice. If the interment rights certificate has been issued to the interment rights holder(s), the certificate **must** be returned to the cemetery operator along with the written notice of cancellation.

If the cemetery operator does not wish to repurchase the interment rights, then the interment rights may be sold to a third party for no more than the current price listed on the Cemetery Price List, as long as the sale or transfer is conducted through the cemetery operator and the purchaser meets the qualifications and requirements as outlined in the cemetery's by-laws.

If any portion of the interment has been exercised, the purchaser, or the Interment Rights Holder(s) are not entitled to cancel the contract or re-sell the interment rights.

V) Resale of Interment Rights after 30 Day Cooling-Off Period

Unless the interment rights have been exercised the current rights holder(s) retain the right to cancel the contract or re-sell the interment rights. Once payment for the interment rights has been made in full, and an interment rights certificate has been issued, the Interment Rights Holder(s), as recorded on the cemetery records, has the right to re-sell the interment rights. Any resale of the interment right shall be in accordance with the requirements of the cemetery by-laws and in keeping with the FBCSA.

If the interment rights have been exercised at any time, the purchaser or the Interment Rights Holder(s) are not entitled to re-sell the interment rights.

VI) Care and Maintenance Fund Contributions

As required by sections 166 and 168 of Regulation 30/11, a prescribed amount or a percentage of the purchase price of all interment rights, and a prescribed amount for monuments and markers is

contributed into the care and maintenance fund. Income from this fund is used to provide only general care and maintenance of the cemetery. Contributions to the care and maintenance fund are not refundable except when interment rights are cancelled within the 30 day cooling-off period.

D. INTERMENTS AND DISINTERMENTS

1. Interment Rights Holder(s) must provide written authorization prior to an interment. The Interment Rights Holder(s) must not give such permission for monetary consideration. Should the Interment Rights Holder(s) be deceased, authorization must be provided in writing by the person or persons authorized to act on behalf of the Interment Rights Holder(s) i.e. personal representative, estate trustee, executor, or next of kin.
2. If the Interment Rights Holder is deceased, the cemetery reserves the right to require a notarial copy of the will(s) or other evidence sufficient to prove relationship to the Interment Rights Holder(s).
3. A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be given to the cemetery office prior to an interment. A certificate of cremation must be submitted to the cemetery office prior to the interment of cremated remains.
4. In accordance with the FBCSA the purchaser of interment rights must enter into a cemetery contract, providing such information as may be required by the cemetery operator for the completion of the contract and the public register prior to each interment of human remains.
5. Payment must be made to the cemetery before an interment can take place. The Board reserves the right to refuse interments or improvements on any lot on which charges are due and unpaid.
6. The cemetery shall be given **12 business hours of notice** for each interment of human remains.
7. The opening and closing of graves and niches may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.
8. Scattering cremated remains on cemetery property is absolutely not permitted.
9. Human remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the cemetery operator and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the cemetery office before the removal of casketed human remains may take place. A certificate from the local medical officer of health is not required for the removal of cremated remains.
10. In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).
11. Not more than one burial shall be made in any single grave except:
 - a. In areas designated for a double depth burial, when the first interment is made at the "extra depth" level.
 - b. The cremated remains of not more than six persons.
 - c. A 60.96cm X 30.48cm (24" x 12") infant container may be buried at the head end of a single grave in which a casket containing human remains has been buried, provided space is available.

12. Remains to be buried must be enclosed in a container, sealed securely, and of sufficient strength to permit burial with the container remaining intact. The container must be of a size to permit burial within the size of the lot.
13. All plots that are unopened as of the date of this by-law will require the use of a concrete outer container such as a vault or a concrete crypt when opened.
14. The Interments Rights Holder must authorize in writing all interments except the interment of the Interment Rights Holder.
15. When interment rights in a lot/plot are held jointly by two or more persons, an order for interment will be accepted by either of them or their authorized representatives.
16. The Outdoor Manager, or his/her designate, shall be in attendance at each interment. However, it is the sole responsibility of the visiting Funeral Home to direct the Cemetery staff as to the desired direction that the head of the casket is to be placed in the lot.
17. The cemetery will exercise all due care in making burials and disinterments but is not responsible for damage to any casket, urn or other container.
18. The cemetery reserves the right, at its cost, to correct any error that it may make in making interments, in the description of the lot, or the transfer or conveyance of any Interment Rights. The cemetery may either cancel such grant and substitute other Interment Rights, or a lot of equal value and similar location, as far as is reasonably possible; or refund all money paid on account for such purchase. Notice will be given to the Interment Rights Holder. If necessary, it may be mailed to them or their legal representatives, at their last address appearing in the record books of the cemetery. In the event any such error may involve the disinterment of remains, the cemetery shall first obtain the approval of any regulatory authority and the Interment Rights Holder.
19. Interment orders require full and exact information. Anyone arranging an interment is requested, when possible, to visit the cemetery office to make proper arrangements.
20. The cemetery shall not be held responsible for any errors for funeral arrangements made over the phone. These arrangements should be made in writing.
21. No interment shall be made on Sunday or statutory holidays unless the cemetery is ordered to do so by a representative of the Ministry of Health.
22. Extra charges are included in the Price List for interments on a Saturday (cremation only), as well as removal and/or re-interment of remains from standard depth to double depth to allow second burial in plot.

E. MEMORIALIZATION

I) Monuments

1. No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full.
2. No monument, footstone, marker or memorial of any description shall be placed, moved, altered, or removed without permission from the cemetery operator.
3. Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear.

4. The cemetery operator will take reasonable precautions to protect the property of Interment Rights Holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof, except for direct loss or damage caused by gross negligence of the cemetery.
5. The cemetery operator reserves the right to determine the maximum size of monuments, their number and their location on each lot or plot. They must not be of a size that would interfere with any future interments.
6. All foundations for monuments and markers shall be built by, or contracted to be built for, the cemetery operator at the expense of the Interment Rights Holder(s). The charges for the construction of foundations are set forth in the Cemetery Price List.
7. Should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk.
8. The cemetery operator reserves the right to remove at its sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the Trustees.
9. A monument or any other structure shall be erected only after the specific design plans have been approved by the cemetery operator including: dimensions, material of structure, construction details, and proposed location.
10. The minimum thickness for flat markers including footstones is 4 inches or 10 cm.
11. All monuments and markers (including bases) shall be constructed of either bronze or granite. Attachments of other materials such as bronze are allowed but must be permanently attached. It is the responsibility of the Interment Rights Holder to insure that these attachments are of a permanent nature. Field stones are not allowed.
12. No monument shall be delivered to the cemetery for installation until the monument foundation has been completed, and the Interment Rights Holder(s) and/or marker retailer have been notified by the cemetery operator.
13. No foundations may be constructed after November 15 in any year and before April 1 in the following year.
14. No sub-bases or plinths will be allowed between the monument and the base of any monument in this cemetery.
15. The use of all types of temporary uprights markers is prohibited.
16. A single lot is allowed one upright monument as well as two flat markers unless designated a flat marker only section. Only one monument is permitted per lot. No monument shall be erected on a single lot before an interment is present.
17. A double lot is allowed one monument unless designated a flat marker only section. Only one upright monument is permitted per lot, as well as two flat markers per grave.

18. Monuments, including base and sub-base, must adhere to the following dimensions:

A. Single grave lot:

Maximum overall height: 96.52cm (38").

Minimum height: 60.96 cm (24").

Maximum width: 60.96 cm (24").

Depth: 38.1 cm (15").

Die: 20.32 cm (8") minimum thickness.

Base height: 15.24 cm (6") minimum, and a 20.32 cm (8") maximum.

Distance from lot edge: 22.86 cm (9") minimum/maximum.

B. Two grave plot:

Maximum overall height: 96.52 (38").

Minimum height: 60.96 cm (24").

Maximum width: 1.52m (60").

Minimum width: 76.20 cm (30").

Depth: 38.1 cm (15").

Die: 20.32 cm (8") minimum thickness.

Base height: 15.24 cm (6") minimum, and a 20.32 cm (8") maximum.

Distance from lot edge: 30.48 cm (12") minimum, 68.58cm (27") maximum.

C. Four grave plot

Maximum overall height: 1.32m (42").

Minimum height: 91.44 cm (36").

Maximum width: 2.13 meters (84").

Minimum width: 91.44 cm (36").

Depth: 38.1 cm (15").

Die: 20.32 cm (8") minimum thickness.

Base height: 20.32 cm (8") minimum and maximum.

Distance from lot edge: 1.06m (42") minimum, 1.67m (66") maximum.

D. Section B-61

Infant grave 60.96 cm: X 106.68 cm (2' X 3.5')

Flat marker maximum size: 45.72 cm X 30.48 cm (18" X 12").

Monument dimensions:

Maximum overall height: 60.96 cm (24").

Maximum overall width: 45.72 cm (18").

Maximum depth: 30.48 cm (12").

Die: 15.24 cm (6") minimum and 20.32 cm (8") maximum thickness.

Base height: 15.24 cm (6") maximum.

Child grave 91.44 cm: X 152.4 cm (3' X 5')

Flat marker maximum size: 60.96 cm X 45.72 cm (24" X 18").

Monument dimensions:

Maximum overall height: 76.2 cm (30").

Maximum overall width: 45.72 cm (18").

Maximum depth: 35.56 cm (14").

Die: 15.24 cm (6") minimum and 20.32 cm (8") maximum thickness.

Base height: 15.24 cm (6") maximum.

19. The die stones must be installed on a granite base. The height of the base shall be a minimum of 15.24 cm (6"). On two and four grave plots, the top surface of the base must be both wider and longer than the die to provide a minimum border of 7.6 cm (3") of the surface of the base exposed on all sides. Die stones 60.96 cm (24") wide are permitted on single lots only if they are checked in at the bottom to provide the necessary border. Bottoms of the base shall be smooth sawn.
20. The maximum width of a base is controlled by the width of the lot or plot where it will be installed.
21. Monuments can only be erected on lots designated for monuments and not in any area designated for flat markers only, specifically Sections B-1, B-5, M-52, D-4C and T-1 partial.
22. Inscriptions on the back of monuments are restricted to the family name only.
23. Monuments cannot be placed back to back against each other except in the designated area in Section K-31.
24. Monuments must be placed at the center of the head end of the lot except where alignment with existing nearby monuments justifies another location. The Outdoor Manager must approve alternate locations before a monument is set.
25. Book or pillow markers must be installed on a concrete foundation with an appropriate base.
 - a. The overall maximum height including die and base is 33.02 cm (13") and maximum base depth is 40.64 cm (16").
 - b. A 5 cm (2") border must be left showing on the base.
 - c. On a 45.72 cm X 40.64 cm (18" X 16") base, a pillow marker 40.64 cm X 35.56 cm (16" X 14") is allowed.
 - d. Pillow markers are prohibited on infant graves.

II) MARKERS

1. The cemetery allows markers of bronze or granite that adhere to the regulations for size and quantity for the section where they are installed. The placement of markers must not interfere with future interments.
 - a. Single lot maximum: 60.96 cm X 45.72 cm (24" X 18").
 - b. Double plot maximum: 91.44 cm X 60.96 cm (36" X 24").
 - c. Cremation lot maximum: 45.72 cm X 30.48 cm (18" X 12").
2. The cemetery only may install markers after payment of the setting fee shown in the Price List. Markers will be accepted for installation during regular working hours. If weather and ground conditions permit, installation will be made within thirty days after acceptance. Markers will not be accepted from any monument dealer for storage during the winter months.
3. Markers are to be flat on top and set level with the ground so that a lawnmower can pass safely over them.

F. CARE OF LOTS AND PLANTING

1. A portion of the price of interment rights is trusted into the Care and Maintenance Fund. The income generated from this fund is used to maintain, secure, and preserve the cemetery grounds. Services that can be provided through this fund include:
 - a. Re-levelling and sodding or seeding of lots.
 - b. Maintenance of cemetery roads, sewers and water systems.
 - c. Maintenance of perimeter walls and fences.
 - d. Maintenance of cemetery landscaping.
 - e. Maintenance of columbarium.
 - f. Repairs and general upkeep of cemetery maintenance buildings and equipment.

2. No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial lot in the cemetery without the permission of the Outdoor Manager or his/her designate.
3. No person shall plant trees or shrubs in the cemetery except with the approval of the Outdoor Manager or his/her designate.
4. Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.
5. Dwarf trees and shrubs such as Boxwood and Euonymus are allowed on lots when planted beside (in line with) the monuments. Dwarf Alberta Spruce, Yews, plantings that have thorns or any form of Cedar are prohibited on lots. All plantings must NOT grow higher than the monument or encroach on any neighbouring lands. They must remain within the confines of the lot at all times. The cemetery's staff has the right to trim or remove any trees or shrubs or any parts thereof that are deemed unsightly or detrimental without notice.
6. All lots and plots sold shall be maintained and kept properly graded, sodded and mown by employees of the cemetery.
7. Interment Rights Holders desiring outside gardeners to do work on their lots must furnish the cemetery office with written authority for the same. Gardeners or florists or their employees shall not enter the cemetery on Sunday for business purposes.
8. If any trees or shrubs situated in any lot become by means of their roots or branches or in any other way, detrimental to the adjacent lots, drains, roads or walks, or prejudicial to the general appearance of the grounds, or inconvenient to the public, or in any way hindering the interment process, the Outdoor Manager may remove and discard such trees, shrubs, or parts thereof without notice.
9. The cemetery reserves the right to remove all flowers, potted plants, wreaths and baskets of flowers when they become withered or for any other reason the Outdoor Manager deems such removals to be in the best interest of the cemetery.
10. The planting of flowers, shrubs, plants, breaking of sod, etc., is prohibited on cremation lots. Any such plantings shall be removed at the expense of the Interment Rights Holder.
11. During the growing season (usually from April to November) while natural flowers are available, artificial flowers in any form, including wreaths, are not permitted on graves or lots. All artificial flowers will be removed and discarded by cemetery staff after April 15 and before November 1.
12. Vases, urns, and flower stands not properly cared for and not filled with plants by June 20 in any year may be removed from the lot. Any stand, holder, vase or other receptacle for flowers deemed unsightly or unsuitable may be prohibited or removed and discarded by the Outdoor Manager without notice.
13. Flower beds not exceeding the width of the base of the monument and having a maximum depth of 18" from the front of the monument shall be permitted. Planting of any kind is only permitted on upright monument plots. Planting of borders around lots is prohibited.
14. To preserve the orderly appearance in the cemetery, the cemetery may sod any flowerbed of the previous year that has not been planted by June 20.
15. Tender plants must be removed from flowerbeds after the first frost of autumn. Interment Rights Holders desiring to take any plants away should do so before their removal becomes necessary.

16. Potted plants must not be buried but must be placed on top of the ground as close to the monument base as practical.
17. Interment Rights Holders who place potted plants or urns are responsible for their upkeep. Glass, breakable items or any item that poses a safety threat, prevents the performance of any operations or that is not in keeping with the respect and dignity of the cemetery will be removed and discarded without notice.

G. ITEMS THAT ARE PROHIBITED OR PERMITTED

1. The cemetery reserves the right to regulate the articles placed on lots or plots that it deems to be any of the following: a safety threat, preventing the performance of any operations, or not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notice.
2. No wind chimes or bells are permitted in the cemetery because they disturb the neighbouring homeowners.
3. NO GLASS CONTAINERS or GLASS MATERIALS of any kind are allowed in the cemetery at any time.
4. Candles and lanterns (solar powered, battery operated or regular) cannot be left unattended on cemetery lots. Lanterns that are affixed to the base of the monument at the time of construction are permitted provided the candle inside is not left unattended.
5. Temporary markers, figurines, nails, wires, wooden crosses, articles of glass or pottery, balloons, food, beverages or garbage or any other material that is deemed hazardous to workers or visitors or is not in keeping with the respect and dignity of the cemetery will not be allowed in the cemetery and will be removed and discarded by staff without notice.
6. Hedges, borders, fences, railings, walls, coping of cut-stone, concrete, plastic, wire or any other material in or around lots are prohibited. They become unsightly and create a hazard when mowing, trimming, and digging graves. Staff will remove them without notice.
7. Implements or materials used in doing any work within the cemetery shall be removed without delay. If this is not done, the Outdoor Manager shall remove and discard them without notice.
8. No Interment Rights Holder shall change the grading of his lot. In case of any such change, the cemetery may restore the lot to its original grade at the expense of the Interment Rights Holder.
9. The cemetery is not responsible for loss or damage to any articles left upon any lot or plot.
10. Shepherd's hooks are prohibited, and will be removed and discarded without notice. Exceptions will be made for the flat marker sections, including Sections B-1, B-5, D-4C, M-52, and certain areas of Section T-1.
11. In the sections where shepherd's hooks are permitted (B-1, B-5, D-4C, M-52, T-1 partial):
 - a. Only one shepherd's hook with a single hook will be permitted per lot.
 - b. Absolutely no attachments will be permitted on shepherd's hooks other than one hanging basket.
 - c. Items permitted in the hanging basket are limited to fresh plant items during the growing season of April 15 – November 1.

- d. From November 1- April 15 either artificial flowers can be planted in the hanging basket or one artificial wreath can be hung from the shepherd's hook or one wreath can be placed on a wreath stand on the lot.
 - e. Trees, shrubs, flowers or other plants cannot be planted in these sections, however fresh cut flowers are permitted at any time.
 - f. Any offending items will be removed and discarded without notice.
12. The cemetery reserves the right to disallow or remove quantities of memorial wreaths or flowers considered to be excessive and that diminishes the otherwise tidy appearance of the cemetery without notice.
13. From November 1- April 15 artificial flowers without glass or plastic covers are permitted only in the form of a wreath or a saddle or planted in an approved urn or pot. Artificial flowers may not be planted directly in the ground or placed loosely on lots. Saddles must rest atop of the monument and wreaths must be securely fastened to a wreath stand and be anchored in the ground.

H. RULES FOR MONUMENT DEALERS, CONTRACTORS, AND WORKERS

1. Any contract work to be performed within the cemetery requires the written pre-approval of the Interment Rights Holder and the cemetery operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery office and provide the necessary approvals before commencing work at any location on the cemetery property.
2. Prior to the start of any said work, contractors must provide proof of liability insurance of not less than \$3 million dollars.
3. All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.
4. Contractors, monument dealers, and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the cemetery operator or the Outside Manager.
5. No work will be performed at the cemetery except during the regular business hours of the cemetery.
6. Contractors shall temporarily cease all operations if they are working within 100 metres of a funeral until the conclusion of the service. The cemetery reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
7. Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and paths over which heavy materials are to be moved in order to protect the surface from damage.
8. A monument should be designed with reference to its surroundings, giving consideration to the number, size and design of other monuments near at hand. Monument dealers and designers are requested not to duplicate nearby monuments. It is not just to the owner or the designer, and multiplying one design only leads to tiresome monotony.
9. No monument or marker will be delivered to the cemetery until the foundation is complete and the contractor is ready to proceed with erecting the monument.

10. No monument or marker will be removed without the written permission of the Outdoor Manager or his/her designate.
11. No base shall vary more than 1.27 cm (1/2") from the size stated on the work order and the size of the monument delivered.
12. In the cemetery, the demeanor and behavior of all workers employed by others is subject to the control of the Outdoor Manager.
13. Heavy loads shall not be permitted in the cemetery when the roads or paths are in unfit condition.
14. No monument dealer shall park on the grass unless directed to do so by the Outdoor Manager.
15. The Outdoor Manager will direct the placement of all implements and materials used to perform monument work. Workers will remove all rubbish and surplus earth when, where, and in the manner ordered by the Outdoor Manager. Otherwise the obstructions will be removed and the expense charged to the monument dealer.
16. It is strictly forbidden to canvass for orders or distribute business cards in the cemetery.

I. COLUMBARIUM

1. Payment must be made to the cemetery operator before an interment may take place.
2. Only the cemetery operator may open and seal niches for interments. This applies to the inside shutter and the niche front.
3. To ensure quality control, desired uniformity and standard of workmanship, the cemetery reserves the right to inscribe all niche fronts or install all lettering, vases, adornments, or any other approved attachment.
4. No person other than cemetery staff shall remove or alter niche fronts. Any fixture that is to be placed on niche fronts must be approved by the Outdoor Manager and installed by cemetery staff. Any fixtures that are attached without approval of the Outdoor Manager will be removed and discarded without notice.
5. No potted plants or articles of any kind including glass and ceramic products may be left around the Columbarium. Offending articles will be removed without notice.
6. Cut flowers only are allowed in the columbarium area.

The Springcreek Cemetery Board of Trustees, in the discharge of its responsibilities, appeals to the public to aid them by following these by-laws that have been adopted for the improvement and upkeep of the cemetery, to keep it a becoming and respectful place for the burial of the dead. Springcreek Cemetery is licensed to act as a cemetery in accord with the Funeral, Burial and Cremation Services Act, 2002. It is our hope that by a cooperative effort we can keep the cemetery an attractive and peaceful place, suited to the memory of our forefathers.