



AMENDED AGENDA

Magnetawan Cemetery Board (MCB)

Thursday October 21 , 2021

4:30 PM

Magnetawan Community Centre

OPENING BUSINESS

- 1.1 Call to Order and Welcome by Secretary
- 1.2 Appointment of Chair and Vice Chair
- 1.3 Appointment of Board Secretary
- 1.4 Adoption of the Agenda
- 1.5 Disclosure of Pecuniary Interest

DISCUSSION ITEMS

- 2.1 Introduction of Members
- 2.2 DRAFT Magnetawan Cemetery Board Mandate
- 2.3 Discussion on Chapman Memorial Sanctuary and Signage
- 2.4 Orange Valley Cemetery - Pletzer
- 2.5 General Discussion - needs, records keeping, wishlist, future projects
- 2.6 **DRAFT Interment Rights in the absence of Interment Rights Holder Policy**

INFORMATION ONLY

- 3.1 By-law 2021-41 Magnetawan Cemetery approved by Bereavement Authority of Ontario (BAO)
- 3.2 Council Resolution 2021-245 appointing members of the Cemetery Board

ITEMS FOR FUTURE MEETING

Deputy Clerk Report - Operations overview

ADJOURNMENT

- 4.1 Confirm the Proceedings of Committee and Adjourn



**Municipality of
Magnetawan**

MAGNETAWAN CEMETERY BOARD MANDATE

Individuals are recruited and appointed by the Council of the Municipality of Magnetawan and they collectively constitute "the Board". Appointments are generally near the beginning of the new Council term and individuals shall continue to serve until their successors are appointed.

October 21st, 2021

Mandate and Accountability

1. Board Members must act honestly, in good faith, leaving aside personal interest(s) to advance the public interest and the mandate of the Magnetawan Cemetery Board and By-law 2021-41 being a By-law for the administration of the Cemeteries in the Municipality of Magnetawan.
2. The Board is governed by the rules outlined in the current Council Procedure By-law.
3. The Board will hold meetings as required with the goal of a minimum of three committee meetings within a calendar year.

Recruitment and Appointment of Board Members

1. There shall be appointed by Council a Board consisting of a minimum of six (6) members if possible, including one (1) member of Council. The schedule and term of the appointed members will be until a successor is found.
2. Depending on circumstances Board members are expected to attend all scheduled meetings and if more than three (3) committee meetings are missed within a calendar year, a motion to remove a committee member may be considered.
3. A majority of members present shall constitute a quorum. If no quorum is present fifteen (15) minutes after the time appointed for the meeting, the Secretary will record the names of the members present and the meeting shall be adjourned until the date of the next regular meeting or until a special meeting is called by the Chair.

Responsibilities

1. The Board will advise Council of public perspective on the care and maintenance of the facilities, community concerns, rental procedures and/or operations, and safety concerns. The Board will ensure that Council is aware of the needs of the community and maintain standards of all of the Cemeteries located within the Municipality.
2. A Chair and Vice Chair will be appointed by the Board for a fixed term of up to one (1) year, with the potential of re-appointment.

Transparency

1. Copies of the Mandate document will be filed at the Municipal Office. In support of the principle of transparency, this document will also be easily available to the public on the Municipality's website www.magnetawan.com.

Approved by:

Chair, Garfield Robertson

Secretary, Erica Kellogg

21/10/2021

21/10/2021

Board Designate

Date

Municipality's Designate

Date

RESOLUTION NO. 2021 - 29

FEBRUARY 03, 2021

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the report as presented from Acting Deputy Clerk Laura Brandt, Memorial Sanctuary at Chapman Cemetery, and approves staff recommendations to begin the process for creating a Memorial Sanctuary at the Chapman Cemetery and directs staff to include this project in the 2021 budget with \$20,000 to be drawn from the Community Enhancement Reserve Funds.

Carried ☒ Defeated ☐ Deferred ☐

Sam Dunnett, Mayor


Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future.*

 <p>Municipality of Magnetawan</p>	<h2>REPORT TO COUNCIL</h2>
To:	Mayor and Council
From:	Laura Brandt, Acting Deputy Clerk
Date of Meeting:	February 3 2021
Report Title:	Memorial Sanctuary at Chapman Cemetery

Recommendation: That Council receives and approves this report as presented and directs staff to meet with the Cemetery Board to discuss the proposed memorial sanctuary.

Background: Less and less people are considering traditional burials and are instead looking for other options to honour and have a sacred space to feel connected with loved ones that have passed on; for example: planting a tree, planting a garden, dedicating a bench, engraving rocks located in a tranquil outdoor space. This also rings true for our residents who may not be able to visit a loved one's grave site as it could be located out of Province or out of Country.

Evaluation: The most suitable location at the Chapman Cemetery would be in the south corner. This location will ensure that the memorial sanctuary can be designed in a way that would accommodate the expansion of extra burial plots if needed in the future.

Staff recommends hiring an arborist to identify the health of the existing trees and which trees would be good candidates for removal. Currently there is fencing surrounding the Chapman Cemetery. Staff recommends removing some or all the fencing surrounding that area to make an entrance into the proposed memorial sanctuary. By removal of the fencing and trees, the planting of grass, flowers, landscaping, installation of benches and signage we will ensure that the memorial sanctuary is a place of reflection for all of those who choose to use it.

Some clearing of fallen trees, the removal of fencing, landscaping, grass planting and installation of benches can be done in house. Due to the dense bush clearing of the proposed site may need to be performed by a logging company or arborist.

A commemorative tree planting program could be launched, similar to the one the Town of Parry Sound has which allows residents to purchase a commemorative package for \$850 which includes a tree, a memorial plaque, and the planting of the tree. Plaques, benches, and trees can be purchased from local businesses, quarries, and nurseries in the area. As well the continued planting of new trees and the removal of older diseased trees will ensure the sustainability of the memorial sanctuary for residents to come.

Financial Implications: Estimated costs to consider would be the removal of trees, landscaping, removal of fencing purchasing of signs, and purchasing of benches.

Removal of trees	\$10, 000
Landscaping	\$ 6,000
Removal of fencing	\$ 2,000
Sign	\$ 2,000
Total Estimated Cost	\$20,000

Staff estimates costs to be \$20,000 to complete the proposed commemorative park.

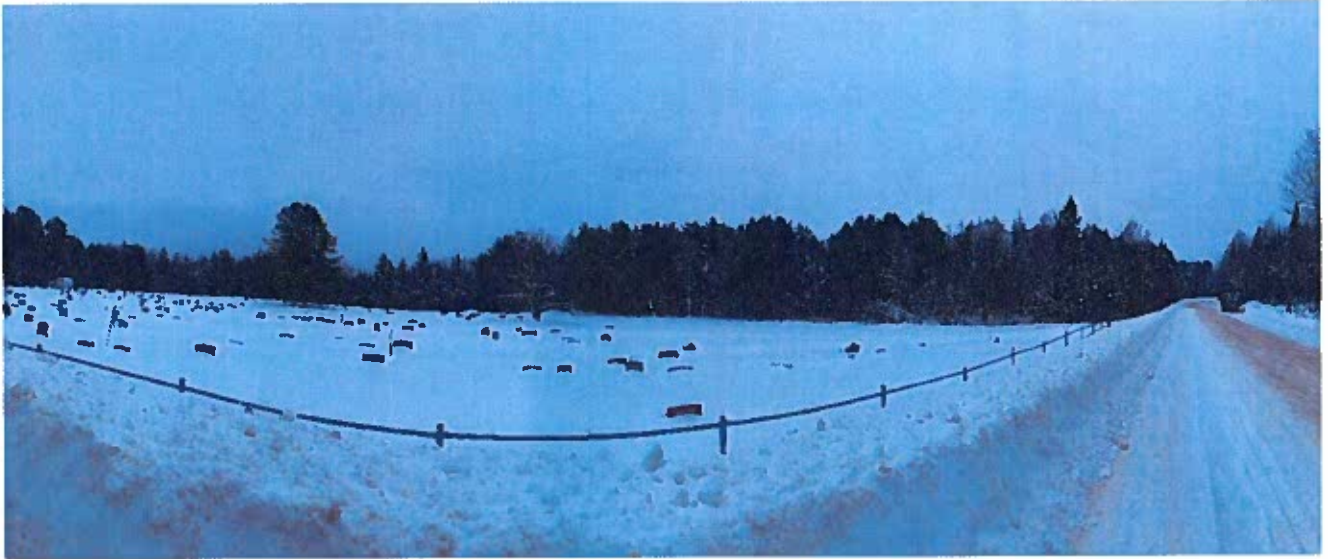
Staff Recommendations: Staff recommends working closely with the Chapman Cemetery Board to begin the process for creating a Memorial Sanctuary at the Chapman Cemetery and that this project be included in the 2021 budget with funds being drawn from the Community Enhancement Reserve Funds.

Respectfully Submitted,

Laura Brandt
Acting Deputy Clerk







RESOLUTION NO. 2021 - 144 **MAY 19, 2021**

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the report as presented from Acting Deputy Clerk Laura Brandt.

Carried ☒ Defeated ☐ Deferred ☐

Sam Dunnett, Mayor


Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future*

 <p>Municipality of Magnetawan</p>	<h2>REPORT TO COUNCIL</h2>
To:	Mayor and Council
From:	Acting Deputy Clerk Laura Brandt
Date of Meeting:	May 19, 2021
Report Title:	Update Memorial Sanctuary at Chapman Cemetery

Recommendation: That Council receives this report as presented for information only.

Background: Staff submitted a report to Council at the February 3, 2021 Council Meeting and Council passed motion 2021-29 receiving the report as presented from Acting Deputy Clerk Laura Brandt, Memorial Sanctuary at Chapman Cemetery, and approves staff recommendations to begin the process for creating a Memorial Sanctuary at the Chapman Cemetery and directs staff to include this project in the 2021 budget with \$20,000 to be drawn from the Community Enhancement Reserve Funds.

Evaluation: Staff has reached out to the Cemetery Board and they are in agreement with the proposed Memorial Sanctuary, and they shared that this particular piece of property was originally purchased for this purpose.

Staff reached out to several local businesses in regard to the creation of engraved memorial stones and plaques to ensure that these can be sourced. Many of the local businesses including a local quarry no longer offer these services. Staff has also reached out to the Sanderson Monuments and are waiting on quotes and services available. While discussing the proposed Memorial Park, Sanderson's representative also shared with Staff that they have stone benches available, and as well, they also offer a design service for Memorial Parks.

Staff reached out to two local arborists and both believe that trees can be easily marked, and one has suggested that we keep the outer large pines for privacy and to act as a wind barrier. It was also recommended by the same arborist that we remove all the Birch as they fall often and rot quickly. Currently Staff is waiting for quotes, which may have to wait until after a design concept has been developed in order to judge the scope of work.

Staff also investigated sourcing Grant Funding to help with the costs of this project. Staff has applied to the FCC AgriSprit Fund for the maximum amount of \$25,000. This grant funds capital projects that enrich the lives of residents who live in rural communities. We will be notified of the the outcome of our application around August 2021.

Staff has roughly drawn out the trail system including benches and trees that could be implemented as a layout for the proposed Memorial Park. Staff estimates that the proposed Memorial Park will be approximately 2.27 acres and a columbarium wall (for urns) or a memorial wall (for plaques) could be situated in the larger clearing when you first enter the Memorial Park.

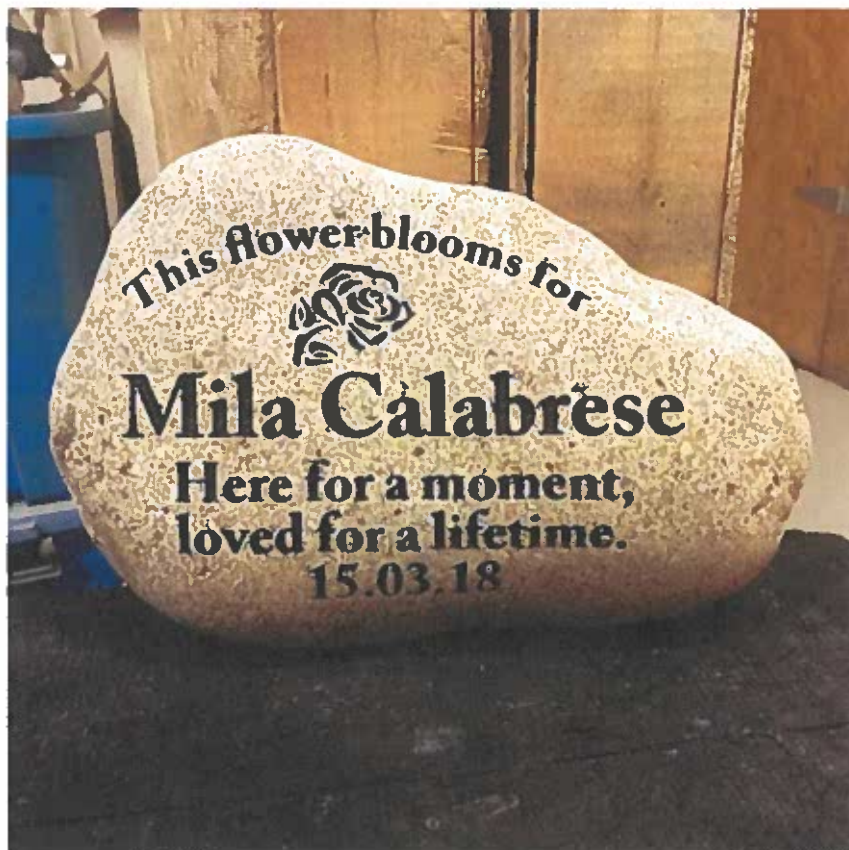
Currently Staff is researching surrounding Municipalities Commemorative Tree Planting Programs and Commemorative Bench Programs to help develop Magnetawan's Application Form, Commemorative Tree Species Guide and Commemorative Tree Planting Policy.

Financial Implications: None at this time until the Municipality is notified of the outcome of the grant.

Conclusion: Staff will continue working closely with the Cemetery Board to create the Chapman Memorial Sanctuary and will continue to provide updates to Council.

Respectfully Submitted,

Laura Brandt
Acting Deputy Clerk



RESOLUTION NO. 2021 - 274 SEPTEMBER 22, 2021

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the report from Deputy Clerk Laura Brandt, Update Chapman Memorial Sanctuary – Tree and Bench Program, Columbarium as presented, and approves in principle the Commemorative Tree Planting and Bench Program, as well as the installation of a Columbarium in the amount of \$40,000 which is to be included in the 2022 Draft Budget and further directs staff to forward this report to the Cemetery Board for their consideration.

Carried _____ Defeated _____ Deferred _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future*



REPORT TO COUNCIL

To:	Mayor and Council
From:	Deputy Clerk Laura Brandt
Date of Meeting:	September 22, 2021
Report Title:	Update Chapman Memorial Sanctuary – Tree and Bench Program, Columbarium

Recommendation: That Council receives and approves this report as presented, and approves in principle the Commemorative Tree Planting and Bench Program, as well as the installation of a Columbarium for the Memorial Sanctuary which is to be included in the 2022 Draft Budget, and further directs staff to forward this report to the Cemetery Board for their consideration.

Background: Council passed motion 2021-29 receiving the report as presented from Deputy Clerk Laura Brandt, Memorial Sanctuary at Chapman Cemetery, (February 3, 2021 and May 19, 2021 for information only) and approved Staff recommendations to begin the process for creating a Memorial Sanctuary at the Chapman Cemetery and approved this project in the 2021 budget with \$20,000 to be drawn from the Community Enhancement Reserve Funds.

Evaluation: Staff has developed a Commemorative Tree and Bench Program Policy, and Species Guide which outlines the Purpose and Program Guidelines.

Staff reached out to several local businesses in regard to sourcing trees (with memorial stones) and benches (with plaques). Everything except the memorial stones can be sourced locally. Staff has sourced a company outside of the local area which can be used if a local business can not be found.

Staff estimates that the cost of planting a tree would be \$600 which would include the price of the tree, one memorial rock with a personalized description, the installation of the memorial rock, planting of the tree and general maintenance.

Staff estimates that the cost of installing a bench would be \$400 which would include the price of the bench, one plaque with personalized description, the installation of the bench and general maintenance.

The cost for installation and/or planting would be borne by the purchaser of a memorial tree or bench.

With the cremation at a all time high in Canada (73.1% in 2020), Staff recommends the addition of a Columbarium (public storage of funerary urns) to help build upon the vision of the proposed Memorial Sanctuary as an extension of the Chapman Cemetery. A Columbarium can range from 24 niches to 72 niches and has less of a footprint than that of a traditional burial plot. A 72-niche columbarium's footprint is approximately the same size as two traditional burial plots and has a capacity of 144 urns. By reducing the footprint, the Municipality would be conserving valuable cemetery land which in turn would extend the life of the cemetery. Additional Columbarium's can be added if needed. A policy for the Columbarium in conjunction with the Cemetery Board would need to be developed. As well only 15% of each niche sale or \$150 whichever is greater is required for care and maintenance funds, as opposed to the 40% or \$250 whichever is greater required for traditional plots.

Currently charges for a cremation lot is \$50, cremation lot care and maintenance is \$150 and internments for cremated remains is \$150 for a total of \$350. Staff recommends charging \$100 for a niche (2 urns), niche care and maintenance \$300 and internment for cremated remains per urn is \$150 for a maximum total of \$700.

The cost of a columbarium ranges from \$8,400 for a 24 niche to \$31,680 for a 72 niche not including installation. Staff recommends the 72 niche for cost effectiveness and esthetics.

	Cost
72 Niche Columbarium	\$31,680
Concrete Foundation	\$5,000
Crane Rental	\$2,000
Dry Ice	\$1,320
Total Cost	\$40,000

	Revenue
Cost of Niche (2 urns)	\$7,200
Cost of Lot Care and Maintenance Fund per urn (to be invested as per the Bereavement Ontario Authority)	\$21,600
Cost of Internment per urn	\$21,600
Proposed Increase of \$50	\$7,200
Total Revenue Generated	\$47,160
Funds Available to Offset Costs	\$36,000

Staff recommends that the Cemetery Board review the cost of the care and maintenance charges applied to both a lot, cremation, and niches. Currently approximately 5 lots are sold per year, but the Municipality has sold as many as 15 lots in a calendar year. By increasing the Care and Maintenance charge by \$50 the Municipality can generate an additional \$7,200 in funds by selling the 144 Niches available in the proposed columbarium. In addition to that any other lots or cremation lots would also generate an additional \$50 per lot that can be used to offset the cost of operating the Cemetery. The proposed increase can be implemented in 2022.

Financial Implications: Staff estimates that it would cost roughly \$40,000 to install a 72 Niche Columbarium, a concrete foundation and crane rental with costs eventually being offset by proceeds received from the purchasing of niches, and care and maintenance fund as well as relevant charges at the time of internment according to the current Fees and Charges By-law. As well each year the Municipality applies the interest generated from the Care and Maintenance Fund towards costs incurred at the Municipal Cemeteries. Staff recommends that this cost be included in the 2022 Budget.

Conclusion: The addition of a Columbarium would add value to our proposed Memorial Sanctuary and the Chapman Cemetery. Staff will be working collaboratively with the Cemetery Board to create the Chapman Memorial Sanctuary and will continue to provide updates to Council.

Respectfully Submitted,

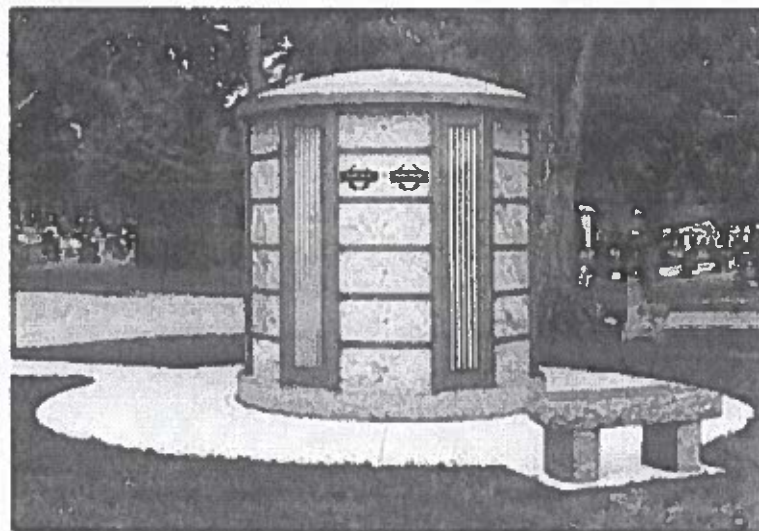
Laura Brandt
Deputy Clerk



24 Niche



32 Niche



72 Niche



Chapman Memorial Sanctuary Commemorative Tree Planting and Bench Program

Purpose:

To provide residents of Magnetawan with a form of commemoration (planting a tree or installing a bench) to honour and have a sacred space to feel connected with loved ones that have passed on.

Program Guidelines:

The Commemorative Tree Planting Program costs participants \$600 and includes the following:

- Choice of one tree species (please refer to the Commemorative Tree Species Guide for availability)
- One memorial rock with a personalized description may be placed at the foot of the tree (plaque wording and description must be approved by the Municipality. The plaque font and overall visual appearance is standard for continuity and visual appearance purposes)
- Tree and memorial rock installation
- General maintenance of the tree, plaque and surrounding areas (maintenance includes watering of the tree, tree pruning, grass cutting etc.)

If the plaque or planted tree is damaged or vandalized beyond repair or refurbishment, a one-time replacement will be provided at no additional cost. If the planted tree dies within the three-year warranty period, a tree replacement may be provided at no additional cost.

The Commemorative Bench Program costs participants \$400 and includes the following:




- One wooden bench
- One plaque with a personalized description will be affixed to the bench (plaque wording and description must be approved by the Municipality. The plaque font and overall visual appearance is standard for continuity and visual appearance purposes)
- Bench and plaque installation
- General maintenance of the bench, plaque and surrounding areas (maintenance includes grass cutting and general upkeep)

If the plaque or bench is damaged or vandalized beyond repair or refurbishment, a one-time replacement may be provided at no additional cost.

Requests to apply to the program will be accepted by the Municipality by application. Presently, one location is available for commemorative tree planting and installation of benches at the Chapman Memorial Sanctuary on Nipissing Road. We accept applications on a first come, first serve basis. Tree location is subject to availability. Tree species can vary by location and are subject to change. We will do our best to provide you with a location that best meets your needs and adheres to the visual identity of our open spaces.

Step-by-Step Application Process:

1. If you are participating in the Commemorative Tree Planting Program look through the Municipality of Magnetawan Commemorative Tree Species Guide and contact the Municipality for any additional questions or inquiries regarding this program at (705) 387-3947 or info@magnetawan.com
2. Complete the application form provided and upon completion, submit to the Municipality.
3. Applicants will receive a confirmation email from the Municipality upon receipt of their application and will receive a designated contact person for the program.
4. The Municipality will review the application and once details regarding tree location, species and plaque description have been approved and finalized, applicants will be notified of their approval.
5. Applicants will be given 30 days to confirm their spot in the program and pay in full within 30 days of receiving their invoice.
6. Tree planting takes place between spring and fall of each year.
7. The applicant will be notified of the date that their tree and plaque installation is to take place and when the installation is completed.

Bench (similar to picture)				
Bench Plaque (similar to picture)				
Trees (Subject to availability) Please refer to the Commemorative Tree Species Guide	Red Maple	White Spruce	Crab Apple	Red Oak
Memorial Stone (similar to picture)				



Commemorative Tree Planting and Bench Program Application Form

First Name: _____ **Last Name:** _____

Address: _____

Phone: _____ **Email:** _____

Memorial Information:

☐ **Commemorative Tree**

Species of Tree First Choice : _____ **Species of Tree Second Choice :** _____

☐ **Commemorative Bench**

Plaque Wording:

Any Special Instructions:

No installations or planting will occur during the winter months.

Please complete the application and return to the Municipal Office at 4304 Highway 520 P.O. Box 70 Magnetawan, ON
POA 1P0 or by email to info@magnetawan.com

Office Use Only:

Cost: _____

Completed: _____



COMMEMORATIVE TREE SPECIES GUIDE



Introduction

Commemorating a loved one or celebrating a special occasion through planting a tree is an ever-lasting tribute and will be appreciated by the Magnetawan community and its visitors for years to come.

This guide includes the variety of tree species that are available in the Commemorative Tree Planting Program.

Have questions?

Contact the Municipal Office at (705) 387-3947
or email us at info@magnetawan.com



RED MAPLE TREE

COMMEMORATIVE TREE SPECIES GUIDE



A medium-sized tree with light green leaves that turn a radiant red colour in the fall. The seeds of the red maple are "keys," that float down from the tree's branches in the early summer.

Characteristics:

- Size: mature size of 25m tall with a trunk of 60cm in diameter
- Moisture: grows best in moist soil but is able to tolerate different moisture levels
- Shade: tolerates some shade
- Soil: grows in a variety of soils

WHITE SPRUCE TREE

COMMEMORATIVE TREE SPECIES GUIDE



The white spruce tree is one of the most common trees in the north! This tree usually lives between 250-350 years and its needles are a mixture between a blueish, greenish colour with a powdery, waxy layer.

Characteristics:

- Size: 24m tall with a trunk of 60cm in diameter
- Moisture: tolerates a range of moisture levels
- Shade: tolerates shade
- Soil: can grow in almost any soil type

CRAB APPLE

COMMEMORATIVE TREE SPECIES GUIDE



Crab apple trees produce a stunning show of colour that begins early April, showing off apricot pink buds that open into fragrant self pollinating white flowers. In the fall the deep green foliage turns a stunning bright yellow.

Characteristics:

- Size: grows up to 6-7m tall
- Moisture: can tolerate low moisture levels once established
- Shade: prefers full sun
- Soil: grows in a variety of soils

RED OAK

COMMEMORATIVE TREE SPECIES GUIDE



The red oak tree grows bristle tipped leaves that turn russet red to bright red in the Fall. This tree also yields acorns after two years that fall from the tree after the flowering cycle in the Spring.

Characteristics:

- Size: 20-30m tall with a thick trunk of up to 120cm in diameter
- Moisture: tolerates different moisture levels
- Shade: prefers full sun but can tolerate some shade
- Soil: grows in a variety of soils



Tree species descriptions provided by The
Ministry of Natural Resources and Forestry:
<https://www.ontario.ca/environment-and-energy/tree-atlas/ontario-southcentral/5E-8>

info@magnetawan.com
(705) 387-3947
www.magnetawan.com





Approx 2.27 acres

■ - Trails

🌳 - Trees

■ - Benches

■

Memorial / Mausole



↑
4 feet
8 inches



← 8 ft 7 inches →

Chapman Memorial
Sanctuary



Welcome to the Orange Valley Road Cemetery (Magnetewan Township)

Gravemarker Cemetery Album Effective - May 2002

*****Important Note*****






The pictures contained in the pages indexed below have been taken to primarily show the text written on the headstones.

All pages contain approximately 50 thumbnails, each taking a moment to load.

ATTENTION VISITORS....!! These pictures below are Thumbnails....! To see full sized picture please le

Table of Gravemarkers

[Top](#) [Home](#)

 aaaasign	 aaasign2	 pletzer2	 pletzer3	 pletzer1	 wark1
 wark2	 wark4	 wark5	← 1956		

[Top](#) [Home](#)

15+ graves reset
stones
- unmarked
probably 15+

Sarah 1898 - 1934

Henry - 1931

Emma wife of Henry - 1926

John Pletzer - 1925

Josephine - 1925
↳ son

97.1 m by 19.3 m

, 886

13 year old Wark, 886

Andrew Wark 1892.

Steve Robinson

From:
Sent: August 20, 2021 9:41 AM
To: Steve Robinson
Subject: Re: Orange Valley Road Cemetery - Pletzer cremation plots request

Thanks Steve.
Dan

Sent from my iPhone

On Aug 20, 2021, at 10:29 AM, Steve Robinson <parks@magnetawan.com> wrote:

Good morning Dan I will forward your request to Garfield

Get [Outlook for iOS](#)

From:
Sent: Thursday, August 19, 2021 4:57:33 PM
To: Steve Robinson <parks@magnetawan.com>; Steve Robinson <parks@magnetawan.com>
Subject: Orange Valley Road Cemetery - Pletzer cremation plots request

Hello Steve,

I am following up to the meeting that we had at the site of the Orange Valley Road Cemetery on July 30, 2021. My father Rodney Pletzer and one of my brothers, David Pletzer were also in attendance. We looked over the existing grave markers and identified the double grave sites of 3 Pletzer relatives, namely:

- Sarah Pletzer and her son
- John, Josephine & John Pletzer
- Henry and Emma Pletzer *Grand*.

We also identified a partially visible empty concrete vault (approximately 2' x 2' by 3' deep) that once held the urn of Leith Pletzer for a short period of time.

On behalf of several members of the Pletzer family, all descendants or spouses of descendants of Rodney and Eileen Pletzer, I am writing to respectfully request that the Magnetawan Cemetery Board consider for approval that the Orange Valley Road Cemetery be made available for cremation burials only for at least 16 members of the Pletzer family. The number 16 is based on the understanding that each existing double grave can accommodate a maximum of 2 cremations buried above an existing grave. The 3 marked grave stones (constituting 6 burials) would therefore allow for 12 cremation sites. The empty vault has capacity for at least 4 cremation urns, thus making a total of 16 possible cremation sites. It is also understood that the Orange Valley Road Cemetery will likely remain a "closed" cemetery indefinitely and consequently, the responsibility for the actual digging, burial and placing of gravestone/markers of the cremations at the cemetery would be the responsibility of the family.

If all of the above is satisfactory to you and the Magnetawan Cemetery Board, we would appreciate clarification of a few questions that have been raised by the Pletzer family members.

1. For funeral and after-life planning purposes, is it possible to record and "reserve" the cremation burial sites either by specific name of the individuals who wish to be buried there or by the number of cremation burial sites allocated to the Pletzer family?
2. Is there a cost for the cremation burial sites and can this be paid in advance, which essentially reserves the site in a person's name?
3. Are there specific regulations regarding the placement of headstones/markers for the cremation burials in this case?

If there is any additional action or information that you or the Magnetawan Cemetery Board require in order to consider this request, please direct your inquiries to me and I will be sure to get the information for you.

Thank you again for arranging to meet with my father, my brother and myself under rather short notice last month. It is very much appreciated.

Please convey our sincere appreciation and gratitude to the members of the Magnetawan Cemetery Board for the consideration that has been shown to the Pletzer family, in this matter.

Sincerely,
Dan Pletzer

Interment Rights in the absence of Interment Rights Holder

This procedure applies to all Interment Rights within the Municipality of Magnetawan Cemeteries when the original Interment Holder is deceased.

BACKGROUND

By law, the owner of a plot(s) is referred to as the Interment Rights Holder (IRH). The IRH is the only person who can grant permission for persons to be interred in a plot. Interment becomes complicated if the original IRH is deceased as the authority to provide permission is removed.

In the event the IRH is deceased, future interment rights are provided to a beneficiary or executor through a Last Will and Testament.

Alternatively, in the absence of a Will, future interments require written permission from each living, legal issue – children, grandchildren etc.

SCOPE

The Magnetawan Cemetery Board has adopted a best practice policy with respect to Interment Rights Holders and future interments upon the passing of the Interment Rights Holder. Should a person(s) seek to inter any remains within a plot of a deceased Interment Rights Holder the following policy shall be adhered to.

1. Where the Interment Holder(s) is deceased:
 - a. The original Certificate of Rights or other proof of rights if original cannot be located must be provided and state the person(s) has a right to be interred.
 - b. Evidence satisfactory to the Cemetery Board, that the authority of the applicant to request the transfer of rights, in the circumstances at the discretion of the Board:
 - i. Written direction from the executor of the Interment Rights Holder(s);
 - ii. Where there is no personal representative, or the estate has been administered, the written consent of every legal issue of the Interment Rights Holder(s);
 - iii. A copy of the Will of the deceased Interment Rights Holder(s);
 - iv. A copy of the death certificate(s) of the Interment Rights Holder(s) if the Rights Holder was not interred in a Magnetawan cemetery;

- v. An affidavit setting out the Interment Rights Holder(s) and the legal issue if applicable;
 - vi. In the event that the rights to the applicant are not apparent from the documentation submitted, a legal opinion from a lawyer authorized to practice law in the Province of Ontario or any other applicable jurisdiction;
 - c. In determining the evidence required to be submitted prior to a transfer, the Cemetery Board, or designate, shall have regard to the urgency of any proposed interments.
2. Where a transfer of interment rights is requested, the applicant must pay the transfer fee at the current tariff of rates and in accordance with the Municipality of Magnetawan's current fee schedule.

Received and approved this day of October 2021.

Garfield Robertson
Board Chair

Erica Kellogg
Board Secretary

September 10, 2021

Organization #3293458

VIA EMAIL: lbrandt@magnetawan.com

Municipality of Magnetawan
c/o Laura Brandt
4304 Highway 520
PO Box 70
Magnetawan, ON P0A 1P0

Dear Laura,

Re: Proposed Cemetery By-laws for the Municipality of Magnetawan (3293458)

Thank you for submitting the documents below, which were submitted to the Registrar for filing and approval on August 26, 2021.

- Cemetery Draft By-Laws
- Photographs of Notice Posted
- Copy of Newspaper Notice
- List of Monument Dealers Notified

Please note effective January 16, 2016, responsibilities under the *Funeral, Burial and Cremations Services Act, 2002* for licensing and enforcement of the Cemetery and Crematorium sectors in Ontario were transferred to the Bereavement Authority of Ontario (BAO).

This document is deemed approved and filed effective: **September 10, 2021**. A stamped copy is enclosed.

Sincerely,



Gillian Glover
Licensing Officer
Bereavement Authority of Ontario
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Email: Gillian.Glover@thebao.ca

Enclosed