



Memorial Marker Permit

ST. PETER'S CEMETERY
6240 Moore Rd. Port Alberni, BC V9Y 7J8

HOLY FAMILY & NOTRE DAME PARISH
4731 Burke Rd. Port Alberni, BC V9Y 5P1
250-723-8912
rc-portalberni@shaw.ca

Today's Date: _____

New Installation or Remove Existing Marker & Replace Plot Number: _____

Inscription: _____

To be placed on the grave of: _____

Size of Marker: _____ Size of Base: _____

Description (incl. materials used, any pictures/objects engraved, etc.), or attach a picture: _____

All memorial markers are to be delivered to the HFNDP office, during regular office hours. Memorials will **ONLY** be placed, installed, or removed by the Caretaker, or other person duly authorized by the Cemetery Administrator. Permits must be submitted by applicants at least 3 full working days before delivery, in person at the HFNDP office, or by email to rc-portalberni@shaw.ca*.

Anticipated delivery date: _____

Permit Requested by: _____ Relation to memorialized: _____

Address: _____ Phone: _____

Memorials	New Installation	Remove and Replace
Caretaker Fee	\$125	\$250
Administration Fee	\$25	\$25
Total	\$150	\$275
Received by/date		

*All fees are due and payable by cash or cheque **IN FULL** prior to any removal or installation work being performed.

Approval Granted: yes/no

Date: _____

Signature: _____

St. Peter's Cemetery By-Laws re: Memorials

1. Memorials

- a) Memorials will only be installed, removed or modified in the Cemetery when:
 - i. an Interment Right Holder or authorized representative, or a person authorized by the Administrator, has made application to the Administrator;
 - ii. the applicable contribution is paid to the Care Fund as required in the CIFSA;
 - iii. All outstanding fees relating to the Lot, Interment and Memorial installation have been paid in full; and
 - iv. the deceased person has been interred in the Lot or is sharing a marker with another who is not yet deceased.

- b) All Memorials shall only be placed, installed or removed by the Caretaker or other person authorized by the Administrator. All Memorials shall conform to the approved plan of the Cemetery and its sections, and shall be constructed of stone or bronze. Bronze memorials must be set on a concrete base. All Memorials shall conform to the specifications set out in Sub-section 8 d) of this Bylaw.

- c) Installation of Memorials shall occur during regular business hours. Installations will be made as soon as possible after delivery of the Memorial to HFNDP; timelines may vary depending on scheduling issues, weather conditions and ground conditions.

- d) HFNDP-BCT shall not be held liable for, or be obliged to repair, any breakage or damage to any Memorial in the Cemetery.
- e) The Interment Right Holder, or the deceased's descendants, is required to keep in proper repair, at their expense and to the satisfaction of the BCT, all Memorials upon their Lot. Should any Memorial or Lot adornment erected in the Cemetery fall into a state of disrepair, then the Administrator will document the condition and have the Memorial or Lot adornment removed from the Cemetery at the expense of the Lot holder or their successors. Interment Right Holders may request that the BCT make repairs; however, all costs associated with the repairs will be borne by the Interment Right Holder.

2. Ground Interment Memorials

- a) A Memorial in respect of an in-ground Interment, including those for cremation Lots, shall be installed flush with the ground.
- b) A Memorial Permit as prescribed by the BCT, shall be issued by the Administrator to authorize installation of all in-ground interment Memorials.
- c) The Administrator may refuse to issue a permit to the Applicant if the Applicant has failed to comply with the requirements of this By-law. The Administrator may reject Memorials, despite the prior issuance of a Memorial Permit, when the Memorial does not comply with the specifications in

this By-law, is not in keeping with the standards of the Cemetery, or contains epitaphs deemed inappropriate by the Administrator, including reference to pets.

- d) Any tablet type Memorial may be installed on a grave Lot in the Cemetery provided the Administrator deems the tablet to be acceptable and conforms to the following:
- i. each bronze memorial tablet shall be attached to a concrete base of not less than 10cm (4") thick, with side surfaces true and perpendicular with the top surface of the attached tablet.
 - ii. each stone tablet shall be not less than 7.5cm (3") thick and shall have its side surfaces true and perpendicular with the top surface.
 - iii. the top surface of memorial tablets and concrete bases for the memorialization of one person shall be no larger than 30cm x 50cm (12" x 20") and no smaller than 20cm x 28 cm (8" x 12"). The only exception shall be where two related persons are buried side by side in adjacent grave Lots, one 45cm x 75cm (18" x 30") tablet which provides for memorialization of both persons may be used instead of two separate tablets, provided the single tablet so used is set to embrace evenly the two grave Lots. Requests for exceptions to this by-law are subject to the approval of the Administrator.
 - iv. a bronze memorial tablet intended for installation on the grave of an adult or child may be smaller than its concrete base provided the concrete base conforms to the

size required by sub-sections (i), (ii), and (iii) above, and provided the part of the base extending beyond the tablet does not exceed 5cm (2") wide and has a smooth, slightly beveled surface to shed water at its outer edges.

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