

HALTON HILLS

# CEMETERIES

Your Guide to Town of Halton Hills Cemeteries





*"When the dark midnight is over, watch for the breaking of day."*  
John Emmerson 1881-1949 Greenwood Cemetery

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# GENERAL INFORMATION

## LOCATIONS

Town of Halton Hills currently operates and maintains Greenwood Cemetery located in Georgetown and Fairview Cemetery in Acton. The Town also preserves seven inactive heritage cemeteries, rich in historical significance that date back to 1830.



**FAIRVIEW CEMETERY**  
*20 Cobblehill Road  
Acton, ON*

Main St. S (Hwy 25) & Cobblehill Rd.  
2 Blocks South of Mill St. (Hwy 7)



**GREENWOOD CEMETERY**  
*100 King Street  
Georgetown, ON*

Mountainview Rd. & King St. (Near Maple Ave.)  
One block North of Guelph St. (Hwy 7)

## HOURS OF OPERATION

Cemeteries are open from 8:00 am to dusk daily.

## VISITING THE CEMETERIES

Cemeteries play a fundamental role in the community, offering residents a place to pay tribute and commemorate the lives of loved ones. A place for peaceful contemplation, cemeteries integrate green space and park area into residential neighbourhoods providing tranquil walking paths.

All visitors to the cemeteries are asked to respect the integrity and dignity of the cemetery as well as the rights of all cemetery visitors and patrons.

### Inactive heritage cemeteries include:

- Trafalgar Road Pioneer Cemetery  
*Trafalgar Rd. and 10th Line, Georgetown*
- Pioneer Cemetery  
*5th Side Road and 3rd Line, Georgetown*
- Pioneer Cemetery  
*8th Line and Steeles Ave., Hornby*
- Acton Pioneer Cemetery  
*30 Park Ave. in Prospect Park, Acton*
- St Paul's Anglican Cemetery  
*Winston Churchill Blvd. and 10th Side Road, Norval*
- Worden Pioneer Cemetery  
*Highway 7 and 5th Line, Acton*
- Hornby Presbyterian Cemetery  
*8th Line and Steeles Avenue, Hornby*

## CEMETERY REGULATIONS

- Pets are NOT allowed in the Cemeteries
- The speed limit within the Cemeteries is 10km/hr.
- Vehicles are not allowed off the roadways
- Vandalism or desecration is prohibited
- All visitors must respect the integrity and dignity of the cemetery

## CONTACTS

### PURCHASING LOTS, SCHEDULING AND INTERMENTS

Cemetery Coordinator,  
*Recreation and Parks*  
905-873-2601 ext. 2281

### QUERIES REGARDING BYLAWS, POLICIES OR REGULATIONS

Manager of Parks and Open Space,  
*Recreation and Parks*  
905-873-2601 ext. 2274

### CEMETERY MAINTENANCE ISSUES

Supervisor of Parks and Cemeteries,  
*Infrastructure Services*  
905-873-2601 ext. 2614



## **SELECTING YOUR LOT, PLOT OR NICHE**

### **LOTS AND PLOTS**

The Town sells lots row by row in order to maintain continuity within the cemeteries. However, if the Town decides that it is not detrimental to the future of the cemetery, then the public can be granted access to all available plots.

### **COLUMBARIUM NICHE**

Columbarium niches are not sold in sequence. Any available niche can be selected.

### **VETERAN PLOTS**

Special sections in both cemeteries have been reserved by Local Branches of the Royal Canadian Legion. (Local Branch 197 for Fairview and Local Branch 120 for Greenwood)

## **LOT, PLOT AND NICHE OPTIONS**

Please see the lot, plot and niche specification chart on page 10 for a complete listing of size and type options.

## **AFTER YOU HAVE PURCHASED**

ONCE YOU HAVE PURCHASED YOUR LOT, PLOT OR NICHE, YOU WILL RECEIVE:

- A copy of the Contract
- A copy of the Cemetery By-law
- An Interment Rights Certificate - The interment rights certificate will not be awarded until the lot, plot or niche is paid in full.
- Cemetery Rates
- Consumer Information Guide to Funerals, Burials and Cremation Services

## **INTERMENT RIGHTS CERTIFICATE**

An Interment Rights Certificate is documentation that states who owns the rights to a specific lot, plot or niche.

The Interment Rights Certificate will need to be presented before any interment services can be performed and prior to the installation of foundations, monuments, markers, corner markers or foot marks.

## **RIGHTS HOLDER**

The term "Rights Holder" refers to the person in possession of the Interment Rights Certificate. It is important to note, that while the Interment Rights Certificate holds the rights to a lot, plot, or niche, Town of Halton Hills still retains ownership of the land.

## **SELLING OR TRANSFERRING A LOT OR NICHE**

Town of Halton Hills does not permit the private resale of interment rights to third parties. Rights Holders wishing to sell interment rights prior to an interment having taken place may request a repurchase from the Town at the current market value less the care and maintenance.

## MONUMENTS, MARKERS & CORNER STONES

There are several different types of monuments and markers, all of which are permanent memorials, most commonly made of granite.



### MONUMENT

A monument is an upright memorial that stands out of the ground at the head of a lot or plot.



### PILLOW MARKER

Located at the head of a lot or plot. A pillow marker has an angled face and sits above ground level.



### MARKER

A marker is located at the head of a lot or plot. It is horizontal and flush with the ground level.



#### **FOOT MARKER**

A foot marker is placed at the foot of a lot and includes a small inscription, such as initials. One foot marker is permitted per lot.



#### **CORNER STONE**

A corner stone is a flat stone that rests flush with the ground. Corner stones are purchased as a set of two or four and show the boundary of a lot or plot.

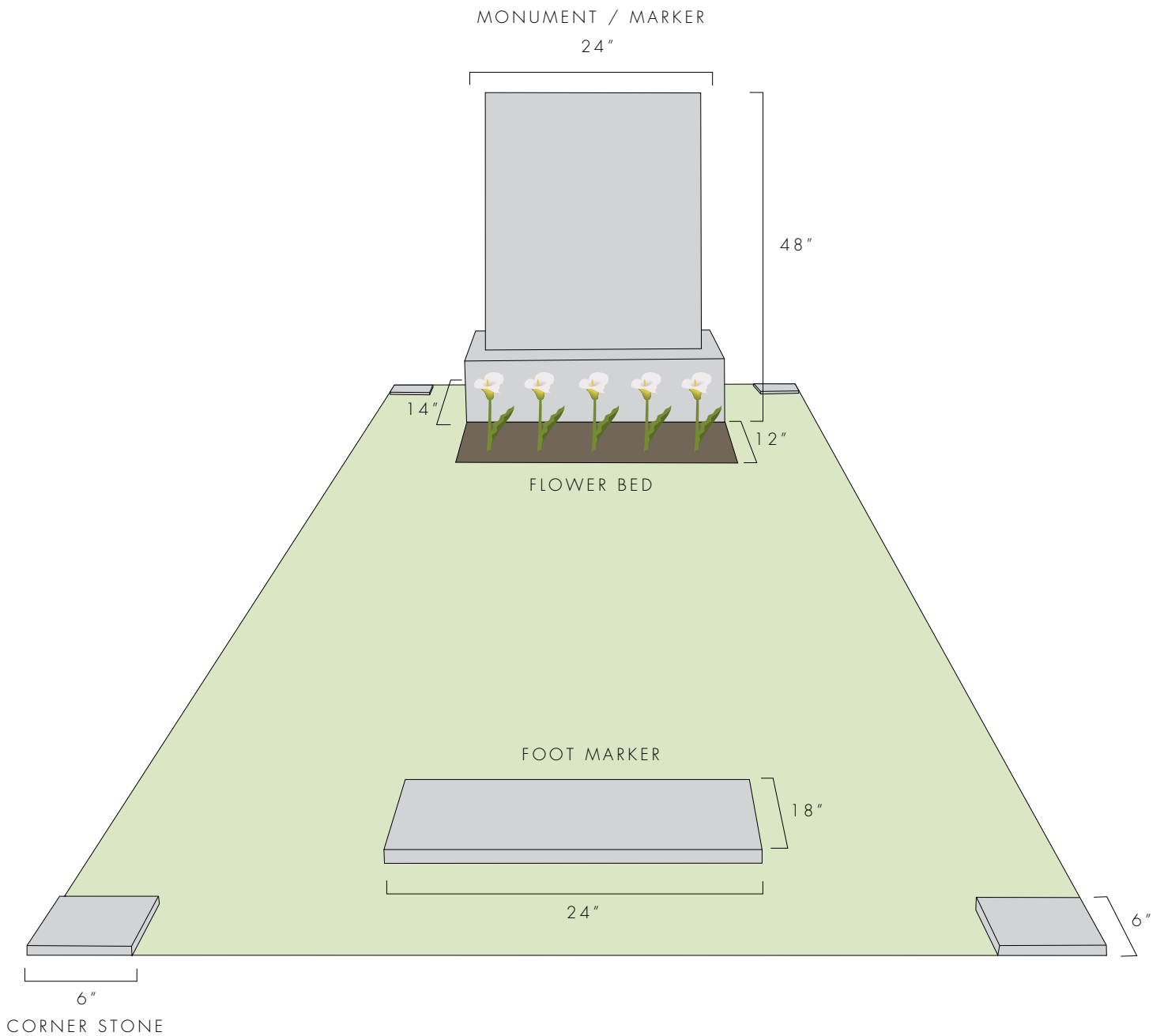
#### **FOUNDATIONS**

A foundation is a concrete base that is poured into the ground to support monuments and markers on a lot or plot. Foundations are necessary to support and preserve monuments and markers from the natural movement of the ground over time.

Foundations are ordered when a monument is purchased. The monument company will coordinate the installation process with the Town Cemetery Coordinator. Installation of foundations occurs approximately four times each year, weather permitting. All monuments must have foundations installed before they can be placed on a lot or plot.



# LAYOUT OF A SINGLE PLOT



## PLACEMENT OF MONUMENTS OR MARKERS

A single monument or marker is centrally placed on the lot or plot. In addition to one monument or marker, you can also choose to install one foot marker per lot.

## LOT, PLOT AND NICHE SPECIFICATIONS

LOT/PLOT TYPE		OPTION 1		OPTION 2		OPTIONAL	OPTIONAL
		MONUMENT*		MARKER		FOOT MARKER	CORNER STONE
Size	Description	Length	Height	Length	Width		
2' x 2'	Cremation Lot	N/A	N/A	20"	12"	N/A	N/A
4' x 4'	Cremation/Infant Lot	24"	Max. 48"	24"	18"	N/A	N/A
3'6" x 10'	Single Lot	24"		24"	18"	1 per lot	2 - 4 per lot
7' x 10'	2 Lot Plot	54"		48"	18"	1 per lot	2 - 4 per plot
10'6" x 10'	3 Lot Plot	68"		48"	18"	1 per lot	4 per plot
14' x 10'	4 Lot Plot	82"		48"	18"	1 per lot	4 per plot
10' x 6" x 20'	5 Lot Plot	96"		48"	18"	1 per lot	4 per plot
10' x 6" x 20'	6 Lot Plot	96"		48"	18"	1 per lot	4 per plot
12" x 12" x 12"	Niche**	N/A	N/A	N/A	N/A	N/A	N/A
12" x 12" x 24"	Niche**	N/A	N/A	N/A	N/A	N/A	N/A

\* Measurement is for Diestone and Base. Diestone thickness must be at least 8" (200mm). Bases can not be wider than 14" (350mm) on single lots and 18" (450mm) on larger plots.

\*\*When purchasing urns, please ensure that the niche can accommodate the size of your selected urn.

### FOOT MARKERS

A foot marker must have a flat top and bottom and cannot be larger than 18" x 24" (450 mm x 600 mm). The depth of a foot marker may range from 4" to 6" (100 mm to 150 mm).

Corner stones must be a maximum size of 6" x 6" (150 mm x 150 mm).

### OTHER SIZES

To install a monument, marker or foot marker that does not meet the dimensions outlined above, the Rights Holder must request permission for an exemption in writing to the Town.



Robert Little Monument, Fairview Cemetery »

# LOTS, PLOTS & NICHES

## **LOTS AND PLOTS**

A lot is a specific area of land within a cemetery that has been designated for the interment of human remains. A plot is two or more lots in which the rights to inter have been sold as a unit.

## **NICHES**

A niche is a sealed compartment for the interment of cremated remains within a columbarium. Columbariums are available at both Greenwood and Fairview cemeteries.

## **SCATTERING GROUNDS**

Scattering Grounds are designated areas within a cemetery where the scattering of cremated human remains is permitted. Located in a garden setting, scattering grounds provide an alternative to interment in a niche or lot.

## **PURCHASING PRODUCTS OR SERVICES**

Lots, plots, and niches are available for pre-purchase through Recreation and Parks. Our compassionate and knowledgeable staff is available to assist you throughout your planning process and answer any questions you may have.

At your convenience, the Cemetery Coordinator can be reached by calling 905-873-2601 ext. 2281.

## **RATES**

Current rates are available at [www.haltonhills.ca/cemeteries](http://www.haltonhills.ca/cemeteries) or enclosed in the cemetery package.

*Rates are subject to change on an annual basis.*



*"Until the day breaks and the shadows flee away"*

John Campbell 1884 - 1967, Greenwood Cemetery

## INSCRIPTIONS

Inscriptions can be very personal and provide a way to pay tribute to our loved ones. It is important that all inscriptions keep within the dignity and decorum of the cemetery. In the event that an inscription is deemed inappropriate, the Town reserves the right to order the removal of the inscription. Should an inscription be removed, the Rights Holder will not be compensated.

## INSCRIBING COLUMBARIUM NICHES

In order to preserve the overall aesthetic of the columbarium the Town has developed a standard layout for inscriptions on niche shutters. Upon purchasing a niche, the Cemetery Coordinator will assist you in completing the inscription form. The lettering company will receive your request and will forward a proof, requiring your approval prior to the engraving taking place. All inscriptions must be approved by Town staff. Pictures, plaques and other ornamentation are not permitted on the niche shutters.

**Please note:** All Inscriptions on monuments, markers, foot markers and niches must be pre-approved by Town staff.

## CHANGING A MONUMENT, MARKER OR NICHE SHUTTER

If you wish to alter a monument, marker or niche shutter in any way, including removal, adding inscriptions or cleaning, the Rights Holder must request permission in writing to the Town and provide the following information:

- Type of change or alteration to be made
- Lot, plot or niche number
- Date of the removal and return of the monument or marker
- Name and address of the contractor completing the work

## MONUMENT CLEANING SERVICE

A Monument Cleaning Service is available through the Town of Halton Hills. Seasonal cleaning of the monument will improve the stones appearance and legibility. Please see the Special Care Program information in the Halton Hills Cemetery package or contact the Cemetery Coordinator for details.



Hope Columbarium at Greenwood Cemetery ≈

# INTERMENT PROCESS

## INTERMENT DEFINED

Interment refers to placing human remains in a lot, plot, niche or scattering ground.

INTERMENT TYPE	DEFINITION	INTERMENTS PER LOT	AVAILABILITY
Full Interment	Burial of human remains that have not been cremated	One per lot	All Year*
Cremation Interments	Burial of cremated human remains in a lot	Two to four per lot. Number of interments is dependant on the type and/or size of the lot	All Year*
Columbarium Interments	Cremated human remains are interred in Columbarium niches	Two to four per niche	All Year*
Scattering	Cremated human remains are scattered in Reflection Garden	N/A	May 1st to November 30th
* As determined by Town of Halton Hills staff and subject to conditions.			

## GENERAL INFORMATION ABOUT INTERMENTS

- Only human remains are allowed to be interred into a lot, plot, niche or scattering grounds.
- At least 30 inches (750 mm) of earth will cover full interments.
- Interments are not performed on Sundays or holidays, unless a doctor's certificate requires that the burial must take place within 24 hours of death.
- A late interment fee will apply if funeral services continue past 3:00 pm.
- A late interment fee will apply if interment notice is less than two business days.
- Additional charges apply to funeral services conducted on Saturdays or statutory holidays.
- An interment will be refused by the Town if sufficient plot or lot burial records are not available.

*"Beyond those glittering orbs of light, in realms of bliss and pure delight, thy ransomed spirit now appears, where god had wiped away all light."*

Sarah T. Worden 1830 - 1873, Worden Pioneer Cemetery



### **INTERMENT PROCESS**

1. The Division Registrar issues a Burial Permit which shows that the death has been registered (as required by the Vital Statistics Act). This permit must be provided to Recreation & Parks before an interment can take place. The funeral home will often take care of this process on your behalf.
2. The funeral home or the Right's Holder (person in possession of the Interment Rights Certificate) must order an interment from the Town in writing.
3. A Town representative must be present for the interment.

### **INFORMATION ABOUT DISINTERMENTS**

Disinterment refers to the opening of a lot, plot or niche within which human remains have previously been interred.

#### **Disinterment may occur when:**

- Written consent from the local Medical Officer of Health and the Right's Holder is provided.
- There is an order from the Court
- Under other regulations as found in the Provincial Cemeteries Act.

Disinterment of the remains of individuals who have died of various communicable diseases will only take place under the regulations of the Health Protection and Promotion Act and the requirements of the Cemeteries Act.

The Town is not obligated to provide disinterment.

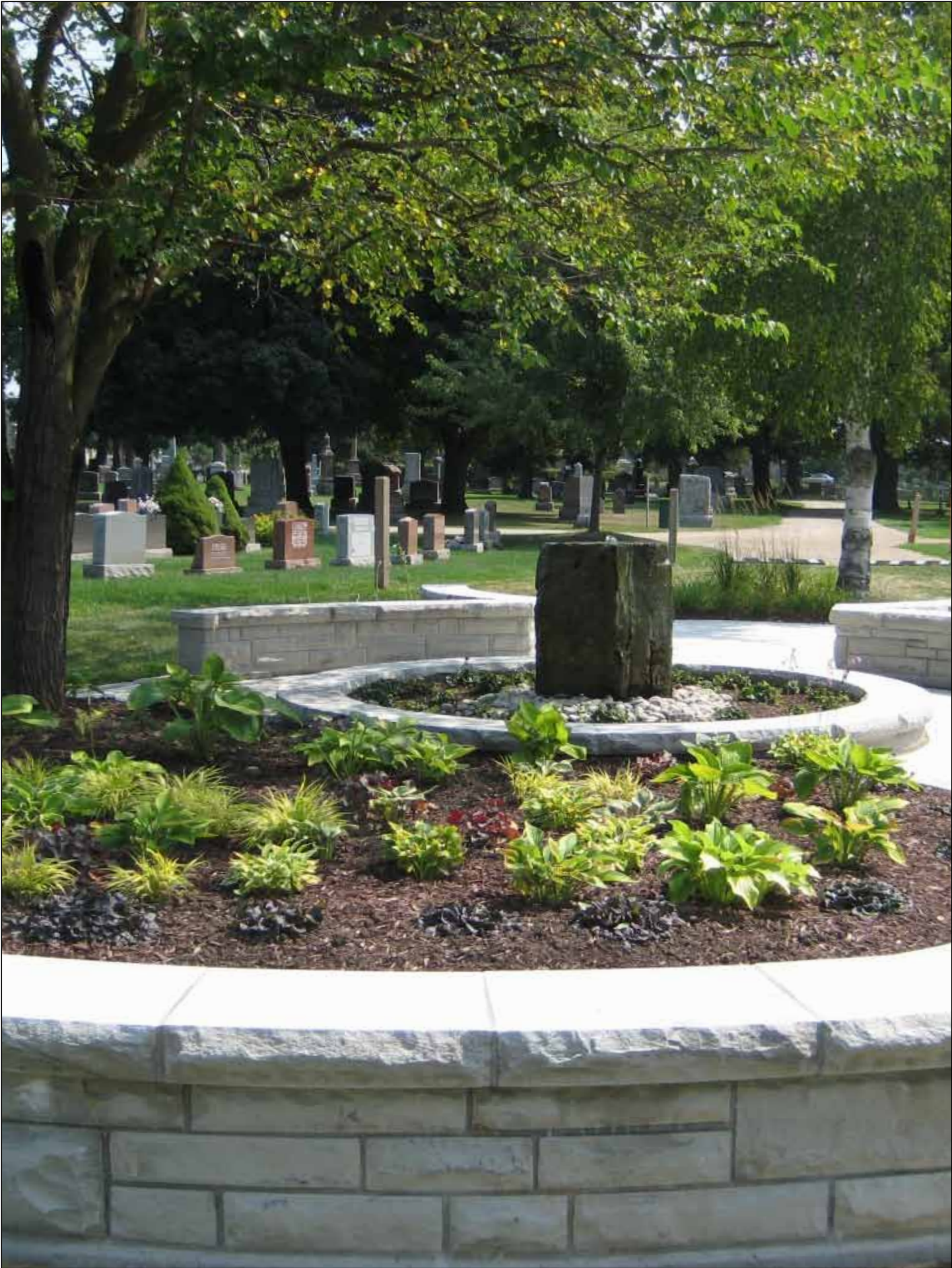
### **SCATTERING CREMATED REMAINS**

The practice of scattering cremated human remains is an integral part of religious burial ceremonies for several faith communities.

Greenwood Cemetery features the Reflection Garden, a permanent place to hold a private ceremony for scattering cremated remains. This tranquil setting beneath a mulberry tree, with the soothing sounds of a water feature offers a place to pay respects and remember loved ones. Bronze plaques and vases are available for inscriptions to commemorate and preserve a loved ones memory.

For those wishing to scatter remains at the Reflection Garden, please contact the Cemetery Coordinator. You will need to sign a contract, providing the date of the scattering as well as a copy of the cremation certificate. The scattering interment fee must be paid in full prior to interring ashes.

A Town representative must be present for the interment.



# ORNAMENTATION & PLANTING

## UNACCEPTABLE ORNAMENTATION

The following ornamentation/changes are not permitted:

- Changing the grade of a lot or plot
- Erecting a Marker or Monument not in compliance with the size and placement guidelines determined by Town of Halton Hills
- Planting or placement of any natural or artificial floral tributes, grasses, statues or figurines in a cemetery other than in flower beds
- Placing any saddle wreath unless securely affixed to the monument
- Installing any border, fence, railing, wall, walkway, pathway, coping or edges
- Planting or placement of any floral tributes, natural or artificial trees, shrubs or arrangements greater than 4 ft. (1.2 m) in height, or having thorns or features that may be hazardous to the public (refer to diagram on page 9 for more information)

Why are these decorations not allowed?

- They create a hindrance for maintenance and/or interment procedures
- Increase risk to staff and the general public through breakage or combustibility
- They deter from overall dignity and decorum of the cemetery

## REMOVABLE ORNAMENTATION

- Securely affixed wreaths are permitted October 15th to April 1st annually. Saddle wreaths and other natural or artificial tributes may remain if they are contained within the designated flower bed.
- All funeral flowers and containers are removed from the grave site within seven days following the interment.
- The Town may remove without prior notification any ornamentation that is contrary to the decorum of the cemetery due to the ornamentation's content, condition, method of installation or incompatibility with its surroundings.

## COLUMBARIUM ORNAMENTATION

Permanent vases are available for purchase from the Town for columbarium niches. This is the only place to put cut flowers at a columbarium. Any other plant material or landscape structure in the columbarium gardens must be requested in writing and approved by Town of Halton Hills.

Unacceptable ornamentation will be removed by Town staff at the expense of the Rights Holder.



### **LOT OR PLOT PLANTING**

Dwarf and ornamental trees must be approved by Town staff and meet the following criteria:

- Placed within the monument line
- Reach a maximum height of 4 ft. (1.2 m)
- Within the limit of the lot or plot when fully grown
- Be free of thorns or hazards

### **EXAMPLES OF ACCEPTABLE PLANTS**

**Evergreen Plants:** Dwarf Balsam, Dwarf Alberta Spruce, Little Champion Cedar, Bennett Dwarf Hemlock, Emerald Gait Eonymus, Japanese Pieris.

**Shrubs:** Pygmy Pea Shrub, Potentilla, Gold Mound Spirea, Minuet Weigela, Silver Edged Dogwood, Corkscrew Hazel.

### **PROBLEM PLANTS**

If a plant's roots, branches or other features become a problem, Town staff will contact the Rights Holder and provide 30 days notice before removing all or part of the plant.

### **Problems might include:**

- Interference with other lots, plots, markers, roads or walkways
- Plants that hide or obscure markers or monuments
- Growth larger than the maximum height of 4 ft. (1.2m)
- Unsightliness
- Inconvenience to cemetery patrons
- Hindrance to future interments

Unacceptable planting will be removed by Town staff at the expense of the Rights Holder.

### **Notice of Problem Plants is provided in one of two ways:**

- Contacting the Rights Holder
- Public posting in the cemetery



*Securely affixed wreathes are permitted from October to April annually.*

## FLOWER BEDS & CUT FLOWERS



### FLOWER BEDS

Flower beds are welcomed at lots and plots, but must be located at the head of lot or plot extending a maximum of 12 inches (300 mm) from the front of the monument or marker. If a monument or marker is yet to be placed a flowerbed can be planted in place.

### FLOWER BED SERVICE

A Full Flower Bed Service is available through Town of Halton Hills including installation of annuals, maintenance and fall planting. Please see the Special Care information in the Halton Hills Cemetery package or contact the Cemetery Coordinator for details.

**Please note:** The Town is not responsible for damage or maintenance of the flower beds. All materials within flower beds will be removed when dead, faded or unsightly.

### CUT FLOWERS

Permanent vases for cut flowers can be installed in the Foundation of the Monuments or Markers. Any faded flowers will be removed by Town staff.

### FRESH FLOWER SERVICE

A Fresh Flower Service is available through Town of Halton Hills. Bouquets will be placed in a vase provided by the Rights Holder, or at the head of a lot or plot on the date of your choice. Please see the Special Care information in the Halton Hills Cemetery package or contact the Cemetery Coordinator for details.

### CARE AND MAINTENANCE

Town of Halton Hills maintains the lawns, roadways and general areas of the cemeteries. The Town will also level plots from time to time to ensure reasonable maintenance.

Town staff inspect the monuments regularly for stability. If they find an unstable or hazardous situation, the Right's Holder will be notified. If the issue remains after the 30 day grace period, the Town will remedy the situation. Town staff is not responsible for tending to ornamental plantings on lots or plots, however hose bibs and watering cans are available for individuals to use in caring for a flower bed.

While every effort is made to ensure the quality and condition of a burial plot, the first year following an interment can be challenging. Some settling of the ground is natural and will require a years time before the area is fully restored.

## OTHER INFORMATION

### DEVEREAUX CEMETERY

Devereaux Cemetery is owned and operated by the Roman Catholic Diocese of Hamilton and is available to all residents of Halton Hills and surrounding communities.

To purchase interment rights and cemetery services, contact the Devereaux Cemetery at:

12337 17th Sideroad  
Halton Hills, ON L7G 4S6  
905.877.8500  
[www.devereauxcemetery.ca](http://www.devereauxcemetery.ca)

### GENEALOGICAL SEARCHES

The Town does not perform genealogical searches.

The Cemetery Coordinator can only provide information regarding interment dates and the location of specific lots, plots or niches.

### BY-LAWS

Please refer to The Corporation of the Town of Halton Hills By-law No. 2012-0082.

### OTHER RESOURCES

- Provincial Cemeteries Act (Revised)  
[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)
- Health Protection and Promotion Act  
[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)
- Vital Statistics Act  
[www.ontario.ca](http://www.ontario.ca)
- Ontario Genealogical Society  
[www.ogs.on.ca](http://www.ogs.on.ca)

*"Thou beloved by all who knew thee, For thy pure and gentle mind"*  
Mary Annie Lindsey, Date Unknown, Hornby Presbyterian Cemetery



