

CITY OF PORT ALBERNI

BYLAW NO. 5127

A BYLAW TO PROVIDE FOR THE REGULATION, OPERATION, AND MAINTENANCE OF GREENWOOD CEMETERY

WHEREAS pursuant to the *Community Charter, SBC 2003, c 26*, Council may, by bylaw, among other powers, regulate, maintain and operate cemeteries and establish the fees, terms and conditions under which persons may acquire the right to make use of areas or lots in a municipal cemetery, subject to the *Cremation, Interment and Funeral Services Act, SBC 2004, c 35*;

AND WHEREAS the *Cremation, Interment and Funeral Services Act* provides that every operator of a cemetery must make bylaws, including bylaws respecting the administration and operation of the cemetery, the rights, privileges and responsibilities of the operator, rates and charges and sizes, class and kind of memorials;

AND WHEREAS the City of Port Alberni, which owns and operates a cemetery, has established itself as a Board of Cemetery Trustees in accordance with the *Cremation, Interment and Funeral Services Act, Section 37 (2)(b)*;

AND WHEREAS the Council of the City of Port Alberni wishes to delegate to the Director of Engineering & Public Works certain specific administrative powers of the Council relating to the operation and management of the cemetery owned by the City of Port Alberni;

NOW THEREFORE, under its statutory powers, including Section 8(f) of the *Community Charter*, the Council of the City of Port Alberni in open meeting assembled enacts the following provisions:

1. Title

This Bylaw may be cited for all purposes as “**City of Port Alberni Cemetery Management Bylaw No. 5127, 2025**”.

2. Definitions

In this Bylaw terms defined in the *Cremation, Interment, and Funeral Services Act* and this Bylaw shall have that meaning unless expressly defined otherwise herein, and the following words have the meaning ascribed to them unless the context otherwise requires:

Administration Fee means fees levied to cover additional administrative costs associated with the issuance of a Transfer or Surrender License as prescribed by the City with respect to a Right of Interment pursuant to Section 5 of this Bylaw.

Administrative Authority means the Business Practices and Consumer Protection Authority established under the *Business Practices and Consumer Protection Authority Act, SBC 2004, c3*.

Administrator means the Director of Engineering & Public Works, or duly appointed designate.

Applicant means an individual who has made petition to the City for a Right of Interment.

Burial Vault means a receptacle made of durable material placed around the casket to provide reinforcement to the Lot. A Burial Vault may, or may not, have a bottom and is placed during the burial process.

Care Fund means an irrevocable trust fund established, held and administered in accordance with CIFSA for the purpose of financing the future maintenance and care of a Cemetery or Columbarium.

Caretaker means the person duly authorized by the Administrator to perform Interments and to care for and maintain the Cemetery.

Cemetery means the "Greenwood Cemetery" at 5360 Josephine Street, being lands described as:

Block 1, District Lot 10, Alberni District, Plan 7429
Block 3, District Lot 10, Alberni District, Plan 938
Block 5, District Lot 10, Alberni District, Plan 938
Block 6, District Lot 10, Alberni District, Plan 938
Graveyard (1 acre) in the south-east corner of Block 5, District Lot 10, Alberni District, Plan 938

set apart or used as a place of burial of human remains or cremated remains, together with any incidental or ancillary buildings on the land.

Child means a person one (1) year of age up to and including fourteen (14) years of age.

CIFSA means the *Cremation, Interment and Funeral Services Act, SBC 2004, c35* administered by the Administrative Authority, as may be amended or superseded from time to time and all regulations made thereunder.

City means the City of Port Alberni.

Columbarium means a structure or building or an area in a structure or building that contains, as an integral part of the structure or building or as freestanding sections, niches for the inurnment of cremated remains.

Control of Disposition means the authority to control the disposition of the Human Remains or Cremated Remains in accordance with section 5 of CIFSA.

Council means the Council of the City.

Cremated Remains means the human bone fragments that remain after cremation that may also include the residue or any other materials cremated with the Human Remains.

Cremation Memorial means any bronze plaque for use on a Columbarium, Memorial board or Memorial pillow but do not include Memorials for in-ground cremation interments, which are considered ground interment Memorials.

Disinterment means the removal of Human Remains along with the casket or container, or any remaining portion of the casket or container holding the Human Remains, from the Lot in which the Human Remains had been interred.

Exhumation means the exposure of interred Human Remains for viewing or for examination, whether in or removed from the Lot in which the Human Remains had been interred.

Family Member means a parent or stepparent, a grandparent or step grandparent, a sibling (natural, adopted or step), a Spouse, a child (natural, adopted or step) or a grandchild (natural, adopted or step).

Fees means the schedule of fees as prescribed in the City's Fees and Charges Bylaw.

Funeral Provider means an individual licensed to arrange, conduct or direct funerals or the transfer or disposition of Human Remains, or to arrange burials.

Holiday means any of the following days, namely New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any day or part of a day proclaimed a civic holiday.

Human Remains means a dead human body in any stage of decomposition, but does not include Cremated Remains.

Infant means any person up to the age of one (1) year.

Interment Permit means a permit document as prescribed by the City that authorizes the interment of a deceased person and is issued pursuant to Section 5 of this Bylaw.

Interment Right Holder means a person who holds a Right of Interment.

Interment Authorization means a document completed at time of need as prescribed by the City and subject to Section 5 of this Bylaw, that may include statistical, executor and next of kin information that authorizes Interment of the deceased by the person with Control of Disposition.

Lot means a discrete space used, or intended to be used in a Cemetery, for the Interment of Human Remains or Cremated Remains under a Right of Interment and includes a grave, crypt, niche or plot.

Medical Health Officer means the person from time to time having jurisdiction as the Medical Health Officer for the City.

Memorial means a structure installed at the Cemetery to identify and commemorate a deceased person that may, or may not, be interred at the Cemetery. This includes, but is not limited to, markers, tablets, monuments, pillows and plaques.

Memorial Permit means a permit issued by the Administrator, as prescribed by the City and subject to Section 8(b) of this Bylaw.

Non-Resident means any person who is not a Resident as defined.

Resident means any person who has resided or owned property within the City of Port Alberni (limits) for a period of six (6) months immediately preceding the purchase of a Right of Interment.

Right of Interment means a certificate as prescribed by the City, that provides for the future right to inter Human Remains or Cremated Remains in a designated Lot or Columbarium pursuant to Section 5 of this Bylaw.

Spouse as defined in CIFSA, means a person who is:

- a) married to another person;
- b) is united to another person by a marriage that, although not a legal marriage, is valid at common law; or
- c) has lived and cohabited with another person in a marriage-like relationship, including a marriage-like relationship between persons of the same gender, for a period of at least 2 years immediately before the other person's death.

Urn means any receptacle, temporary or permanent, used for the encasement of Cremated Remains.

Urn Vault means a receptacle with a lid made of durable material placed in the burial lot to provide a protected encasement where the Urn encasing Cremated Remains are placed. The Urn Vault lid is put in place after the burial service is complete and prior to material being placed in the lot.

Working Day means every calendar day that is not Saturday, Sunday or a Statutory Holiday.

3. Application of Bylaw

- a) This Bylaw applies to the Cemetery, and to the Interment within the Cemetery, of the human deceased, and for its management, operation and preservation and the terms, conditions and fees set out shall apply to every Right of Interment within the Cemetery.
- b) The administration of the Cemetery shall be carried out in accordance with CIFSA, regulations pursuant to CIFSA and this Bylaw.
- c) The Council of the City shall continue as the Board of Cemetery Trustees.
- d) Council shall have power to determine from time to time the size and layout of the Lots, the developments and improvements to be carried out and made in and to the Cemetery, subject to compliance with the requirements of CIFSA.

4. Administration of Bylaw

The Administrator is responsible for the general administration of the Bylaw and will:

- i. maintain all records and information for the administration, operation, maintenance and management of the Cemetery as is required by the Administrative Authority under CIFSA;
- ii. issue all Rights of Interment and permits required and authorized by this Bylaw, except as otherwise provided in this Bylaw; and

5. Right of Interment

- a) The City may, subject to payment of Fees, grant to any person a Right of Interment for a vacant, unreserved Lot. A Right of Interment does not vest in the holder any title or interest in the land or Lot but instead provides for the right to inter the person named on the Right of Interment Certificate.
- b) The issuance of a Right of Interment does not entitle the holder to require the City to inter the Human Remains or Cremated Remains of the designated person in the Lot unless the holder complies in all respects with the provisions of the Bylaw, including, without limitation, the payment of all Fees related to the Interment.
- c) A Right of Interment for any unused Lots may be transferred to a Family Member at the discretion of the Administrator. The Interment Right Holder or executor must supply this request in writing and the original Interment Right must be surrendered to the City. Fees, payable to the City, associated with an interment right transfer may include:
 - i. an Administration Fee;
 - ii. the difference between Fees paid originally and current Fees if there has been a change in residency status; and
 - iii. the difference between Fees paid originally and current Fees if there have been changes in fee rates.
- d) An Interment Right Holder shall either reserve the right to use that Lot for themselves or authorize another person to be interred in the Lot to which the Interment Right refers. An Interment Right Holder may only designate one Lot for their own use.
- e) A Right of Interment may be surrendered to the City at the discretion of the Administrator. A refund, equal to the purchase price less the Care Fund contribution, will be issued to the Interment Right Holder provided:
 - i. there are no Interments in the designated Lot;
 - ii. the Interment Right Holder or his executor provides written notice to the City for intent to surrender the right;
 - iii. the original license or Right of Interment is surrendered;
 - iv. an Administration Fee is paid; and
 - v. any Fees associated with the removal of any Memorial that is on, or embracing the surrendered Lot, is paid.

- f) The City may, by agreement with a society, church or other organization, and upon payment of the agreed upon fees, reserve a section of a Cemetery to be used exclusively for the interment of deceased members of the society, church or other organization concerned. Upon such an agreement being made, no person shall be interred in the reserved section without the written authorization of the society, church or other organization.
- g) Upon approval of the Administrative Authority, a Right of Interment may be reclaimed by the City if:
 - i. the Interment Right Holder would be at least 90 years of age, or if living, would be 90 years of age;
 - ii. a minimum period of 50 years has elapsed from the date of purchase;
 - iii. a minimum 90 calendar days has passed since notice of intent to reclaim has been sent to the Interment Right Holder; and
 - iv. the City has made diligent attempts to contact the Interment Right Holder.
- h) If a Right of Interment for a Lot is sold in the circumstances described in Section 5 g), and the Right of Interment is subsequently required for use by the original Interment Right Holder, the Administrator must provide another Right of Interment of equal or greater value that is acceptable to the original Interment Right Holder or the person who has authority under Section 5 of CIFSA with respect to the deceased Interment Right Holder.

6. Interments

- a) An Interment shall be made within the Cemetery once the person with Control of Disposition has completed and duly signed an Interment Authorization and having paid all applicable Fees has been issued an Interment Permit.
- b) Only Human Remains, or Cremated Remains of a human body, shall be interred and memorialized in the Cemetery.
- c) Interments:
 - i. shall only be performed within the Cemetery by the Caretaker or a person under the authority of the Caretaker;
 - ii. shall only be conducted in predefined Lots approved by the Administrative Authority; and
 - iii. shall be conducted with all reasonable care and attention.
- d) Application for an Interment Authorization and Interment Permit shall be made at least forty-eight (48) hours, excluding weekends and Holidays, before the Interment is to take place. The Administrator may schedule the Interment in a shorter time frame subject to full compliance with all other applicable provisions of this Bylaw.
- e) The Interment of Cremated Remains is to be completed within 30 calendar days of all Fees being paid.

- f) The bodies of persons who have died having any infectious disease, as defined in the *Health Act RSBC 1996, c179*, shall be interred within thirty-six (36) hours after death occurs and the Medical Health Officer shall furnish the Administrator with specific instructions respecting Interment and the safety of all persons who may come into contact with the casket or container bearing the Human Remains in each case. The Administrator shall ensure that the instructions of the Medical Health Officer are carried out in the preparation and placement of the Interment. When an Interment for a person with an infectious disease needs to occur outside regular working hours, authorization is required by the Administrator and the Medical Health Officer's instructions must be carried out.
- g) The following apply to all in-ground Interments:
- i. A Burial Vault is required for each in-ground burial Interment.
 - ii. An Urn Vault is required for each in-ground cremation Interment. All Cremated Remains must be interred in a closed container constructed of permanent, durable material approved by the Administrator.
 - iii. The Administrator may allow for the interment of Cremated Remains in addition to the interment of one (1) Human Remains, subject to the terms of subsection e) of this section, provided there is no objection to the interment of Cremated Remains by next of kin, as defined in CIFSA.
 - iv. The Administrator may allow for the maximum number of interments per grave Lot as follows:
 - a. Adult size grave Lot – four (4) interments of Cremated Remains or one (1) interment of Human Remains and not more than three (3) interments of Cremated Remains;
 - b. Child size grave Lot – three (3) interments of Cremated Remains or one (1) interment of Human Remains and not more than two (2) interments of Cremated Remains;
 - c. Infant size grave Lot – three (3) interments of Cremated Remains or one (1) interment of Human Remains and not more than two (2) interment of Cremated Remains;
 - d. Cremated Remains size grave Lot – one (1) interment of Cremated Remains.
 - e. Columbarium Niche Lot – two (2) interments of Cremated Remains.
 - vi. The approximate size of grave Lots shall be:
 - Adult – 1.3m x 2.6m (4' x 8')
 - Infant – 1.3m x 1.3m (4' x 4')
 - Child – 1.3m x 2m (4' x 6')
 - Cremated Remains 0.6m x 0.6m (2' x 2')
 - Columbarium Niche .3m x .3m x .45m (1' x 1' x 1.5')
 - vii. Each full casket interment in the Cemetery shall be made in a grave, which when filled and closed, provides not less than one (1) meter (3.3 ft) of earth between the upper surface of the Burial or Urn Vault and the general ground level around the gravesite.
 - viii. Each in-ground interment of Cremated Remains shall be made in a grave dug to a depth of 0.6 meters (2 ft), except where the concrete encased container of cremated remains is used as a foundation base for a tablet memorial installed on the grave.
 - ix. The Administrator must supply permission for the purchase of any Burial or Urn Vault from a source other than the City, with permission based on

the item's size, design, material and construction. The installation of Burial Vaults and Urn Vaults will be subject to a handling Fee and must be paid in full prior to installation. The Administrator may request that Burial Vaults and Urn Vaults be installed by their supplier, under the supervision of the Caretaker, with the installation being at the Applicant's expense.

- x. A full casket interment must take place prior to any cremated remains interment in the same lot.
 - xi. Any charges incurred by the Cemetery above and beyond the standard scope of services, in the handling of Burial Vaults or Urn Vaults not supplied by the City will be charged to the Applicant and paid prior to Interment.
- h) Interments shall be performed within the following hours, or at other times approved by the Administrator:
- i. Interment of a Burial Casket shall be performed between the hours of 9:30 am and 3:00 pm on Working Days. Interment of Cremated Remains shall be performed between the hours of 9:00 am and 3:00 pm on Working Days.
 - ii. The Administrator may schedule Saturday, Sunday or Statutory Holiday Interments subject to the payment of additional Fees and confirmation of the availability of the Caretaker.
 - iii. The person with Control of Disposition shall be responsible for any late arrival Fees if the Human Remains or Cremated Remains are delivered to the Cemetery outside of the above prescribed times.
- l) Families may request permission to witness the interment process at the Cemetery, subject to the following conditions:
- i. The request to witness the interment must be made to the Administrator at the time of confirming the interment date and time.
 - ii. The City shall not be held liable for any injury to members of the public who are present to witness the interment.
 - iii. All proceedings at the Interment site shall be under the sole direction of the Caretaker.

7. Exhumations and Disinterments

- a) Pursuant to Section 16 of the CIFSA a Cemetery must not exhume or disinter Human Remains or Cremated Remains until:
- i. the Administrator receives a written request to do so from the person who has the Control of Disposition of the remains;
 - ii. approval of the Exhumation by the Administrative Authority is received by the Administrator;
 - iii. the Administrator gives written notice to, and receives permission from, a Medical Health Officer for the area of the health region in which the Cemetery is located when the Human Remains are those of a person who, at the time of death, was known to have had an infectious or contagious disease or other disease dangerous to public health; and

- iv. payment of the prescribed Fee is received, or acceptable payment arrangements have been made with the Administrator.
- b) The City shall exercise all due care and attention in making an Exhumation or Disinterment but is not responsible for damage sustained to any casket, Urn or other container during Exhumation or Disinterment.
- c) The City's responsibility with respect to Exhumation or Disinterment is limited to:
 - i. excavation of sufficient quantities of soil to permit access to the Human or Cremated Remains;
 - ii. removal of intact burial containers; and
 - iii. closure of the Lot.
- d) A person who makes a request for the exhumation or disinterment of Human Remains must ensure that a Funeral Provider is present for the handling of any Human Remains in the existing Lot or any transfer of the remains to the new Lot or location. The Funeral Provider shall be employed at the expense of the Interment Right Holder or their successors.

8. Memorials

- a) Memorials will only be installed, removed or modified in the Cemetery when:
 - i. an Interment Right Holder or authorized representative, or a person authorized by the Administrator, has made application to the Administrator;
 - ii. the applicable contribution is paid to the Care Fund as required in the CIFSA;
 - iii. All outstanding fees relating to the Lot, Interment and Memorial installation have been paid in full; and
 - iv. the deceased person has been interred in the Lot.
- b) The installation, removal, or replacement of Memorials shall be carried out only by the Administrator. On-site repairs to Memorials may be conducted either by the Administrator or other person authorized by the Administrator. All Memorials shall conform to the approved plan of the Cemetery and its sections, and shall be constructed of granite or bronze or other materials of a permanent nature as approved by the Administrator. All Memorials shall conform to the specifications set out in Sub-section 8.1 d) of this Bylaw.
- c) Installation of Memorials shall occur during regular business hours. Installations will be made as soon as possible after delivery of the Memorial to the City and timelines may vary depending on scheduling issues, weather conditions and ground conditions.
- d) The City shall not be held liable for, or be obliged to repair, any breakage or damage to any Memorial in the Cemetery, except as shall arise as the result of the negligence of the Caretaker.

- e) The Interment Right Holder, or the deceased's descendants, is required to keep in proper repair, at their expense and to the satisfaction of the City, all Memorials upon their Lot. Should any Memorial or Lot adornment erected in the Cemetery fall into a state of disrepair, then the Administrator will document the condition and have the Memorial or Lot adornment removed from the Cemetery, in each case at the expense of the Lot holder or their successors. Interment Right Holders may request that the City make repairs. All costs associated with the repairs will be borne by the Interment Right Holder.

8.1 Ground Interment Memorials

- a) A Memorial in respect of an in-ground Interment, including those for cremation Lots, shall be installed flush with the ground.
- b) A Memorial Permit as prescribed by the City shall be issued by the Administrator to authorize installation of all ground interment Memorials not supplied by the City.
- c) The Administrator may refuse to issue a permit to the Applicant if the Applicant has failed to comply with the requirements of this By-law. The Administrator may reject Memorials, despite the prior issuance of a Memorial Permit, when the Memorial does not comply with the specifications in this By-law, is not in keeping with the standards of the Cemetery, or contains epitaphs deemed inappropriate by the Administrator, including reference to pets.
- d) Any tablet type Memorial may be installed on a grave Lot in the Cemetery provided the Administrator deems the tablet to be acceptable and conforms to the following:
 - i. each bronze memorial tablet shall be attached to a granite base of not less than 7.5cm (3") thick, with side surfaces true and perpendicular with the top surface of the attached tablet. Concrete bases are not permitted, except in accordance with sub-section 8.1 d) iii.
 - ii. each granite tablet shall be not less than 7.5cm (3") thick and shall have its side surfaces true and perpendicular with the top surface.
 - iii. the top surface of memorial tablets and granite bases for the memorialization of one person shall be no larger than 30cm x 50cm (12" x 20") and no smaller than 20cm x 28 cm (8" x 12") except that where two related persons are buried side by side in adjacent grave Lots one 45cm x 75cm (18" x 30") tablet (maximum dimensions) which provides for memorialization of both persons may be used instead of two separate tablets provided the single tablet so used is set to embrace evenly the two grave lots.
 - iv. a bronze memorial tablet intended for installation on the grave of an adult or child may be smaller than its granite base provided the granite base conforms to the size required by sub-section (iii) above, and provided the part of the base extending beyond the tablet does not exceed 5cm (2") wide and has a smooth, slightly beveled surface to shed water at its outer edges.

- v. only one memorial tablet per interment may be installed on each grave Lot.
- vi. raised inscriptions shall only be permitted on memorial tablets when the letters are not raised more than 6mm (1/4") above the face of such tablet.

8.2 Cremation Memorials

- a) Bronze plaques for Cremation Memorials shall be supplied and installed by the City, in accordance with the approved design and specifications of the applicable section of the Cemetery.
- b) Where incorrect inscription instructions, dimensions, specifications or locations are given on the Memorial installation application and signed by the Interment Right Holder, their successors, or the cremation Memorial supplier, the cremation Memorial shall be removed, remade, and reinstalled at the expense of the Interment Right Holder or their successors.

9. General Provisions and Regulations

- a) Every person, including those in funeral processions, when entering and while within a Cemetery, shall obey the instructions of the Caretaker. Any person not behaving with proper decorum within a Cemetery or who disturbs the peace, quiet and good order of a Cemetery may be evicted by the Caretaker, and in addition, shall be guilty of an infraction of this Bylaw.
- b) No person shall discharge any firearm within a Cemetery, except at Military Funerals where the discharge of firearms is permitted only in regular volleys, under the command of the officer in charge, and only during the conduct of the burial service.
- c) Each Cemetery shall be open to the public at seven o'clock (7:00 am) every morning and closed to the public at eight o'clock (8:00 pm) every evening.
- d) Cemetery roadways are for the exclusive use of Interment processions, Cemetery patrons, or others as approved by the Administrator. Vehicles shall not exceed fifteen (15) kilometres per hour. All operators of vehicles shall at all times obey the directions and orders of the Caretaker.
- e) No person owning or having custody, care or control of a dog shall allow the dog to be within a Cemetery unless the dog is kept on a leash of a maximum length of three (3) metres.
- f) No person owning or having custody, care or control of a dog shall allow the dog to deposit excrement within a Cemetery unless that person immediately removes the excrement and disposes of it in a sanitary manner not within the Cemetery.
- g) Administrator approved above-ground containers or other devices for the purpose of holding flowers, wreaths or floral offerings may be permitted in the Cemetery.

- h) Cut flowers, wreaths and floral tributes may be removed by the Caretaker and disposed of when their condition is considered to be detrimental to the maintenance or appearance and beauty of the Cemetery. Plant material and grave adornments associated with seasonal events or celebrations may be removed by the Caretaker 30 calendar days after the event. The placement of grave ornaments, potted plants, and memorabilia is not permitted between March 1st and November 1st of each year.
- i) No person, other than the Caretaker, shall plant, remove, cut down or destroy any tree, shrub, plant, flower, bulb or decorative feature within a Cemetery.
- j) No grave Lot shall be defined by a fence, railing, coping, hedge or by any other marking except as permitted in the Memorial provisions of this Bylaw. Fences around Lots, glass, candles and ceramic objects are not permitted on or around graves at any time.
- k) No person shall solicit orders for goods or services within a Cemetery.
- l) No person shall destroy, damage or deface any Lot, Memorial, fence, vegetation, gate or any structure in a Cemetery or injure or destroy any Cemetery improvements.
- m) No person shall deposit any rubbish or offensive material within a Cemetery.
- n) No person shall play at any game or sport within a Cemetery.
- o) No children under the age of twelve (12) shall be allowed in the Cemetery unless accompanied by a person over the age of eighteen (18) year.

10. Maintenance Care Fund

- a) A Care Fund for the future maintenance and care of the Cemetery and the Lots therein is hereby established, set aside and maintained. All monies in the Care Fund will be held and invested as trust funds by the City and in accordance with the requirements of the CIFSA.
- b) The Care Fund will be maintained with the City's bankers in an account to be designated as the "Cemetery Trust Fund". The Administrator and Director of Finance will be responsible for all deposits to such account and for ensuring that:
 - i. the account at all times complies with the provisions of the CIFSA;
 - ii. any investment of any monies in the Care Fund is permitted under the CIFSA; the *Local Government Act*, the *Community Charter* and this Bylaw; and
 - iii. any interest earned on the investments of the Care Fund may be used for maintenance and care of the Cemetery.
- c) The Administrator may, on behalf of the City, accept voluntary payments to the Care Fund from any person or organization.

- d) The principal sum of the Care Fund will not be reduced other than in accordance with an order from the Administrative Authority pursuant to the CIFSA.

11. Penalty for Infractions

- a) Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits or neglects to fulfill, observe, carry out or perform an duty or obligation imposed by this bylaw, shall be liable on summary conviction to a penalty of not less than \$125 and not more than \$2,000 plus the cost of the prosecution, or to a term of imprisonment not exceeding six (6) months, or both.

12. Repeal of Prior Bylaws

"City of Port Alberni Cemetery Management, Bylaw No. 4976" is hereby repealed.

READ A FIRST TIME this 14th day of April, 2025.

READ A SECOND TIME this 14th day of April, 2025.

READ A THIRD TIME this 14th day of April, 2025.

FINALLY ADOPTED this 28th day of April, 2025.



Mayor

Corporate Officer

SCHEDULE I

GREENWOOD CEMETERY

SERVICE OR COMMODITY	BASE FEE	MAINTENANCE CARE FUND FEE	TOTAL (excluding applicable taxes)
Cemetery Plot			
Adult Size - Resident	\$628.00	\$210.00	\$838.00
- Non-Resident	\$1,023.75	\$341.25	\$1,365.00
Child Size - Resident	\$378.00	\$126.00	\$504.00
- Non-Resident	\$567.00	\$189.00	\$756.00
Infant Size - Resident	\$252.00	\$84.00	\$336.00
- Non-Resident	\$378.00	\$126.00	\$504.00
Cremated Remains - Resident	\$290.00	\$97.00	\$387.00
- Non-Resident	\$472.50	\$157.50	\$630.00
Cemetery Services			
Opening & closing of grave for Burial			
Adult Size	\$1,350.00	\$0	\$1,350.00
Child Size	\$530.00	\$0	\$530.00
Infant Size	\$465.00	\$0	\$465.00
Cremated Remains	\$450.00	\$0	\$450.00
Vaults			
Burial Vault - Standard	\$470.00	\$0	\$470.00
Burial Vault - Oversize	\$665.00	\$0	\$665.00
Urn Vault - Regular	\$125.00	\$0	\$125.00
Urn Vault - Large	\$200.00	\$0	\$200.00
Opening & closing of grave for Exhumation			
Adult Size	\$2,700.00	\$0	\$2,700.00
Child Size	\$1,060.00	\$0	\$1,060.00
Infant Size	\$930.00	\$0	\$930.00
Cremated Remains	\$900.00	\$0	\$900.00
Surcharges			
All Burials after 3:00 pm, working days	Add 50% to opening & closing burial rates		
All Burials on Saturday, Sunday or Stat Holidays	Add 75% to opening & closing burial rates		
Monument Installations			
Bronze or Granite Memorial Installation, All Sizes	\$385.00	\$50.00	\$435.00
Removal & Reinstallation of Memorials	\$170.00	\$0	\$170.00
Field of Honour Cross Installation	\$55.00	\$25.00	\$80.00
Miscellaneous			
Tent Set Up	\$100.00	\$0	\$100.00
Administration Fee for Transfer or Surrender of Right of Interment	\$100.00	\$0	\$100.00