



City of Merritt Cemetery Master Plan

Presented to City Council on April 4, 2017

Submitted by:

 **LEES+Associates**
Landscape Architects and Planners

City of Merritt Cemetery Master Plan
April 4, 2017

Photo credit preceding page: Google Street View.

ACKNOWLEDGEMENTS

We would like to thank those who contributed to the creation of this master plan:

CITY OF MERRITT

Sheila Thiessen, Director of Finance and Information Technology

Kim Woodland, Accounting Clerk

Ben Currie, Deputy Financial Services Manager

Ken Ostraat, former Financial Services Manager

COMMUNITY PARTNERS

Angela Texmo, Merritt Funeral Chapel

Rick MacArthur, Schoening's Funeral Service

Stewart Pratt, Royal Canadian Legion Branch 96

Lauren Gelton, Royal Canadian Legion Branch 96

LEES+ASSOCIATES TEAM

Erik Lees, Principal, Project Leader

Eileen Finn, Associate, Project Manager

Jennifer Thibert, Associate, Business Manager

TABLE OF CONTENTS

EXECUTIVE SUMMARY	i
1 INTRODUCTION.....	2
2 METHODOLOGY.....	3
3 DEMOGRAPHICS & TRENDS ANALYSIS.....	4
3.1 DEMOGRAPHIC PROFILE	4
3.2 DISPOSITION PROFILE	4
3.3 INTERMENTS & PRE-NEED PROFILE.....	5
3.4 HISTORIC MARKET CAPTURE.....	5
3.5 PROJECTED MARKET & MARKET CAPTURE	6
3.6 KEY FINDINGS: DEMOGRAPHIC & TRENDS ANALYSIS	7
3.7 RECOMMENDATIONS: DEMOGRAPHICS & TRENDS ANALYSIS	7
4 LAND NEEDS ASSESSMENT	8
4.1 CEMETERY LAND CAPACITY	8
4.2 KEY FINDINGS: LAND NEEDS ASSESSMENT	10
4.3 RECOMMENDATIONS: LAND NEEDS ASSESSMENT	11
5 DESIGN & DEVELOPMENT PLAN	12
5.1 BEAUTIFICATION STRATEGY.....	12
5.2 EXPANSION STRATEGY & CREMATION GARDEN CONCEPT	14
6 POLICY REVIEW.....	16
7 CONCLUSION	21
8 APPENDICES.....	22

APPENDICES

Appendix A – Demographics and Trends Methodology

Appendix B – City of Merritt Cemetery Market Catchment Area

Appendix C – Age Distribution Profiles

Appendix D – Religious and Ethnic Profiles

Appendix E – Demographic Data Tables

Appendix F – Cemetery Market and Market Capture Details

Appendix G – Site and Demand Analyses

Appendix H – Lots to Be Removed

Appendix I – Policy Review Addenda

Appendix J – Glossary of Cemetery Terms

EXECUTIVE SUMMARY

LEES+Associates is a landscape architecture and planning firm that specializes in the analysis, planning and design of cemeteries across North America and abroad. LEES+Associates was commissioned to assess, analyze and provide recommendations regarding the delivery of sustainable cemetery services. This Cemetery Master Plan includes an analysis of Merritt's demographics and trends, City cemetery land needs, a design and development plan recommending short and long term physical improvements, and a peer review of cemetery bylaws and fees. The following is a summary of the key findings and recommendations proposed to position the cemetery to meet the short and long term needs of the Merritt community.

DEMOGRAPHIC + TRENDS ANALYSIS

Key Findings:

- An aging demographic profile predicted for the next 25 years is expected to gradually increase demand at Pine Ridge Cemetery;
- Green burial appeals to a growing interest in environmentally sensitive disposition options;
- The Baby Boom generation's interest in individuality and choice creates demand for diverse cremation disposition options such as columbaria niches, ossuaries, scattering gardens and memorial boulders or walls;
- Merritt has no standard procedure for interment of unclaimed cremated remains;
- Pine Ridge Cemetery has a higher than average cremation market capture rate;
- In the next 25 years the City can expect approximately:
 - 3,100 deaths in the Merritt Local Health Area;
 - 590 casket dispositions;
 - 2,600 cremation dispositions;
- In the next 25 years, Pine Ridge Cemetery can expect approximately:
 - 200 total in-ground casket burial interments;
 - 570 total cremation interments;
 - 140 pre-need lot sales of in-ground casket lots, and
 - 250 pre-need lot sales of cremation lots.

Recommendations:

- Develop a green burial section;
- Provide a full range of cremation interment options at various price points in response to the growing popularity of cremation and interest in choice, and
- Integrate an ossuary for the interment of any unclaimed cremated remains.

LAND NEEDS ASSESSMENT

Key Findings:

- All existing casket lots are expected to be sold by 2023;
- All existing Legion section casket lots are expected to be sold by 2020;
- All existing cremation lots (excluding the Legion section) are expected to be sold by 2026;
- All existing Legion section cremation lots are expected to be sold by 2033;
- Pine Ridge Cemetery has 11.7 acres of available land. Approximately 4 acres of that land is anticipated to provide adequate capacity for the next 150 years.

Recommendations:

- Explore possible alternate uses for excess cemetery lands that would be compatible with adjacent cemetery usage such as passive recreational usage, conservation, or habitat restoration;
- Increase casket lot inventory, including a green burial section;
- Increase Legion section capacity through infill of adjacent pathways if development of a new Legion section is delayed;
- Develop additional capacity and options for the disposition of cremated remains.

DESIGN + DEVELOPMENT PLAN

Recommendations:

- Immediate implementation of the ten recommended Beautification Strategies;
- Begin development of the Expansion Strategy to guide development over the next 10 years including a green burial section, additional casket lots, expanded veterans' section, and cremation garden with columbaria niches, a scattering garden, and an ossuary.

CONCLUSION

This Cemetery Master Plan provides a roadmap to guide policy, planning and operations for the next 25 years, enabling the City of Merritt to achieve a sustainable cemetery system that provides increased choice of disposition methods and meets the expected community demand for cemetery services into the foreseeable future.

1 INTRODUCTION

The City of Merritt commissioned LEES+Associates Cemetery Planners to prepare a Master Plan of **Pine Ridge Cemetery**, the only cemetery managed and operated by the City.

This master plan provides the City with a guiding vision and considers the City's commitment to the long term sustainability of its cemetery operations. It also includes design strategies and a concept design for a proposed cremation garden, and a peer review of the cemetery bylaws and fees.

This master plan includes the research, analyses, key findings and recommendations for proposed actions that will address the City's goals. Master Plan chapters can be summarized as follows:

- **2 - Methodology**
 - This chapter describes the data sources and stakeholder engagement underpinning the findings and recommendations detailed in this plan.
- **3 - Demographics and Trends Analysis**
 - This chapter provides an analysis of the cemetery market, demographics, disposition trends, interment practices, and future demand in the Merritt region.
- **4 - Land Need Assessment**
 - This chapter examines the existing inventory and total land capacity at Pine Ridge Cemetery. Based on forecasted demand, this assessment identifies the best use of existing lands and projects the need for new interment space.
- **5 - Policy Review**
 - This chapter is comprised of a peer review of Merritt's existing cemetery bylaws and fees.
- **6 - Design and Development Plan**
 - This chapter includes graphics illustrating the Site and Demand Analyses, the Beautification Strategy of site improvements that can be implemented immediately, the Expansion Strategy showing overall site improvements to guide cemetery development over the next 10 years, and the Cremation Garden Concept plan for a new cremation garden.
- **7 - Conclusion**
 - This chapter summarizes the key takeaways of the Master Plan.

The recommendations in this Master Plan serve as a guide for developing policies, budget and operations decisions for the next 25 years.

2 METHODOLOGY

DATA ASSEMBLY

Information was gathered from City Staff concerning historic cemetery operations. This information was analyzed in conjunction with external cemetery market research and a review of demographic, interment, and financial performance for the operations of the Pine Ridge Cemetery. Data sources included:

- British Columbia Vital Statistics;
- National Census Statistics, Statistics Canada (Census 2006 and 2011);
- Cemetery, Bylaw No. 2087 (2009);
- Cemetery Fee Schedule;
- Cemetery Maps and Aerial Photos;
- Official Community Plan, Bylaw No. 2116 (2011), and
- Reports and correspondence provided by the City of Merritt including general ledgers, interment and inventory records from 2009 to 2014.

STAKEHOLDER CONSULTATION

Key cemetery stakeholders were engaged through on site meetings during information gathering and analysis in order to achieve a holistic perspective of Pine Ridge Cemetery's products, services and land needs. These stakeholders included representatives from the Merritt Funeral Chapel and Schoening's Funeral Service and officers of the Royal Canadian Legion Branch 96. Representatives of the Parish of the Sacred Heart Catholic Church were unable to attend.

DEMOGRAPHICS AND TRENDS

Please see "**Appendix A – Demand Needs Analysis Methodology**" for a description of the approach employed in the creation of the demographic and trend analysis. Please see "**Appendix B – City of Merritt Cemetery Market Catchment Area**" for the definition of "Local Health Area" and other key terminology used in the following sections.

3 DEMOGRAPHICS & TRENDS ANALYSIS

This chapter identifies the age, population, death, cremation and burial trends that will guide the recommendations regarding cemetery land capacity, site design and future service options for the Pine Ridge Cemetery.

3.1 DEMOGRAPHIC PROFILE

Graphs showing the age, religious and ethnic distribution of the City of Merritt and the province are included in “**Appendix C – Age Distribution Profiles**” and “**Appendix D – Religious and Ethnic Distribution Profiles.**” In summary:

- The median age in the City is 43.9 and British Columbia is 41.9;
- 43% of the City’s population is not affiliated with any particular religions, and
- At 16%, Catholicism is the most prevalent religion in the City.

The City population has changed little over the past decade, declining on average 0.5% per year. This compares to a 0.13% decline in the rest of the Merritt Local Health Area and a provincial growth rate of 1.2%. Merritt’s death rate averages 10 deaths per 1,000 population, while the Merritt Local Health Area’s death rate is 9.4 deaths per 1,000 population. This is higher than the provincial average of 7.0 deaths per 1,000 population. Population growth and death rate details can be found in “**Appendix E – Demographic Data Tables.**”

3.2 DISPOSITION PROFILE

RATES OF CREMATION

Canadian trends in disposition indicate that cremation is becoming the preferred option nationwide. The average Canadian cremation rate increased from 76.8% in 2003 to 82.8% in 2013. It is expected to continue to rise in most provinces, including British Columbia. The historic annual average cremation rate in British Columbia was **80%** from 2003 to 2013 and **83%** as of 2014.

In comparison, the annual average cremation rate in both the Merritt LHA and the City of Merritt were **78%** from 2003-2013 and **79%** in 2014.

The Cremation Association of North America predicts British Columbia cremation will rise to **84% by 2017**. If cremation increases at the same pace as the Province, the local rates will rise to **80% by 2017**.

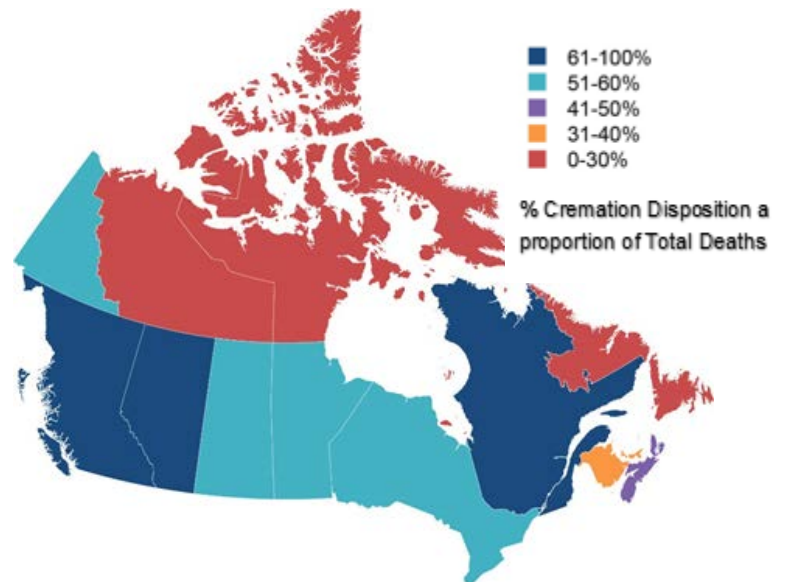


Figure 1: Canadian Rates of Cremation, Source: Cremation Association of North America, customized by LEES+Associates.

BURIAL AND MEMORIALIZATION TRENDS

Green burial (also called natural burial) and diverse cremation disposition options such as columbaria niches, ossuaries, scattering gardens, and memorial boulders or walls appeal to the increasing individuality, environmental sensitivity and interest in choice in North America, especially with the Baby Boom generation.

3.3 INTERMENTS & PRE-NEED PROFILE

Families can purchase a grave at Pine Ridge Cemetery when a loved one passes away (“at-need”) or alternatively, before they or a loved one passes away (“pre-need”).

From 2010 to 2014, Pine Ridge Cemetery experienced:

- 110 interments of cremated remains¹ and 49 pre-need cremated remains lot sales;
- 45 casket interments and 32 pre-need casket lot sales.

While records do not indicate whether interments occurred in lots purchased pre-need or at-need, based on the relatively low numbers described above, we estimate an at-need to pre-need ratio of **2:1** for both casket and cremation lot sales. This is typical for municipal cemeteries with non-aggressive marketing strategies and no dedicated sales representatives. Private operators in North America often generate up to a **2:3** ratio of at-need to pre-need sales. This is likely driven by more aggressive sales and marketing.

In addition to the interments described above, the City interred 41 unclaimed cremated remains in a standard casket lot in 2012. These remains had been stored at funeral homes on an ad hoc basis since 1966, as the City previously had no procedure for the interment of unclaimed remains.

3.4 HISTORIC MARKET CAPTURE

The extent to which residents in an area choose to be buried in a certain cemetery is known as the market capture. Canadian cemeteries (municipal, private and religious) generally experience the following **market capture rates**¹ under conditions of low to medium competition:

- **80 - 90% of casket interments** by all local cemeteries, and
- **10 - 20% of cremated remains** interments by all local cemeteries.

From 2010 to 2014, Pine Ridge Cemetery experienced:

- **40% casket market capture** of Merritt LHA;
- **27% cremated remains market capture** of Merritt LHA;
- **29% market capture of total deaths** in Merritt LHA;
- **45% casket market capture** of the City of Merritt;
- **31% cremated remains market capture** of the City of Merritt, and
- **34% market capture of total deaths** of the City of Merritt.

“**Appendix F – Cemetery Market and Market Capture Details**” summarizes the regional market and market capture rate in detailed graphs.

¹ These rates are based on our firm’s experience, market research and results of monitoring Canadian cemeteries over the last 17 years.

3.5 PROJECTED MARKET & MARKET CAPTURE

The following graph summarizes anticipated cemetery market activity for the Merritt Local Area in the next 25 years.

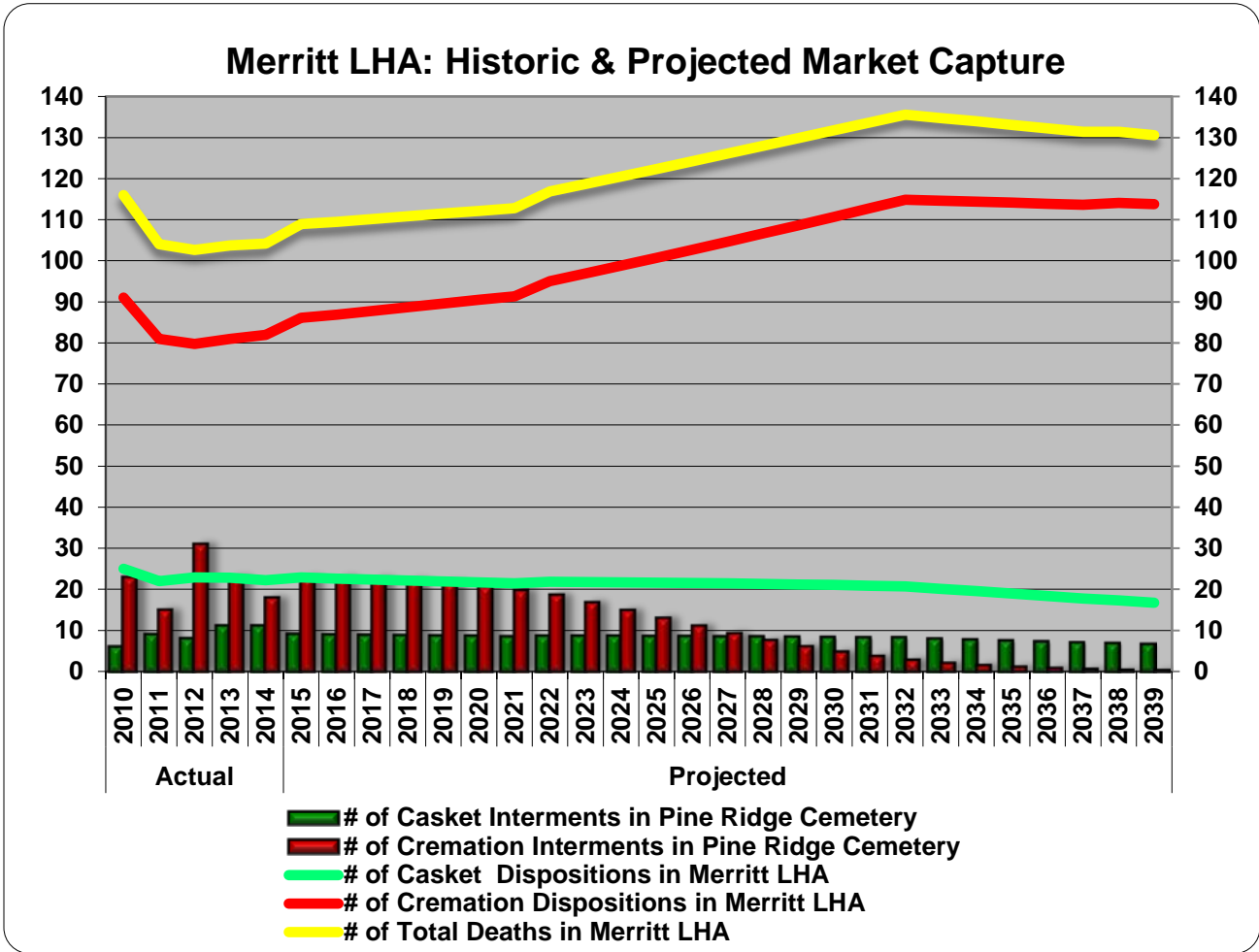


Figure 2: 25 Year Cemetery Market Capture Forecast for the Merritt Local Health Area, Source: LEES+Associates.

In line with anticipated population projections from BC Statistics, the cemetery market in the LHA is expected to experience a gradual increase of 0.5% per year over the next 25 years.

According to British Columbia Vital Statistics, the average number of deaths in the Merritt Local Health Area is expected to rise to 136 per year in the same period. This is a substantial increase from the average 109 per year experienced over the past 10 years.

As the large Baby Boom generation passes away, there will be a further increase in deaths, with a corresponding demand for cemetery services. Death rates are expected to increase starting around 2018-20 and extending to 2040-45. In 2026, the first of the Boomers will reach 80 years, the

anticipated average lifespan for this group. This is particularly relevant in the City of Merritt, where seniors comprise 19% of the population as opposed to 16% provincially.

3.6 KEY FINDINGS: DEMOGRAPHIC & TRENDS ANALYSIS

Key findings that emerged from this analysis are as follows:

- The aging demographic profile and slow population growth predicted for the next 25 years is expected to gradually increase demand at Pine Ridge Cemetery;
- Green burial appeals to a growing interest in environmentally sensitive disposition options;
- The Baby Boom generation's interest in individuality and choice creates demand for diverse cremation disposition options such as columbaria niches, ossuaries, scattering gardens and memorial boulders or walls;
- The City of Merritt has no standard procedure for interment of unclaimed remains. In 2012, the City interred 41 unclaimed cremated remains in one standard casket lot;
- The City and the Merritt Local Health Area have higher death rates than the province;
- While the Merritt LHA has a lower cremation rate than the province, the rate has been increasing and will likely continue to do so;
- Pine Ridge Cemetery has a higher than average cremation market capture rate;
- In the next 25 years, Merritt Local Health Area's death rate will increase to 10 per 1,000, due to the passing of the large Baby Boomer Generation. This will generate approximately 3,000 deaths in the Merritt LHA, with 2,600 of these from the City;
- In the next 25 years, the number of casket burials in the Merritt LHA is projected to reach approximately 520, with 440 of these from the City;
- In the next 25 years, the number of cremations in the Merritt LHA is projected to be 2,600 (although not all will be interred), 2,200 of these will be from the City;
- Pine Ridge Cemetery can expect a total of approximately 200 casket and 570 cremation interments in the next 25 years, and
- The cemetery should anticipate approximately 140 casket and 250 cremation pre-need lot sales in the next 25 years.

3.7 RECOMMENDATIONS: DEMOGRAPHICS & TRENDS ANALYSIS

It is recommended that the City of Merritt:

- Track the number of at-need and pre-need sales and interments;
- Develop a green burial section at Pine Ridge Cemetery to respond to the growing demand for environmentally sensitive disposition options;
- Provide a full range of options for cremation interment to respond to the growing popularity of cremation, and
- Integrate an ossuary for the interment of any unclaimed cremated remains.

4 LAND NEEDS ASSESSMENT

This chapter summarizes Pine Ridge Cemetery's existing inventory, potential new capacity from in-fill opportunities, and total cemetery land capacity. It also estimates the rate at which the inventory is expected to be sold and forecasts the demand for cemetery land over the next 25 years. Finally, this chapter makes recommendations regarding the future cemetery land needs at Pine Ridge Cemetery. For a visual summary of the Land Needs Assessment, as well as the Pine Ridge Cemetery site's context and key characteristics, please see "**Appendix G – Site and Demand Analyses.**"

4.1 CEMETERY LAND CAPACITY

This land needs assessment assumes that market capture rates will not change and that Pine Ridge Cemetery will continue to provide their existing products and services with no significant changes to their offerings. However, key variables such as increasing the attractiveness of the Pine Ridge Cemetery through expanded products and services, marketing, community engagement, customer service and design improvement can be expected to positively affect future market capture, and the subsequent rate of cemetery land use.

This analysis focuses on in-ground burial capacity. It does not analyze new capacity that may be provided by installation of above ground infrastructure such as columbaria or the development of a cremation garden.

EXISTING INVENTORY

In this review of cemetery inventory, the term "Lots to be sold" excludes lots that have been designated as "reserved." There are currently 166 casket and 144 cremation pre-need lots reserved at Pine Ridge Cemetery.

The following table details the City's developed cemetery inventory, and compares it to the demand projected in "**Section 3.5 – Projected Market and Market Capture.**"

Some unoccupied and unpurchased lots bordering the southern cemetery road have been recommended for removal in order to provide an appropriate (2m) setback from the cemetery roads to ensure that vehicles do not drive over cemetery lots. Further detail and discussion of the lots recommended for removal can be found in "**Appendix H – Lots to Remove.**"

Pine Ridge Cemetery	Lots Currently Available	Lots to Remove	Lots to Remain	Demand Over 5 Years	Demand Over 10 Years	Demand Over 25 Years	25 Years Inventory?	Years of Inventory
Casket Lots	71	24	47	38	74	175	✗	6 years
Legion Casket Lots	4	0	4	4	7	17	✗	5 years
Cremation Lots	214	75	139	89	184	520	✗	8 years
Legion Cremation Lots	33	0	33	8	17	49	✗	18 years

Table 1: Projected Life of Inventory, Compared to Projected Demand at the Current Market Capture Rate, Sources: Burial Report from Merritt City Staff and LEES+Associates' Demographic Analysis.

TOTAL LAND CAPACITY: UNDEVELOPED LAND & IN-FILL OPPORTUNITIES

The following table details the City's **potential** cemetery inventory based on the total land capacity of the undeveloped areas of the cemetery². The total potential lots are compared to projected demand in order to assess the expected lifespan of an expanded cemetery.

Pine Ridge Cemetery	Lots to Remain	In-fill Lot Capacity	Expansion Lot Capacity	Total Potential Lots	25 Year Demand	Inventory for 25 years?	Years of Capacity
Casket Lots	47	275	400	702	175	✓	>100 yrs
Legion Casket Lots	4	13	20	37	17	✓	>50 yrs
Cremation Lots	139	350	400	889	520	✓	>40 yrs
Legion Cremation Lots	33	18	60	111	49	✓	>50 yrs

Table 2: Total Proposed Capacity Compared to Projected Demand at Current Market Capture Rates. Sources: Burial Report from Merritt City Staff and LEES+Associates' Demographic Analysis.

As shown in the above table, it would be possible to address the 25 year demand for general and Legion casket lots and Legion cremation lots with infill along the generously sized cemetery pathways. This approach could be a good strategy for the Legion casket and cremation lots, as it would allow new lots to be created directly adjacent to the current Legion section (which is otherwise surrounded by a cemetery road and non-Legion lots, which limit opportunities for expansion).

² The projection utilizes a conservative cemetery design standard of 500 lots per acre/1236 lots per hectare for casket interments and 2,000 lots per acre/4942 lots per hectare for cremation interments. It assumes that the City will maintain the same sales trends and that there will be no change in the market capture rates. Increasing the diversity of options for cremated remains through new columbaria and scattering gardens would further extend expected capacity at the cemetery.

FUTURE LAND NEEDS

The following table identifies the amount of land available at the current cemetery and how much of that land would be required to accommodate anticipated casket and cremation interment for varying cemetery horizons. The projection uses the same conservative cemetery design standards as above.

Pine Ridge Cemetery	Remaining Land Available to Develop	25 year Burial Capacity	50 year Burial Capacity	100 year Burial Capacity	150 year Burial Capacity
Expansion Land Available and Required	11.7 acres 4.7 hectares	0.7 acres 0.3 hectares	1.3 acres 0.5 hectares	2.7 acres 1.1 hectares	4.0 acres 1.6 hectares

Table 3: Available and Required Cemetery Expansion Lands, Source: LEES+Associates.

Given the large quantity of cemetery land left to develop, we would not recommend infilling for casket and cremation lots, with the exception of the Legion section (depending on the development timeframes for a new Veterans’ section). Should those timeframes be delayed and the demand exist, infill along the pathways bordering the Legion section is recommended.

4.2 KEY FINDINGS: LAND NEEDS ASSESSMENT

The following key findings emerged from this land needs analysis for Pine Ridge Cemetery:

EXISTING INVENTORY

- All existing casket lots (excluding the Legion section) are expected to be sold by 2023;
- All existing Legion section casket lots are expected to be sold by 2020;
- All existing cremation lots (excluding the Legion section) are expected to be sold by 2026;
- All existing Legion section cremation lots are expected to be sold by 2033.

TOTAL LAND CAPACITY

- The cemetery has enough total land capacity to accommodate anticipated in-ground casket interment for more than 800 years;
- The cemetery has more than 125 years of land capacity for veteran casket interment;
- The cemetery has land capacity to accommodate approximately 70 years of non-veteran cremation interment, and
- The cemetery has land capacity for more than 75 years of veteran cremation interment.

FUTURE LAND NEEDS

- The cemetery has 11.7 acres of available land while less than 1.0 acre is projected to be required for the provision of 25 years more cemetery inventory and approximately 4.0 acres is expected to be needed for 150 years.

4.3 RECOMMENDATIONS: LAND NEEDS ASSESSMENT

It is recommended that the City of Merritt:

- Explore possible alternate uses for excess cemetery lands that would be compatible with adjacent cemetery usage such as recreational usage, conservation, or habitat restoration;
- Develop additional inventory of casket lots, including a green burial section;
- If needed, increase Legion section capacity through infill of adjacent pathways, and
- Increase the capacity and variety of options for disposition of cremated remains.

5 DESIGN & DEVELOPMENT PLAN

The Design and Development Plan is intended to guide the physical development of Pine Ridge Cemetery with strategies and concepts that can be implemented both immediately and over the long term.

5.1 BEAUTIFICATION STRATEGY

The Landscape Beautification Strategy includes ten immediate site improvements that can be implemented to improve the aesthetics of the cemetery and enhance the cemetery's role as a public open space:

1. Enhance the primary entry;
2. Replace chain link fencing at key locations;
3. Restore the old section;
4. Improve the Legion section;
5. Mark the Chinese section;
6. Reinforce cemetery roadway corners;
7. Add seating in key locations;
8. Implement wayfinding;
9. Increase planting within cemetery, and
10. Increase planting at cemetery edge.

These strategies are described and illustrated on the following page.

BEAUTIFICATION STRATEGY: EXAMPLE PHOTOGRAPHS



- 1 Enhance the primary entry:**
- Add prominent entry signage
 - Formalize rock edge at entry
 - Enhance entry with shrubs



- 2 Replace chain link fencing at key locations:**
- Replace with masonry wall at entry
 - Replace with timber post and rail on eastern edge



- 3 Restore the old section:**
- Repair damaged curbs and monuments
 - Integrate wildflower, shrub and grass planting between graves and edges



- 4 Improve the Legion section:**
- Replace flagpole
 - Install small monument to honour Veterans



- 5 Mark the Chinese section:**
- Mark with interpretive signage describing history
 - Define edges of section with rock edge



- 6 Reinforce cemetery roadway corners:**
- Add grass and boulder gardens

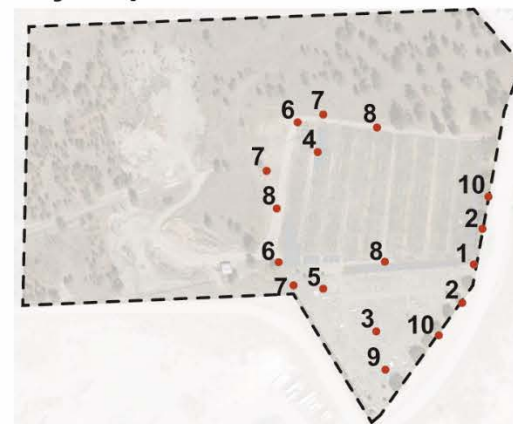


- 7 Add seating in key locations:**
- New cremation garden
 - Expanded Legion area
 - Edge of Chinese section



- 8 Implement wayfinding:**
- Add section markers on south road
 - Name roadways
 - Update site map at info kiosk

Key Map:



- 9 Increase planting within cemetery:**
- Add at key locations (benches, old section, roadway corners, entry garden)
 - Grasses: Giant flame grass, feather reed grass 'Karl Foerster', Idaho fescue, Mexican feathergrass, giant rye grass
 - Wildflowers: Threadleaf coreopsis, Idaho blue-eyed grass, echinacea, long leaved phlox, yarrow, goldenaster



- 10 Increase planting at cemetery edge:**
- Replace lost trees (Trembling aspen, Douglas fir, siberian larch)
 - Reinforce cemetery edge with shrub and grass planting at east edge (Red osier dogwood, western snowberry, wood's rose, pasture sage)

5.2 EXPANSION STRATEGY & CREMATION GARDEN CONCEPT

The Expansion Strategy provides an overall plan to guide cemetery development over the next ten years. Please see “**Appendix H – Lots to be Removed**” for a detailed view of the Expansion Strategy showing unoccupied and unpurchased lots to be removed. Removal of these lots will provide an appropriate setback from the cemetery roads and ensure that vehicles do not impinge upon cemetery lots.

The Cremation Garden Concept shows a conceptual site plan for a new cremation garden that supports a range of interment options including scattering, columbaria units, urns, and ossuaries.

EXPANSION STRATEGY

- 1 Cremation Garden:**
- Integrate columbaria units
 - Scattering garden
 - Inground cremation interment



Scattering Garden and Columbaria Units, Cache Creek Cemetery, Cache Creek



Columbaria Units, Legacy Gardens Rendering, Kelowna



Family Vessels, Mountain View Cemetery, Vancouver

- 2 Green Burial:**
- Create green burial section
 - Maintain & enhance pine grove



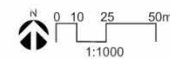
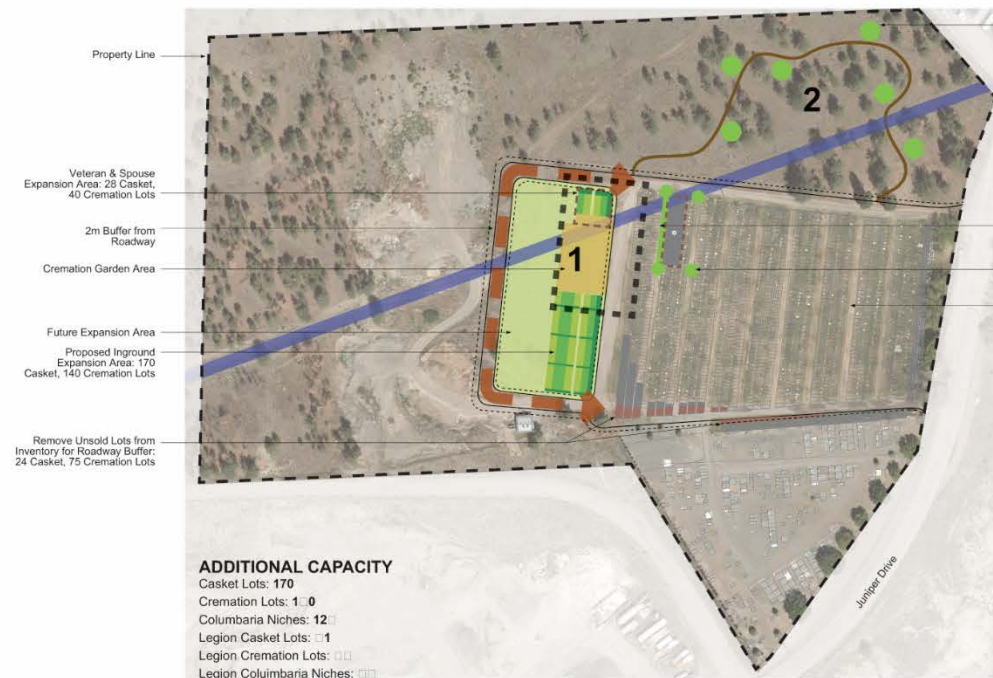
Communal Green Burial Marker, Lakeview Cemetery, Slave Lake, AB



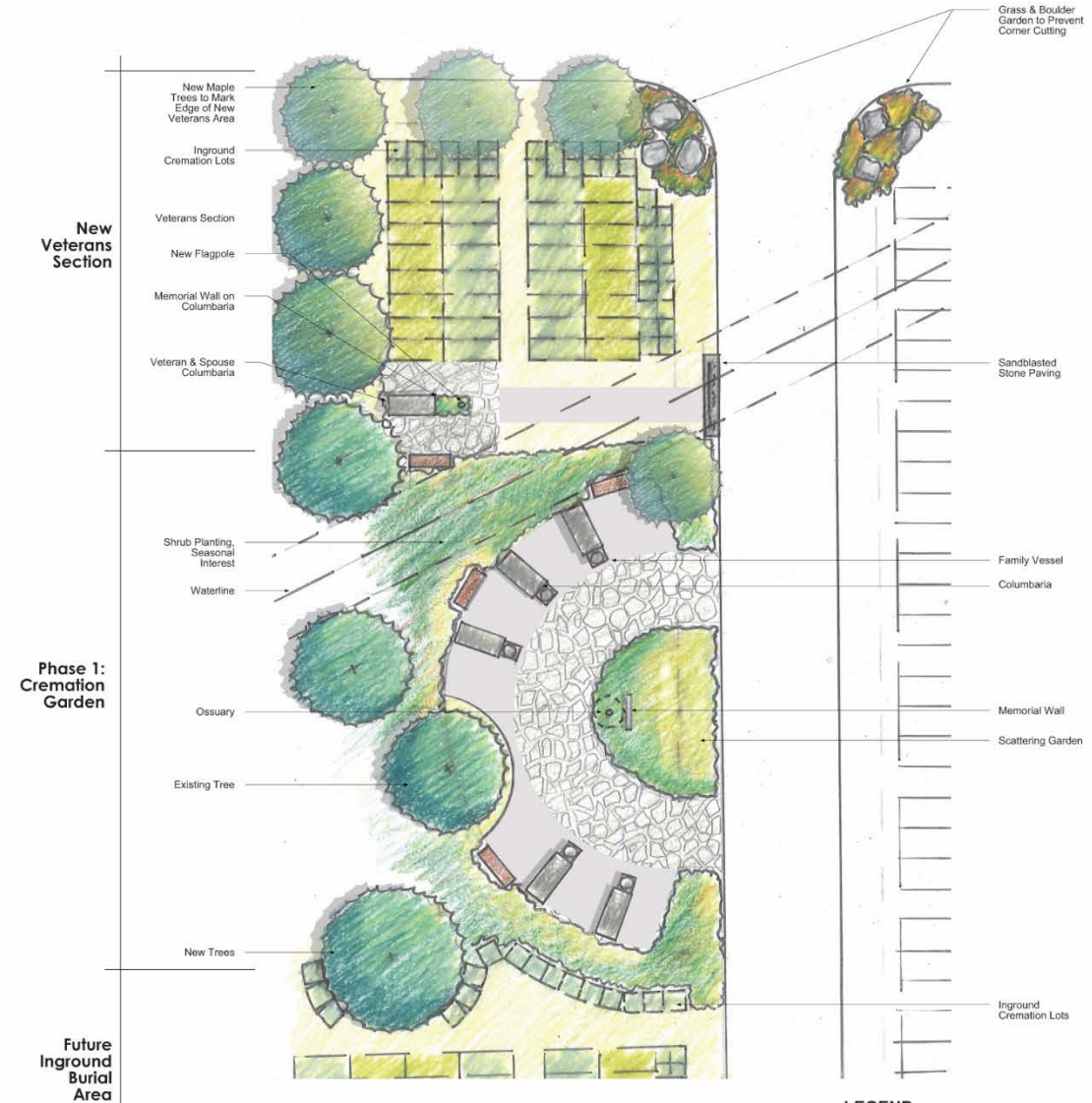
Green Burial Area, Royal Oak Burial Park, Victoria



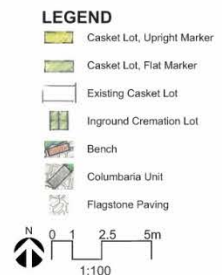
Green Burial Area, Royal Oak Burial Park, Victoria



CREMATION GARDEN CONCEPT



LOT DIMENSIONS
 Inground Casket Lot: 2800mm x 1200mm (9ft x 4ft)
 Inground Cremation Lot: 924mm x 924mm (3ft x 3ft)



6 POLICY REVIEW

INTRODUCTION

The present bylaws are a comprehensive covering of items that were at the forefront of cemetery and burial legislation in the past. The bylaws address many items in detail, but as time passes, new issues are raised in the administration and policy areas of cemeteries.

It would be prudent at this time to update and expand the bylaws to reflect the current legislation and trends and to clarify items that may present legal challenges to the cemetery.

- **Example:** The ownership and use of space by future generations and the rights of members of blended families over spaces should be clarified. The relationship to the deceased is defined clearly by numerous provincial departments in many provincial acts. A clear definition of the relationship to the deceased and the associated levels of ownership are needed for cemetery burial legalities.

There are terms and policies in the Provincial Cemeteries Act that should be incorporated into the City Cemetery Bylaws, so that the bylaws reflect the Provincial Act by using similar, but clear, wording to spell out the legalities, policies and procedures.

FORMAT OF BYLAWS

Bylaws are meant to be “written in stone.” They should not be easily changeable. They are not annually reviewed item but are instead the well thought-out and accepted basis of the policies of the City in regard to its cemetery;

- To ensure that this is a fixed, rarely changed document, all changing items – fees, policies and procedures, monument guidelines (etc.) should be included in an appendix or schedule that is attached to the bylaws. These can easily be addressed with additions, deletions and changes without involving the core bylaws.
- Forms should not be a schedule that is part of the bylaws. The Interment Authorization should stand outside the bylaws as a form. Excerpts from the Provincial Act should be in the bylaws. Clarification and information from the Act, included in the cemetery bylaws, can then be distributed to families making burial arrangements in a simple, clear, and more user-friendly format.
- The addition of further definitions for clarification and legal purposes should be added to the present Definitions or inserted in the various headings in the bylaws.
- Examples of legal items that may be included:
 - Error Correction
 - Disclaimers
 - Non-Limitation

- Subdivide
- Reclamation and Replot
- Further usage
- Liability
- Examples of clarification items that may be included:
 - Inheritance
 - Ownership
 - Responsibilities
 - Resale

See “**Appendix I – Policy Review Addenda**” for a sample of possible Definitions for clarity and a sample of possible topic items that can be covered in bylaws.

- The current layout of the bylaws is very wordy and would morph well into an item-by-item layout. To make the bylaws more user-friendly, use simplified grammar and an easier numbering system.
- Remove references to previous items that require a reader to look in different places to understand the bylaw item; include all clarification in the one item.
- In an attempt, in 1980, to make sure that nothing was missed, many items were included as bylaws that would be better considered as procedures. There is no need to include or explain policy and procedures in detail in bylaws. Some of the procedures should be removed from the Bylaws for inclusion in a Policy and Procedures document. If desired, this can be added as an appendix to the Bylaws. Examples of procedures that can be removed from the Bylaws:
 - Depth of soil over casket or vault;
 - Number of sides to a vault, and
 - How to access a reserved section of the cemetery.
- The beginning of the Bylaws should declare that the Bylaws are in compliance to all Acts and Legislation that govern them in any way.
 - Sample introduction:
“The purpose of these Bylaws is threefold:
 - a) It defines the rights, interests and privileges of the operator, plot owner, suppliers, visitors, and
 - b) It gives the Cemetery Administration and Personnel the guidelines under which they must operate, and
 - c) It reflects the legislation of the Province, the policy of the City of Merritt, and the current Cemetery Bylaws and Rules.”

All Bylaws, Rules and Regulations of The City of Merritt Cemetery are in accordance to the regulation of the [Cremation, Interment and Funeral Services Act](#), (Provincial Cemeteries Act), The [Business Practices and Consumer Protection Act](#), Coroners Act, Public Health Act, Vital Statistics Act, and Health and Safety Regulations and Employment Standards.

FORMS

Some simple changes are advisable on forms to address all legalities. Forms should clarify ownership, responsibilities, and rights, such as:

- Who has the right to the space (owner) and therefore the right to grant burial?
- Who has the right to arrange burial of the Deceased - next of kin, is there an executor involved? Are all legal parties part of the decision making?
- Example: Schedule B (Burial)
 - Clarification is needed on the owner of space, next of kin, agent of estate – these should all be noted (if they are not the same person) with information on all (address, contact number, relationship to Deceased).
 - Who is the billing party (if not next of kin)?

The forms should be updated to include a privacy policy and a simple accompanying guideline (from the Bylaws) that could be sent with invoices or given out at the office.

See “**Appendix I – Policy Review Addenda**” for a sample form of quick reference that could be handed out.

DUE DILIGENCE

All information given and received at the time of purchase and at the time of interment should reflect the “due diligence” of the cemetery. This ensures there is clarity on items that could result in future legal challenges. More and more disputes are arising over ownership and right to future interment within nuclear families, blended families and estates.

To this end, the all information collected should be complete and staff should be knowledgeable about the legal rights of owners, spouse, kin, executor, agencies etc. While the family has the answers, it is important that the cemetery ask the right questions to show its level of diligence and its knowledge of the legalities associated with cemetery interment rights.

- Example: Knowing the question to ask (due diligence) will clarify the following:

A son comes into buy a space for the burial of his father. Is he the owner, paying for the space for the use of his Father? **OR**

Is the son a purchaser, sent by the Father to buy him a future space, a space the Father is paying for, that should have the father listed as the owner?

ASKING THE RIGHT QUESTION: As the son is signing the form, the form should require he indicate if he is signing as the owner or if he the purchaser, signing *for* the owner. The form should also state the relationship (son) and indicate for whom the space intended (user) if the son is owner.

We suggest that transfers be done in the office with both parties present. This allows information to be given to the new owner and questions to be asked in a timely manner. The practice can help avoid future non-compliance with the bylaws.

EXISTING FEES

- Cremated remains burial into an existing occupied space should have an additional use fee, over and above interment and marker fees. This additional user fee can be put into future care; families typically appreciate fees going toward the future care of the cemetery. Historically, most cemetery spaces have been sold for single burial. It is important to keep in mind that allowing further use of occupied spaces means fewer sales of dedicated spaces for cremated remains and less revenue for the cemetery. An additional user fee can be added for each additional burial, or one fee can pay for two additional burials.
- Fees for vaults should reflect the cost of the item and offset some of the labour cost of burial since the vault placement is a burial component. The cemetery's existing markup on vaults is very low. A markup of at least 30% would be still reasonable while covering the cost of the vault, the stocking and inventory, and the handling charges.
- Administration, such as updating and recording files, is time consuming. Tasks including transfer, sell back of spaces require significant administrative time. The cemetery should have an administration fee in addition to any fee that is part of a regular charge.
- Marker installations, removals and reinstallations also have a large record keeping component – size, type, costs need to be recorded, as well as the installation fee for the physical work of the installation. This administration time should also be included in the installation fees, or there should be an administration additional cost.
- If shoring is used for deeper depth burials, the fee charged above regular interment should reflect the manpower, time and difficulty of this deeper burial.

DECORATIONS

Decorations are a very sensitive issue in all cemeteries. It would be wise to spell out all the rules and regulations and then choose those which will not change for inclusion in the bylaws. If a cemetery does not have its rules and regulations in writing, in the form of bylaws, it is difficult to enforce or explain them to families.

Sample: Flowers and Decorations

11. Purpose: Cemeteries Administration reserves the right, for the good of all, to regulate the decoration of plots and cremation niches. Decoration must be done in a fashion that does not infringe upon adjacent plots, create either a hazard or an unattractive situation that may be offensive to others.
12. Planting: No planting of any kind may be done on graves or in the Cemetery. Decorating with fresh cut flowers and artificial flowers are appropriate and welcome. Decorations must be placed within vases approved by the cemetery management.

13. Authorized Vases: Vases shall be non-breakable only, with no glass components, or sharp metal or plastic edges. To allow for ongoing Cemetery maintenance, fresh, cut flowers and/or artificial flowers may be removed and may not be returned to the grave.
14. Seasonal Memorialization, Flowers: Artificial flowers may be left on plots all year-round although fresh flowers are encouraged through the summer months. Artificial and fresh flowers will be removed at times to facilitate maintenance in the Cemetery.
15. Burial Flowers: At the time of burial, floral tributes left on the grave will be allowed to remain on the grave until they are wilted, or in the case of artificial flowers, for about a week. Flowers or arrangements will be removed without notice by the cemetery field staff to prepare or install sod on a grave. After sodding, all flowers must be in the approved vases and not left on the grass.
16. Retrieval: Flowers, arrangements or decorations removed from the graves will be placed in a common area of the cemetery for approximately one month to allow families to claim them.
17. Liability: The cemetery cannot assume any liability for decoration(s) placed at burial sites.
18. Enforcement: The rules and regulations of the Cemetery are uniformly enforced. All consideration will be given to family requests and needs; however, employees working in the cemeteries who happen upon decorations or flowers in violation of the rules, for the safety all and the beauty of the facilities will remove them.

7 CONCLUSION

The City of Merritt is in the enviable position of having ample, undeveloped cemetery land at Pine Ridge Cemetery to provide for the future needs of the community. The recommendations outlined in this Cemetery Master Plan provides a roadmap to guide policy, planning, operations, and development of some of this land over the next 25 years. This will enable the City of Merritt to achieve a sustainable cemetery system that meets the expected community demand for cemetery services, strengthens the aesthetics and function of Pine Ridge Cemetery and increases choices and amenities for the people of Merritt.

8 APPENDICES

APPENDIX A: DEMOGRAPHICS & TRENDS METHODOLOGY

This analysis examines the expected demand, land need, inventory (developed interment space for sale), and maximum potential land capacity at Pine Ridge Cemetery.

The cemetery market catchment area in this master plan is assumed to be the “Merritt Local Area 031” as defined by the Province of British Columbia. Death data for the Merritt Local Health Area was obtained from British Columbia Vital Statistics and was segmented by disposition type (cremation versus casket). In these analyses, it is assumed death rates in the City are the same as has been historically experienced in the Merritt Local Health Area (LHA). The province’s definition of “Local Health Area” can be found in “**Appendix B – City of Merritt Cemetery Market Catchment Area.**”

Future demand for cemetery services was extrapolated from historic death and disposition trends, and a determination of cemetery use patterns, or ‘market capture.’ Cemetery market capture was calculated by comparing annual interments (provided by City Staff) to the number of deaths reported by British Columbia Vital Statistics. For these analyses, market capture rates were assumed to remain consistent over the next 25 years. If the changes recommended in this master plan are implemented, market capture rates would likely increase.

APPENDIX B: CITY OF MERRITT CEMETERY MARKET CATCHMENT AREA

Merritt is a city in the Nicola Valley of the south-central interior of British Columbia. Situated at the confluence of the Nicola and Coldwater rivers, it is the first major community encountered after travelling along Phase One of the Coquihalla Highway and is a gateway to the BC Interior. The City was settled in 1893 and encompasses 24 square kilometers (9.3 sq mi).

In this report, Statistics Canada and the Province of British Columbia Vital Statistics department provided the primary source data for demographics and disposition trends. The Province's demographic database uses different regional area boundaries for the purposes of planning, rather than recognized municipality limits. BC Statistics works with the Ministry of Health to produce Local Health Area Health Administrative Delivery Boundaries and Maps. Local Health Areas are the finest level of geography tracked by Provincial records. They incorporate both urban and rural populations. Given that the most precise statistical information for population, deaths, cremations and burials is available by Provincial Local Health Area, the analyses in this report use the Merritt Local Health Area as the catchment area for the Pine Ridge Cemetery.

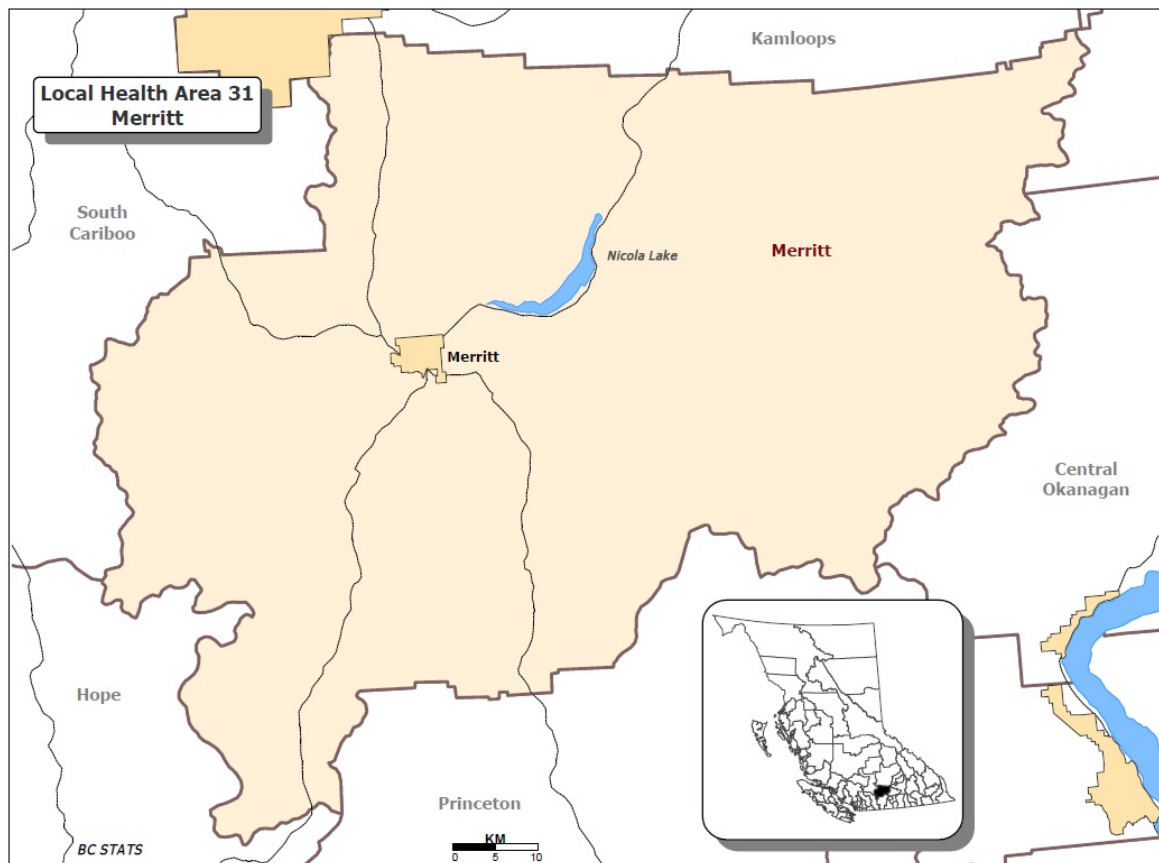
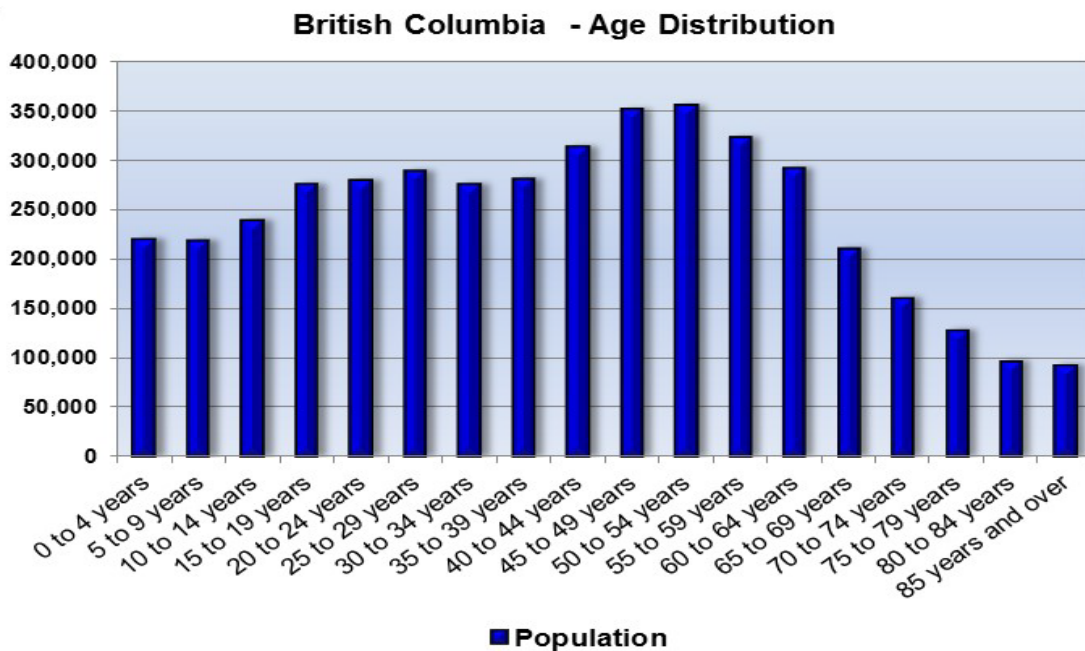
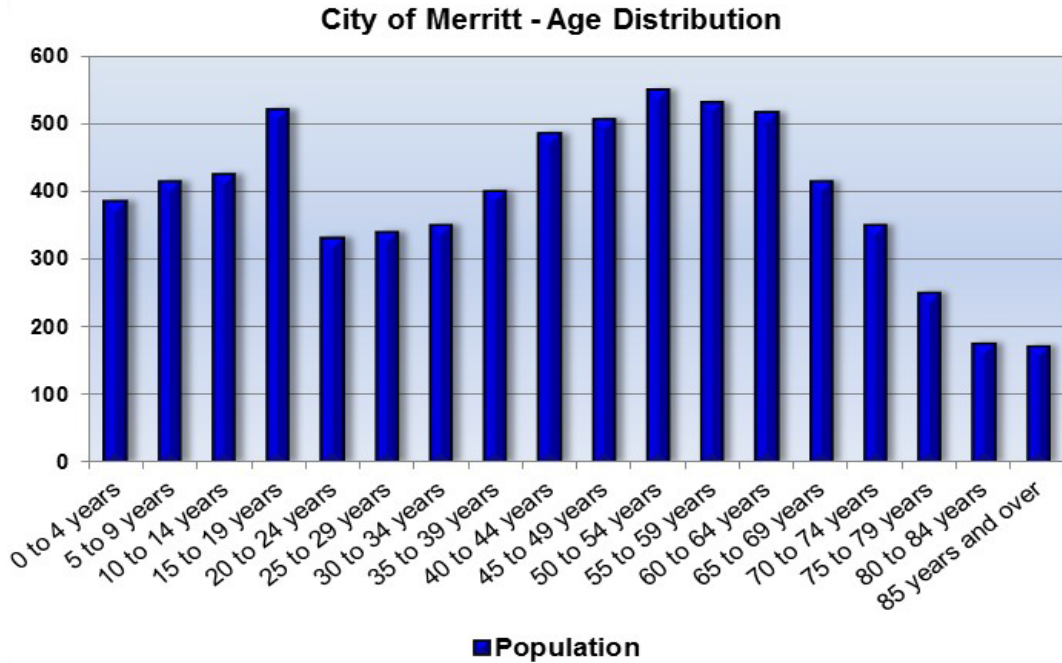


Figure 3: Map of Merritt Local Health Area 31, the Geographical Boundaries of the Merritt Cemetery Catchment Area, Source: BC Statistics, Province of British Columbia.

APPENDIX C: AGE DISTRIBUTION PROFILES

The following graphs shows the age distribution of the City of Merritt and the province.



Figures 4 and 5: City of Merritt and British Columbia's Population Age Distribution as of 2011, Source: Statistics Canada.

APPENDIX D: RELIGIOUS & ETHNIC DISTRIBUTION PROFILES

The graph below shows the distribution of religions in the City of Merritt as of the 2011 National Household Survey.

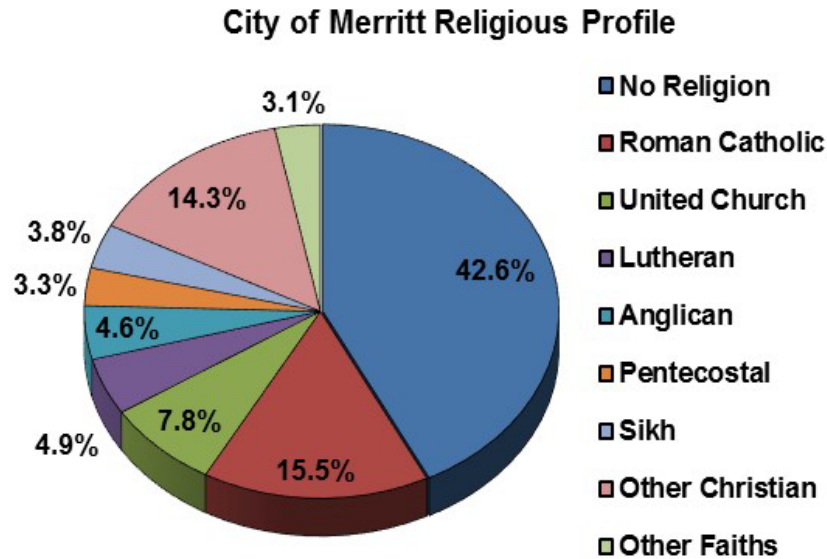


Figure 6: City of Merritt's Religious Distribution as of 2011, Source: Statistics Canada.

The following graph shows the distribution of ethnicities in the City of Merritt as of the 2011 National Household Survey.

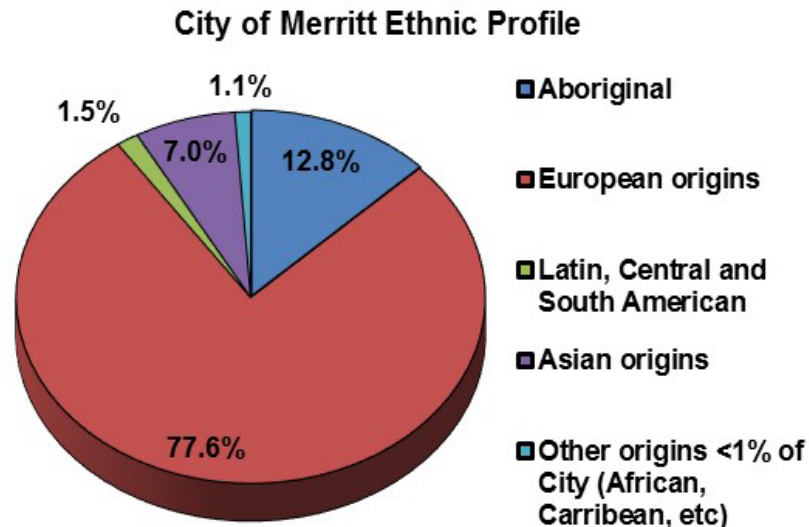


Figure 7: City of Merritt's Ethnic Profile as of 2011, Source: Statistics Canada.

APPENDIX E: DEMOGRAPHIC DATA TABLES

The following table shows the historic population growth rates for the City of Merritt, the Merritt Local Health Area and the Province of British Columbia, over a 5 year and 10 year period.

Population Measurement	2006 Population	2011 Population	2006-2011 Population Growth/Yr 5 yr *	2003-2013 Population Growth/Yr 10 yr *
Merritt Local Health Area	11,476	11,541	(0.73%)	(0.13%)
City of Merritt	7,595	7,230	(0.29%)	0.23%
British Columbia	4,310,452	4,573,321		1.22%

Table 4: Municipal, Local Health Area and Provincial Population Growth Rates, Source: British Columbia Vital Statistics.
 * Annual Average Rate

The following table shows the death rates in the City of Merritt and Merritt Local Health Area compared to the Province of British Columbia over a 5 year and 10 year period.

Deaths Measurement	2006 Deaths	2011 Deaths	2006-2011 Deaths/Yr 5 yr *	2003-2013 Deaths/Yr 10 yr *
Merritt Local Health Area	92	104	94	92
City of Merritt	75	92	36	35
British Columbia	30,513	31,776	20,785	20,416
Merritt Local Health Area Deaths per 1000 people	8.0	9.0	9.6	9.4
City of Merritt Deaths per 1000 people	9.9	12.7	12.5	12.5
British Columbia Deaths per 1000 people	7.1	7.0	7.0	7.0

Table 5: Municipal, Local Health Area and Provincial Death Rates, Source: British Columbia Vital Statistics.

The death rate measures the number deaths for each 1,000 individuals in a population for a stated time period.

APPENDIX F: CEMETERY MARKET DISPOSITIONS & MARKET CAPTURE DETAILS

DISPOSITIONS

Disposition is defined as the way in which human remains are transformed after the event of death, in preparation for any formal viewing or visitation, ritual, rite, service or ceremony. Final disposition in this analysis means the full casket burial or cremation of the deceased.

The pie charts below show the rate of disposition in British Columbia and the Merritt Local Health Area in 2013.

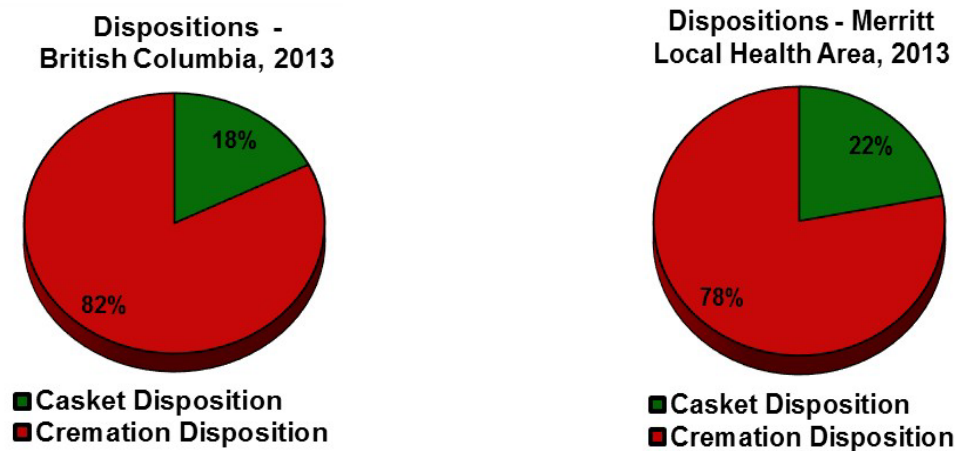


Figure 8: Disposition Preferences in British Columbia and Merritt Local, Source: BC Vital Statistics, LEES+Associates.

MARKET CAPTURE

Market capture is affected by a family's traditional choice of a particular cemetery, customer satisfaction, marketing, price, distribution, competition, and range of available interment options. Cremated remains have a lower capture rate because they can be kept or interred in many different places or spread on non-sanctioned ground. Those that opt for casket burial usually have no choice but to use a cemetery. It is important to keep in mind that market capture rates are highly variable depending on the number of private, religious and not-for-profit cemeteries within the catchment area.

The following graph summarizes the cemetery market in the Merritt Local Health Area over the past 10 years. It shows the relationship between the population and the number of deaths. Total deaths are further broken down by disposition types (whether the body was cremated or interred after death).

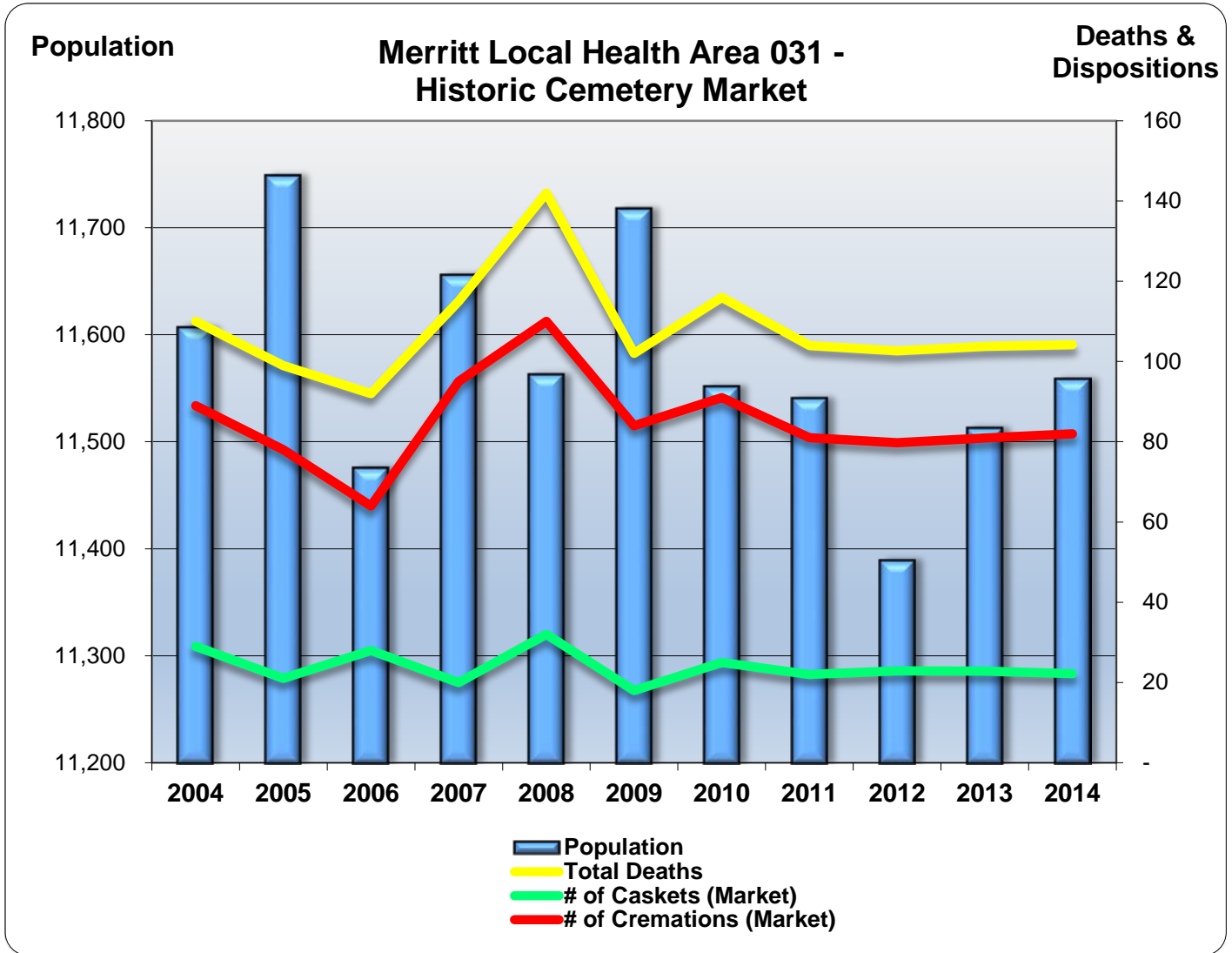


Figure 9: 10 Year Merritt Local Health Area Cemetery Market Overview, Source: LEES+Associates.

The following graph quantifies the cemetery market within the City of Merritt for the past 10 years, showing the relationship between the population and the number of deaths. As in Figure 9, total deaths, shown in the yellow line, are further broken down by disposition types (whether the body was cremated or interred in a casket after death).

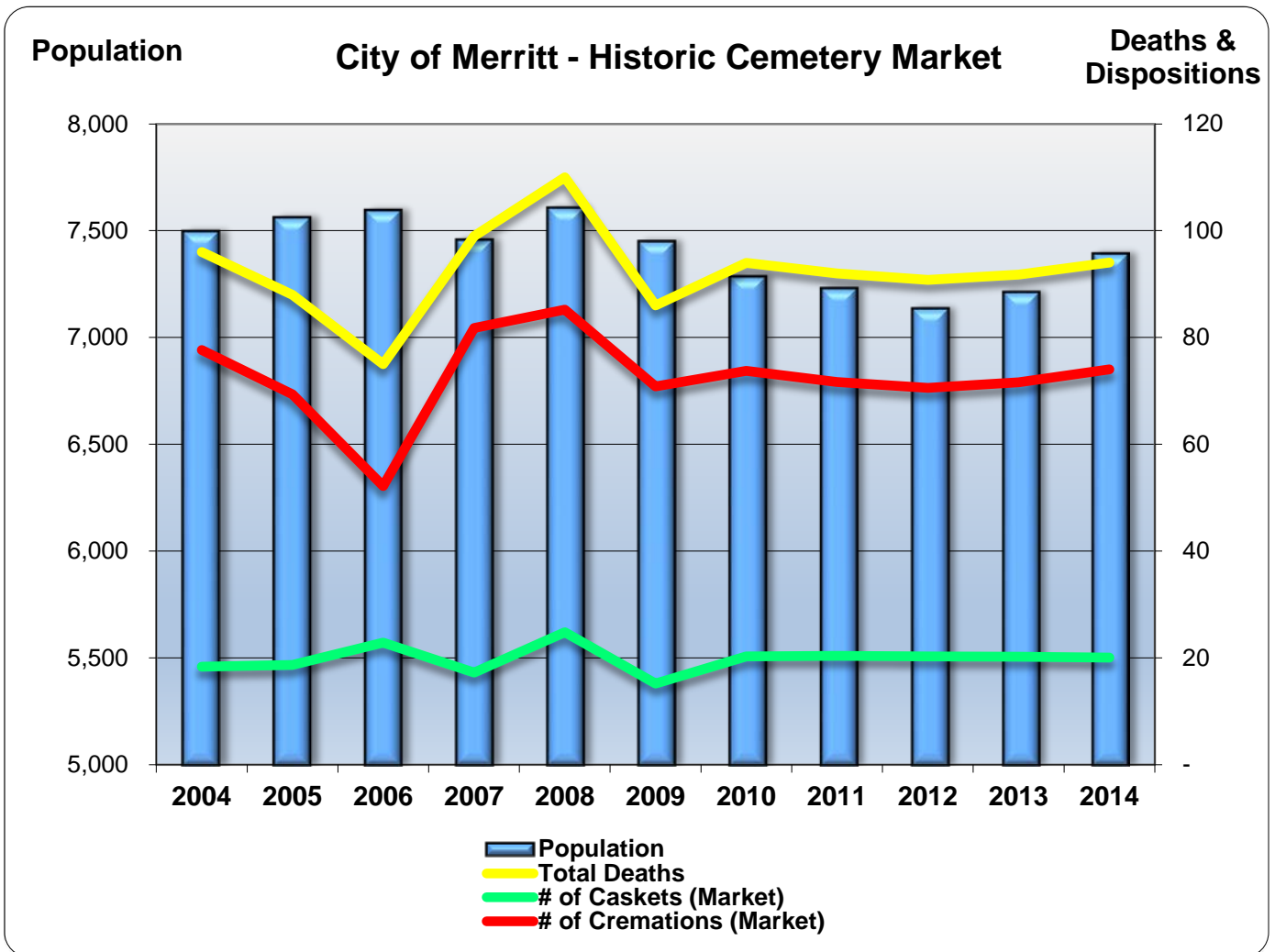


Figure 6: City of Merritt Historic Cemetery Market Overview. Source: LEES+Associates.

The graph below shows the historic and projected cemetery market capture activity for the City of Merritt from 2010 to 2039. As is typical, the capture rate for cremation is much lower than the capture rate for casket interment. A corresponding graph showing historic and projected cemetery market capture for the Merritt LHA can be found in “Section 3.5 – Projected Market and Market Capture” of this report.

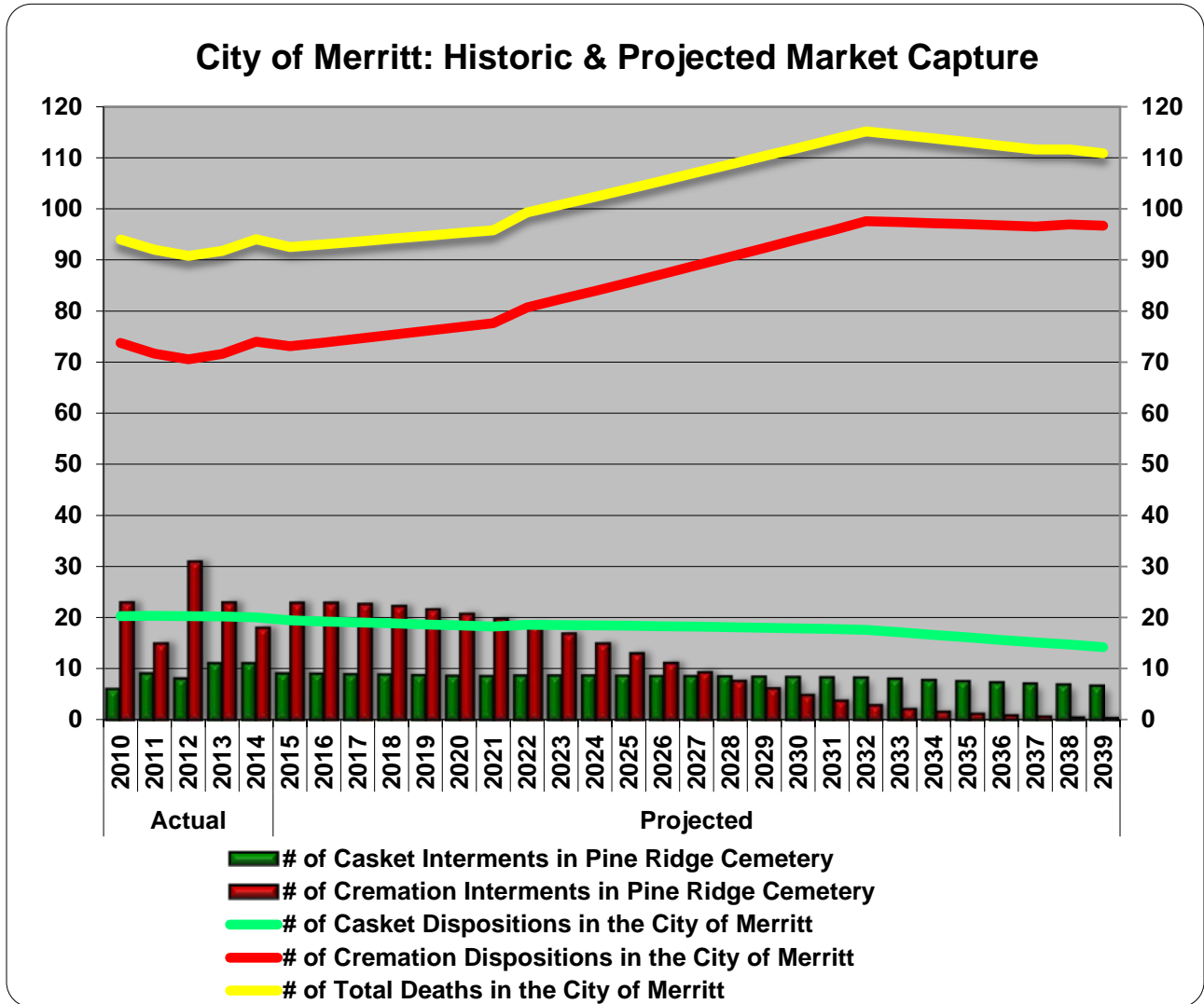
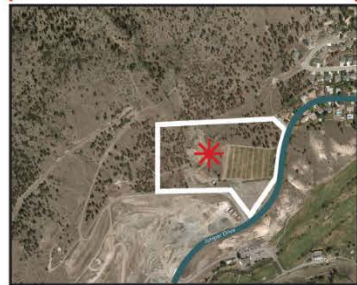


Figure 11: 25 Year Market Capture Forecast for the City of Merritt, Source: LEES+Associates.

APPENDIX G: SITE & DEMAND ANALYSES

The Site and Demand Analyses, seen on the following page, provides a visual summary of the site's context and key characteristics, and the existing and projected supply and demand for cemetery land.

CONTEXT MAP



Pine Ridge Cemetery Location



SITE ANALYSIS



CAPACITY

HOW MANY LOTS ARE THERE?

- 6 years for caskets
- 5 years for veteran caskets
- 8 years for cremation
- 18 years for veteran cremation

AFTER IMPROVEMENTS, HOW MANY LOTS WILL THERE BE?

- 70 years for caskets
- 50 years for veteran caskets
- 40 years for cremation
- 50 years for veteran cremation

HOW MUCH LAND IS THERE?

- 11.7 unoccupied acres at Pine Ridge Cemetery
- 4 acres would provide 150 more years of capacity

APPENDIX H: LOTS TO BE REMOVED

The close up below shows the unoccupied and unpurchased lots to be removed. Removal of these lots will provide an appropriate setback from the cemetery roads and ensure that vehicles do not impinge upon cemetery lots.



LEGEND

Unoccupied Lots to be Removed

Figure 12: Close up of Unoccupied Cemetery Lots to Be Removed to Provide Setback from Cemetery Roads, Source: LEES+Associates.

APPENDIX I: POLICY REVIEW ADDENDA

DEFINITION SAMPLES

"Right of interment"	"Field Crew"
"Minister"	"Grave liner"
"Act"	"Interment Right Contract"
"Ages"	"Interment"
"Burial permit"	"Invoice"
"Burial"	"Legal Representative"
"Bylaws Notice"	"Licensee"
"Bylaws"	"Liner or vault box"
"Care and Maintenance"	"Lot, grave, plot, space"
"Cemeteries Administration"	"Marker or Monument"
"Cemetery"	"Niche"
"Cemetery Care Fund"	"Non-Resident"
"Cemetery Caretaker"	"Owner"
"Cemetery Services"	"Permit"
"Chief Administrative Officer of Merritt"	"Perpetual care"
"Clerk"	"Pre-need contract"
"Columbarium"	"Provincial Cemeteries Act"
"Cremated Remains"	"Purchase Agreement"
"Director of Cemeteries"	"Residency"
"Disinterment"	"Veteran"
"Easement"	

HANDOUT SAMPLE

SELECTED REGULATIONS AND GUIDELINES

NO planting of any kind.

Planting allowed of annuals the 12" in front of east end of monument width of base only.

Decorating with fresh cut and artificial flowers is appropriate and welcomed. Decorations must be placed within vases approved by the cemetery management and installed by cemetery personnel.

The approved vase is a retractable permanent metal vase that is part of the marker or installed separately in front of the memorial or in the case of an upright monument the vase is attached to the monument.

Artificial flowers can be left in vases all year round, however we encourage fresh flowers if possible in the summer months. Artificial wreaths, crosses and decorations are permitted from October 31 to March 31 only and will be removed without notice after March 31.

At the time of burial, floral tributes will be left on the grave until they are wilted or in the case of artificial flowers left for about a week. Flowers or arrangements will be removed without notice by the cemetery staff to prepare or sod the grave. After sodding, all flowers must be in the approved vases, not set out on the grass.

One week after major holidays all seasonal decorations will be removed. Each week during the mowing season cemetery personnel will remove unsightly (wilted flower) decorations and all decorations not in the approved vases to properly attend to the cleaning and maintenance required through the cemetery.

Flowers, arrangements or decorations removed from the graves will be placed in a common area of the cemetery for families to claim.

No unattended open flames or candles are permitted on any Cemetery property.

No memorials may be set, or borders added except by the Cemetery personal in accordance with the cemetery regulations. Improperly or unapproved memorials will be removed without further notice.

Cemetery employees are not always present when the cemeteries are open. There have been occasions when flowers and decoration have been stolen; the cemetery cannot assume any liability for decoration placed at burial sites. Please do not leave articles of value on the grave sites or monuments.

The rules and regulations of the Cemetery are uniformly enforced. All consideration will be given to family requests and needs but employees working in the cemeteries who happen upon decorations or flowers in violation of the rules will remove the offending items, for the safety of all and the beauty of the Cemetery.

Visiting hours are daily during day light hours. Anyone found in the cemeteries after dark could be subject to prosecution. No pets are allowed in the Cemetery and children under 16 years of age must be accompanied by an adult.

FOR INFORMATION CONTACT:

TOPIC INDEX SAMPLE

- I. Definitions
- II. Administration of the Cemeteries
 - a. Application
 - b. Non-Limitation
 - c. Amendments
 - d. Special Cases
 - e. Error Correction
 - f. Disclaimer
 - g. Admission
 - h. Enforcement
- III. Sale and Ownership of Plots
 - a. Responsibilities
 - b. Address Change
 - c. Cost
 - d. Easement
 - e. Documentation
 - f. Subdivide
 - g. Cancellation
 - h. Refunds
 - i. Error Correction
 - j. Replacement
 - k. Resale
 - l. Reclamation
 - m. Replat
 - n. Inheritance
 - o. Ownership
- IV. Burial/Interment/Disinterment
 - a. Authorization
 - b. Space User
 - c. Responsibilities
 - d. Burial Information
 - e. Documentation
 - f. Ownership Proof
 - g. Burial Restriction
 - h. Notice
 - i. Information
 - j. Schedule Times
 - k. Scheduling
 - l. Rescheduling
 - m. Overtime
 - n. Burial Receptacle
 - o. Suitable Container
 - p. Further Usage
 - q. Funeral Service
 - r. Casket Opening
 - s. Veteran Burial
 - t. Veteran Expenses
 - u. Indigent Burial
 - v. Disinterment Permission
 - w. Disinterment Requirements
 - x. Disinterment Restriction
 - y. Disinterment Procedures
- V. Plot Burial Options
 - a. Casket Burial Number
 - b. Double Depth
 - c. Total Burial Number
 - d. Existing Occupied Plots
 - e. Unauthorized Additional Burial
 - f. Veteran Restriction
- VI. Markers and Monuments
 - a. Regulations
 - b. Material Specifications
 - c. Requirement
 - d. Authorization
 - e. Plot Costs
 - f. Permit
 - g. Section Guidelines
 - h. Additional Memorialization
 - i. Installation
 - j. Contractors
 - k. Preneed Memorialization
 - l. Installation
 - m. Grave Covers, Curbing
 - n. Grave Identification
 - o. Removal, Alteration, Additions
 - p. Repair
 - q. Removal
 - r. Safety
 - s. Work Times

- t. Liability
 - u. Owner Liability
- VII. Operation and Maintenance
- a. General Maintenance
 - b. Authority
 - c. Floral Arrangements
 - d. Floral Timelines
 - e. Landscaping
 - f. Personal Responsibilities
 - g. Authorization of Work
 - h. Times of Work
 - i. Liability
 - j. Access
 - k. Vehicle
 - l. Obstruction
 - m. Admission
 - n. Restriction
 - o. Behaviour
 - p. Injury
 - q. Hours
 - r. Service Authorization
 - s. Enforcement of Rules
 - t. Charges
 - u. Rule Information
- VIII. Flowers and Decorations
- a. Purpose
 - b. Planting
 - c. Authorized Vases
 - d. Seasonal Memorialization, Flowers
 - e. Burial Flowers
 - f. Seasonal Decorations
 - g. Retrieval
 - h. Authorization
 - i. Liability
 - j. Enforcement
- IX. Columbarium
- a. Niche Package
 - b. Interment Number
 - c. Future Care Funds
 - d. Granite Inscriptions
 - e. Vase/Lamp Unit
 - f. Flowers
 - g. Photographs
 - h. Resale
 - i. Burial Authorization
 - j. Regulation
 - k. Vandalism

APPENDIX J: GLOSSARY OF CEMETERY TERMS

Adapted from various sources by LEES+Associates.

AT-NEED	<ul style="list-style-type: none">▪ At the time of, or immediately following, death.▪ Usually refers to the time of purchase of funeral or cemetery services.
BOOK OF MEMORIES	<ul style="list-style-type: none">▪ Plaque with list of names of the deceased who typically are located in areas not readily accessible.▪ A type of memorial monument.
BURIAL	<ul style="list-style-type: none">▪ One form of interment.▪ The placement of human or cremated remains in a grave.
BURIAL LINER	<ul style="list-style-type: none">▪ Similar to a burial vault, however, unlike a vault it only covers the top and sides of the casket
BURIAL PERMIT	<ul style="list-style-type: none">▪ A legal document issued by a regulatory authority authorizing final disposition of human remains.
BURIAL VAULT	<ul style="list-style-type: none">▪ A protective, sealable outer receptacle, into which a casket or urn is placed, designed to restrict the entrance of gravesite elements into the casket or urn.
BYLAWS	<ul style="list-style-type: none">▪ The written regulations, rules or laws governing the organization, management and operation of a cemetery, mausoleum, columbarium or crematorium.
CARE FUND (also known as PERPETUAL CARE FUND or MAINTENANCE FUND)	<ul style="list-style-type: none">▪ An irrevocable trust fund established, held and administered in accordance with applicable law, with the income from the fund to be used for the upkeep and repair of a cemetery, mausoleum or columbarium.
CASKET	<ul style="list-style-type: none">▪ A rigid container usually constructed of wood, metal or similar material, ornamented and lined with fabric, designed for the encasement of human remains.
CASKET ENTOMBMENT	<ul style="list-style-type: none">▪ When a casket is interred in a mausoleum.
CEMETERY SERVICES	<ul style="list-style-type: none">▪ The disposition of human remains by interment or cremation and includes the supply of goods incidental to

	<p>the provision of such service, but does not include the sale of lots.</p>
<p>COLUMBARIUM (plural: COLUMBARIA)</p>	<ul style="list-style-type: none">▪ A structure, building, an area in a structure or building that contains, as an integral part of the structure or building or as a freestanding sections, niches for the inurnment of cremated remains.▪ Can be “Individual”, “Family” or “Community”, based on the number of niches, and how they are sold.
<p>COMMEMORATION</p>	<ul style="list-style-type: none">▪ A ceremony, service or symbol of memory for a person/people or event
<p>COMMINGLING</p>	<ul style="list-style-type: none">▪ The mixing of the cremated remains of more than one deceased person.
<p>CONTAINER</p>	<ul style="list-style-type: none">▪ A self-contained receptacle or enclosure other than a casket, made of rigid cardboard, pressed wood or other similar material that is of sufficient strength to hold and conveniently transport human remains, but does not include a metal or fibre glass casket, or receptacle or enclosure made of plastic or similar substance, or a pouch or bag.
<p>CREMATED REMAINS</p>	<ul style="list-style-type: none">▪ The human bone fragments that remain after cremation that may also include the residue of any other materials cremated with the human remains.
<p>CREMATION</p>	<ul style="list-style-type: none">▪ The irreversible reduction of human remains to bone fragments through the application of flame and intense heat; in some jurisdictions this may include the repositioning or movement of the body during the process to complete the cremation; and the manual or mechanical reduction of the bone fragments after removal from the cremation chamber.
<p>CREMATION LOT</p>	<ul style="list-style-type: none">▪ A space used, or intended to be used, specifically for the interment of cremated remains.▪ Typically, a smaller than full-sized lot.
<p>CREMATORIUM</p>	<ul style="list-style-type: none">▪ The building or part of a building that is fitted with approved appliances for the purpose of cremation human remains and includes everything incidental or ancillary to it.
<p>CRIB GRAVE</p>	<ul style="list-style-type: none">▪ A grave lot surrounded by a small picket fence.

CRYPT	<ul style="list-style-type: none">▪ One kind of lot.▪ Typically, a space in a mausoleum used or intended to be used for the entombment of human remains.
DEATH CERTIFICATE	<ul style="list-style-type: none">▪ A legal document certifying the vital statistics pertaining to the life and death of a deceased person.
DIRECT (or IMMEDIATE) DISPOSITION	<ul style="list-style-type: none">▪ The final disposition of human remains without any formal viewing or visitation, ritual, rite, service or ceremony.
DISINTERMENT	<ul style="list-style-type: none">▪ The removal of human remains, along with the casket or container or any remaining portion of the casket or container holding the remains, from the lot in which the remains had been interred.
DOUBLE DEPTH LOT	<ul style="list-style-type: none">▪ A lot dug at extra depth at the time of the interment of the first casket to allow for the accommodation of a second interment at regular depth.
EASEMENT	<ul style="list-style-type: none">▪ The right acquired, whether or not supported by a certificate, to interment in a lot.
ENTOMBMENT	<ul style="list-style-type: none">▪ One form of interment.▪ The placement of human remains in a mausoleum crypt.
FAMILY COLUMBARIUM	<ul style="list-style-type: none">▪ See columbarium
FAMILY ESTATE LOTS	<ul style="list-style-type: none">▪ A family estate lot contains 6-12 lots together.
FAMILY VESSEL	<ul style="list-style-type: none">▪ A large urn for several cremated remains. Remains may be comingled or may be contained in smaller, individual urns, held within the larger vessel.
FLAT MARKER	<ul style="list-style-type: none">▪ A grave marker set flush with the ground.
FUNERAL SERVICES	<ul style="list-style-type: none">▪ The arrangements, care and preparation of human remains for interment, cremation or other disposition and includes the supply of goods incidental to the arrangements, care and preparation, but does not include the sale of lots.
GRAVE	<ul style="list-style-type: none">▪ One kind of lot.▪ A portion of ground in a cemetery, used or intended to be used, for the burial of human remains or cremated remains.

- GRAVE LINER
- A fiberglass or concrete structure installed over a casket once it has been placed in the grave.
- GRAVE MARKER
- Can be in-ground (flat) or upright.
- GREEN BURIAL
- A more environmentally conscious alternative to “traditional burial.” Typically includes:
 - a. no embalming;
 - b. burial directly in the ground without a grave liner or vault;
 - c. a fully biodegradable burial container (casket or shroud);
 - d. interment sites planted with indigenous ground cover, and
 - e. without individual grave markers.
- INTERMENT
- Disposition by:
 - a. burial of human remains or cremated remains in a grave;
 - b. entombment of human remains in a mausoleum, crypt, or;
 - c. inurnment of cremated remains in a columbarium niche.
- INURNMENT
- One form of cremated remains interment.
 - The process of placing cremated remains in a receptacle including, but not limited to, an urn and placing the urn into a niche.
- LAWN CRYPT
- A concrete or other durable and rigid outer receptacle installed in a grave prior to burial.
- LOT
- A space used, or intended to be used, for the interment of human remains or cremated remains under a right of interment and includes a grave, crypt, niche or plot.
- LOT HOLDER
- The person in whose name the right of interment in a lot is registered in the records of a cemetery and, where the interment has taken place, includes the person who has legally acquired ancillary rights to the lot.

MAINTENANCE FUND (also known as CARE FUND or PERPETUAL CARE FUND)	<ul style="list-style-type: none">▪ A fund established for the upkeep and repair of a cemetery, mausoleum or columbarium.
MAUSOLEUM (plural: MAUSOLEA)	<ul style="list-style-type: none">▪ A structure or building that contains interior or exterior crypts designed for the entombment of human remains.
MAUSOLEUM CRYPT	<ul style="list-style-type: none">▪ A chamber of a mausoleum or sufficient size for entombment of human remains.
MEMORIAL	<ul style="list-style-type: none">▪ A product, meeting the bylaw standard of a cemetery, used or intended to be used to identify a lot or to memorialize a deceased person interred or to be interred in a lot, including but not limited to:<ul style="list-style-type: none">a. a marker, headstone, tombstone monument, plaque, tablet or plate on a lot; orb. a tablet inscription, lettering or ornamentation on a crypt or niche front, orc. a tree, boulder or other feature so identified.▪ A ceremony, rite or ritual commemorating the life of a deceased individual without the human remains being present.
NECESSARIUM	<ul style="list-style-type: none">▪ Necessaria are stations located throughout a cemetery for filling vases and disposing of garbage. They often provide watering cans, flower vases, a rake and hand tools. They should be located within 60m from all graves.
NICHE	<ul style="list-style-type: none">▪ One kind of lot.▪ A space, usually within a columbarium, for placing a receptacle containing cremated remains.
OSSUARY	<ul style="list-style-type: none">▪ A vessel for the interment of two or more cremated remains.▪ Typically, the cremated remains are commingled
OUTER CONTAINER	<ul style="list-style-type: none">▪ A receptacle, which is designed for placement in a lot to accept the placement of a casket or urn.
PERPETUAL CARE FUND (also CARE FUND or MAINTENANCE FUND)	<ul style="list-style-type: none">▪ An irrevocable trust fund established, held and administered in accordance with applicable law, with the

income from the fund to be used for the upkeep and repair of a cemetery, mausoleum or columbarium.

PRE-NEED

- Any time prior to death.
- Usually refers to the time of purchase of funeral or cemetery services.
- “Pre-need planning” refers to the process of making arrangements and/or entering into contracts regarding future cemetery services for one or more persons who are still alive at the time.

REGISTRAR

- The person responsible for the administration and enforcement of applicable laws and regulations relating to cemetery and funeral services. In British Columbia or British Columbia, this person is known as the “Director of Cemeteries.”

SCATTERING

- The irreversible dispersal of cremated remains over land or water, or commingling in a defined area in a cemetery.

SCATTERING GARDEN

- An area within a cemetery, usually providing an attractive natural or ornamental setting, dedicated to the scattering of cremated remains.

SPIRIT HOUSE

- A wooden shelter over a grave to house the spirit of the dead, typical of First Nations cemeteries.

UPRIGHT MARKER

- A grave marker that is not flush with the ground is mounted on a footing and intended to be visible over the surrounding finished grade.

URN

- A receptacle for containing cremated remains.