

DISTRICT OF BARRIERE
MINUTES OF A CEMETERY COMMITTEE MEETING

Held on November 9, 2010
In the Council Chambers at Municipal Hall
4936 Barriere Town Road,
Barriere, BC

Members: Councillor Pat Paula - Acting Chair
Lorraine Thorn
Bonnie Cruzelle-Myram
Leanne Hamblin
Brent Hamblin – entered meeting as indicated

Advisor: Drake Smith

Regrets: Father Donal O'Reilly
Councillor Virginia Smith, Chair

Staff: Colleen Hannigan, Chief Administrative Officer
Nora Johnson, Financial Officer
Lynn Wright, Administrative Assistant

The meeting was called to order at 4:35 pm

1. ADOPTION OF AGENDA

Moved by Bonnie Cruzelle-Myram

Seconded by Leanne Hamblin

That committee members adopt the November 9, 2010 Cemetery Committee meeting Agenda.

CARRIED

2. DRAFT TERMS OF REFERENCE

Ms. Hannigan gave the Committee a brief history regarding the establishment of the Cemetery Committee. It was explained that the committee would be a Select Committee of Council which only has a requirement for at least one member of Council to sit on the committee while the rest of the committee can be made up of volunteers from the general public. Standing Committees of Council, on the other hand, must contain at least 50% Council members. The Committee will be advisory in nature and report directly to Council for administrative and budget matters and to the Parks Committee for maintenance matters.

Ms. Johnson explained the proposed draft budget allocations for 2011.

Councillor Paula explained the Community Charter legislation governing the operation of the Cemetery and emphasized the committee was to speak as one voice when making recommendations.

Definitions reviewed:

Cemetery: a burial ground

Crematorium: a building housing a furnace capable of reducing a dead body to ashes.

Columbarium: 1. A structure of vaults lined with recesses for cinerary urns; 2. A recess in a columbarium.

Mausoleum: A large tomb; usually a stone building with places for entombment of the dead above ground

Mr. Smith requested a review of the voting eligibility regarding his designation of advisor. Due to the possibility of a conflict of interest, it was decided that Mr. Smith would best serve the Committee as an advisor with no voting status.

3. **CEMETERY DRIVEWAY**

During July 2010 a number of irrigation systems were installed in various parks in the District. One of the installations was in the Barriere Cemetery. As a result of the installation and the passage of time, the main driveway is now in need of some attention. New landscape ties have been installed down both sides of the driveway.

A Request for Quote to remove the existing asphalt, to environmentally dispose of the asphalt, to prepare approximately 330 feet of driveway to grade, and to supply, install and compact $\frac{3}{4}$ minus crush to grade on the driveway was advertised on the District Website. Two quotes were received:

Luison & Son Contracting - \$4,456.48

Tri Service Contracting - \$3,024.00

Moved by Bonnie Cruzelle-Myram

Seconded by Leanne Hamblin

THAT the Committee postpone acting on a Request for Quotes for the Cemetery driveway until the spring of 2011.

CARRIED

4. **ADDITIONAL 2011 BUDGET ITEMS FOR DISCUSSION**

Mrs. Johnson reviewed the items already on the Parks wish list:

Plot markers-the grid needs to be completed with the cement markers

Driveway – remove asphalt and replace with crush

Memorial Benches – place 1-2 benches in Cemetery

Composting Toilet-remove

Shed – remove

Storage Container – remove or extend and raise level of fence to camouflage the container

Councillor Paula questioned TNRD funding available. It was explained that TNRD contributes a percentage of the budget submitted based on the Area "O" tax assessment.

Staff will make a map of the cemetery to enable the Committee to plan projects in appropriate locations.

Mrs. Johnson informed the Committee of different policies for placing and removing flowers at cemeteries. Some cemeteries remove the flowers to allow for mowing. The flowers are placed in a garden area and it is up to the general public to replace them when they visit the cemetery again. Other cemeteries remove the flowers to mow and then replace the flowers at the gravesites. Mrs. Cruzelle-Myram expressed interest in doing a phone poll of the community to get a sense of what would be desired in our community.

Mr. Smith encouraged the Committee to take time and prioritize the issues and come up with solutions. A brief discussion regarding maintenance of records and software used ensued.

Councillor Paula expressed an interest in establishing a 5-year plan for the Cemetery. It was agreed that the next meeting would include a planning session to be facilitated by staff.

Placement of Memorial Benches in the Cemetery was discussed.

5. OTHER BUSINESS

Mrs. Hannigan is in the process of drafting a bylaw for the cemetery using Lillooet's more recent bylaw as an example. The Rules and Regulations set out by the previous Cemetery Board will also be taken into consideration. She will bring a draft to the next Cemetery Committee meeting and include the old Rules and Regulations in the meeting Minutes, for committee's information.

Mr. Brent Hamblin entered the meeting

THE BARRIERE CEMETERY BOARD
BOX 472 BARRIERE, B.C. V0E 1E0

RULES AND REGULATIONS

governing the operation of The Barriere Memorial Cemetery
adopted 1967 . . . amended 2002

1. Definitions

(a) In these Rules and Regulations unless the context otherwise requires:

- "Chairman" shall mean the person elected by the Board from their number to perform the duties of the Chairman.
- "Secretary" shall mean the person appointed by the Board to perform the duties of Secretary or Secretary-Treasurer.
- "Infant" shall mean a person up to the age of one (1) year.
- "Child" shall mean a person up to the age of ten (10) years.
- "Memorial" shall mean any tomb, monument, grave stone, or marker tablet.
- "Resident" shall mean any person living in the Barriere area at the time of death or a person who lived in Barriere for a period of five years and who moved to a senior citizens' home or moved for health reasons.

(b) The use of the words signifying the masculine shall include the feminine.

2. Lands Used as Cemetery

The following lands, owned, used or maintained by the Barriere Cemetery Board have been set aside and used for cemetery purposes :

Barriere Memorial Cemetery - legally described as being : Part of Lot 46 of Lot 1483
KDYD, Plan 1746

3. Custody and Filing of Plans, Schedule of Rates, and Rules and Regulations

A copy of the plans of the cemetery, schedule of cemetery rates and rules and regulations shall be submitted to the Cemeteries Division, Ministry of Consumer and Corporate Affairs, for acceptance and filing and copies shall also be kept available for inspection by the public at the address of the Secretary and at such other places as may be deemed necessary.

4. Reservation of Blocks

Blocks of grave spaces may be reserved for certain groups or purposes.

5. The Size of Grave Spaces

- (a) The size of a Burial Grave space shall be 5 feet by 10 feet.
One grave site may be used for one Burial (first) and 2 Cremations for the same family.
Additional fees will be added in this respect.
- (b) The size of a Cremation Grave space shall be 2 1/2 feet by . 5 feet.
One grave site used for one Inurnment only.

6. Interment/ Inurnment and Exhumation

- (a) Interment/Inurnment shall be in respect to human remains only, placed in a container suitable for burial.
- (b) Interment/Inurnment shall be below ground level only.
- (c) 1. Interment in the cemetery shall be made in a grave dug to a depth sufficient to provide three feet (1 metre) of earth between the upper surface of the coffin or grave liner and the level of the ground surrounding the grave space.

2. Inurnment in the cemetery shall be in a depth sufficient to provide no less than one foot (0.3 metres) of earth between the general surface of the ground and the upper surface of the vault enclosing the cremated remains.

- (d) The Secretary shall issue a permit for each interment/inurnment before such takes place. The permit shall be in the form of Appendix "B" attached to and forming part of these rules and regulations.
- (e) The Medical Health Office may order an immediate burial of a person who has died of an infectious disease. If the Secretary is not available to issue a permit prior to such burial, the permit must be obtained as soon after the burial as is practicable.
- (f) Exhumation of interred remains shall only be carried out by written order of a competent authority, as designated in the Cemeteries Act.
- (g) Hours of interment shall be Monday to Friday, 9 am to 4 pm only, unless previous special arrangements have been made.

7. Purchase and Transfer of Grave Spaces

- (a) The Certificate of Right to Use Grave Space issued by the Secretary to cover the purchase of grave spaces shall be in the form of Appendix "A" attached to and forming part of these rules and regulations. The information on the Certificate shall be recorded by the Secretary in the cemetery records.
- (b) Transfer of grave space shall be made to a second purchaser only with the sanction of the Board, and each and every such transfer shall be recorded by the Secretary. Such sanction shall not be unreasonably withheld.

8. Fees and Charges

- (a) All fees and charges for grave space, goods and services shall be shown on the schedule of rates submitted to the Public Utilities Commission for acceptance and filing and attached as Appendix "C" of these rules and regulations.
- (b) No charge shall be made for grave space provided that the Board is assured that there is no means with which to pay for such space and instructs the Secretary in writing to permit the interment free of charge.

9. Administration

- (a) The financial year for the cemetery operations shall be the calendar year from January 1st to December 31st.
- (b) The Secretary shall keep a record of all revenue and expenditure.
- (c) The Secretary shall keep a record of all sales of grave spaces and of interments.
- (d) The Annual Report of the cemetery operations will be submitted to the Public Utilities Commission as required by Division 11 of the Regulation under the Cemeteries Act.

10. Memorials

- (a) On and after the 31st day of July, 1967 the only type of memorial that shall be permitted to be placed in the cemetery shall be of stone, concrete, or metal affixed to a suitable concrete base, laid flat with the ground level.
 - 1. Burial plot - single marker maximum 12" x 20" finished size
 - no more than 3 markers on one burial plot (see 5a)
 - double marker maximum 20" x 30" finished size, where two related persons are buried side by side in adjacent graves, one marker for both persons may be set to embrace evenly the two graves concerned.
 - 2. Cremation plot - single marker maximum 12" x 20" finished size
 - no more than 1 marker on one cremation plot
 - double marker - see 10(a)1

- (b) On and after the date mentioned in sub-section (a) above, no person shall be permitted to erect or place railings or curbing around a grave, nor shall a person place a cement or other type of capping on any grave in the cemetery.

11. Conduct within the Cemetery

- (a) No person shall damage or deface any memorial, monument, fence, gate, structure, or any other improvement in a cemetery.
- (b) No person shall plant, remove, cut down or destroy, any trees, shrubs, plants, flowers, bulbs or rocks in a cemetery unless prior authorization is received from the Board or its authorized representative.
- (c) Except as permitted by the terms of section 6(e), no person shall carry out any work in the cemetery unless prior authority is given by the Board or its authorized representative.
- (d) Any person not behaving with proper decorum within a cemetery, or disturbing the quiet and good order of a cemetery may be evicted therefrom by the Board or its authorized representative.
- (e) No person shall enter a cemetery in a vehicle after sunset, or drive a vehicle in a cemetery at any time at a speed of more than ten (10) miles per hour.
- (f) No person shall solicit orders for markers, tablets, memorials, curbing, capping, or like works within the limits of a cemetery.
- (g) No person shall discharge firearms, other than in regular volleys at burial services in a cemetery.

12. Cemetery Caretaker

A cemetery Caretaker may be appointed by the Board and the duties of a Caretaker so appointed shall be among other things :

- (a) To dig and prepare, or cause to be dug and prepared all graves required. No grave shall be dug, or opened by any person other than the Caretaker or other person authorized by him, or by the Board.
- (b) Install all memorial tablets, markers, and monuments, etc.
- (c) Carry out, or cause to be carried out, the general work of the cemetery to maintain it in a neat and tidy condition, including the maintenance of paths, gates, fences and other cemetery improvements.
- (d) Complete such other work as may be directed by the Board.

13. General

- (a) All interment and laying of stones must be done by authority of the cemetery Board.
- (b) All flowers will be removed and discarded on April 1st and October 15th of each year. Anyone wishing to keep containers or arrangements should remove them prior to these dates.
- (c) Cut flowers, wreaths and floral offerings may be placed on grave but may be removed by the Caretaker when their condition is considered by him to be detrimental to the beauty of the cemetery. NO GLASS CONTAINERS !!
- (d) Notwithstanding anything herein contained, the administration and operation of the cemetery shall be carried out at all times in accordance with the "Cemeteries Act" and the Regulations made thereunder.

THESE RULES AND REGULATIONS WERE AMENDED AND ADOPTED
BY THE BARRIERE CEMETERY BOARD ON THE 20th DAY OF JUNE 2002.


Chairman: Ken Beddington


Secretary-Treasurer: Elaine Hostetter

6. NEXT MEETING

Tuesday December 7th at 3:00 pm

7. ADJOURNMENT

Moved by Bonnie Cruzelle-Myram that the meeting adjourn at 6:00 pm

CARRIED

Original signed by,
Acting Chair Pat Paula

Original signed by, C.Hannigan
Chief Administrative Officer