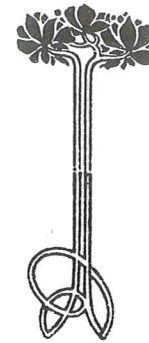


**GANANOQUE CEMETERY
COMPANY**

**RULES AND
REGULATIONS**

Adopted by the Board of Directors November 1, 1984



Approved By
MINISTRY OF CONSUMER
& COMMERCIAL RELATIONS
Cemeteries Branch
May 28, 1984

FOREWORD

In presenting the following rules and regulations to the lot owners and others interested in the Gananoque Cemetery, we think they are made in the best interests of all concerned. It will be the endeavour of the Trustees to constantly improve the Cemetery and with the cooperation of all lot owners known, this can be done.

The Gananoque Cemetery is about one mile from the town and comprises fifty-eight acres extending from Highway 32 to the Gananoque River.

The Cemetery scheme was originated and carried out by the Thousand Island Railway (Rathbun Company) interests, and was intended to foster passenger traffic for the railroad, as it was used for many funerals; for this reason the original vault was built close to the railroad siding. A caretaker's house, barn and garden plot were also provided at this location.

In 1910 The Cemetery was taken over by local stockholders who made a settlement in full with creditors. In 1917 a charge was made for care of lots, which was to be done by an employee of the Cemetery instead of by the individual owner. At that time six of the lot owners arranged for perpetual care with the Trust and Guarantee Company of Toronto. In 1918 the Gananoque Cemetery Company established a Maintenance Fund with the same company for perpetual care of lots.

The officers at this time were: President J.T. Green; Secretary, Dr. A.H. Mabey; Directors Senator George Taylor, Messrs. J.B. Abbott, J.B. McMurchy, W.B. Carroll, W. Bulloch, T.E. Meggs. To these officers, and in later years to Mr. Green, who gave years of service without remuneration, and to Dr. Mabey should be given credit for the improved conditions of the Cemetery.

Members of the Board for 1943 were: President J. D. Matthew; Vice-President, V. Taylor; Secretary-Treasurer J. F. McGuire; Directors, Dr. J. R. Byers, Dr. A. H. Mabee, Mrs. A. H. Mabee Mrs. R. Louch, William Edwards and C. E. Wright.

The above Board functioned until about 1953 when C. E. Wright was the only remaining member of the Board. Garnet Steacy was the caretaker and the operation of the Cemetery fell back on him. He kept the books and records, looked after the Cemetery, sold lots and collected the funds. This was too much work for one man and he enlisted the assistance of Mr. Gordon Bradley, a local funeral director who had taken over a funeral business in Gananoque in 1946. Garnet Steacy and Gordon Bradley managed the cemetery from 1953-1958. Mr. Bradley kept the books and records and Mr. Steacy looked after the cemetery. In 1958, these two gentlemen, concerned that they were doing all the work with no official status, approached local business men W. E. Wright and George Webb, the local M.P. at the time, to assist in reorganizing the cemetery. A meeting of lot owners was called and a new Board of Directors was elected with Dr. K. C. Gray as President and C. K. MacKenzie and Robert Cunningham as members. Harold Dempster, Bernard Rackham and George Gibbins were added in 1972, Robert Cunningham having resigned in 1970.

A new vault for winter reception of bodies was constructed in the 1930's in its present location close to the cemetery entrance off Highway 32. The Oddfellows Park (Block 24) was created about 1945. Claude (C.E.) Wright was the active director behind this project. This block, roughly in the centre of the then operational cemetery, had been used as a dump for debris of all kinds. The Oddfellows Lodge, as a community

service, undertook to clear the mess, which they did after many hours of work. The area was then used for memorial services every spring by the Oddfellow and Rebecca Lodges.

The original house was moved to its present location close to the creek and reconstructed in 1964. The Memorial Gates were installed at the cemetery entrance off Highway 32 in 1971. A committee was formed - E.P. Wright, George Scott, Janet Harding, Harold Dempster, William Robbins and a fund-raising project launched and completed to finance this project.

From 1959 until 1976 Dr. K. C. Gray managed the cemetery almost single-handed. He updated the costing structure, assigning 50% of the price of lots to the Perpetual Care Fund, and gradually brought the cemetery to a break-even financial basis while constantly improving the appearance and functioning of the cemetery. For 17 years he devoted himself to the care and maintenance of the Gananoque Cemetery in addition to carrying on a busy medical practice and involvement in many other community service projects in Gananoque and the surrounding area. He died in 1978.

In 1976-1977 George Gibbins assumed Dr. Gray's responsibility for the cemetery and at a lot owners' meeting additional members were added to the Board. These were Thomas Harrison, Irvine Cook, John Conner, E. P. Wright and Gordon Rombough. Tom Harrison served only one year - he died in 1978. In addition to the total operation of the cemetery, George Gibbins undertook the up-dating of the cemetery records as there were many gaps over the past years; records had been lost or items not recorded at all. Gordon Rombough was appointed Superintendent of the Cemetery, responsible for maintenance,

interments and employee supervision, replacing Bernard Rackham who had supervised the work in the cemetery for the past four years but was forced to retire due to poor health in 1976.

The problem of old monuments and markers requiring maintenance was financially relieved by the creation in 1981 of the Gananoque Cemetery Foundation as a registered charity and a mail solicitation of funds secured a good sum to pay for the restoration and repair of many of the problem monuments. This is an ongoing project.

The 1983-84 Board of Trustees:

C. K. MacKenzie,	President
George Gibbins,	Treasurer
Gordon Rombough,	Superintendent
Harold Dempster,	Member
Ed. Wright,	Member
John Conner,	Member
Irvine Cook,	Secretary

The Gananoque Cemetery is a non-profit operation owned by the lot owners and operated by a volunteer unpaid Board of Trustees, hereinafter referred to as the "Board", elected by the lot owners at annual meetings and empowered by them to act on their behalf.

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ADMINISTRATION

The administration of the Gananoque Cemetery complies with the statutes of the Cemeteries Act of the Province of Ontario.

1. In March of each year, the Board from its membership shall elect a chairman and vice-chairman. It shall at the same meeting appoint a secretary and treasurer. These two latter offices may be combined.

2. A Cemetery Superintendent and other employees shall be appointed and engaged as required.
3. Perpetual care funds, collected by the Cemetery Company as part of the purchase price of lots or subdivisions of lots, shall be forwarded to its trust company for safe-keeping and investment as prescribed by the statutes of the Cemeteries Act of the Province of Ontario.
4. The Treasurer shall, at the first meeting held subsequent to the audit in each year, present, in detail, a financial statement covering the operations of the previous year and a copy of the auditor's report.
5. The Secretary shall be the contact medium between the Board and its employees, the lot owners and general public. He shall keep a register of lots sold, records requisite for interments and for other cemetery services. He shall also keep time sheets for and make computations of wages payable to employees and perform such other duties as the Board may direct.
6. The division of duties of the Treasurer and the Secretary may be apportioned between the Treasurer, Secretary or any other member of the Board as the Board may agree to from time to time so long as these duties are completed to the satisfaction of the Board and the Ministry of the Province of Ontario.
7. Employees in the cemetery are required to be courteous towards lot owners and other visitors. Failure in this regard should be reported to the Secretary.

8. Employees are paid by the Board and are not permitted to accept for themselves gratuities from lot owners, for special services. Lot owners will make all such payments to the Secretary.
9. The sale and transfer of lots is made subject to the conditions imposed by these regulations, and to any amendment thereto which may hereafter be prescribed by the Board, subject only to Provincial Government enactment or regulation.
10. Upon the death of a lot owner the Board will recognize the change in ownership of a lot affected, to a relative through a bequest in a probated will. Where an owner dies intestate or no disposal of a cemetery lot is made in a will, the Board will, subject to judicial or legislative authority, recognize as the rightful owner the person acquiring the residue of the deceased owner's estate.
11. Regulations prescribed by the Board shall remain in force until amended and any amendment or revision may be made by a majority vote at any regular or special meeting of the Board.
12. The schedule of service charges as adopted by the Board, and any amendment thereof, shall be deemed an integral part of the Regulations of the Board. See Appendix #2.
13. Overdue accounts may be subject to interest charges on unpaid balances.
14. A copy of these regulations shall be made available, free of charge to all lot owners.

RULES AND REGULATIONS

Adopted by the Gananoque Cemetery Company
in March, 1943 and revised in 1984

PURCHASE OF LOTS

1. Lots, subdivisions of lots and single graves for human burial purposes may be purchased from the Company for cash, at such price as may be determined from time to time.
2. The Gananoque Cemetery is divided into Blocks 114' x 132', Sections 20' x 20' with 30" paths around the perimeter and lots 10' x 10'. A lot 10' x 10' will accommodate three burials 40" x 96" each and the installation of a stone or marker at the head of the burial plots. Single plots 40" x 120" will accommodate one burial only, and cremation sites 40" x 30" are available on request.
3. The issuance of a deed for a lot shall not purport to be a conveyance in fee simple, but shall constitute only the exclusive right to use such lot or subdivision for human burial purposes subject to the Regulations of the Company.
4. No conveyance will be issued by the Board and no transfer will be deemed to have been made, unless and until full payment for the lot or other subdivision and as well for perpetual upkeep on the same, shall have been paid in full.
5. Co-incident with the purchase of any lot, or other subdivision, the purchaser shall pay an amount to be known as perpetual upkeep, based on the rates established by this Board.

6. The Board shall forward all perpetual care portion of sale of lots to its trust company for investment and the income from the trust company shall be used for maintaining the cemetery.
7. The use of plots for burial purposes is restricted to the family and other close relatives of the lot owner, and no trafficking in plots will be countenanced by the Board.
8. The re-sale of any lot or subdivision of a lot may be made to the Board. No transfer of any lot or plot will be recognized by the Board until application is made in writing. A plot or lot may be transferred to a family member by written application or as a result of a probated will or testament. A transfer fee will be charged for such a transfer of ownership. No transfer of a part of an original holding will be permitted if, in the opinion of the Board, such subdivision of the original lot would be detrimental to the cemetery plan.

INTERMENTS

1. A Burial Permit issued by the Division Registrar must be delivered to the Cemetery Superintendent before interment can take place.
2. Except it be necessary in order to avoid danger of contagion or infection, application for a grave opening must be made to the Secretary or Superintendent at least thirty-six hours in advance of the proposed hour of interment. Shorter notice may involve delay, for which the Board cannot assume responsibility.

3. Application for a grave opening should be in writing and contain adequate information with regard to the name, age and place of death of the deceased, the address of the nearest relatives, the location in the lot, the number of the lot and block required for the interment and any other pertinent information that may be required for the records of the Board.
4. Persons ordering grave openings shall be held responsible for payment of charges incurred.
5. The fee for grave opening and interment shall be due and payable when the service is ordered.
6. The Board will not be responsible for mistakes or misunderstandings arising from verbal or telephone orders.
7. The scale of fees for grave openings shall be based on the size of the grave and the labour involved. The use of oversized shells of wood, metal, stone or concrete, as well as double depth graves, necessitates the graduated scale of charges set forth in the schedule of fees for services.
8. The increasing use of oversized shells does not permit the Board to assume responsibility for the number of grave openings that may be made in any lot.
9. Where an additional interment is requested and approved by the Board for a grave space already occupied at the regulation depth, a fee will be charged to cover the cost of deepening the original interment. When a double depth opening is made in the first instance an additional fee is required.

10. Not more than two interments may be made in the same grave.
11. None other than employees of the company will be permitted to make grave openings and an employee of the Board shall be present at all interments.
12. Interments will be made only in the open season of the year. Variation in the duration and severity of the winter and the depth of frost will be the chief guides in the Board's determination of the dates between which no interments will be made, excepting those which may be necessary to avoid the possibility of spreading contagious disease, or for other unforeseen reasons. An extra charge will be made for emergency winter interment.
13. During that period of the year in which interments are not made, the mortuary in the Cemetery will be made available for the reception and temporary custody of remains, including those intended for interment in other cemeteries.
14. A fee will be charged for winter committals within the mortuary and the charges for interments from the mortuary will be the same as those in effect for direct interments.
15. No interments will be made on Sundays or on Christmas Day.
16. Funerals will be allowed in the cemetery only between the hours of 9:00 a.m. and 5:00 p.m.
17. Funeral corteges within the cemetery shall follow the route indicated by the Superintendent.

18. The Superintendent shall have authority to restrict the number and kind of vehicles and the roadways that may be used.

CARE OF LOTS

1. The Board, having provided for perpetual upkeep on lots sold, undertakes the grading, seeding, grass cutting and general care of all lots.
2. No shrub or tree shall be planted on any lot except by permission of the Board and the Board reserves the right to approve the type of shrub or tree, the location, and to trim or remove any tree or shrub if and when it considers such action necessary for cemetery beautification.
3. The planting and cultivation of flowers and foliage plants within a restricted area in front of a monument is permitted, but the extent of the area so planted and the kind of plants must be approved by the Board. Permanent plantings will not be permitted on single-grave lots.
4. The use of receptacles for cut flowers is permitted on lots of any size, but such receptacles must be watertight and of good appearance. Withered flowers will be removed by cemetery employees.
5. Artificial wreaths or designs are permitted on graves or lots, with the approval of the Board. Such artificial wreaths or designs when deteriorated will be removed by cemetery staff if lot owners neglect them.

6. In order to facilitate the perpetual care of lots, no mounds, embankments, railings, hedges, border plantings, boundary walls or oversize markers will be permitted hereafter.
7. No lot owner shall change the grading of his lot, cut any sod or move any corner posts or markers.
8. Funeral directors may furnish seats for mourners at funerals, but no seats, benches or similar equipment will be permitted to be permanently installed by a lot owner.

MONUMENTS AND MARKERS

1. A monument shall be understood to mean a permanent memorial projecting above ground level. A marker shall be a small memorial set flush with the ground level not projecting above ground level.
2. The Board reserves the right to determine the maximum size and type of Monuments and markers, their number and their location on each lot or smaller subdivisions. (See Appendix #3)
3. Monuments to be erected by or for lot owners shall be set upon adequate concrete bases. See Installation of Monuments Appendix #1.
4. The Board reserves the right to refuse permission for the erection of any monument which, in its opinion, would mar the beauty or detract from the dignity of its environment. Variety in design is desirable, but the design and dimensions of monuments must conform to the balanced beautification of the cemetery.
5. A double lot 10' x 20' may have a single large upright monument centred on the 10' x 20' double lot. If the lots are end to end lettering may be on both sides of the monument. If the lots are side by side, the lettering will be on the grave side only. A surname and/or logo may be lettered on the opposite side.
6. A two-grave plot monument must be located on the centre of the top line of the original 10' x 10' lot.
7. A single-grave plot may have a flat marker only.
8. Monuments, markers and footstones shall be marble, granite, bronze or ceramic. Other composition memorials may be used with the approval of the Trustees.
9. Upright monument foundations must be 4' deep and 3" larger than the monument base on every side, not above ground level at any point. The sides of the foundation must be vertical and a form used to size the top.
10. Before any foundation is poured or installed the Superintendent of the Cemetery, or in his absence, a Board member, must approve the layout.
11. A monument is not to be set on a wet foundation. The foundation must cure sufficiently that the monument will not tilt or slide after placement.
12. Flat monuments, when set in cement, must have a 3" border on every side, not above the ground level at any point.

APPENDIX #1

INSTALLATION OF MONUMENTS, MARKERS AND FOOTSTONES

1. The installation of any monument or marker must have prior approval of the Board of Trustees. A deed or receipt must have been issued for a lot or division of a lot before approval can be given. The Board requires '48 hours' notice before approval can be issued.
2. For the purpose of these regulations an UPRIGHT monument means a memorial of granite, marble, bronze or ceramic set upright and projecting above ground level. A FLAT monument means a memorial of granite, marble, bronze or ceramic set flat and level with the ground projecting no more than 1" above ground level. A MARKER is a small memorial not to exceed 12" x 24" of marble, granite, bronze or ceramic to mark the location of individual graves, located at the head of the grave and lettered with the name and date of the deceased. A FOOTSTONE is a memorial of marble, granite, bronze or ceramic not to exceed 12" x 24" to mark the location of individual graves, located at the foot of the grave.
3. Upright and Flat monuments may be installed only in the cemetery areas so designated; i.e. Flat monuments are to be installed in Blocks 47 and 51.
4. An Upright monument installed on a full lot 10' x 10' will be on the top centre line of the lot at the head of the grave with the individual names and dates on the grave side of the monument only. A surname or logo may be on the opposite side.
5. No inscription which the Board considers indecorous or undignified will be permitted.
6. Markers or footstones of marble or granite are permitted but must not exceed 12" x 24" in size, with a depth of 3 to 5 inches. The upper surface must be flat with no projections and shall be set level with the ground surface.
7. Corner posts of stone marking lot boundaries are permitted. Such corner posts shall have a flat surface area not exceeding 6 inches square, and a depth of not less than 4 inches, squared on all four sides and shall be placed with the upper surface at ground level. Single grave plots may have two corner posts at the foot if it is intended to place a flat marker at the head of the grave. All corner posts, whether purchased from the Board or procured from some other source, shall be set by employees of the Board at the expense of the lot owner or his agent.
8. Memorial craftsmen or dealers undertaking the erection of monuments shall assume responsibility of payment for the construction of bases and for other services performed or supplied upon their request by the Board. They shall also be responsible for the cost of repairing any damage caused by their workmen or vehicles within the cemetery. Repeated offences will result in their loss of cemetery privileges.
9. Monument dealers and contractors, before undertaking any work, shall present an application showing their authority to act on behalf of the lot owner and giving an accurate description of the work proposed.

10. No monumental work shall be undertaken until the approval of the Board has been obtained.
11. Upon delivery of a monument the work of its erection shall be completed within a reasonable time and planks shall be used to protect the ground from injury.
12. Work on the erection of monuments shall cease during the period of a funeral service being held in the vicinity.
13. Lot owners will be required to keep all stones and monuments in a state of good repair. Upon failure to make such repair as the Board may deem necessary within three months of the date of a written notice to the lot owner, the Board may remove such defective stone or monument or have the same repaired at the expense of the lot owner.