

2019

Greenwood Cemetery Master Plan Review and Update 2020-2025



City of Owen Sound
12/18/2019



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Community Profile

The City of Owen Sound is located on the southern shore of Georgian Bay, at the base of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce County with a population of 21,341.

The City straddles the Niagara Escarpment and lies at the mouth of the Sydenham and Pottawatomi Rivers. It is characterized by tree-lined streets, an extensive park system, tree-covered hillsides, ravines and a magnificent harbour and significant waterfront within the City. Four popular waterfalls (Inglis Falls, Jones Falls, Indian Falls and Weavers' Creek Falls in Harrison Park) are all within 10 kilometres from the downtown, providing residents and visitors with an opportunity to explore nature. The people of Owen Sound are proud of our natural environment and recognize its importance, not only in contributing to a high quality of life for residents but as a major draw for tourists as a four-season destination.

Our local history and heritage is also very important to us and is a big part of what makes our City unique. The area around Owen Sound was historically inhabited by the Ojibway people, and our community holds great value in our relationships with the Saugeen Ojibway Nation, Métis Nation of Ontario, and Historic Saugeen Métis. We also recognize our Black settlers and Owen Sound's role as the last terminal of the Underground Railroad, where from 1830 to 1865 (the end of the American Civil War) escaped slaves fled from the Southern United States to Canada.



Glossary of Terms

BAO: Bereavement Authority of Ontario, the provincial regulator for the funeral and Cemetery industries

Cemetery By-law: Municipally controlled regulation that governs the care and control of the Cemetery

Columbaria: More than one Columbarium

Columbarium: A structure comprised of multiple niches

Crypt: An individual compartment in a mausoleum for the entombment of human remains

Die: Referring to the portion of an upright monument that can be engraved, usually set on a rough cut base that cannot be engraved

Entombment: The placement of human remains in a crypt

FBCSA: Funeral, Burial and Cremation Services Act, 2002. The provincial legislation that governs the business and operation of bereavement services including Cemeteries. This act also grants authority to Cemeteries to set and enforce their own by-laws.

Interment: The act of burying a casket or cremated remains in the ground

Interment Rights: A person's entitlement to a specific space at a Cemetery in Ontario. Interment rights apply to Full size and cremation interment and inurnment options.

Interment Rights Holder: A person who has the authority to make decisions about the care and control of an interment or inurnment space.

Inurnment: The act of committing cremated remains to a columbarium niche

Lot: A single, full size grave space

Niche: An inurnment space in a columbarium. At Greenwood Cemetery, each niche accommodates up to 2 appropriately sized cremation urns.

Plot: A group of 2 or more full size grave spaces

Range: A row of grave spaces running north/south within a section. Sections are made up of many ranges.



Section: A large grouping of grave spaces, usually bordered by an internal roadway and property boundaries. Sections are laid out to lend organization and wayfinding within the Cemetery.

Scattering: The act of spreading cremated remains over a designated area within the Cemetery conducted in accordance with the provisions of the Cemetery By-law



1.0 Background



1.1 Introduction and Purpose

The initial master plan for Greenwood Cemetery was completed in 1993 by the Landplan Collaborative Ltd. (Landscape Architects). In 2012, following changes in the provincial regulatory framework, staff undertook an update of the master plan through the Recreation & Parks Advisory Committee.

The plan contemplated a review of the plan every 5 years.

The purpose of the review and update of the current master plan is to:

- Ensure continuity of service delivery to the community and to guide decision makers in ensuring the Cemetery is viable into the next century;
- Ensure the needs and expectations of families and funeral service providers are being met;
- Ensure that the Cemetery can respond to the changing ways that interment of a loved one can be celebrated; and
- Examine the lifespan and sustainability of Greenwood Cemetery

The 2020-2025 update has relied on input from the community and stakeholders throughout the process.

1.2 Methodology

The Community Services Committee approved a report ([CS-18-152 Greenwood Cemetery Master Plan Review and Update](#)) in November of 2018 that provided the framework and approach to the review. The foundation of the master plan is based upon public consultation with the community, stakeholders, staff and others in the bereavement service industry. Changing trends and best practices for Cemetery management and operation are important criteria for the master plan.

In order to obtain a better understanding of how the community experiences the Cemetery and services offered there, the process began with an open house in February of 2019 with an online survey following the open house start-up meeting.

The survey was launched February 20, 2019, and was open for 39 days. There were 52 responses.

In addition, staff have undertaken:

- A review of interment statistics from 2012-2018;
- Compared Greenwood Cemetery statistics to provincial trends;
- Reviewed industry trends and best practices; and



- Analyzed administrative services, Cemetery operations, the physical layout and function of the Cemetery for strengths, weaknesses, opportunities and threats.

1.3 History

Greenwood Cemetery has been an important cultural landmark and repository of the City's history since its inception in April 1858. Charles Rankin submitted a plan to town council for the original 5 acres of what was known then as "The People's Cemetery".

Over the last 160 years, Greenwood Cemetery and its caretakers have provided quiet and respectful end of life care for citizens and their families who live in or have links to Owen Sound. The Cemetery is designated as a park, and provides important active transportation links via 9 Bends trail from the upper southwest quadrant of the City to Harrison Park, the river precinct and downtown.

Greenwood Cemetery is 43 acres and has been used as a Cemetery since 1858.

1.4 Buildings

The Cemetery includes some of the City's most significant heritage buildings.

1.4.1 Cemetery Office (1847) – Formerly Superintendent's Residence



This white painted, stucco building appears to have been built in two stages, with the rear, two storey wing likely being the older portion of the house. The front

portion is typical of farm cottages of its era. The house is situated in such a way that the difference in grades allows access to the basement from the rear at ground level and to the main floor at the front via several steps to a porch. The main floor presently houses the Cemetery Office, records storage, a kitchen and a staff washroom. The second storey, which is accessed by a steep set of stairs, has two rooms, is no longer in use. A portion of this house thought to be Owen Sound's oldest stone home. It is listed in the City of Owen Sound's Heritage Registry as a building of architectural or historical significance.

1.4.2 The Chapel (late 1860's)



This red brick building was constructed the late 1860's. It is the focus of a long, uninterrupted view from what was the original main entrance off 2nd Avenue East. Like the Cemetery Office, the Chapel is situated on a slope with access to the basement level at grade from the rear, and to the upper level at grade at the front and south side of the building. This structure is also listed in the City's Heritage Registry.

The Chapel, as its name suggests was originally constructed to conduct funeral services indoors during inclement weather. It was equipped with an opening in the floor, which allowed lowering of caskets into the cellar which was once used for



winter storage. The Chapel interior has been gutted and is currently used as storage space. The Chapel basement is used for winter storage of Cemetery grounds maintenance equipment. Funding for a structural assessment and renovation design of the Chapel building has been requested in the 2020 capital budget.

1.4.3 Public Washrooms – Next to the Chapel



Constructed of a similar brick and designed to complement the Chapel, this small structure to the north housed both men's and women's washrooms. These public washrooms have not been in service for many decades. There is no indication of either a septic system or a sewer connection, so how the waste water was handled is unknown. A washroom for public use was installed in the maintenance building when it was constructed.

1.4.4 Mausoleum (1927)





Construction of this cut stone structure commenced in 1927 and was completed in 1932. It houses 125 crypts, all of which have been sold. The Mausoleum’s central location makes it visible from most areas of the Cemetery. The exterior walls are constructed of Indiana limestone and the interior surfaces of Italian marble. The structure includes a number of interesting architectural details including cut stone roof drain spouts/scuppers, stained glass windows, and extensive use of Italian marble and decorative plaster in the interior. The decorative plaster has been damaged by previous water penetrations, temperature fluctuations and humidity. The Indiana limestone exterior is deteriorating with major etching of the stone panels and some water staining. The building was placed on the City’s Heritage Register in the late 1970’s.

In 2011, the Mausoleum stairs, railings and balusters were replaced using Indiana limestone in keeping with the heritage of the building.

1.4.5 Service Building, Storage Bins and Yard

In 1995, Owen Sound City Council approved the construction of a new maintenance building with 4 exterior storage bays to replace the original barn on the property. The 70 foot by 50-foot metal clad building contains two heated garage bays, a small lunch room with a staff washroom, an exterior public washroom, and a mezza9 storage area. The other half of the building is unheated and is used by the Festival of Northern Lights and the west garage bay has been taken over for use as a workshop by this organization. A partial partition wall divides the area used for Cemetery equipment from the Festival of Northern Lights work space.

1.4.6 Columbarium/Columbarium Garden





The Columbarium Garden is located to the northwest of the Cemetery office, between the maintenance building, and the mausoleum. This area has 4 columbaria with a combined total of 350 niches, scattering gardens and premium cremation lots. Interest in this type of area has increased with the growing popularity of cremation. The pathways in this area are constructed of interlocking concrete pavers. A hedge row of Koster Blue Spruce planted on the south and west perimeters, screens the maintenance building, providing a more secluded and intimate garden setting.

A new columbarium was added in 2018 behind the mausoleum, conforming to the 1993 Landplan and Associates survey and landscape plan. The 1993 plan includes 2 additional columbaria in that area as need dictates. Typically, a new columbarium is considered via a report to Community Services Committee and Council approval of requested funds through the Capital Budget deliberation when total available niche spaces reach 25% remaining capacity of the last installed unit. Columbarium 4 has 112 niche spaces. When 84 niches are sold on columbarium 4, a process to consider a new columbarium will be initiated.

1.4.7 The International Order of Odd Fellows Monument

The Monument was constructed in 1919 to honor the IOOF members that died in World War 1. It was constructed with field stones from local farmers' fields and is 35 ft. tall. In 2011, it was part of a restoration project with funds provided through a grant from the Department of Veterans Affairs.

1.4.8 Other Structures

Other smaller structures exist within the Cemetery, including an entrance gates, pillars, ornamental fencing, a sundial, and many elaborate memorials and headstones. The ornate iron gated entrance on 2nd Avenue East differs greatly from the contemporary stone gate posts, and precast block planters at entrances off 4th Avenue West.

1.5 Service and Delivery

Hours of operation: 7:30 am to 4:00 pm weekdays. Interment services are made available 7 days a week, including holidays to accommodate the needs of families.

The Cemetery Division is responsible for the management, maintenance and care of the 43-acre Cemetery including:

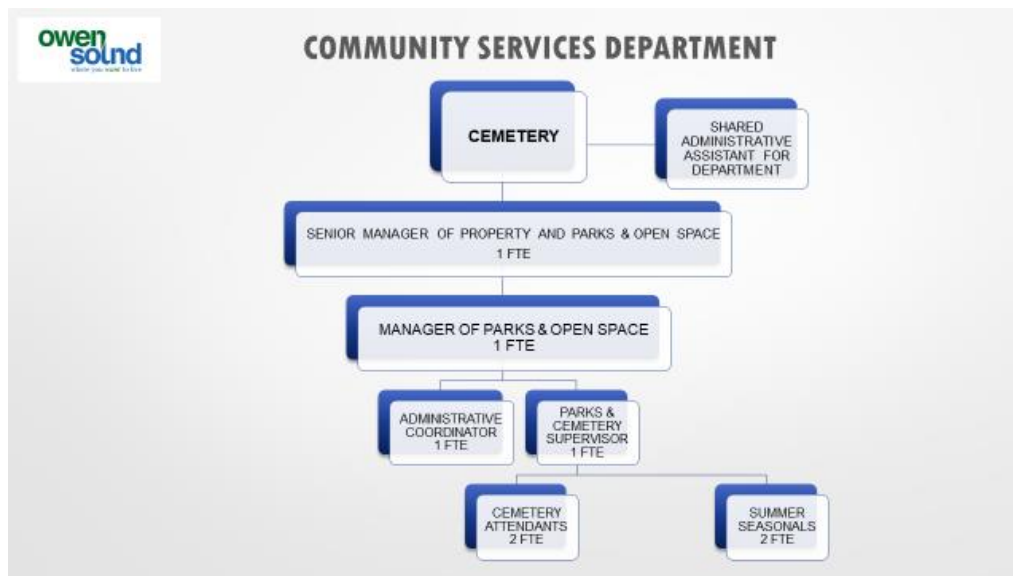
- Administer sale or re-purchase of burial lots, columbaria niches and mausoleum crypts;



- Prepare contracts, manage and maintain Cemetery records of all interments, inurnments and entombments and scattering;
- Through an administration agreement with St. Mary's of the Assumption Parish and Missions of the Roman Catholic Episcopal Corporation of the Diocese of Hamilton, staff provide administration for the sale of burial lots, and manage and maintain their Cemetery's records;
- Customer service – directly with families and funeral home professionals
- Opening and closing graves at Greenwood Cemetery and St. Mary's Cemetery are, for the most part, arranged and undertaken with the involvement of funeral homes, however with the increase in the number of people selecting cremation, the incidence of staff working directly with families that have opted not to retain the services of a funeral home for these arrangements, has increased;
- Cleaning and general maintenance of all buildings;
- Grounds keeping including arboriculture, gardening and turf management;
- Installation of foundations for monuments;
- Installation of flat markers and corner blocks;
- Winter storage for other cemeteries that do not perform winter burials and for burials in Greenwood that are deferred at the request of the family (2017-18, 21 caskets stored);
- Assist public researching genealogy; and
- Oversee capital work program at Greenwood Cemetery.

The Cemetery is staffed as follows:

- Senior Manager of Property and Parks & Open Space
- Manager of Parks and Open Space
- Parks and Cemetery Supervisor
- Parks and Cemetery Administrative Coordinator
- 2 Parks and Open Space Attendants
- 2 Seasonal Parks and Open Space attendants (22 weeks)



All work is presently performed using in-house staff, with the exception of tasks requiring specialty trades such as electrical, heating, paving, roofing, etc. are provided by outside contractors.

1.6 Regulatory Framework

The Cemetery is regulated under the *Ontario Funerals, Burials and Cremation Services Act*.

By-law (2014-012) under the authority of the *Municipal Act* and *Ontario Funerals, Burials and Cremation Services Act* governs the regulation and management of the Cemetery.

[The Cemetery By-law](#) includes sections that direct:

- **Interment Rights:** The sale of a lot at need or for future use via an Interment Rights Contract
- **Interment Procedures:** The administrative rules and conditions that must be met prior to performing an interment including Interment Rights Holder verification, and the authorization and payment via a signed services contract by the verified interment rights holder to open the grave and perform an interment, inurnment, entombment or scattering
- **Disinterment Procedures:** The administrative rules and regulatory framework that must be met prior to performing a disinterment, including the permission of the interment rights holder, and the medical officer of health in some cases



- Mausoleum Vault Regulations: The rules and regulations that direct casket storage between December 1st and May 1st
- Lot Decorations: The rules that guide what Cemetery visitors can place or plant on a lot where they have interment rights, or permission from the interment rights holder
- Memorialization: The rules that guide monument (headstone) placement, material, size, and upkeep. This section also details the requirement for monument foundations, installed by Cemetery Staff via a service fee and contract with the interment rights holder.

A review of the Cemetery By-law will occur following the master plan process to ensure the regulatory by-law reflects the intent of the master plan.

1.7 2012 Master Plan & Report Card

The [2012 Greenwood Cemetery Master Plan](#), has provided strategic guidance for administration, operations, major maintenance and capital. The plan details 17 recommendations relating to structure, circulation, vegetation, operations, facilities and expansion, and mapping. The recommendations were prioritized on a scale of 1 to 4. On this scale, a ranking of 1 is deemed very important.

Appendix 1 contains the 17 recommendations with a notation on the status of each. Overall there has been significant progress in implementing the initiatives; however, it is appropriate to review these initiatives in today's context.

1.8 Cemetery Layout

1.8.1 Circulation and Entrances

- Circulation within the Cemetery follows a basic grid pattern;
- Variations from the grid occur where 9 Bends Ravine partially bisects the property;
- Internal roads are mostly surfaced with asphalt varying in width from 10' to 20';
- The main internal roads were reconstructed as a part of a phased program in 2016 – 2018, and are generally able to accommodate light to medium duty traffic vehicles;
- Parking within the Cemetery is accommodated in most areas by roadside lay-by parking;



- There is a paved apron in front of the mausoleum for parking;
- Visitor parking, not related to funeral events, is only accommodated in the mausoleum area in all seasons and on internal roads in the summer months;
- Pedestrian circulation is either on the turf areas of the Cemetery or on the internal road system. No special provision for pedestrians is apparent except for the trail (9 Bends Trail) that leads through the wooded valley.

Greenwood Cemetery has eight entrances:

- Two on 2nd Avenue East- Historically, the main entrance was located off 2nd Avenue East in the oldest part of the Cemetery. A less used entrance to the south accesses a tree lined roadway leading to the columbarium garden, office, and mausoleum;
- Two from 1st Street Southwest (boundary road);
- Five on 4th Avenue West;
- An entrance from 1st Street Southwest leads to the Cemetery Office and a second entrance from 1st Street Southwest provides service access to the Cemetery's maintenance yard; and
- The five roads off 4th Avenue West divide the various sections of the west side of the Cemetery and were created to increase access to each of the extension areas in this newer portion of the Cemetery.

1.8.2 Sections

The 1998 Landplan Collaborative Ltd. Greenwood Cemetery survey map is attached as Appendix 2.

Greenwood Cemetery is comprised of 11 sections. The 9 Bends Ravine that partially bisects the property divides the Cemetery East and West. The east side of the property is the original land allocation, with the west portion developed more recently.

Beginning east of the ravine at the northern margin of the property and working south there is the:

- North Extension
- Northeast Extension
- Blocks Section
- Sections
- Ranges
- South Extension



These sections are made up of 12 grave and 24 grave plots. Lots in this section are 0.81 m x 2.4 m. New interments in these sections are rare.

The east half of the Cemetery, bordered to the east by 2nd Avenue East, and 9 Bends Ravine to the west, retains some original features and layout of the Cemetery, including hitching posts for horse drawn vehicles, and gravel roadways in the Northeast and North extensions.

Blocks Sections and Ranges are the original plots laid out by Charles Rankin in 1858 when the Cemetery was founded. These 3 sections are laid out in a grid pattern with 64 plots in each one.

A small area directly north of the Blocks section, shown as empty space with no lot lines on the map, is the location of the Indigent section.

There are no new or unused plots available east of 9 Bends Ravine.

On the west side of the ravine, working north to south there is:

- **The Northwest Extension**

Lots in this section are 1 m x 3 m. Concrete liners or vaults are not required in the Northwest Section.

There is currently a developed portion and an undeveloped portion of the Northwest extension, separated by the main north-south internal roadway. The developed section, one of the most active on the property, is made up of 2,623 single lots, with an additional 34 ranges surveyed and approved in what is currently used as a spoil area, that are to be developed as need dictates. There are a total of 3445 available lots in this section with developed and undeveloped surveyed lots taken into account.

The Northwest section contains plots committed to the Beth Ezekiel Synagogue for the purpose of Jewish Interments.

- **Greenwood Gardens**

Made up of 73 ranges, is a mix of preferred cremation lots, multi grave plots and single lots. Full size lots in this section are 0.91 m x 2.74 m. There are 1,371 grave spaces that remain available in this section.



There is a single row of preferred cremation lots at the west margin of Greenwood Gardens, which are all sold.

- **West Extension**

One of the oldest sections on the west side of 9 Bends Ravine, the West Extension is made up of 34 ranges comprised of a mix of multi grave plots, with the 2 western most ranges surveyed as single grave lots. Full size grave spaces in this section are 0.81 m x 2.4 m. There are 1,419 single grave spaces available in the West Extension.

- **Memorial Gardens 'C'**

A 36 range section, Memorial Gardens 'C' is made up of multi grave plots, single grave lots and preferred cremation lots. A full size lot measures 1 m x 3 m. Cremation lots are 1 m x 1 m.

For full size interments, concrete vaults are required in all 3 Memorial Gardens sections. There are 659 full size lots and 0 cremation lots available in Memorial Gardens 'C'.

- **Memorial Gardens 'B'**

A 34 range section, Memorial Gardens 'B' is made up of multi grave plots, single grave lots and preferred cremation lots. A full size lot measures 1 m x 3 m. Cremation lots are 1 m x 1 m. Upright monuments are not permitted in Memorial Gardens 'B'.

For full size interments, concrete vaults are required in all 3 Memorial Gardens sections. There are 860 full size lots and 0 cremation lots available in Memorial Gardens 'B'.

- **Memorial Gardens 'A'**

A 39 range section, Memorial Gardens 'A' is made up of single grave lots and preferred cremation lots. A full size lot measures 1 m x 3 m. Cremation lots are 1 m x 1 m. Upright monuments are not permitted in Memorial Gardens 'A'.

For full size interments, concrete vaults are required in all 3 Memorial Gardens sections. There are 1,906 full size lots and 474 cremation lots available in Memorial Gardens 'A'.



- **The Columbarium Garden**

This cremation only section of Greenwood Cemetery was developed in two phases. The first phase, directly north of the Cemetery workshop, houses 3 columbaria with a total of 362 niches with 15 remaining available, and 232 preferred in ground cremation lots, with 111 remaining available.

A new section of the columbarium garden was added in 2018, with a 112 niche columbarium and space for additional in ground cremation lots and scattering gardens that are currently undeveloped. There are 109 niches that remain available in Columbarium #4 that was added in 2018. There are 2 additional columbaria planned for this section that will add 224 niches as need dictates.

The landscape plan and survey approved by the BAO are designed to accommodate 2 additional columbaria in the latest phase of development as need dictates.

In total there are 9,660 full size lots available and 939 available or planned cremation options.

1.9 Vegetation

In 2015, the City undertook an inventory for all of its Parks and Street trees. Greenwood Cemetery was included in that initiative. The map below shows each tree at the Cemetery that was inventoried. Tree health, height, crown and trunk diameters, species information and hazard rating data were collected. Detailed tree inventory information for Greenwood Cemetery is attached as Appendix 3.



Five basic categories of plantings are found in the Cemetery. These are:

Hardwood Woodland

The valley systems of the Cemetery provide a natural woodland aspect to the Cemetery. The trees in this area are reasonably healthy and left in its natural state they require little, or no maintenance.



Formal Tree Plantings

These range from the original, main, formal entrance drive, lined with 100+ year old Sugar Maples to the newer areas where White Spruce, Blue Colorado Spruce, European Larch and Crabapples have been used to line the roadways. A row of Schwedler Norway Maples defines the 2nd Avenue East boundary.

Informal Plantings

Throughout the Cemetery are plantings of Sugar Maple, White Spruce, Colorado Spruce, Norway Spruce, Dwarf Alberta Spruce, Black Locust, European White Birch, Weeping Birch, Oak, Crabapple, Mountain Ash, Cedar, Japanese Yew and Juniper, and others. Most of these specimens are in need of corrective pruning to maintain their form, health and vigor.

Formal Flower Beds

Flower beds which are planted each year with annual bedding plants in various patterns and designs are located at the Cemetery Office and the planter beds at the entrances off 4th Avenue West.

Hedging

Hedges of Eastern White Cedar are located on the western boundary, and within the Cemetery. They define edges, create spaces and screen areas. Phased capital since the 2012 plan has completed the entrance restoration, heritage fence and hedge restoration.

An opportunity to be explored is the establishment of Memorial gardens. These would be thoughtfully established around the grounds, especially in the most recently developed sections of the Cemetery: Memorial Gardens 'A', and the Northwest sections to serve to further support the atmosphere of quiet contemplation and renewal that is desired for this property. A memorial garden program would include sponsorship opportunities, similar to the City's memorial tree program. Patrons of the Cemetery would be able to sponsor a plant, or entire garden, walkway pavers and decorative rockery. These revenues would be used to support the horticulture program at the Cemetery. Beginning with existing gardens on a trial basis, pending a successful outcome the program would be expanded to new areas of the Cemetery for new strategically located planting bed locations. There are opportunities to revitalise mature gardens in the ranges on the east side of 9 Bends Ravine.



2.0 Statistics and Industry Trends



2.1 Statistics

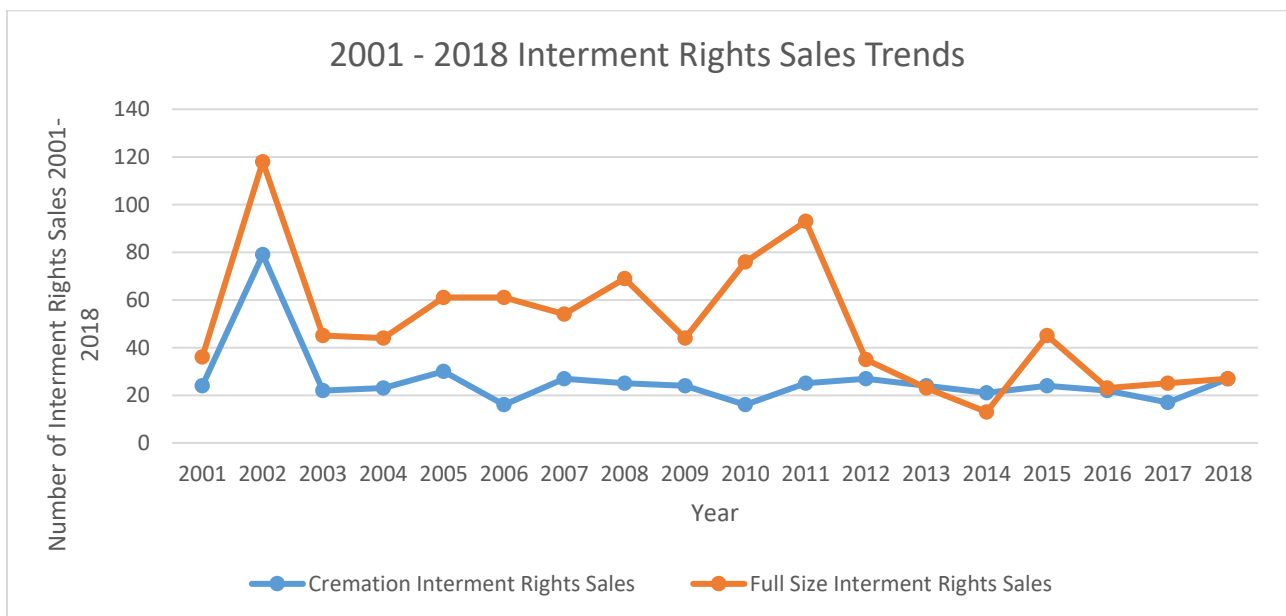
From 2012 – 2018, staff have provided service for an average of 156 interments annually, including an average of 18 interments on a contract basis for St. Mary’s Cemetery. These numbers average to 1 interment every 2 working days, however it is important to note that interment scheduling is sporadic and driven by need. This frequently results in 2 interments the same day and periods where no interments are booked for several days.

At Greenwood Cemetery, there are 2 statistics that help us understand trends to help forecast long term viability of the Cemetery and what short to medium term demand for services will be:

- a) Interment Rights Sales;
- b) Current and emerging interment preferences.

a) Interment Rights Sales

When a client is planning pre-need and chooses to purchase interment rights to an available plot, lot, niche or scattering. Changing trends in preferences impact the overall long term viability of the Cemetery property. A steady increase in the ratio of clients who choose cremation options since 2001 compared to the selection of full size lot interment rights. The chart below demonstrates the overall interment rights sales trend from 2001 to 2018.





Between 2001 and 2011, 30% of Interment Rights Sales chose a cremation option. From 2012 to 2018, 47% of clients chose a cremation option, a full 17% increase over that time.

Over the same period full size lot sales declined 12%. Full size interment rights sales outperformed cremation interment rights sales significantly in most years until 2012, where there was a distinct change in preference. In 2018, the last full year of data available, sales of full size lots compared to cremation options were essentially even.

b) Current and Emerging Interment Preferences

This statistic is different from a rights sale. Where a rights sale is the purchase of rights to space at the Cemetery for future need, interment services are the actual interments once a client needs to exercise the rights to their interment space at need, either for themselves or someone whom they have permitted to be interred within their rights allocation.

In lockstep with increased rates of cremation rights sales, combined rates of cremation interment services since 2012 are 59% of all interment services performed at Greenwood Cemetery.

Greenwood Cemetery Interment Statistics 2012-2018

Year	Full Size		Cremation Option	
2012	82	54%	70	46%
2013	57	38%	93	62%
2014	54	41%	77	59%
2015	81	51%	77	49%
2016	48	35%	91	65%
2017	68	46%	81	54%
2018	64	42%	89	58%

Greenwood Cemetery mimics the aggregate statistics for Ontario, provided by the BAO, where 61% of all interment services in Ontario for the years 2012-2015, the most recent statistics provided by the regulator.



Ontario Provincial Interment Statistics 2012-2015

Year	Full Size		Cremation Option	
2012	34,092	44%	43,650	56%
2013	29,177	37%	48,663	63%
2014	34,292	38%	56,554	62%
2015	34,175	37%	57,776	63%

Another emerging trend is an increasing demand for weekend interments. An increase of 60% since 2014 to the end of 2019 has been observed. Families spread across the province country and globe more than at any other time in our collective past. Families often choose weekend interments to ensure all attendees who wish to attend are able to attend at a convenient time and date.

Weekend Interments 2014-2019

Year	Number of Weekend Interments
2014	20
2015	23
2016	31
2017	31
2018	26
2019	35

To understand if services are being delivered in the most economical and effective way, on an ongoing basis, staff should monitor if the existing staffing model is meeting the needs of families.

2.2 Cemetery Lifespan

For the 2019 Greenwood Cemetery Master Plan Review and update, staff undertook an inventory of available full size lot and cremation spaces and found there are 933 cremation options available or planned, and 9660 full size lots that remain unsold.



Current Available or Planned Interment Options

Section	Remaining Full Size Lots	Remaining Cremation Options
Memorial Gardens A	1906	474
Memorial Gardens B	860	0
Memorial Gardens C	659	0
West Extension	1419	0
Greenwood Gardens	1371	0
Northwest Extension	3445	0
Columbarium Garden	0	111
Columbarium 1	0	15
Columbarium 2	0	0
Columbarium 3	0	0
Columbarium 4	0	109
Columbarium 5 (planned)	0	112
Columbarium 6 (planned)	0	112
Total	9660	933

*This table does not include maintenance pathways dispersed between ranges that are shown as blank space on Appendix 2.

Including areas that are BOA approved but undeveloped to date, shown on the map below in yellow, at current average annual selection rates of 27 full size interment sales, and 23 cremation option interment rights sales, the projected viability of the Cemetery is 358 years for full size interment rights, and 31 years for cremation options.





The outcome of the cemetery lifespan analysis is that there is no immediate need to investigate expansion of Greenwood Cemetery, or contemplate the establishment of a new Cemetery in Owen Sound.

In order to be responsive to current and projected trends, optimizing some underutilized space to meet the needs of the community is the ideal solution.



3.0 Public Input – What We Heard



3.1 Open House

On February 20, 2019 at the Greenwood Cemetery Master Plan Update Open House, staff presented the process and methodology. Attendees were divided into breakout groups to provide feedback on the reprioritization of the outstanding recommendations from the 2012 Plan, and discuss what they appreciated about Greenwood Cemetery, and what could be improved.

14 members of the public attended the meeting. In addition to those attending, there were 15 emails and 2 phone calls.

Two recommendations from the 2012 Master Plan generated the most discussion and interest at the Open House.

- *2012 Recommendation #16 – Develop a businesses case for the future expansion of the Cemetery including consideration of natural burials and investigate the potential for purchase of adjacent lands*
- *2012 Recommendation #17 – That the development of a "Green/Natural Burial Cemetery be considered at the future expansion of the Cemetery.*

At the Open House, there was also discussion and support for:

- Maintaining and restoring the heritage buildings; and
- GIS mapping of interment plots

3.2 Survey

Following the Open House on February 20, 2019, a 31 question online public engagement survey was launched to gather feedback from residents and stakeholders regarding operations, services, and future vision for Greenwood Cemetery. Appendix 4 includes the complete survey responses.

Some qualifying questions led off the survey to help us understand who was responding.

52 responses were collected:

- 79% identified as City of Owen Sound residents. 78% of respondents indicated they lived in Owen Sound for more than 10 years.
- 63% of respondents identifies as female, 29% male, nearly 8% preferred not to identify their gender for the survey.
- 35% of respondents indicated they were between the ages of 45-54, 17% were between the ages of 65-74 and 13% were between the ages of 35-44.



- 86% of respondents indicated they were not currently interment rights holders at Greenwood Cemetery.
- 60% of respondents indicates they were considering purchasing interment rights at Greenwood Cemetery in the next 5 years.

Some notable trends are:

- 91% of respondents indicated they felt the grounds and public spaces are well maintained.
- 89% felt that customer service at Greenwood has met their expectations.
- 60% who were considering purchasing interment rights at Greenwood Cemetery planned to do so more than 5 years from now.
- 23 respondents (46%) indicated they were interested in “other” interment options than what they perceived to be available now. Of those 23, 17 responses (34% of responses to question 11) indicated they would like a natural burial option.
- Question 13 sought to understand why respondents visit Greenwood Cemetery, with the top 3 answers indicated as:
 - Enjoying a quiet Walk (75%)
 - Walking to read stones (62%)
 - Paying respects (51%)
- Question 14 asked “is there a service or amenity that is missing from Greenwood Cemetery?”. 55% of responses said nothing was missing. 45% of respondents indicated they desired something that is not currently offered. 38% specified they wished to have natural burial as an option at Greenwood.
- When asked if there were any barriers to a respondent using Greenwood Cemetery, 9 respondents indicated that a lack of a natural burial option was a barrier. 15 respondents indicated there were no barriers.
- 87% indicated they support keeping the Chapel, and 85% supported the idea of renovating the space to create indoor columbaria.
- Respondents were given the opportunity to provide their ideas for use of the Chapel if it were to be renovated. 15 answers were provided. Several further support the indoor columbarium use.
- Survey results indicated that 81% of the general public was satisfied with the current permissible monument dimensions. However, consultation with monument dealers and some in person visits by members of the public have noted that the Cemetery’s permissible monument sizes are restrictive.



4.0 Themes and Recommendations



4.1 Key Themes

Based on the background research, statistic review, industry trends and public input received at the open house and through the survey, various themes emerged:

- Interment Options
- Administration, Operations and Grounds
- Buildings and Maintenance

Under each key theme there are a number of recommendations.

4.2 Recommendations

THEME: Interment Options

4.2.1 Natural Burials

Throughout the master plan process, natural burial has been a dominant theme of public input. Many aspects of what proponents of natural burials are seeking are currently permissible at Greenwood Cemetery. It is recommended that a dedicated section for performing natural burials at Greenwood Cemetery be established, and the by-law is amended to clarify the aspects of natural burials are to be permitted.

Generally, proponents of natural burials seek an end of life option that has minimal impact on the environment. Embalming, finely finished caskets manufactured with metal fasteners and hinges, monuments and pesticide use for grounds keeping are examples of common practices that someone seeking a natural burial may not support.

The existing Greenwood Cemetery by-law, and the Funeral Burial and Cremation Services Act permit all of the aspects of natural burials noted above.

- Simple wood caskets with no metal fasteners are available in local funeral homes.
- In Ontario remains are not required to be embalmed, and the Greenwood Cemetery by-law does not require embalming.
- No vault is required in certain sections at Greenwood Cemetery.
- Monuments are not required at Greenwood Cemetery.
- Generally, it is the practice at Greenwood Cemetery not to use pesticides.



Natural Burial is a preferred option supported strongly by respondents. Generally, the conditions desired by proponents of natural burial are permissible today under the existing Greenwood Cemetery By-law.

Through the master plan process, it's understood that the public was not generally aware that these options currently existed.

4.2.2 Number of Cremated Remains per Full Size Lot

Cremation at Greenwood Cemetery and across Ontario, over the last 2 decades, has grown in popularity to become the statistically preferred option for interment. Greenwood offers 4 options for the interment of cremated remains: In a columbarium niche, as a scattering in our scattering garden, in a cremation lot, and in a full size lot, often placed above a casket that was previously interred. Currently, the Greenwood Cemetery by-law allows for 1 full size casket and 3 cremated remains to be interred in a single full size lot. Across Ontario, Cemeteries permit different numbers of cremated remains to be interred on a single lot, between 2 and 6 depending on the by-laws of a given Cemetery.

As a measure of capacity extension for Greenwood Cemetery, it is recommended the number of permitted cremated remains within a single lot, be increased to 4 cremated remains per full size lot.

This change would establish the potential for the Cemetery to collect an additional cremation opening and closing fee per lot of \$337.78 before HST in 2019 dollars. In terms of capacity extension, this change would have a maximum impact of extending the Cemetery's service life up to 15% (25% increase to the permitted number of cremated remains per single lot multiplied by a 60% overall interment selection on cremation options), although it is not expected that all existing or future full size interment rights holders will opt to use an additional available space for cremated remains.

4.2.3 Modify the Cemetery By-law Respecting Monument Sizes

The Greenwood Cemetery By-law, included as Appendix 5, permits a maximum total allowable monument height including the base and the die is 38" throughout Greenwood Cemetery (maximum base height of 8 inches and maximum die height of 30 inches). Width is determined by the size of the plot and varies from 24 inches on a single lot to 2/3 of the width of a plot with 4 or more lots.

The existing and proposed monument specification charts are included as Appendix 6.



It is recommended that staff review the existing permissible monument sizes, compare them to other similar sized municipal cemeteries and prepare a report for Community Services Committee with options for a moderate increase to the permissible upright monument size. Consultation with monument providers with respect to market influence will occur as a part of the process to prepare a by-law amendment.

4.2.4 Underutilized Space

4.2.4.1 Develop areas of the Cemetery currently laid out as roads between existing ranges to provide more options for new lot sales and extend the projected life of the Cemetery.

Staff have identified ranges interspersed throughout the grounds that are not incorporated into the Cemetery's existing layout. They are included in the Cemetery survey approved by the Bereavement Authority of Ontario.

The rationale for excluding these residual ranges in the current numbering system is unknown. Many of the residual ranges are in very desirable and/or mature sections of Greenwood Cemetery. By developing these ranges into available lots the long term viability of the property increases.

It is recommended that staff perform an analysis of how many previously unavailable lots may be developed in these ranges, including options for preferred in ground cremation lots and full size casket lots in proportions relative to the predicted selection for both types over the next 10-25 years.

This information would be brought forward to Community Services Committee as a report and recommendations for development of the residual ranges.

4.2.4.2 Modify existing available Cemetery sections to incorporate cremation trends and maximize capacity.

This plan details a statistical increase in the proportion of cremation interment compared to a decrease in full size interment over the last two decades.

When the Cemetery was last surveyed in 1998, full size interment rights, and multiple lot plots were the industry standard. In the interim preferences have changed, and staff support a recommendation to subdivide some ranges of existing full size lots into multiple ranges of preferred cremation interment in response to current and projected demand. This change would also increase the long term viability of the Cemetery.



A report to Community Services Committee followed by submission to the BAO for approval is required to implement this change.

This recommendation is to alter some existing BAO approved full size lots to create 3 ranges of cremation lots in ranges that where full size interment rights sales are underperforming. Cremation options continue to gain popularity based on current available data and staff experience. Selection of full size lot interment rights is in decline.

4.2.5 Formalize the Jewish Section and Establish a Muslim Section with Agreements by By-law

In May 2007, 100 lots at the east end of the Northwest Section were consecrated by a Rabbi for the purpose of culturally appropriate Jewish burial in Owen Sound on behalf of the Beth Ezekiel Synagogue.

In 2019, City staff were approached by the Owen Sound Muslim Association with a request to establish a Muslim Section at Greenwood Cemetery, for the purpose of providing a culturally appropriate Muslim burial option in Owen Sound.

Leaders from both communities were consulted and supported the establishment of a Muslim section adjacent to the existing lots committed to the Jewish Community.

In order to ensure the perpetual continuity of dedicated sections for both communities, a report and draft agreements will be brought forward to Community Services Committee.

THEME: Administration, Operations and Grounds

4.2.6 Tree Maintenance and Memorial Garden/Horticulture Program

4.2.6.1 Tree Maintenance

Three basic tree types are found in the Cemetery. These are:

- Hardwood woodland in the valley systems of the Cemetery;
- Formal Tree Plantings that give structure to the road and plot pattern of the Cemetery; and
- Informal plantings of tree specimens throughout the plot areas.



It is recommended that tree maintenance and removals from inventory and subsequent replacement be implemented on a priority basis.

4.2.6.2 Develop a Memorial Garden/Horticulture Program

Cemeteries are places of quiet contemplation that benefit from beautification to create a space of tranquility. In order to create a space for reflection, flower gardens are often developed to create a calm serene and visually appealing environment for visitors. The garden plots typically maintained by the City's horticulture team are valuable and appealing. As new areas are developed, there is a need to augment the beautification program at Greenwood Cemetery.

4.2.7 Monitor the Staffing Model to ensure we are Meeting the Needs of Families

To understand if services are being delivered in the most economical and effective way, on an ongoing basis, management should monitor if the existing staffing model is meeting the needs of families and meeting the expectations of the public in terms of all of the maintenance and services provided at Greenwood Cemetery.

4.2.8 Implement a GIS Mapping Program of all Interment Sites at Greenwood Cemetery Compatible with Existing IT Resources

Cemeteries in Ontario are required to make available a public list of interment sites and occupants who have been interred for 30 years or more. In its most basic form, this record can be ink and paper and be kept at the Cemetery, and made available upon request.

The Cemetery receives frequent calls and visits to the administration office requesting interment site information for relatives, friends, and significant persons. Implementing a GIS module for the Cemetery online and at the administration office would allow the public self serve access to relevant information about interment sites, and reduce the demand on the Parks and Cemetery Administration Coordinator, allowing them to focus on core functions.

This recommendation would be implemented in several phases:

- a) Via a capital request to the City's capital program in a future budget year, recruit the services of a geomatics student to collect lot and monument information including GPS coordinates, photos and location;
- b) Upload the data to the City's existing GIS database in coordination with Corporate Services and the GIS Technologist for publication online;



- c) Market and promote the new service via the City's website
- d) Consider the implementation of a kiosk with the GIS module available at the Greenwood Cemetery office.
- e) Annually, upload data to conform with the 30 year rolling publication rule, such that the information available to the public is current to 30 years.

4.2.9 Accessible Customer Service

Customer service at Greenwood Cemetery is delivered in accordance with the City's policy CrS-HR62 Accessible Customer Service Standards, and the Accessibility for Ontarians with Disabilities Act.

City staff will undertake a review of all forms, electronic documents and Cemetery website to ensure we are meeting current requirements.

When a form or communication platform is updated, it will be reviewed by the City's accessibility advisory committee.

All City staff, including front line workers, managers and administrative staff are trained in accessible customer service as a part of their onboarding process when they are hired.

4.2.10 Assess Technological Solutions to Augment Accessible Customer Service Delivery

Staff will monitor accessible technology solutions on an ongoing basis such as video conferencing and fillable electronic forms to understand how they may be applied to the administration of the Cemetery.

In 2012, tools for performing genealogical and historical research remotely were not as developed or commonplace as they are today. In the last 7 years, the ubiquity of online research has led to most direct inquiries for information referencing the lack of availability of an online tool to research grave locations of individuals interred at Greenwood Cemetery. There have been no requests to staff for physical space to perform research at the Cemetery itself.

4.2.11 Accessibility of Buildings

The Cemetery Office is listed on the Owen Sound Heritage Registry. The office is not fully accessible. Staff provide alternative customer service that is accessible.



For example, Cemetery customer service will be conducted at City Hall when requested. City Hall is a fully accessible building.

Accessibility and enhanced customer service will be considered as an element of the 2020 Chapel renovation design as that building has an entrance at grade.

4.2.12 Create Access Points Aligned with Planned Maintenance Pathways on the 1st Street South and 1st Street West Side of the Cemetery for Better Access to Graves and Less Damage to Grounds

Greenwood Cemetery is most active on the west side of 9 Bends Ravine. New interment rights sales are generally sold in 2 sections, Memorial Gardens 'A' and the Northwest Extension.

These sections are located at the south west and north west corners of the property. Both are bordered on the west by 4th avenue west. Memorial Gardens A is bordered to the south by 1st Street South West. The Northwest Extension is bordered to the north by 1st Street West.

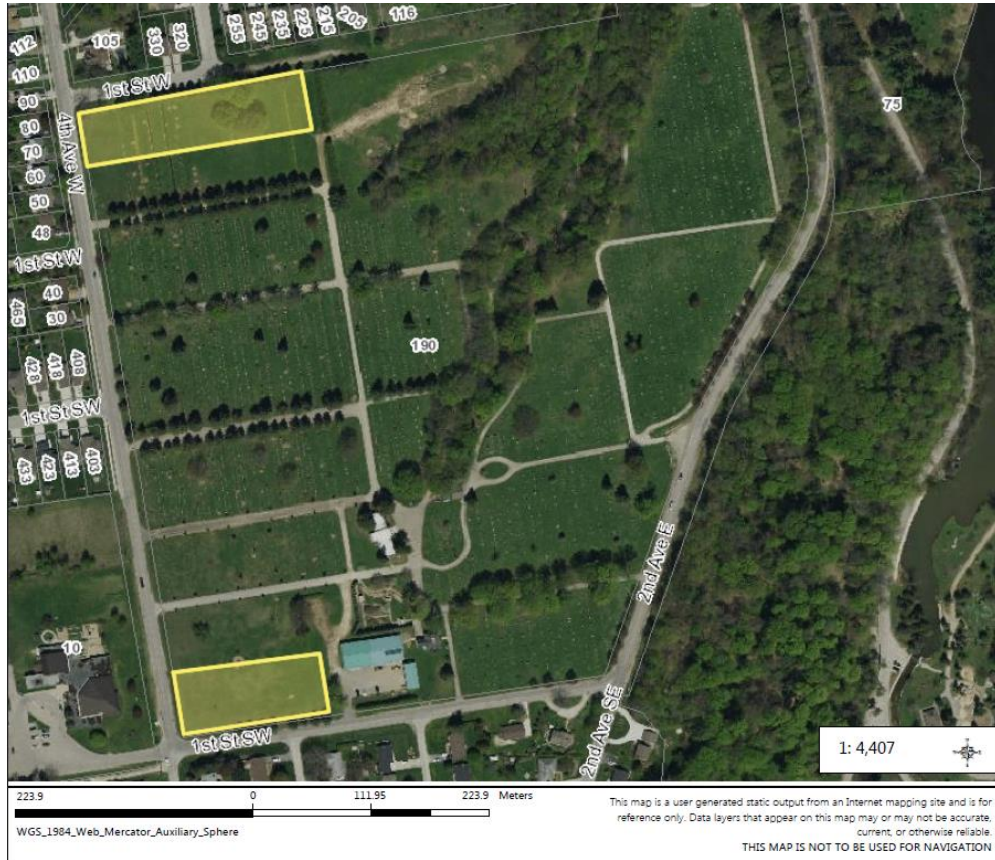
In the Northwest Section, a funeral procession may be required to carry a casket up to 72 m.

In Memorial Gardens 'A', a procession could be required to carry a casket up to 87 m.

The specification and installation of the final phase on Heritage fencing completed in 2019, along the south margin of Memorial Gardens 'A' adjacent to 1st Street South West, and along the north margin of the Northwest Extension adjacent to 1st Street west, included access gates to provide options for less challenging procession conditions by reducing the maximum distance a procession will be required to carry a casket to 36m in the Northwest Extension and 43.5m in Memorial Gardens 'A'.



The map below illustrates the discussion:



Yellow indicates portions of the Northwest Section and Memorial Gardens A that are underserved by access roads.

THEME: Buildings and Maintenance

4.2.13 Develop a Business Case for the Restoration of the Chapel, Including Indoor Columbaria and Contemplative Space

Funding for structural analysis, and concept design for a new use of the Chapel building is included in the City’s 2020 Capital budget. The 2012 Greenwood Cemetery Master Plan spoke to several options for suggested uses of the building pending the results of a structural assessment, including indoor columbaria, restoration of the original design and layout of the Chapel, meeting space, or a genealogical or museum space.

Staff support a design focus that allows for indoor columbaria to line the north, west and south walls, and Chapel space for services or quiet reflection within the



remaining footprint. A business case for implementation will be brought forward for consideration to Community Services Committee, with design and construction plans to follow pending a recommendation by Committee.

4.2.14 Leverage the City's Asset Management Plan to Ensure Critical Maintenance of Cemetery Buildings is Identified and Addressed in the City's Capital Forecast

Asset Management planning is an ongoing and long-term process that allows municipalities to make the best possible investment decisions for their infrastructure assets including buildings.

To help address this issue, the Province implemented the *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17*, effective January 1, 2018. Building assets will be added to the plan by 2021.

The City has implemented tools for establishing an asset management approach to core assets. Data collection and major maintenance items in non-core areas such as the Cemetery has been ongoing. The result is an asset management system that enables staff to predict and forecast major maintenance over the long term.

An asset management approach to building renewal and maintenance should continue to be implemented.

4.2.15 Explore the Designation of Greenwood Cemetery Buildings under Part IV of the Ontario Heritage Act following the Renovation of the Chapel

In 2019, Council requested that staff investigate the case to have each of the Cemetery buildings that are currently listed on the City's Heritage Registry designated under part IV of the *Ontario Heritage Act*. Following a review by staff to identify the cultural heritage significance, a report to Community Services Committee with recommendations for Council consideration designating Cemetery buildings that meet the Criteria for Designating Cultural Heritage or Interest, included as Appendix 7. It is recommended that this be completed following the renovation of the chapel building.

Appendix 8 provides a summary of the 14 recommendations, the priority (short, medium or long term), if an amendment to the Cemetery By-law is required, if a further report is required, resources and lead staff.



5.0 Appendices

Appendix 1 – 2012 Greenwood Cemetery Master Plan

Appendix 2 – Landplan Collaborative Ltd. Greenwood Cemetery Survey Map

Appendix 3 – Greenwood Cemetery Tree Inventory Data

Appendix 4 – 2019 Public Engagement Survey Responses

Appendix 5 – Greenwood Cemetery By-law

Appendix 6 – Current and Proposed Monument Specification Charts

Appendix 7 – Ontario Heritage Trust Criteria for Designating a Building as Having Cultural or Historical Interest

Appendix 8 – Summary of Recommendations



GREENWOOD CEMETERY

MASTER PLAN

2012 REVIEW

December 13, 2012



GREENWOOD CEMETERY MASTER PLAN 2012 REVIEW

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GREENWOOD CEMETERY MASTER PLAN 2012 REVIEW

1.0 EXISTING CONDITIONS - ANALYSIS

1.1 Introduction

Greenwood Cemetery in Owen Sound is one of the most picturesque cemeteries in Ontario. Its 19th century layout remains intact and the grounds are in good condition. The historic structures on the property include, what is thought to be the oldest stone house in Owen Sound (1847), a red brick chapel (1900) and a 125 crypt mausoleum constructed of Indiana Limestone with Italian marble interior (1927).

In April 1858, Charles Rankin, land surveyor, submitted to town council a plan for the new layout of a public cemetery, which would occupy approximately 5 acres of land. Rankin's plan divided the land into 27 blocks, each containing 64 lots, all being 8 feet square. He provided space for "Vault" lots along the ravine and designed a circular area as well as rectangular areas within the blocks. While walking through this section, the original grassy pathways remain. A picket fence surrounded the original graveyard.

The new cemetery needed a name. "Mount Pleasant" was suggested since it overlooked the valley. However, in the end "The People's Cemetery" was chosen because it was purchased using the people's money. The village council was allowed to borrow up to 4,000 dollars in order to purchase the cemetery land from Mr. Samuel Flowers.

The City of Owen Sound benefits from this beautiful place, not only for its obvious functional use as a cemetery, but also for its use as an open space and a heritage resource to be enjoyed by the citizens and visitors. Cemeteries in other centres are being used to house cultural events, display artwork and sculpture, host genealogical research and historical interpretative walks/tours, to mention a few.

The Cemetery is governed by the Province of Ontario's Funeral, Burial and Cremation Services Act, 2002. The Act regulates funerals, burials, cremations and related services. The Act contains regulations for every cemetery in Ontario to set up Cemetery by-laws, which governs the types of interments, memorialization, flower beds, and visitor conduct. A copy of the by-law is attached as Appendix 'A'.

The analysis of the existing physical situation at Greenwood Cemetery and the identification of needs and opportunities set the parameters for a Master Plan for Greenwood Cemetery. This Plan must be cognizant of not only the needs and opportunities in the short term, but those of the long term and of perpetual care in the future. Therefore, the Master Plan provides for sustenance, maintenance, enhancement and longevity of Greenwood Cemetery.

This analysis of the existing conditions is specific to the grounds, vehicular and pedestrian circulation and existing vegetation. A cursory review of the structures is provided, although this report does not attempt to document a detailed examination of those structures.

1.2 Mapping

When a Cemetery Master Plan was completed in 1993, the City and the consultants attempted to locate and use the best base mapping information available. The existing survey maps are of the east side of the Cemetery, and individual plans for the west side extensions. There was a single map made of the cemetery in 1993, but it has not been updated since and contains outdated and inaccurate information. Attached as Appendix 'C' is a map used for the Greenwood Cemetery Walking Tour.

1.3 Structures

As stated in the introduction, the review of the existing structures is cursory. It indicates the basic condition, existing use and heritage qualities of these structures and identifies the need in some cases for further study.

1.3.1 Cemetery Office

This white painted, stucco building appears to have been built in two stages, with the rear, two storey wing likely being the older portion of the house. The front portion is typical of farm cottages of its era. The house is situated in such a way that the difference in grades allows access to the basement from the rear at ground level and to the main floor at the front via several steps to a porch. The main floor presently houses the Cemetery Office, records storage, a kitchen and a staff washroom. The second storey, which is accessed by a steep set of stairs, has two rooms which have been used for storage of documents.



A portion of this house thought to be Owen Sound's oldest stone home and so it is listed in the City of Owen Sound's Heritage Registry as a building of architectural or historical significance. Changes or improvements to the building over the years have not always been in keeping with the historical and architectural significance of the structure. Most recently aluminum fascia, soffits and eaves troughs have been added, as the wooden structures had decayed allowing wildlife to access the upper story.

1.3.2 The Chapel

This red brick building was constructed in 1900. It is the focus of a long, uninterrupted view from what was the original main entrance off 2nd Avenue East. Like the Cemetery Office, the chapel is situated on a slope with access to the basement level at grade from the rear, and



to the upper level at grade at the front and south side of the building. This structure is also listed in the City's Heritage Registry.

The Chapel, constructed in 1900, as its name suggests was originally constructed to conduct funeral services indoors during inclement weather. It was equipped with an opening in the floor, which allowed lowering of caskets into the cellar which was once used for winter storage. The Chapel interior has been gutted and is currently used as storage space for holiday decorations for the Downtown Improvement Association, playground equipment, and artificial wreaths from cemetery lots. The Chapel basement is used for winter storage of cemetery grounds maintenance equipment.

Funding for a structural assessment of the Chapel building has been included in the 2012 Capital Budget for facilities. Plans for the future use of this building will depend on the results of this assessment. Suggested uses include an indoor columbarium, a reception centre, restoration of the original chapel design/layout, meeting space or a museum/genealogical resource centre.

Public Washrooms - Next to the Chapel

Constructed of a similar brick and designed to complement the chapel, this small structure immediately north of the Chapel, housed both men's and women's washrooms. These toilets and sinks have not been in service for many decades. There is no indication of either a septic system or a sewer connection, so how the waste water was handled is unknown. A washroom for public use was installed in the maintenance building when it was constructed.

1.3.3 Mausoleum

Construction of this cut stone structure commenced in 1927 and was completed in 1932. It houses 125 crypts, all of which have been sold. The Mausoleum's central location makes it visible from most areas of the cemetery. The exterior walls are constructed of Indiana Limestone and the interior surfaces of Italian marble. The structure includes a number of interesting architectural details including cut stone roof drain spouts/scuppers, stained glass windows, and extensive use of Italian marble and decorative plaster in the interior. The decorative plaster has been damaged by water and by fluctuations in temperature and humidity in the interior. The Indiana limestone exterior is deteriorating with major etching of the stone panels and some water staining exists due to the deterioration of the limestone roof drain scuppers and location of vegetation adjacent to the structure previously.



The building was placed on the City's Heritage Register in the late 1970's.

In 2011, the Mausoleum stairs, railings and balusters were replaced using Indiana limestone in keeping with the heritage of the building.

1.3.4 Maintenance Building

In 1995 The City of Owen Sound Council approved the construction of a new maintenance building with 4 exterior storage bays to replace the original barn on the property. The 70 foot by 50 foot metal clad building contains two heated garage bays, a small lunch room w/staff washroom/shower, an exterior access public washroom, and a mezzanine level storage area. The other half of the building is unheated. The unheated section of the building is used for storage of displays by the Festival of Northern Lights and the west garage bay has been taken over for use as a workshop by this organization. A partial partition wall divides the area used for cemetery equipment from the Festival of Northern Lights work space.



A partial partition wall divides the area used for cemetery equipment from the Festival of Northern Lights work space.

1.3.5 Columbarium/Cremation Garden

The cremation garden is located to the northwest of the Cemetery office, between the maintenance building, and the mausoleum. This area has 3 columbaria with a combined total of 235 niches, scattering gardens, and premium cremation lots. Interest in this type of area has increased with the growing popularity of cremation. The pathways in this area are constructed of interlocking concrete pavers. A hedge row of Koster Blue Spruce planted on the south and west perimeters, screens the maintenance building, providing a more secluded and intimate garden setting.



1.3.6 The International Order of Odd Fellows Monument

The Monument was constructed in 1919 to honor the IOOF members that died in World War 1. It was constructed with field stones from local farmers' fields and is 35 ft tall. In 2011, it was part of a restoration project with funds provided through a grant from the Department of Veterans Affairs.

1.3.7 Other Structures

Other smaller structures exist within the Cemetery, including an entrance gates, pillars, ornamental fencing, a sundial, and many elaborate memorials and headstones. The ornate iron gated entrance on 2nd Avenue East, differs greatly from the contemporary stone gate posts, and precast block planters at entrances off 4th Avenue West.

1.4 Circulation and Entrances

Greenwood Cemetery has eight entrances, two on 2nd Avenue East, two from 1st Street Southwest, and five on 4th Avenue West. Although this provides more than adequate access to the Cemetery, it creates security and operations challenges; it often confuses visitors; it is an inefficient use of Cemetery lands and resources; and it adds to maintenance procedures and costs.

The main, formal entrance is located off 2nd Avenue East in the oldest part of the Cemetery and is less used than the entrance further to the south that accesses a tree lined roadway leads to the columbarium garden, office, and mausoleum.

An entrance from 1st Street Southwest leads to the Cemetery Office and serves that purpose as well as for fire route access. A second entrance from 1st Street Southwest provides service access to the Cemetery's maintenance yard and building, as well as service access to the cemetery for maintenance equipment. The five roads off 4th Avenue West divide the various sections of the west side of the cemetery and appear to have been created to increase access to each of the extension areas in this newer portion of the Cemetery.

Circulation within the Cemetery follows a basic gridiron pattern, especially in the newer portions. Variations from the grid occur where the wooded ravine (7 Bends), which partially bisects the property affect this pattern of the road to the northeast section and a short, curved driveway, links the chapel to the mausoleum. Internal roads are mostly surfaced with asphalt varying in width from 10' to 30'. The roads were not constructed to handle the heavier equipment used in the cemetery today. Some of the roadways in the northeast section have been rebuilt to updated specifications and the asphalt surface replaced with gravel as a temporary cost saving measure. Most roadway turning radii at most corners are adequate, although large limousines and hearses may have difficulty making some of the tighter turns in older sections of Greenwood Cemetery. This is evidenced by damage to adjacent turf and attempts by Cemetery staff to discourage "cutting corners".

Parking within the cemetery is accommodated in most areas by roadside lay-by parking. There is a paved apron in front of the mausoleum for parking. Visitor parking, not related to funeral events, is only accommodated in the mausoleum area in all seasons and on internal roads in the summer months. There aren't any parking spaces adjacent to the Cemetery office front entrance and visitors often park in front blocking the roadway.

Most of the east-west roadways are wide enough to allow parking on one side and still leave one lane open for passage of vehicles. Some are too narrow for this purpose and these are mainly in the older, east section of the Cemetery. The roadway that extends south of the chapel and turns west towards the Mausoleum is too narrow and

Pedestrian circulation is either on the turf areas of the Cemetery or on the internal road system. No special provision for pedestrians is apparent except for the trail (7 Bends Road

Trail) that leads through the wooded valley. This is a very picturesque walking trail that connects the chapel and mausoleum area of the Cemetery with neighborhoods to the north and eventually to 2nd Avenue East at the entrance to Harrison Park. It was the original access to the Cemetery from the north prior to the construction of the section of 2nd Avenue East between 1st Street SW and 1st Street East. The cemetery is used significantly by people for walking.

1.5 Vegetation

Both naturally growing trees and planted specimens are in evidence. Five basic "types" of plantings are found in the Cemetery. These are:

- Hardwood woodland in the valley systems of the Cemetery,
- Formal tree plantings that give structure to the road and plot pattern of the Cemetery,
- Informal plantings of tree specimens throughout the plot areas,
- Formal flower beds throughout the plot areas, and
- Hedging which defines boundaries or divides ranges in the Northwest Section of the Cemetery.

The wooded valley provides a natural woodland aspect to the Cemetery. The trees in this area are reasonably healthy and left in its natural state they require little, or no maintenance.

Formal tree plantings range from the original, main, formal entrance drive, lined with 100+ year old Sugar Maples to the newer areas where White Spruce, Blue Colorado Spruce, European Larch and Crabapples have been used to line the roadways. A row of Schwedler Norway Maples defines the 2nd Avenue East boundary. They are, perhaps, the most dramatic plantings in the Cemetery, but their dense growth habit and susceptibility to powdery mildew may create some future challenges, not only with the care and maintenance of the trees themselves, but also in maintaining healthy turf beneath their dense leafed canopies.

Scattered throughout the Cemetery are plantings of Sugar Maple, White Spruce, Colorado Spruce, Norway Spruce, Dwarf Alberta Spruce, Black Locust, European White Birch, Weeping Birch, Oak, Crabapple, Mountain Ash, Cedar, Japanese Yew and Juniper, and others. Most of these specimens are in need of corrective pruning to maintain their form, health and vigor.

Flower beds which are planted each year with annual bedding plants in various patterns and designs are located at the Cemetery Office and the planter beds at the entrances off 4th Avenue West. Raised planter beds at the main gate entrance off 2nd Avenue East are planted with a variety of perennials. These planter beds and those at the west entrances are constructed of decorative interlocking concrete block which is out of character with the age and design of the rest of the cemetery.

Hedges of Eastern White Cedar are located on the western boundary, and within the Cemetery. They define edges, create spaces and screen areas. Unfortunately, the hedges have not been properly maintained over the years and are not always continuous and a number of gaps exist which serve to diminish the original desired effect.

1.6 Operations and Administration

Currently the Cemetery has 3 full time staff and two seasonal staff;

- a Supervisor that is responsible for day to day cemetery operations and record keeping;
- two permanent cemetery grounds staff/Cemetery Attendants;
- two seasonal Parks and Open Space Attendants.

A Manager of Parks and Open Space oversees the operation of the cemetery and all City parks and green spaces.

2.0 PROGRAM - NEEDS and OPPORTUNITIES

2.1 Introduction

Greenwood Cemetery has operated successfully for over 155 years. Its physical setting has been maintained and the grounds have matured gracefully. Circumstances, however, have changed - part of that change is a result of the long history of the Cemetery and part is the result of changing public attitude towards cemeteries in general.

RECOMMENDATION #1: That the services offered at Greenwood Cemetery be reviewed on a regular basis to ensure they reflect the changing preferences in funeral and burial customs. This would include an annual round table with the Funeral Services professionals.

Greenwood Cemetery, because of its age and its history, is increasingly becoming a place to study, to conduct historical and genealogical research, and to enjoy some of Owen Sound's heritage. Greenwood Cemetery has also become an open space to cherish and to enjoy for its cultural and natural beauty, its history and its setting. The Cemetery has provided guided tours for various visitors or groups and a booklet is available which provides information on a number of choices for self guided tours.

2.2 Mapping and Record keeping

Although this does not constitute a physical change or development in the Cemetery, it is an essential tool to provide a base for short and long term planning. The current cemetery management software is a database and very dated, does not include a mapping component and is not available on the city computer network. The information for locating graves has to reference in three different areas, the cemetery management program, lot cards, and extension books and it can only be accessed at the Cemetery office. GIS mapping of all lots in the cemetery would also be most beneficial for the daily operations of the cemetery as well for those accessing information on lot locations.

RECOMMENDATION #2: That opportunities to maximize information technology be explored including:

- i) detailed GIS mapping;**
- ii) updated management software (Stone Orchard);**
- iii) explore opportunity to increase payment options through use of debit and credit cards;**

2.3 Maintenance, Operations and Administration

2.3.1 The current maintenance building provides adequate space for storage of equipment, tools; however staff facilities are cramped, especially during the months when additional seasonal staff are on site. The workshop space dedicated to the repair and maintenance of Festival of Northern Lights displays is rarely used in the summer months but is unavailable for Cemetery use.

RECOMMENDATION #3: Explore opportunities to maximize use of the workshop.

2.3.2 Administrative functions including reception of persons purchasing plots, arranging burials or making inquiries regarding lot locations or maintenance requests are performed in the Cemetery office. Payment options for purchase of plots and/or services will be increased in 2012 to include on site credit card and debit card payments.

The building is to be assessed for structural integrity as there is a noticeable sagging of the floor joists on the main level. The interior space is not presently being used efficiently or to its full potential. Additional or alternative uses for the various rooms should be considered before any further renovations are considered. Attention needs to be given to the historical value of this structure and its restoration to its original layout and features should also be considered. The present open concept layout with the main record area located in the main meeting area, immediately open to the main entrance door does not accommodate the privacy required when meeting with mourning visitors. There needs to be a separation between the reception area, office and meeting room. The present layout requires the entrance door to be locked during meetings of a sensitive nature and this does not allow access by other members of the public wishing to make appointments or who visit for inquires. A separate meeting room located in the former kitchen area equipped with a door would allow for more private meetings. As well members of the public would have a place to wait. The parking behind the office is also confusing; a space should be made at the front of the building to allow for better access to the front office door. Due to the age of the building the access for persons with disabilities does not exist, a ramp or other type of entrance should be explored to allow persons with mobility issues access to the building.

RECOMMENDATION #4: Restore the cemetery office structure and interior layout improvements and/or changes be made to maximize its use and consideration be given to improving access for persons with disabilities.

RECOMMENDATION #5: Consider housing other, including non-parks or cemetery related functions in the office building; e.g. Office/meeting space for Festival of Northern Lights staff and volunteers.

2.4 Circulation and Entrances

The main entrance(s) and secondary entrances on 2nd Ave East and 1st Street SW, allow easy access to the older part of the cemetery. The area in front of the original main entrance is not paved; paving this area would enhance the entrance to the older part of the cemetery. The entrances along 4th avenue West provide great access to the new extensions in the cemetery, the only problem present is the spacing of the posts at either side of each of the entrances. The posts need to be set back further to allow for easier access of vehicles, during winter months snow banks can make the entrances difficult to use.

Internal circulation works fairly effectively with a few exceptions. The only issue is with road conditions; due to neglect and not being replaced several interior lanes are in severe need of repair. If money is budgeted for annual road repairs this problem will be negated. Similarly, other areas need slightly widened turning radii to prohibit vehicular movements on turf edges. New internal roadways should be 18 feet (5.5 metres) in width to permit passage of vehicles while cars are parked on the pavement.

RECOMMENDATION #6: That a phased capital program be implemented to reconstruct the roadways in the cemetery to current standards to better withstand the heavier equipment and vehicular traffic and that the area at the main entrance gate be paved to eliminate the gravel area in which pot holes and ruts often develop.

2.5 Restoration and Rehabilitation

Greenwood Cemetery's significant heritage assets are in need of restoration and rehabilitation. This includes the former residence (current administration building), the chapel, the mausoleum. Note has been made of some of the problems associated with the historic structures. Established standards and guidelines for restoration of heritage buildings should be adopted as a guide for all work. In summary, the following needs have been noted.

RECOMMENDATION #7: Develop a five year master plan for implementing a maintenance management system for all heritage buildings and structures to establish a schedule for maintenance and repairs in keeping with their heritage character. All work should be done in accordance with established standards for heritage buildings were possible.

2.5.1 The Cemetery office should be thoroughly researched (perhaps by City's heritage Co-ordinator) to determine its history, the age and materials of the two obvious parts (front and rear) and its historical and architectural significance to the City of Owen Sound. The interior appears to have been greatly modified over time and requires new work to convert it to functional administrative, visitor reception, public washrooms, research rooms and meeting room uses. The results of research should indicate how the exterior could be treated. Whatever is decided, the historical and architectural character of the building should not be significantly altered. A new entrance is recommended to improve accessibility for customer service, despite this building being exempt, because of its age, from the requirements under the AODA. This should take the form of a ramp, constructed perpendicular to the front door and being as non-obtrusive as possible. The swing direction of the front door might require change. Septic, other mechanical and electrical systems should be analyzed for potential upgrading.

2.5.2 The chapel should be subject of a restoration project, at least for the exterior. This might include repointing, soffit, eave and eaves trough work, and roofing. A thorough examination and recommendation should be sought from a restoration architect after historical research has been conducted. Based on the results of the structural assessment

of the Chapel, develop a business plan to undertake a needs assessment study to look at restoration of the building and potential future uses, including possible use of interior space as an indoor columbarium with glass fronted niches. This type of facility, properly planned could be installed in stages to spread the financial costs over a number of years and based on need. Niches could be installed on the walls leaving the center of the chapel space open initially, which could serve as a visitor reception centre in the short term. Ultimately other cases could be installed, either extending out from the walls or as free standing units positioned in the interior space. A number of companies are available that manufacture the units and will design units to custom fit the interior space. The decommissioned exterior washrooms should be repurposed as additional storage space.

RECOMMENDATION #8: Depending on results from the structural assessment, restore exterior of the Chapel and renovate interior for new uses and consider repurposing of washroom building for storage.

2.5.3 The mausoleum requires significant and ongoing maintenance. Its many problems have been noted earlier. The exterior needs repointing and cleaning. Replacement of the roof membrane and sealing is being considered by the Manager of Facilities using funds from the 2012 Capital Budget.

RECOMMENDATION #9: Seek professional advice regarding restoration needs and structural condition of Mausoleum.

RECOMMENDATION #10: In consultation with restoration architect and results from structural assessment, restore the exterior and interior of the Mausoleum.

2.5.4 Restoration and rehabilitation should not be limited to buildings at Greenwood Cemetery. Trees within the Cemetery should be examined as well, to ensure their longevity and good health. No restoration of vegetation in the natural woodlands should be contemplated. These areas should be allowed to develop and regenerate with minimal intervention. Exceptions to this would be removal of potentially dangerous overhead limbs or dead trees and treatment or removal of any infectious disease that might affect a greater area.

RECOMMENDATION #11: A tree inventory with GIS mapping of specimens needs to be undertaken and GIS mapping of all specimens so a condition assessment can be prepared with a plan for their ongoing care and maintenance.

2.5.5 Consideration should be given to removing the raised concrete block planter beds and replacing them with inground beds with background shrubbery plantings to accent or frame the entrances. The raised concrete planters on either side of the metal arch entrance should be removed and the heritage fencing extended to the gate posts. Inground landscaped beds are also recommended for this area. Heritage fencing should be installed in other areas of the cemetery where appropriate.

RECOMMENDATION #12: Restore the Cemetery's main entrance including removal of the block planters and installation of fence or hedge.

RECOMMENDATION #13: Install heritage fencing behind the blue spruce trees to buffer the Columbarium and gardens from adjacent maintenance buildings and the west maintenance road.

2.6 New Facilities/Facility Upgrades

Rehabilitation and renovation of the chapel and the Cemetery office have been noted earlier. Consideration should be given to developing available space in the Cemetery office building for genealogical and historical research, visitor reception, or meeting space in the office. This would necessitate a visitor and office staff parking lot to complement the administration building to be phased in as needed.

The addition of interpretive plaques like the one in front of the Chapel should be added for the Mausoleum, the Cemetery office, and the IOOF Monument.

RECOMMENDATION #14: Vacant space in the Cemetery office be developed for use for genealogical and historical research and that interpretive plaques be developed for the Mausoleum and the Cemetery office and appropriate parking provided on an as needed basis.

2.7 Expansion Potential

Based on the demographic profile and considering present and future trends and preferences surrounding interment, it is estimated that all grave spaces will be sold in 45 to 50 years resulting in Greenwood Cemetery having no burial spaces available for sale. If the City intends to continue to offer a public cemetery for its citizens it would be prudent to plan for that time now to provide for a logical expansion of the existing land holdings, .

The Cemetery is almost surrounded by urban development except on the west and east. East of 2nd Avenue East, the heavily wooded and steeply sloping land is not suitable for cemetery purposes. The lands to the west, across 4th Avenue West and to the Niagara Escarpment are level and exhibit similar characteristics to those of the existing Cemetery lands. Expansion could be considered onto these lands should they be available for purchase at an affordable cost. Lands adjacent to the cemetery northeast of 1st Street West could also be considered for purchase for future expansion.

Another option instead of expansion would be develop a new cemetery on another remote site within the City. Although that may be less expensive in the short term, it would create

logistical problems for maintenance, storage, operations, administration, and costs could actually be greater in the long term.

RECOMMENDATION #15: Develop a business case for the future expansion of the Cemetery including consideration of natural burials and investigate the potential for purchase of adjacent lands.

2.8 Green/Natural Burials

The interest in Natural/Green burial in Canada has increased over the last 10 years for Cemeteries. Starting in the United Kingdom in the mid 1990s the idea came to the United States in early 2000s. The idea behind such interments is for little to no environmental impact; this includes no embalming, use of a biodegradable container, and no monuments on the interment space.

Green/Natural Burials are allowed under changes included in the Funerals, Burials and Cremation Services Act, if the Cemetery by laws were amended. Wording would need to be included in the bylaws defining acceptable containers, rules for monuments, and lot sales. There are varying degrees of green/natural burials with the most extreme not allowing any motorized machinery to be used to open or close the graves. Plot sales in most green/natural burial grounds would not accommodate the existing system that allows purchasers to select the exact location they wish to be buried. With the exception of a possible trail system, interpretive map or plaque and some seating, the ultimate intent of this type of burial is to allow the site to return to nature.

While such an idea could be implemented in Greenwood consultation with other cemeteries that have implemented such forms of interments would be beneficial. The conversion of any of the existing ranges within Greenwood Cemetery to this type of burial is not recommended. There is the potential of developing such a site if the Cemetery is expanded. Approval by the Ministry would depend on the public's acceptance of this change in land use. Establishing a separate Green/Natural Cemetery is not recommended until such time as a business case can be made based on increased consumer demand for this form of burial.

RECOMMENDATION #16: That the development of a “Green/Natural Burial Cemetery” be considered at the time of future expansion of the Cemetery.

3.0 MASTER PLAN

3.1 Mapping

To date Greenwood Cemetery has not had an accurate and up to date base map from which to work and plan. Digital and hard copy base mapping is now needed for Greenwood Cemetery and for future planning; record keeping and data can be entered on this base mapping as required and as desired in conjunction with new cemetery database software.

4.0 RECOMMENDATIONS and PRIORITIES

This Section of the Master Plan report attempts to summarize the features of the Plan in a series of recommendations. Each recommendation is assigned a priority rating from 1 (highest) to 5. Priorities are based on a number of factors.

- relative need with respect to continuing successful operation of the Cemetery,
- relative need with respect to stability or critical condition of a structure or feature,
- relative need with respect to developed space for burials, and
- Desirability in terms of aesthetic improvement or new program.

RECOMMENDATION #17: The Greenwood Cemetery Master Plan should be reviewed every five years.

4.1 Summary of Needs and Opportunities

#	Recommendation	Resources (\$) Staff consultant	Timing	Priority High=1
1	That the services offered at Greenwood Cemetery be reviewed on a regular basis to ensure they reflect the changing preferences in funeral and burial customs.			2
2	That opportunities to maximize information technology be explored including: i) detailed GIS mapping; ii) updated management software iii) increase payment options through use of debit and credit cards			1
3	Explore opportunities to maximize use of the workshop.			2
4	Restore the structure and interior layout improvements and/or changes be made to maximize its use and consideration be given to improving access for persons with disabilities.			1
5	Consider housing other, including non-parks or cemetery related functions in this building; e.g. Office/meeting space for Festival of Northern Lights staff and volunteers.			1
6	Phased capital program be implemented to reconstruct the roadways in the cemetery to current standards to better withstand the heavier equipment and vehicular traffic and that the area at the main entrance gate be paved to eliminate the gravel area in which pot holes and ruts often develop.			3
7	Develop a five year master plan for implementing a maintenance management system for all heritage buildings and structures to establish a schedule for maintenance and repairs in keeping with their heritage character.			1
8	Based on results of the structural assessment of the Chapel, restore exterior and renovate interior for new uses and consider demolition of adjacent washroom building no longer in use.			4
9	Seek professional advice regarding restoration needs and structural condition of Mausoleum.			1
10	In consultation with restoration architect and results from structural assessment, restore the exterior and interior of the Mausoleum.			2
11	Undertake a tree inventory with GIS mapping of specimens so a condition assessment can be prepared with a plan for their ongoing care and maintenance.			5

#	Recommendation	Resources (\$) Staff consultant	Timing	Priority High=1
12	Restore the original cemetery gateway including removal of the block planters and replace with installation of heritage fencing or cedar hedge.			4
13	Install privacy fence barrier behind the Blue Spruce hedge to screen the maintenance buildings from the Columbarium Gardens.			2
14	Develop vacant space in the Cemetery office for use as genealogical and historical research and that interpretive plaques be developed for the Mausoleum and the Cemetery office and appropriate parking provided.			3
15	Develop a business case for the future expansion of the Cemetery including consideration of natural burials and investigate the potential for purchase of adjacent lands.			4
16	That the development of a "Green/Natural Burial Cemetery" be considered at the time of future expansion of the Cemetery.			4
17	The Greenwood Cemetery Master Plan should be reviewed every five years			3

APPENDIX A

BY-LAW NO. 2002 - 021

THE CORPORATION OF THE CITY OF OWEN SOUND

A BY-LAW TO PROVIDE FOR THE CONTROL, REGULATION AND MANAGEMENT OF GREENWOOD CEMETERY AND ENACT PROVISIONS RESPECTING THE COST OF LOTS IN GREENWOOD CEMETERY AND CERTAIN SERVICES RENDERED BY CEMETERY STAFF

WHEREAS The Corporation of the City of Owen Sound is desirous of establishing control and regulations for the management of Greenwood Cemetery, and

WHEREAS The Corporation of the City of Owen Sound is desirous of enacting provisions respecting the cost of lots in Greenwood Cemetery and services rendered by Cemetery staff.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

This By-law shall come into full force and effect upon the final passing thereof.

FINALLY PASSED AND ENACTED this 28th day of January, 2002.

Originally signed by Richard W. Beaney, Mayor

Originally signed by Glen E. Henry, City Clerk

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SECTION 1 - DEFINITIONS

- 1.1 **CARE AND MAINTENANCE** means the upkeep of all lots and graves by the cemetery staff. Such care shall include the mowing of the grass, trimming around monuments and markers, and the refilling of sunken lots.
- 1.2 **CEMETERY** means the lands set aside and approved for the interment of human remains and includes a mausoleum, or other such structures known as Greenwood Cemetery in Owen Sound.
- 1.3 ***Funeral, Burial, & Cremation Services Act*** means the *Funeral Burial and Cremation Services Act, 2002 and Ontario Regulation 30/11*
- 1.4 **CERTIFICATE** means the certificate of Interment Rights issued by the owner of the Cemetery to the purchaser for the use of interment space or lot.
- 1.5 **FUTURE DEVELOPMENT FUND** means a fund to save money for future use, such as purchase of land, purchase of a columbarium or other projects to provide the residents of Owen Sound with appropriate interment facilities.
- 1.6 **INTERMENT RIGHTS** is the right to require or direct the interment of human remains in any lot.
- 1.7 **INTERMENT RIGHTS HOLDER** means the person with interment rights with respect to a lot and includes a purchaser of interment rights under the *Funeral, Burial, & Cremation Services Act*.
- 1.8 **LOT** means ground used for or intended for the interment of human remains and includes a tomb, a crypt or compartment in a mausoleum and a niche or compartment in a columbarium.
- 1.9 **LOT DECORATIONS** means all structures, ornaments, plantings, or other embellishments, with the exception of markers or monuments, which are placed on a Cemetery lot.
- 1.10 **MARKER** means any stone of granite or marble set flush with the surface of the ground, to mark the location of a grave.
- 1.11 **MONUMENT** means any permanent memorial of granite or marble projecting above ground level.

- 1.12 **NOISE** means the sound that disturbs a person upon the Cemetery grounds or amounts to a nuisance.
- 1.13 **OWNER** means The Corporation of the City of Owen Sound.
- 1.14 **PARKING SPACE** means that part of any drive, roadway, or area designated by the owner for the parking of vehicles marked with signs so designated.
- 1.15 **PLOT** means two or more lots in which the rights to inter have been sold as a unit.
- 1.16 **TARIFF OF CHARGES** means all costs associated with the purchase of lots, crypts, and niches or any contracted service for Greenwood Cemetery.
- 1.17 **VEHICLE** means a motor vehicle, trailer, traction engine, farm tractor, road-building machine, and any vehicle drawn, propelled, or driven by any kind of power including muscular power.

SECTION 2 - DUTIES OF THE CITY OF OWEN SOUND

- 2.1.1 Greenwood Cemetery has been established to perform the interment rights of the Interment Rights Holders with dignity, respect and care, while maintaining and beautifying the property.
- 2.1.2 These rules may be changed, modified or repealed from time to time, subject to Ministry of Government Services – Consumer Protection Branch – Cemeteries Regulations Unit approval, should the City feel it in the best interest of all concerned to do so. In exceptional circumstances, the owner may temporarily suspend the enforcement of any rule if in their opinion it can be done without detriment to the interest of others, and without affecting the general enforcement of them.
- 2.1.3 Cemetery staff may from time to time have to move monuments and drive on cemetery plots in the performance of their duties. These disruptions to individual lots will be carried out with due respect to the lot and it's amenities.

COMPLY WITH FUNERAL BURIAL CREMATION SERVICES ACT

- 2.2.1 *Observe and carry out all of the provisions of this section and of the Funeral Burial and Cremation Services Act and the Regulations there under.*

2.2.2 Provide Lot Care.

2.2.3 Have full charge of Greenwood Cemetery and shall attend to the General Management thereof and shall, from time to time, originate and oversee all measures tending towards responsible maintenance of interment facilities at the Cemetery.

2.2.4 Be responsible for the general maintenance of the Cemetery, which is designed to improve its overall efficient service, appearance and condition. It shall include such items as the upkeep of drives, buildings, drainage, water lines and fences. It shall also include the following items of perpetual care on lots, annual spring cleanup, levelling of lots, periodic cutting of grass and raking of leaves. General maintenance shall apply to all lots and interment spaces.

INTERMENT AND DISINTERMENT

2.3 Cemetery staff shall perform all interments and disinterments, open and close all crypts and niches in the Cemetery.

ATTENDANCE AT INTERMENTS OR DISINTERMENTS

2.4 A Cemetery representative shall be in attendance at each interment or disinterment.

SECTION 3 - RULES FOR VISITORS

VISITATION TIMES

3.1 The cemetery is open for visitation from dawn to dusk with office hours from 7:30 a.m. to 4:00 p.m., Monday to Friday, or otherwise by appointment.

CODE OF CONDUCT

3.2 No person shall disturb the quiet and/or good order of the cemetery by noise or other inappropriate conduct. Persons who violate these rules may be expelled from the grounds.

3.2.1 All Pets are to be kept off of all turf areas

VEHICULAR TRAFFIC - RESTRICTIONS

3.3.1 No person shall operate a vehicle within the Cemetery at a rate of speed in excess of 20 km/hr and no person operating a vehicle shall cause the vehicle to leave the paved roadways.

- 3.3.2 Parking is permitted in designated areas or on roadways where traffic can pass a vehicle without leaving the pavement.
- 3.3.3 Due to the winter conditions and roads which are close to the edge of the ravine, no person shall operate a vehicle on internal roads adjacent to the ravine after the first snowfall. No person shall operate a vehicle on an internal road that has not been cleared of snow.
- 3.3.4 No person shall operate a vehicle on an internal road when the road(s) are in an unfit condition that would cause the road(s) to be damaged by vehicular travel.
- 3.3.5 Owners of vehicles and their drivers shall be held responsible for any damage done by them. No person shall drive around any barricade indicating a road is closed to vehicular traffic.

LOT CARE

- 3.4.1 No person shall change the grade of a lot. In the event of such change, the cemetery staff will restore the lot to the original grade at the expense of the owner of the lot.
- 3.4.2 No person shall cut any sod or move corner posts, markers or monuments in the cemetery. Authorization must be received from the Interment Rights Holder in the form of a Cemetery Supplies and Services contract with a description of the work proposed.
- 3.4.3 No person shall cause any litter, refuse or waste paper, wrapper, container or garbage to be thrown out on roads, walks or any part of the grounds.
- 3.4.4 No person shall remove any flower, shrub or flower container from a cemetery lot, other than their own, without authority.

ALCOHOLIC BEVERAGES - PROHIBITED

- 3.5 No person shall bring any alcoholic beverage upon the cemetery property.

MEMORIAL SERVICE - RESTRICTIONS

- 3.6 When a Society or Association desires to hold a public Memorial Service, application shall be made to do so to the Cemetery no later than fifteen days prior to the desired date. Upon authorization, the Association or Society shall assume all responsibility for any damage and expenses incurred to any property in the Cemetery at this time.

CLARIFICATION OR INQUIRY

3.7 All inquires are welcome at the Cemetery office.

SECTION 4 - SALE OF INTERMENT RIGHTS

Cemetery By-Laws and Funeral Burial and Cremation Services Act

4.1 All sales of interment rights are subject to the rules set out in the Funeral Burial and Cremation Services Act

INTERMENT RIGHTS SOLD

4.2 A contract for the purchase of interment rights for lots, niches, and crypts may be made in advance of need with payment in full at the time of purchase. All payments shall be made at the Office of Greenwood Cemetery or the City of Owen Sound Treasury Office.

TARIFF OF CHARGES

4.3 The purchase price of lots, and crypts shall be set forth in the Tariff of Charges as prescribed by City Council from time to time and shall be divided as follows:

4.3.1	All graves - General Fund		57%
	Care and Maintenance Fund	40%	
	Future Development Fund		3%
4.3.2	All crypts - General Fund		77%
	Care and Maintenance Fund	20% **	
	Future Development Fund		3%

** A minimum of \$500.00 to be placed in the Care and Maintenance Fund

4.3.3	All niches -	General Fund	50%
		Care and Maintenance	15%
		Future Development Fund	35%

INTERMENT RIGHTS HOLDER - RIGHTS

4.4 The Interment Rights Holder acquires only the right and privilege of interment of human remains and the construction of monuments or markers, subject to the by-law.

SECTION 5 - CARE AND MAINTENANCE

TARIFF OF CHARGES - CONDITION

- 5.1 Lots and crypts sold shall include the cost of care and maintenance as set forth in the tariff rates as set from time to time. (Section 4.3)

CARE AND MAINTENANCE - PROVISION

- 5.2 The Cemetery will undertake to provide care and maintenance on a lot, upon payment of the charges set forth in the tariff of rates.

COST TO COMMUTE

- 5.3 Where Interment Rights have been granted prior to the passing of the By-Law upon which Section 5 is founded, and the cost of care and maintenance of such Interment Rights has not been paid, the Interment Rights Holder shall pay to the owner the fee to commute the interment rights to Care and Maintenance as prescribed in the Tariff of Charges.

SECTION 6 - TRANSFER/SALE OF INTERMENT RIGHTS

TRANSFER/SALE OF INTERMENT RIGHTS

- 6.1 The sale of Interment Rights to any person other than the Cemetery is strictly prohibited.

TRANSFER

- 6.3 Interment Rights may be transferred to another party upon application at the Cemetery office, by completion of the transfer portion of the Interment Rights Certificate and payment of the transfer fee as prescribed in the Tariff of Charges.

SECTION 7 - INTERMENTS

BURIAL PERMIT

- 7.1 No interment shall take place without a Burial Permit or Cremation Certificate, as applicable, nor until the person making arrangements for the interment has complied with all by-laws, herein, relative to interments. Persons contracting for Interment Rights and/or making arrangements for burials shall be responsible for payment of all charges previous to the interment.

INTERMENT - INFORMATION

INFORMATION REQUIRED

- 7.2 The name of the deceased, place of birth, residence, age, date of death, sex, the name and address of the nearest relative of the deceased, funeral director, date time and location of the interment.

WRITTEN CONFIRMATION OF INFORMATION

- 7.3 All such orders shall be confirmed in writing with the Cemetery. The owner will not be responsible for any errors or misunderstanding that may arise from inaccurate information received by telephone.

CONDITIONS

- 7.4.1 The owner shall not make any interment, entombment, or inurnment in any grave, crypt or niche unless and until the person(s) ordering the same shall first exhibit:
- 7.4.1.1A signed contract with respect to the ownership of the Interment Rights and the authorization to proceed with the interment, entombment or inurnment; or
- 7.4.1.2An Interment Rights Certificate or deed indicating the rightful owner of the interment rights upon which the interment activity is requested.

7.4.1.3 In a circumstance where the person requesting the interment activity is unable to provide evidence of ownership, the owner will require the person requesting the interment to sign the Cemetery Interment Rights and Services contract, saving the owner harmless from all subsequent claims from such interment activity.

7.4.1.4 All contracts pursuant to the purchase of Interment Rights must be completed at the Cemetery office.

RESTRICTIONS - WEATHER AND GROUND CONDITIONS

7.4.2.1 All winter interments will be performed as weather conditions allow. From December 1st to April 1st, all Greenwood Cemetery winter committal services may be held in the Mausoleum Chapel. No additional charge shall be made for the use of the Mausoleum Chapel for interments in Greenwood Cemetery.

7.4.2.2 At times when the ground in the cemetery is soft and conditions are potentially hazardous for people and vehicles, from spring thaws, rain or other cause, committal services shall be held in the Mausoleum Chapel. No charge shall be made for such service in the Mausoleum.

7.4.2.3 The interment of all bodies in storage shall be made at a time determined by the owner, in cooperation with the funeral director, who is the only one permitted to attend the transfer.

CONTAINERS

7.4.3.1 All containers or caskets used in the cemetery shall be of sufficient strength as to equal in minimum weight to 3/4 inch (19.05 millimetres) pine or be enclosed in an outer container.

7.4.3.2 All interments made in "Memorial Gardens" Block A, B, or C shall be in a permanent outer container such as a cement vault or cement liner.

EXTRA DEPTH

7.4.4 Where the first interment in a lot is at sufficient depth, a second interment above the first is permitted. All extra deep interments must be made in a permanent outer case such as a cement vault or liner.

INTERMENTS PERMITTED PER LOT

7.4.5 No more than four interments may be made in any one lot (7.3.4); with a maximum of two standard interment(s) in any one lot.

INTERMENT OPENING - NOTICE

7.4.6 Notice of each interment shall be given to the owner at least eight business hours before such interment is to take place.

FUNERALS - CONDITIONS

7.4.7.1 Interments may be conducted on Sundays and Statutory Holidays consisting of New Year's Day, Easter Monday, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day and Boxing Day, at the prescribed rate.

7.4.7.2 Funeral processions within the Cemetery shall follow the route indicated by the owner.

7.4.7.3 Funerals arriving late in the day necessitating work by Cemetery staff after normal operating hours will be charged an additional fee.

INURNMENTS

7.5.1 Cremated remains for inurnment in a niche or crypt must be enclosed in a polypropylene plastic urn or an urn made of other durable materials.

7.5.2 The number of cremated remains to be placed in each niche is determined by the urn size and niche dimensions. Any urn which cannot be contained within the niche will not be inurned.

SCATTERING GARDENS

7.6.1 All scattering of cremated remains shall be performed by or in the presence of Cemetery staff for a fee set forth in the Tariff of Charges as prescribed by City Council from time to time.

7.6.2 Immediate family members or friends of the deceased may be present when the scattering of the cremated remains is taking place. No person, save for Cemetery staff, shall be present at a scattering without the completion of an application for scattering of cremated remains and remittance to the administrator. The person/persons requesting the scattering of cremated remains will sign a release indicating that he/she/they agree that the cremated remains, once properly scattered, are non-retrievable. All scattering of cremated remains will take place in Scattering Gardens A, B, C, D or E.

SECTION 8 - DISINTERMENTS

APPROVAL

8.1 No disinterment shall take place without the approval of the Medical Officer of Health and written consent of the interment rights holder. All other requirements under the Funeral Burial Cremation Services Act must be met in order for a disinterment to proceed.

RESTRICTIONS

- 8.2.1 Disinterments shall be made at a time determined by the owner, only from May 1 to October 31 in any year, unless otherwise ordered by the Medical Officer of Health.
- 8.2.2 The removal of human remains, not contained in a permanent outer container, must be completed by a certified funeral director.

PROVISION OF A CONTAINER

8.3 If the original interment container is damaged to render it unusable, a new container must be supplied to the specifications of the owner.

REMOVAL OF PRIVATE MEMORIALS

8.4 Any marker or monument, designating the location of the interment, shall be removed at the expense of the Interment Rights Holder, at the time of disinterment.

SECTION 9 - MAUSOLEUM VAULT REGULATIONS

MAUSOLEUM VAULT STORAGE - FEES

9.1 All funeral directors placing bodies in the vault for storage for interment in a cemetery other than Greenwood Cemetery or by previous agreement, must pay a prescribed fee. A deposit shall be paid sufficient to cover all vault storage fees for the time stipulated for the body to remain in the vault.

MAUSOLEUM VAULT STORAGE - DURATION RESTRICTIONS

9.2.1 All bodies must be removed from the vault by May 1st in each year.

9.2.2 No body may be deposited in the vault from May 1st to December 1st unless it is enclosed in an air tight metallic casket or hermetically sealed zinc-lined box, and with the permission of the owner.

MAUSOLEUM VAULT STORAGE - RESTRICTIONS

9.3.1 All bodies to be placed in the vault for winter storage shall be embalmed or be placed in an air tight metallic casket or hermetically sealed zinc-lined box.

9.3.2 The bodies of persons dying from contagious diseases cannot be admitted to the vault but must be interred.

9.3.3 The owner may direct the removal of a body deposited in the vault and inter it at any time in a single grave should the condition of the body require the interment or after May 1st of any year.

SECTION 10 - LOT DECORATIONS

STRUCTURES

10.1 Copings, fences, curbs, benches, steps, structures of wood, `candles', flower pots and containers of glass, crockery or other destructible materials are prohibited and shall be removed without notice. Those structures or enclosures established on any lot previous to the adoption of these regulations, which have become unsightly by reason of neglect or age, shall be removed.

FLORAL TRIBUTES

10.2 From May 1 to October 31, flowers are allowed on the lots. Artificial or cut flowers are to be placed in a metal or plastic spiked container. Only one such container will be permitted on a single lot and no more than two on any other plot. Floral tributes shall be removed from plots by the owner after they become unsightly. Potted plants will be permitted to remain on lots for a period of 4 days before and 4 days after the following occasions: Easter, Mother's Day, Father's Day, and Remembrance Day. Any plants placed prior to or remaining after this period of time will be removed by staff.

WREATHS/ARRANGEMENTS

10.3 Saddle arrangements may be in place year round. Other wreaths or wreath-like arrangements may be placed on lots October 31 to May 1. Such decorations are to be removed by May 1, or shall be considered abandoned and may be disposed of by the Cemetery staff.

OTHER DECORATIONS

10.4 Any other decorations or objects save and except by approval of the owner are not permitted and shall be removed.

FLOWER BEDS - RESTRICTIONS

10.5 A flower bed may be planted after the installation of a monument on the lot. Flowers may be planted in front of the monument, in beds not to exceed twelve inches (30.5 cm) from the stone. If the Interment Rights Holder owns the rights to both sides of the monument, a bed can be placed on both sides.

PLANTINGS - MEMORIAL GARDENS BLOCK `B' AND NORTHWEST EXTENSION

10.6 All planting of trees, shrubs and flowers in Memorial Gardens Block `B' (flat marker section) shall be done by the owner except by permission.

SHRUBS

10.7.1 The planting of dwarf evergreen trees and small deciduous shrubs will be permitted only on lots having a monument and after obtaining a shrub permit from the Cemetery Office. The trees must be planted by nursery or cemetery staff with one shrub on either side of the monument. Unauthorized plantings will be removed without notice.

10.7.2 The planting of all trees and shrubs in the Northwest Extension shall be placed and maintained by Cemetery staff. A flower bed may be planted after the installation of a monument on the lot. Flowers may be planted in front of the monument, in beds not to exceed twelve inches (30.5 cm) from the stone.

SECTION 11 - MONUMENTS AND MARKERS

MONUMENT AND MARKER - GENERAL RESTRICTIONS

- 11.1.1 No upright monuments are allowed on single interment spaces except:
- (a) Northwest Extension in ranges which are adjacent to a hedge as specified in 11.1.5 or Ranges 41 to 43
 - (b) the cremation and infant lots which are part of the Columbarium Garden Lots.
 - (c) Single lots in Memorial Gardens Block A & C
- 11.1.2 Not more than one monument shall be erected on any one plot, and this must be placed in the space reserved for it unless special permission is given by the Cemetery for placing it otherwise.
- 11.1.3 In cases where part of a cemetery plot is sold, an agreement may be made with the lot owner for use of monument already there. Otherwise only flat markers may be used.
- 11.1.4 All markers and foundations are to be installed by cemetery staff. Unauthorized markers will be removed at the interment rights holder's expense.
- 11.1.5 All cremation niches must be memorialised with bronze plaques which must meet cemetery standards.
- 11.1.6 In the Northwest Extension, plots adjacent to the hedges are allowed to memorialise with an upright monument which must be placed in the location reserved for it, which is next to the hedge. Lots which are not adjacent to a hedge must use a memorial marker (refer to 11.8.1; 11.9.1 and 11.9.2 for sizes).

MONUMENT AND MARKER - CARE AND MAINTENANCE

- 11.2.1 All Interment Rights Holders purchasing a monument, or marker over 172 sq. inches (436.9 sq. cm) for installation in Greenwood Cemetery shall contribute to the care and maintenance of the memorial as required in the Funeral Burial Cremation Services Act.
- 11.2.2 Markers over 172 square inches (436.9 sq.cm)
- 11.2.3 Monuments up to 4 feet (121.9 cm) in height or width
- 11.2.4 Monuments over 4 feet (121.9 cm) in height or width

GENERAL CONSTRUCTION

11.3.1 The bottom bed of all bases and markers shall be cut level and true.

11.3.2 All markers must have sawn edges for ease of installation and to restrict frost from raising the marker above ground level.

INSCRIPTIONS

11.4.1 All inscriptions must be approved by the Cemetery Representative.

11.4.2 Inscriptions shall not be permitted on the side of the monument facing an adjoining plot where there is not room for an adult interment between the monument and the boundary of the plot.

FOUNDATIONS

11.5.1 Monuments shall be set on concrete foundation of not less than six feet (1.83 m) in depth.

11.5.2 All foundations for monuments shall be built by the owner at the expense of the lot owner.

11.5.3 Monument dealers must give exact size of base and a minimum of fifteen days notice before installation.

11.5.4 All markers exceeding thirty inches (76.2 cm) wide by sixteen inches (40.6 cm) long shall be placed on a concrete foundation.

11.5.5 No monument shall be delivered to the Cemetery until the foundation is completed.

FOUNDATIONS - PAYMENT

11.6 No monument or marker may be set or installed until the charges have been paid for the foundation and/or the installation.

MONUMENTS - IN DISREPAIR

11.7 Lot owners shall be required to keep all monuments safe. Within three months of the date of a written notice to the lot owner to remove or repair such defective monuments, work must be completed or repairs will be completed by the Cemetery at the expense of the lot owner.

MEMORIAL SIZES - SINGLE LOT

- 11.8.1 A single lot or cremation space may only have a flat marker, with a size of 12 inches x 24 inches x 4 inches (30.5 cm x 61 cm x 10.2 cm), except where specified for upright memorials in Section 11.1.1. . The memorial base may be a maximum size of 24 inches wide x 12 inches deep and 8 inches high (61 cm x 30.5 cm x 20 cm) with the overall memorial having a maximum height of 30 inches (76 cm) installed as a head marker.
- 11.8.2 An infant lot in the South Extension may have a flat marker with a size of 10 inches (25.4 cm) by 16 inches (40.6 cm). Infant space in the Columbarium Garden Lots #65 to #161 will accommodate an upright memorial with a maximum base size of 24 inches wide by 12 inches deep and 8 inches high (61 cm x 30.5 cm x 20 cm) with the overall memorial having a maximum height of 30 inches (76 cm)

MEMORIAL GARDENS BLOCK `B' - MARKER RESTRICTIONS

- 11.9.1 In Memorial Gardens Block `B' only flat markers will be allowed. The minimum size for a Flat Marker in Block `B' Memorial Gardens is 36" x 16" (91.4 cm x 40.6 cm) except on a single lot.
- 11.9.2 The maximum size for a marker is 42" x 18" (106.7 cm x 45.7 cm) on a two lot plot and 48" x 18" (121.9 cm x 45.7 cm) on a three lot plot.

BASE SIZES FOR MONUMENTS

- 11.10.1 The monument base must have a minimum height of four inches (10.2 cm) and a maximum height of eight inches (20.3 cm).

MONUMENT SIZE

- 11.11.1 The monument size shall be as follows:
 - 11.11.1.1 2 Interment Spaces - 42" x 12" (106.7 cm x 30.5cm) Maximum
 - 11.11.1.2 3 Interment Spaces - 60" x 12" (152.4 cm x 30.5cm) Maximum
 - 11.11.1.3 On all larger lots length of Base will not exceed 2/3 the width of lot.

MONUMENT DIE

11.12.1 The following limitations are created to preserve the safety of all monuments:

11.12.1.1 Minimum Die Thickness - 6" (15.2 cm)

11.12.1.2 Minimum thickness for Die over 26" (66 cm) tall must be 8" (20.3 cm) and Maximum Thickness 10" (25.4 cm).

SECTION 12 - RULES FOR CONTRACTORS AND THEIR EMPLOYEES

CONTRACTORS - REQUIREMENTS

12.1.1 Every contractor entering the cemetery must provide the owner with proof that they are covered under the Worker's Compensation Act and carry a minimum one million dollars public liability in third party insurance coverage. Proof of this requirement should be in the form of:

12.1.1.1 the name of the Insurance Company

12.1.1.2 Insurance Policy Number

12.1.1.3 Worker's Compensation Number

12.1.2 Every contractor employed to erect monuments or to do any other work in the Cemetery shall have written authorization in the form of a Cemetery Supplies and Services contract from the Interment Rights Holder as to the work to be done and also have permission from the Cemetery.

CONTRACTORS - RESPONSIBILITIES

12.2.1 Contractors including gardeners, florists or their employees shall not enter the cemetery on Sundays or holidays for business purposes.

12.2.2 The demeanour and behaviour of all workers employed by others in the Cemetery shall be subject to the Code of Conduct (Section 3.2) for the Cemetery.

12.2.3 Workers shall cease work, if in the immediate vicinity of a funeral, until the conclusion of the service.

12.2.4 Any worker who damages any lot, tombstone, monument or other structure or otherwise does any injury or damage in the Cemetery, shall be responsible for such damage or injury, as will their employer.

CONTRACTORS - TIME RESTRICTIONS

12.3.1 All work must be done during regular cemetery hours. No work shall be commenced on Saturday that cannot be finished within operating hours, including cleanup.

SECTION 13 - ENFORCEMENT

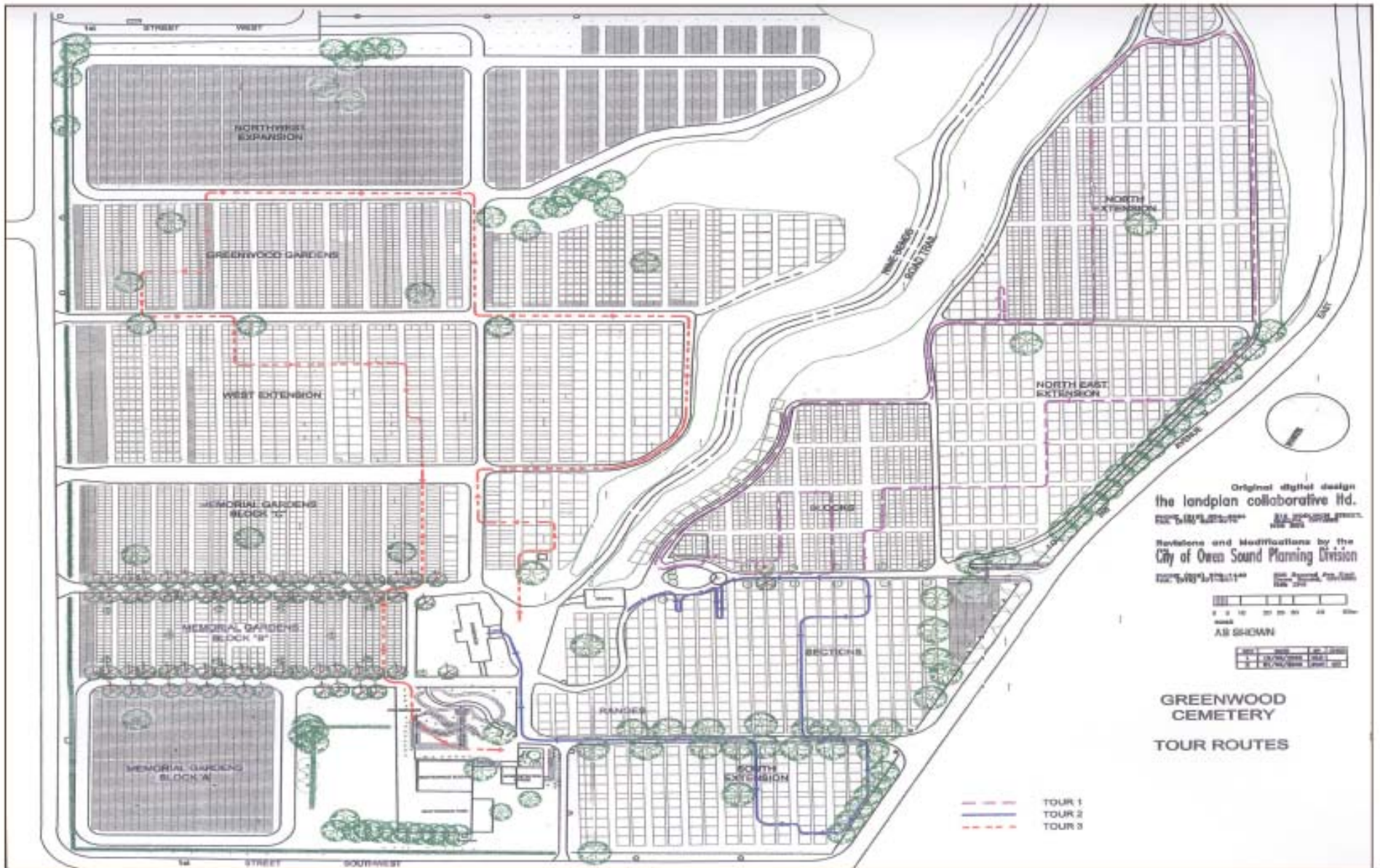
PENALTY

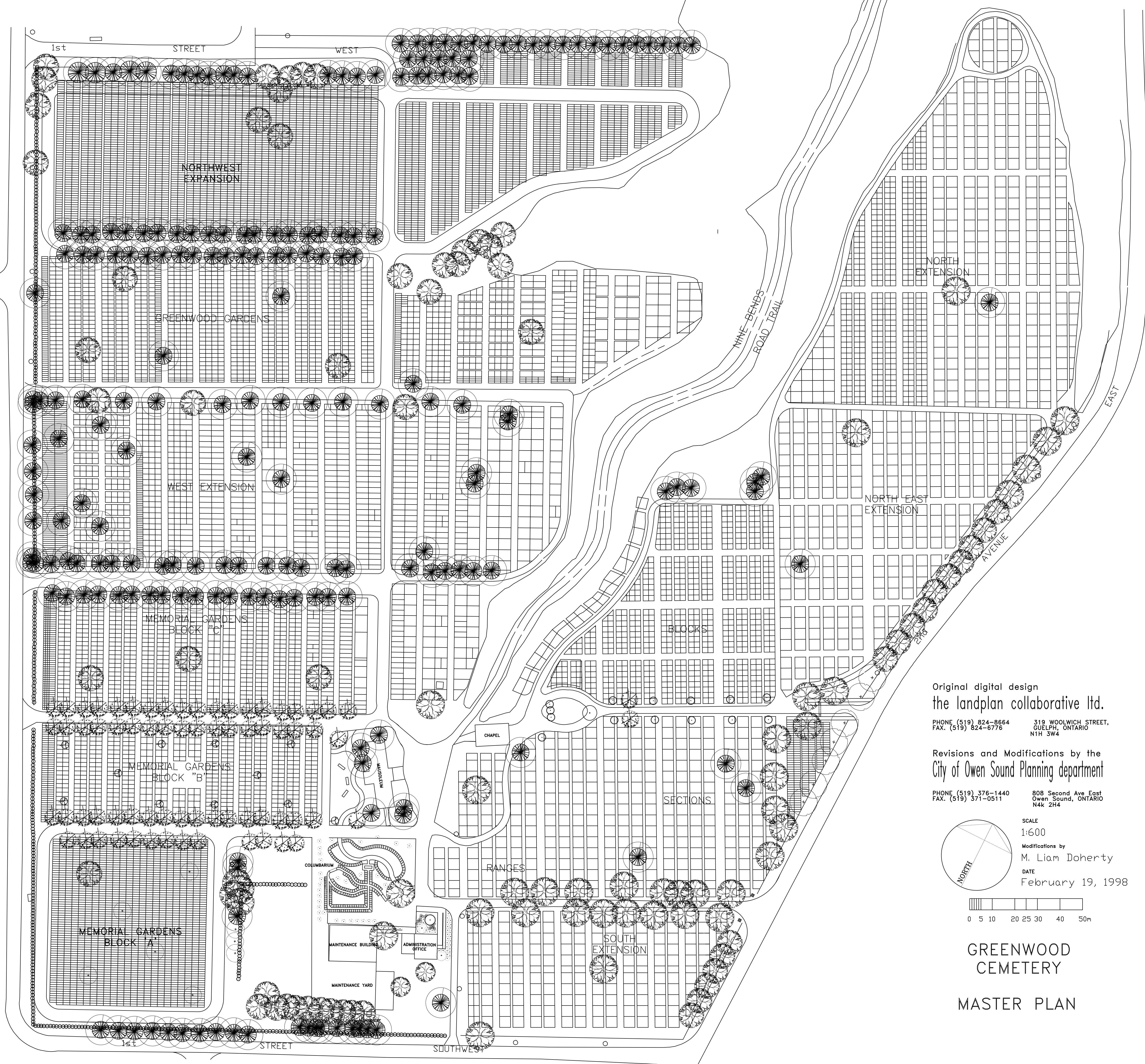
13.1 Where a specific penalty is not provided for an offence under the Funeral Burial Cremation Services Act, every person who contravenes any provision of this By - Law is guilty of an offence and is liable, upon conviction, to a fine not exceeding five thousand (\$5000.00) dollars, exclusive of costs, for each offence, recoverable under the Provincial Offences Act.

APPENDIX B
Interment Rights Statistics 1974 - 2011

Year	Standard Interment Spaces	Cremated Remains Space	Infants/ Crypts	Niches	Columbarium Garden
2013					
2012					
2011	36	7	1	7	9
2010	118	15	4	36	24
2009	45	3		13	6
2008	44	3		14	6
2007	61	6		13	11
2006	61	2		7	7
2005	54	4	3	12	8
2004	69	3		12	10
2003	44	3	1	12	8
2002	76	4	1	5	6
2001	93	9	3	11	2
2000	103	7	1	4	
1999	80	8		5	
1998	83	11		3	
1997	86	7	2	4	
1996	69	8	2	2	
1995	118	6	2	2	
1994	128	11	3		
1993	147	13	4		
1992	140	8			
1991	129	9	1		
1990	173	11	2		
1989	133	8	3		
1988	140	4	1		
1987	150	1	2		
1986	106	5	2		
1985	125	3	3		
1984	149	1			
1983	172	2	2		
1982	146	1	2		
1981	146		1		
1980	138	5	1		
1979	154	1	2		
1978	140		5		
1977	133		1		
1976	142		5		
1975	177		2		
1974	164				

APPENDIX C



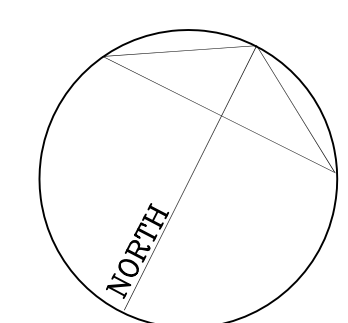


Original digital design
 the landplan collaborative ltd.

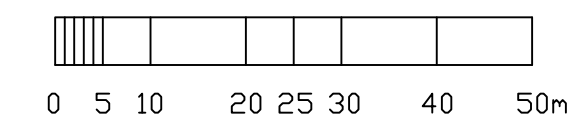
PHONE (519) 824-8664 319 WOOLWICH STREET,
 FAX: (519) 824-6776 GUELPH, ONTARIO
 N1H 3W4

Revisions and Modifications by the
 City of Owen Sound Planning department

PHONE (519) 376-1440 808 Second Ave East
 FAX: (519) 371-0511 Owen Sound, ONTARIO
 N4k 2H4



SCALE
 1:600
 Modifications by
 M. Liam Doherty
 DATE
 February 19, 1998



**GREENWOOD
 CEMETERY**
MASTER PLAN

Species	Stems	DiameterBreastHeight	TreeHeight	CrownRadius	HazardRating	HealthRating	Comment
Black Spruce	1	35	11	2	Low	Poor	dieback, some competition, exposed roots, old flush cuts compartmentalizing
White Pine	1	80	17	5	Medium	Good	buttressing, minimal dieback / broken branching, old flush cuts compartmentalizing
White Pine	1	99	18	4	Medium	Fair	many codominant branches with included bark -poor form, staining, large area of decay
White Spruce	1	52	15	3	Medium	Good	exposed roots, old flush cuts compartmentalizing, codominant in upper, minimal dieback in understory
White Spruce	1	42	13	3	Medium	Good	exposed roots, old flush cuts compartmentalizing, minimal dieback in understory
White Spruce	1	42	15	3	Medium	Good	slight buttressing, old flush cuts compartmentalizing, minimal dieback in understory
White Spruce	1	43	15	3	Medium	Good	exposed roots, minimal dieback in understory, old flush cuts compartmentalizing
White Spruce	1	43	15	3	Medium	Good	exposed roots, minimal dieback in understory, old flush cuts compartmentalizing
White Spruce	1	33	15	2	Medium	Good	lower limbs have been pruned -old flush cuts compartmentalizing, minimal dieback in understory
White Spruce	1	25	9	3	Low	Good	exposed roots, competition, old flush cuts compartmentalizing, minimal dieback
Sugar Maple	1	84	18	5	Medium	Fair	codominant branching with included bark, minimal dieback / broken limbs, crack up trunk w/ staining
Sugar Maple	1	89	19	4	Medium	Fair	crack up trunk with staining, codominant branching -one leader has sig. decay/ staining -prune?
Sugar Maple	1	94	18	5	Medium	Fair	buttressing, codominant branching with included bark, minimal dieback /broken limbs
Sugar Maple	1	88	19	4	Medium	Poor	large old flush cut with decay & staining, codominant branching, minimal dieback
Sugar Maple	1	104	18	6	Medium	Fair	dieback in large limbs- maintenance prune, buttressing, codominant branch, crack up trunk w staining
Sugar Maple	1	95	19	6	Medium	Good	split up trunk with staining, codominant branching with included bark, slightly unbalanced crown
Sugar Maple	1	96	19	5	Medium	Fair	slightly unbalanced crown, buttressing, bark cracks with staining/ decay
White Spruce	1	37	9	2	Low	Good	exposed roots with mower damage, lower limbs have been pruned -old flush cuts compartmentalizing
White Spruce	1	31	10	2	Low	Good	exposed roots, lower limbs have been pruned, minimal dieback in understory
White Spruce	1	54	13	3	Medium	Good	exposed roots, minimal dieback in understory
White Spruce	1	53	13	3	Medium	Good	exposed roots, minimal dieback in understory, old flush cuts compartmentalizing
White Spruce	1	57	13	3	Medium	Good	exposed buttressing roots, lower limbs have been pruned
White Spruce	1	43	11	2	Medium	Good	exposed roots, lower limbs have been pruned, minimal dieback in understory
White Spruce	1	37	12	2	Medium	Poor	competition with cedar hedge, significant dieback
White Spruce	1	33	12	2	Medium	Fair	exposed roots, lower limbs have been pruned -old flush cuts compartmentalizing, minimal dieback
White Spruce	1	54	12	3	Medium	Good	exposed buttressing roots, lower limbs have been pruned
White Spruce	1	62.5	14	3	Medium	Good	exposed roots with mower damage, dieback in understory, old flush cuts compartmentalizing
White Spruce	1	53	14	3	Medium	Good	exposed buttressing roots, codominant in upper, dieback in understory
White Spruce	1	53	12	4	Medium	Good	exposed buttressing roots with mower damage, dieback in understory
White Spruce	1	55.5	12	3	Medium	Good	exposed buttressing roots, lower limbs have been pruned, few broken branches, dieback in understory
White Spruce	1	42.5	11	2	Medium	Good	some competition, lower limbs have been pruned, minimal dieback in understory
White Spruce	1	66	12	3	Medium	Good	exposed roots with mower damage, sap from old flush cuts, minimal dieback in understory
White Spruce	1	65.5	12	3	Medium	Good	buttressing roots, old flush cuts compartmentalizing, minimal dieback in understory
White Spruce	1	40	11	2	Medium	Fair	trunk close to water tap- potential problem in future, minimal dieback, some competition
White Spruce	1	51	12	3	Medium	Good	exposed roots with mower damage, few dead/ broken limbs, minimal dieback in understory
White Spruce	1	46	12	2	Medium	Fair	large canker/ decay halfway up trunk, buttressing, minimal dieback in understory
White Spruce	1	56	12	3	Medium	Good	buttressing, minimal dieback in understory, lower limbs have been pruned
White Spruce	1	46	12	2	Medium	Good	exposed buttressing roots, old flush cuts compartmentalizing, minimal dieback in understory
White Spruce	1	51.5	11	2.5	Medium	Good	exposed roots with mower damage, minimal dieback in understory, lower limbs have been pruned
White Spruce	1	54	11	2	Medium	Good	exposed roots with mower damage, codominant in upper with included bark, some wounds with staining
White Spruce	1	48	12	2	Medium	Good	old flush cuts compartmentalizing, some wounds with staining, minimal dieback in understory
White Spruce	1	45.5	11	2.5	Medium	Fair	exposed roots along road, minimal dieback /needle browning, old flush cuts with lots of sap
White Spruce	1	50	12	3	Medium	Fair	minimal dieback /needle browning, girdled roots, lower limbs have been pruned
White Spruce	1	59	12	3	Medium	Good	exposed roots with mower damage, lower limbs have been pruned
White Spruce	1	39	11	2	Medium	Fair	lower limbs have been pruned, minimal dieback / sparse areas of growth

White Spruce	1	51	12	2.5	Medium	Fair	large wound on trunk with potential decay (pic), exposed roots, minimal dieback in understory
White Spruce	1	42	10	2	Medium	Good	lower limbs have been pruned, minimal dieback in understory
White Spruce	1	56	11	2	Medium	Fair	codominant branching, bark cracks, wounds with potential decay, minimal dieback in understory
White Spruce	1	46.5	12	3	Medium	Good	lower limbs have been pruned, minimal dieback in understory
White Spruce	1	54	12	2.5	Medium	Good	screw in trunk, lower limbs have been pruned, minimal dieback in understory
White Spruce	1	46	12	2	Medium	Good	lower limbs have been pruned, minimal dieback in understory
White Spruce	1	34.5	10	1.5	Medium	Fair	minimal dieback / some sparse areas of growth, old flush cuts compartmentalizing
White Spruce	1	45.5	12	3	Medium	Good	minimal dieback in understory, lower limbs have been pruned
White Spruce	1	54	12	2.5	Medium	Good	exposed roots along road, minimal dieback in understory, wound on trunk
White Spruce	1	55	12	3	Medium	Good	girdled roots, lower limbs have been pruned, minimal dieback in understory
White Spruce	1	47	10	2	Medium	Good	girdled exposed roots along road, minimal dieback in understory
White Spruce	1	41.5	12	2.5	Medium	Good	girdled roots, old flush cuts compartmentalizing, minimal dieback in understory
White Spruce	1	43	11	2	Medium	Good	minimal dieback in understory, few broken limbs
White Spruce	1	44	11	3	Medium	Good	roots cracking pavement, lower limbs have been pruned, minimal dieback in understory
White Spruce	1	54	12	3	Medium	Good	old flush cuts compartmentalizing, small wounds on limbs with potential decay
White Spruce	1	42	11	3	Medium	Good	minimal dieback in understory, old flush cuts compartmentalizing
White Spruce	1	55	12	2.5	Medium	Good	old flush cuts compartmentalizing, minimal dieback in understory, buttressing
White Spruce	1	48	12	2.5	Medium	Good	minimal dieback in understory
White Spruce	1	34	10	1.5	Medium	Fair	minimal dieback, some staining
White Spruce	1	55	12	3	Medium	Good	old flush cuts compartmentalizing, minimal dieback in understory/ needle browning
White Spruce	1	37	11	2	Medium	Good	minimal dieback /needle browning in understory
White Spruce	1	55	12	3	Medium	Good	exposed buttressing roots, minimal dieback in understory, some broken limbs
White Spruce	1	49.5	11	3	Medium	Good	old flush cuts compartmentalizing, dieback in understory
White Birch	3	25	11	2.5	Low	Fair	large split up trunk with fungi- consider removal of 1 stem, buttressing roots
Yew	5	7	3	1	Low	Good	planted as shrub & become overgrown
Colorado Spruce	1	56	12	3	Medium	Fair	dieback /areas of sparse growth, buttressing roots lifting headstone
Colorado Spruce	1	73	12	3	Medium	Good	dieback in understory, rubbing branching creating wounds
White Birch	3	40	11	4	Medium	Good	included bark between stems, old flush cuts compartmentalizing, wound from limb loss
Norway Maple	1	39.5	10	3	Low	Good	codominant branching, rubbers /crossers maintenance required
Norway Maple	1	35	10	3	Low	Good	somewhat twisted trunk, codominant branching, included bark at branch unions, flush cuts compart.
White Pine	1	57.5	14	5	Medium	Good	slightly unbalanced crown, competition, old flush cuts compartmentalizing
White Pine	1	62	14	3	Medium	Fair	competition with neighboring trees- branches rubbing, some dead/broken limbs
White Pine	1	53	14	5	Medium	Good	slightly unbalanced crown, competition, minimal dieback /broken limbs
White Spruce	1	45	12	3	Medium	Good	buttressing roots, minimal dieback in understory, lower limbs have been pruned
Sugar Maple	1	71	12	5	Medium	Good	hollow cavity in trunk- nest, codominant branching, minimal dieback
White Ash	1	52.5	12	5	Medium	Fair	girdled roots, old flush cuts with potential decay, bark cracks, codominant with included bark
White Ash	1	62	13	3	Medium	Fair	competition, codominant branching with included bark, some bark cracks, old flush cuts
Crack Willow	1	57	14	5	Medium	Fair	minimal dieback /broken limbs, 90 degree scaffold branches, codominant in upper
White Spruce	1	27	11	1	Medium	Fair	on slight lean, competition, buttressing roots, minimal dieback /sparse areas of growth
White Spruce	1	24	11	1	Medium	Fair	competition, minimal dieback /sparse areas of growth
White Spruce	1	39	12	2.5	Medium	Good	competition, minimal dieback, flush cuts compartmentalizing
English Oak	1	114	12	6	Medium	Good	exposed buttressing roots, large old flush cuts
Red Oak	1	53	10	4	Medium	Fair	split up trunk with staining, old flush cuts with potential decay
Crack Willow	1	34.5	10	3	Low	Good	codominant branching, prune rubbers/ crossers
Colorado Spruce	1	43	14	2.5	Medium	Good	dieback in understory, exposed roots with mower damage
Sugar Maple	1	110	13	6	Medium	Fair	codominant branching, dieback on leader & throughout, buttressing, wounds with decay

Tamarack	1	62.5	13	4	Medium	Fair	slightly unbalanced crown, competition, some epicormic, dieback
Tamarack	2	65	13	5	Medium	Fair	included bark between stems, codominant branching, dieback, split up one trunk with decay
Colorado Spruce	1	40	10	2	Medium	Fair	topped, competition with larger spruce, dieback in understory
Colorado Spruce	1	52	16	2	Medium	Good	starting to grow into neighboring headstone, competition, dieback in understory
Colorado Spruce	1	44	15	1.5	Medium	Good	minimal dieback, some sparse areas of growth, competition
Colorado Spruce	1	51	15	1.5	Medium	Good	minimal dieback, some sparse areas of growth, competition
White Spruce	1	67	14	4	Medium	Good	buttressing roots, dieback in understory, old flush cuts compartmentalizing
White Spruce	1	46	14	2	Medium	Poor	exposed buttressing roots, 20% dieback
White Spruce	1	51	12	2.5	Medium	Good	exposed roots, lower limbs have been pruned -old flush cuts compartmentalizing with sap
White Spruce	1	42	13	2	Medium	Good	lower limbs have been pruned, minimal dieback in understory
White Spruce	1	46	14	3	Medium	Good	buttressing roots, dieback in understory
White Spruce	1	56	14	4	Medium	Good	exposed buttressing roots with mower damage, old flush cuts compartmentalizing, understory dieback
Tamarack	1	54	11	4	Medium	Fair	some epicormic, dieback & broken limbs
Tamarack	1	49.5	10	4	Medium	Fair	girdled roots, old flush cuts compartmentalizing, competition
Sugar Maple	1	83	13	5	Medium	Fair	buttressing roots, codominant branching with potential decay at unions, minimal branch dieback
Tamarack	1	58	12	4	Medium	Fair	large girdled roots, some epicormic, minimal dieback
Tamarack	1	57	11	5	Medium	Fair	buttressing roots, exit holes in bark, minimal dieback
Sugar Maple	1	92	13	5	High	Poor	significant decay in lower-mid portion of trunk, large branch dieback -prune, close to roadway
Tamarack	1	61.5	11	5	Medium	Fair	exit holes in bark, minimal dieback, buttressing roots, some epicormic
Tamarack	1	60	13	5	Medium	Fair	exposed roots, minimal dieback /broken limbs, old flush cuts compartmentalizing
Tamarack	1	64	10	5	Medium	Fair	old flush cuts with potential decay, minimal dieback, rubbers/ crossers
Tamarack	1	60	12	5	Medium	Fair	minimal dieback /broken limbs, old flush cuts compartmentalizing, some epicormic
Tamarack	1	39	10	3	Medium	Fair	buttressing, minimal dieback
Colorado Spruce	1	50	15	2	Medium	Good	minimal dieback in understory, lower limbs have been pruned
Colorado Spruce	1	50	15	2	Medium	Good	exposed roots, lower limbs have been pruned, minimal dieback in understory
Colorado Spruce	1	67	15	3	Medium	Fair	unbalanced upper crown due to dieback, lower limbs have been pruned
Colorado Spruce	1	60	15	3	Medium	Good	codominant branching, lower limbs have been pruned, wound with potential decay
Yew	5	6	2	1	Low	Good	overgrown headstone planting
Colorado Spruce	1	56	15	2	Medium	Good	buttressing roots, codominant branching, lower limbs have been pruned
Colorado Spruce	1	68	15	4	Medium	Good	minimal dieback in understory, rubbers /crossers, buttressing roots, lower limbs have been pruned
Red Cedar	1	46	10	2	Medium	Fair	old flush cuts compartmentalizing, split up trunk, minimal dieback
Red Cedar	1	53	8	3	Medium	Poor	codominant branching splitting, history of branch failure, dieback
Red Cedar	1	55	11	2	Medium	Fair	cracks/ hollow cavities in trunk with potential decay, codominant branching, minimal dieback
White Spruce	1	61	12	3	Medium	Good	minimal dieback in understory, exposed roots with mower damage, old flush cuts compartmentalizing
White Spruce	1	49	12	2.5	Medium	Fair	girdled roots, 10% dieback
White Spruce	1	71	12	3	Medium	Good	minimal dieback in understory, lower limbs have been pruned, exposed buttressing roots
Colorado Spruce	1	56.5	14	4	Medium	Good	large girdled root, minimal dieback in understory, lower limbs have been pruned
Colorado Spruce	1	59	14	4	Medium	Good	20% dieback in understory /lower limbs, competition
Red Cedar	1	62.5	8	2	Low	Fair	codominant branching with splitting, crack up trunk with potential decay, old flush cuts
Colorado Spruce	1	54	10	2	Medium	Good	exposed roots with mower damage, dieback in understory, competition
Colorado Spruce	1	84	12	3	Medium	Good	low codominant branching with included bark, dieback in understory, lower limbs have been pruned
Red Cedar	1	50	8	2	Low	Fair	codominant branching with splitting, old flush cuts with potential decay, dieback
Colorado Spruce	1	60	12	2	Medium	Good	exposed roots with mower damage, sandy soil, lower limbs have been pruned, min. understory dieback
Colorado Spruce	1	55	12	2	Medium	Fair	unbalanced crown due to dieback
White Spruce	1	51	13	3	Medium	Good	girdled buttressing roots, minimal dieback, lower limbs have been pruned
White Spruce	1	58.5	12	2.5	Medium	Good	exposed roots with mower damage, dieback in understory

White Spruce	1	53	12	2.5	Medium	Good	very exposed buttressing roots, old flush cuts compartmentalizing, minimal dieback in understory
White Spruce	1	45	11	2.5	Medium	Fair	10% dieback, lower limbs have been pruned
White Spruce	1	43.5	12	2	Medium	Good	lower limbs have been pruned
White Spruce	1	49	12	2.5	Medium	Good	minimal dieback in understory, lower limbs have been pruned
White Spruce	1	48	12	2.5	Medium	Good	minimal dieback in understory
White Spruce	1	40	12	2	Medium	Good	minimal dieback, lower limbs have been pruned
White Spruce	1	45	12	2	Medium	Good	minimal dieback in understory, lower limbs have been pruned
White Spruce	1	59	12	3.5	Medium	Good	girdled roots cracking pavement, minimal dieback in understory, lower limbs have been pruned
White Spruce	1	42.5	12	2	Medium	Good	dieback in understory, lower limbs have been pruned, roots cracking pavement
White Spruce	1	40	11	2	Medium	Fair	20% dieback, lower limbs have been pruned
White Spruce	1	69	13	3.5	Medium	Good	old flush cuts with potential decay, buttressing roots, minimal dieback in understory
White Spruce	1	46	12	2	Medium	Good	old flush cuts compartmentalizing, minimal dieback
White Spruce	1	49	12	2	Medium	Good	minimal dieback
White Spruce	1	37	11	2	Medium	Good	old flush cuts compartmentalizing, roots starting to crack pavement
White Spruce	1	52	12	3	Medium	Good	exposed roots cracking pavement, wounds /staining on some branching, minimal dieback
White Spruce	1	35.5	12	2	Medium	Good	exposed roots, sandy soil, lower limbs have been pruned, minimal dieback
White Spruce	1	30	11	2	Medium	Good	minimal dieback /some sparse areas of growth, lower limbs have been pruned
White Spruce	1	51	12	3	Medium	Good	dieback, lower limbs have been pruned, some exposed roots
White Spruce	1	49	13	3.5	Medium	Good	minimal dieback in understory, lower limbs have been pruned, close to road
English Oak	1	62	10	5	Medium	Good	girdled roots close to headstone (pic), bark cracks, minimal dieback
Honey Locust	1	41	9	4	Low	Good	codominant twisted branching, minimal dieback
Red Oak	1	73	10	5	Medium	Good	root flare close to headstones, bark cracks, minimal dieback
Tulip Tree	1	29	8	2.5	Low	Good	old flush cuts compartmentalizing, codominant branching
Red Oak	1	85	16	6	Medium	Good	buttressing, good form, old flush cuts compartmentalizing
Sugar Maple	1	133	15	6	High	Fair	exposed roots on slope, codominant branching, significant decay on leader- hollow cavity w/ staining
Sugar Maple	1	33	9	4	Low	Good	wound on lower scaffold branch with decay, bark cracks
Black Walnut	1	51	12	5	Medium	Good	codominant branching with included bark, old flush cuts, minimal dieback
Sugar Maple	1	92	13	5	High	Fair	on hill close to hydro & road, buttressing roots, some evidence of decay in trunk, minimal dieback
Sugar Maple	1	104	13	5	High	Poor	codominant branching, significant decay in one leader-prune, close to hydro & road, buttressing
Sugar Maple	1	109	13	5	High	Fair	on hill close to hydro/ road, potential areas of decay throughout, minimal dieback, buttressing
Crimson King Norway	1	37	8	2.5	Low	Fair	large split up trunk starting to compartmentalize (pic), branches rubbing-prune
Yew	5	5	2	1	Low	Good	overgrown headstone planting
Yew	5	5	2	1	Low	Good	overgrown headstone planting
Sugar Maple	1	6.5	3	1	Low	Good	guy wires, newly planted
White Cedar	1	135	11	3.5	High	Poor	large split/ hollow cavity in middle of trunk, potential to split, one leader leaning-moves w/ wind
Sugar Maple	1	6	3	1	Low	Good	guy wires, newly planted
Crimson King Norway	1	42	10	2.5	Medium	Good	new flush cuts, slightly mishapen trunk
Crimson King Norway	1	37	10	2.5	Medium	Good	codominant in upper, some exposed roots with mower damage, new flush cuts
Crimson King Norway	1	45	10	2.5	Medium	Good	codominant branching, new flush cuts, wounds on trunk compartmentalizing
Crimson King Norway	1	54	10	2.5	Medium	Good	codominant branching, new flush cuts, some rubbers/ crossers
Crimson King Norway	1	37	10	2	Medium	Good	bark cracks, buttressing, new flush cuts
Crimson King Norway	1	46	10	2.5	Medium	Good	codominant branching, girdled roots, new flush cuts
Crimson King Norway	1	42	10	2.5	Medium	Good	new flush cuts, mishapen trunk
Crimson King Norway	1	37	10	2	Medium	Good	codominant branching, mishapen trunk, old flush cuts compartmentalizing
Crimson King Norway	1	42	10	2.5	Medium	Good	new flush cuts, wound at base of trunk compartmentalizing
Crimson King Norway	1	36	10	2.5	Medium	Good	old & new flush cuts, small girdled root

White Spruce	1	54	12	3	Medium	Good	exposed buttressing roots, competition, lower limbs have been pruned
White Spruce	1	52	14	3	Medium	Good	competition, lower limbs have been pruned, buttressing
White Spruce	1	49	12	3	Medium	Good	lower limbs have been pruned, exposed roots
White Spruce	1	44	15	3	Medium	Good	exposed buttressing roots, lower limbs have been pruned
White Spruce	1	41	15	3	Medium	Good	exposed buttressing roots, lower limbs have been pruned, minimal dieback in understory
White Spruce	1	44	13	2.5	Medium	Good	exposed roots with mower damage, lower limbs have been pruned, minimal dieback in understory
Crimson King Norway	1	37	9	3	Low	Good	codominant branching, bark cracks, split up trunk compartmentalizing
Red Oak	1	65.5	10	6	Medium	Good	exposed feeder roots, bark cracks, headstone close to trunk
Sugar Maple	1	149	18	7	High	Fair	codominant branching, large old flush cuts, areas of decay throughout, unbalanced crown
Colorado Spruce	1	51	16	2	Medium	Good	codominant in upper, lower limbs have been pruned
Colorado Spruce	1	55	16	2.5	Medium	Good	codominant in upper, lower limbs have been pruned
Colorado Spruce	1	25	8	1.5	Low	Good	codominant branching, minimal dieback in understory
Colorado Spruce	1	30	9	1.5	Low	Good	minimal dieback in understory
Colorado Spruce	1	25	8	1.5	Low	Good	minimal dieback in understory, codominant branching
Sugar Maple	1	16.5	9	2	Low	Good	codominant in upper with included bark -cracking, one lower limb decayed-prune
White Elm	1	24	10	2	Low	Fair	codominant branching, leader has been pruned, poor form
White Spruce	1	56	15	2.5	Medium	Good	exposed roots along paved road, lower limbs have been pruned
Sugar Maple	1	18	6	2	Low	Good	codominant branching, some exposed roots, old flush cuts compartmentalizing
Sugar Maple	1	98	16	6	Medium	Good	girdled roots, codominant branching with included bark, minimal dieback, close to road
Sugar Maple	1	89	16	5	Medium	Fair	codominant branching with included bark, split up trunk with staining, some areas of decay on trunk
Sugar Maple	1	97.5	16	6	Medium	Good	codominant branching with included bark, slightly unbalanced crown, some areas of potential decay
Sugar Maple	1	80.5	16	5	High	Poor	large decayed cavity in trunk (pic), somewhat topheavy-potential for failure, consider removal
Sugar Maple	1	84	16	6	Medium	Fair	codominant branching with included bark, minimal dieback, history of branch failure, some staining
Sugar Maple	1	109	16	6	Medium	Good	codominant branching, bark gall, some areas of potential decay, buttressing
Sugar Maple	1	66	16	6	Medium	Good	unbalanced crown, minimal dieback, old flush cuts compartmentalizing, some girdled roots
Sugar Maple	1	90	16	6	High	Very Poor	codominant branching, significant decay & fungi on one side- sounds hollow, consider removal
Sugar Maple	1	106.5	16	6	High	Fair	large old flush cut with decay, codominant branching, cracks up one side of trunk, minimal dieback
Sugar Maple	1	93	16	6	Medium	Good	codominant branching, buttressing exposed roots with some mower damage, old flush cuts
Sugar Maple	1	12.5	7	2	Low	Good	fairly new planting, slight buttressing, some rubbers /crossers
Sugar Maple	1	79	16	6	Medium	Fair	slightly unbalanced crown, minimal dieback, small areas of decay /woodpecker damage
Sugar Maple	1	92.5	16	7	High	Poor	large areas of decay in upper part of leader, minimal dieback, split up trunk compartmentalizing
Sugar Maple	1	76	16	6	Medium	Fair	potential decay in upper branch unions, some epicormic
Sugar Maple	1	107	16	7	High	Fair	codominant branching with included bark -cracking/ staining, dieback throughout-prune, buttressing
Sugar Maple	1	111	17	8	High	Fair	areas of decay throughout/ woodpecker damage, 3 splits up trunk with staining & decay
Sugar Maple	1	12.5	7	1.5	Low	Good	codominant branching with included bark, one lower limb with decay, old flush cut compartmentalizing
Sugar Maple	1	6	3	1	Low	Fair	epicormic, significant decay on lower trunk (pic)
Crimson King Norway	1	38	10	2	Medium	Fair	decay at base of trunk (pic), bark cracks, minimal dieback
Crimson King Norway	1	36	10	2	Medium	Fair	minimal dieback -prune, old flush cuts compartmentalizing, bark cracks
Crimson King Norway	1	35.5	10	2	Medium	Good	epicormic growing from old flush cuts, included bark at branch unions
Crimson King Norway	1	27	10	2	Medium	Fair	decay at base of trunk (pic), some epicormic growing from old flush cuts
Crimson King Norway	1	33	10	2	Medium	Good	bark cracks, some exposed roots, old flush cuts compartmentalizing
Crimson King Norway	1	25	10	2	Medium	Good	minimal decay at base of trunk, old flush cuts compartmentalizing
Norway Spruce	1	90	16	5	High	Good	close to building, some twisted/ rubbing inner branching, lower limbs have been pruned -old cuts
Norway Spruce	1	39.5	15	2	Medium	Good	competition, close to building, minimal dieback in understory
White Spruce	1	45	13	2.5	Medium	Good	close to building, competition, exposed roots, lower limbs have been pruned
White Spruce	1	56	17	2	High	Good	buttressing roots close to neighboring tree, close to building, competition

White Spruce	1	72	16	3	High	Good	close to building, competition, exposed roots with mower damage, lower limbs have been pruned
Amelanchier sp	1	14	5	2	Low	Good	areas of bark loss/ decay on trunk & some limbs, some rubbers/ crossers
Balsam Fir	1	58	17	2.5	High	Good	close to building, codominant in upper, lower limbs have been pruned, buttressing roots
Norway Spruce	1	73	18	4	High	Good	close to building, slightly unbalanced crown, lower limbs have been pruned
Magnolia	1	4	3	0.5	Low	Good	plastic protector around base, lichens
Magnolia	1	7	4	1	Low	Fair	plastic protector around base, wounds /bark loss on trunk
European Weep. Birch	1	51.5	10	5	Medium	Good	leader has been topped, exit holes in bark, woodpecker damage
Sugar Maple	1	15	6	1	Low	Good	cracks up trunk compartmentalizing
Sugar Maple	1	10	5	1	Low	Fair	wounds on trunk compartmentalizing
Sugar Maple	1	150	16	7	High	Very Poor	codominant branching splitting down trunk, significant decay on leader, large old flush cuts
English Oak	1	22	8	2	Low	Excellent	some deep bark cracks
White Spruce	1	50	13	3	Medium	Good	dieback in understory
Red Oak	1	51	15	5	Medium	Good	competition, unbalanced crown, minimal dieback
Red Oak	1	48	15	3	Medium	Fair	narrow form -competition, minimal dieback
Red Oak	1	36	15	3	Medium	Good	narrow form -competition, minimal dieback
Red Oak	1	45.5	15	5	Medium	Good	competition, unbalanced crown, girdled roots
White Spruce	1	50	11	3	Medium	Fair	leader very crooked growing around neighboring tree, dieback in understory
Sugar Maple	1	36	8	3.5	Low	Good	codominant branching with included bark, old flush cuts compartmentalizing
Prunus sp.	1	4	3	0.5	Low	Good	guy wires
Prunus sp.	1	4	3	0.5	Low	Good	guy wires
Prunus sp.	1	4	3	1	Low	Good	guy wires
Sugar Maple	1	29	7	2.5	Low	Good	codominant branching with included bark, bark cracks
Amelanchier sp	1	15	5	2.5	Low	Good	codominant branching, wound on trunk with decay
Amelanchier sp	1	18	6	2.5	Low	Good	wound on trunk compartmentalizing
Sugar Maple	1	134	16	7	High	Fair	decay on scaffold branch- prune, codominant branching, old flush cuts, small shrub growing in crack
White Birch	4	42	13	5	Medium	Good	close to building- messy on roof/ gutters, minimal dieback /broken limbs, included bark btwn stems
Colorado Spruce	1	70	13	3	Medium	Good	dieback in understory, lower limbs remain, vines choking inner growth
Magnolia	2	24	8	2.5	Medium	Fair	growing against building, epicormic, decay on trunk, on slight lean
Blue Spruce	1	15	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	12	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	11	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	11	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	11	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	11	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	11	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	12	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	11	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory

Blue Spruce	1	10	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	12	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	26	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	22	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	20	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	23	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	20	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	23	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	23	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	22	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	22	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	25	9	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	23	8	1	Low	Good	minimal dieback in understory, lower limbs have been pruned
Blue Spruce	1	15	7	1	Low	Good	minimal dieback in understory
Blue Spruce	1	12	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	12	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	11	6	1	Low	Good	minimal dieback in understory
Blue Spruce	1	18	7	1	Low	Good	minimal dieback in understory



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Greenwood Cemetery Master Plan Survey

QUESTION SUMMARIES

DATA TRENDS

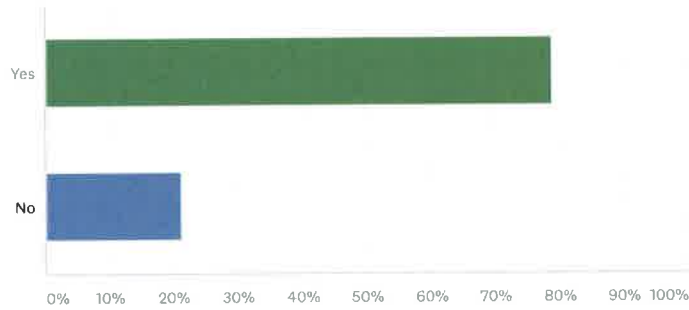
INDIVIDUAL RESPONSES

All Pages ▾

Q1

Are you a resident of Owen Sound

Answered: 52 Skipped: 0



ANSWER CHOICES

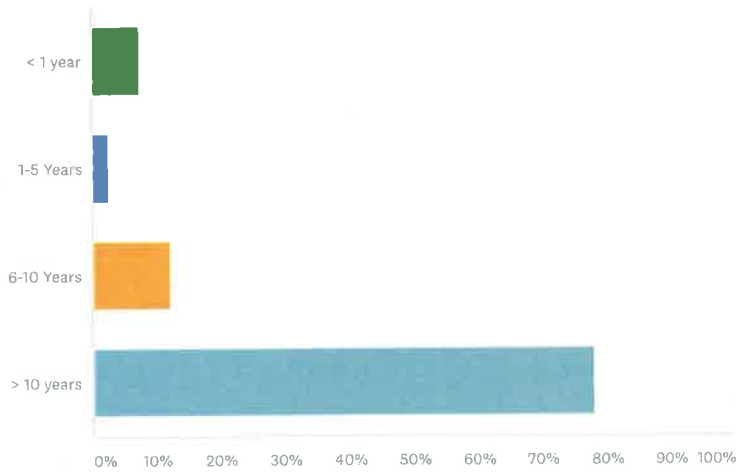
RESPONSES

Yes	78.85%	41
No	21.15%	11
TOTAL		52

Q2

How long have you lived in Owen Sound

Answered: 41 Skipped: 11



ANSWER CHOICES

RESPONSES

< 1 year	7.32%	3
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52 responses



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TOTAL

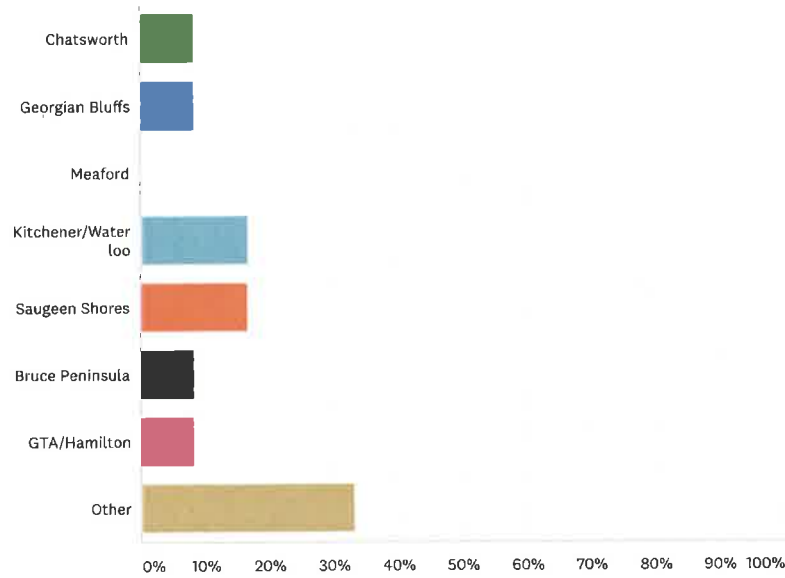
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Q3



If you live outside Owen Sound, where do you live

Answered: 12 Skipped: 40



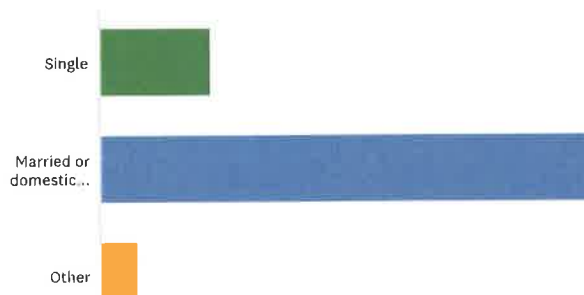
ANSWER CHOICES	RESPONSES	
Chatsworth	8.33%	1
Georgian Bluffs	8.33%	1
Meaford	0.00%	0
Kitchener/Waterloo	16.67%	2
Saugeen Shores	16.67%	2
Bruce Peninsula	8.33%	1
GTA/Hamilton	8.33%	1
Other	33.33%	4
TOTAL		12

Q4



Marital Status

Answered: 52 Skipped: 0



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52 responses



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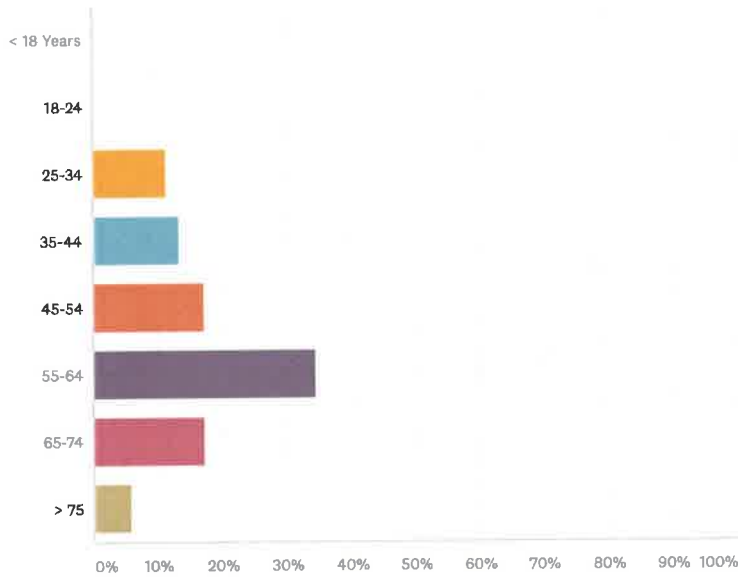
ANSWER CHOICES	RESPONSES	
Single	17.31%	9
Married or domestic partnership	76.92%	40
Other	5.77%	3
TOTAL		52

Q5



Age group (for the person completing the survey)?

Answered: 52 Skipped: 0



ANSWER CHOICES	RESPONSES	
< 18 Years	0.00%	0
18-24	0.00%	0
25-34	11.54%	6
35-44	13.46%	7
45-54	17.31%	9
55-64	34.62%	18
65-74	17.31%	9
> 75	5.77%	3
TOTAL		52

Q6



Gender

Answered: 52 Skipped: 0



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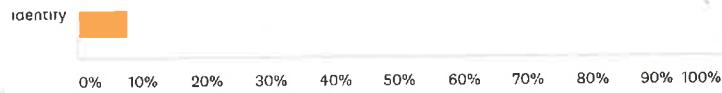
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52 responses



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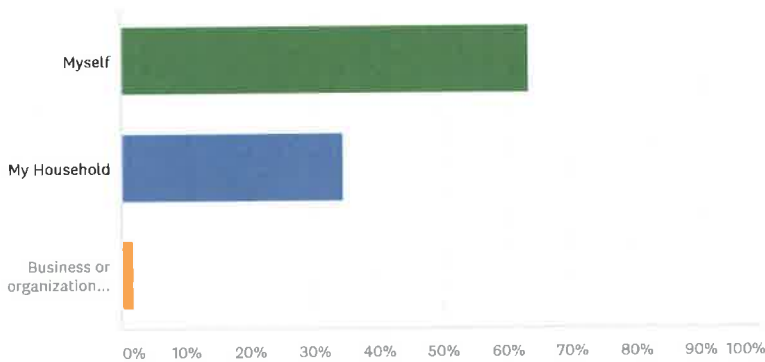


ANSWER CHOICES	RESPONSES
Male	28.85% 15
Female	63.46% 33
Prefer not to identify	7.69% 4
TOTAL	52

Q7

Who are you completing the survey on behalf of?

Answered: 52 Skipped: 0

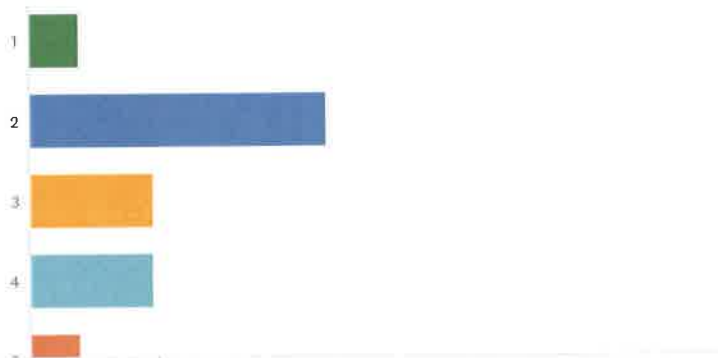


ANSWER CHOICES	RESPONSES
Myself	63.46% 33
My Household	34.62% 18
Business or organizationCan you tell us what organization or type of business you are representing (eg. Service club, funeral home)	Responses 1.92% 1
TOTAL	52

Q8

How many people live in your household?

Answered: 52 Skipped: 0



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52 responses



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0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

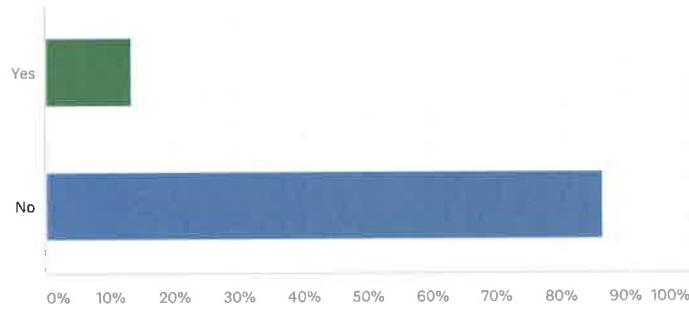
ANSWER CHOICES	RESPONSES	
1	7.69%	4
2	46.15%	24
3	19.23%	10
4	19.23%	10
5	7.69%	4
6+	0.00%	0
TOTAL		52

Q9



Are you a current interment rights holder at Greenwood Cemetery?

Answered: 52 Skipped: 0



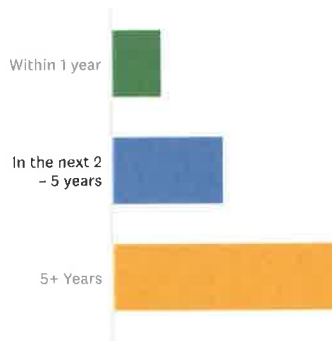
ANSWER CHOICES	RESPONSES	
Yes	13.46%	7
No	86.54%	45
TOTAL		52

Q10



Are you considering purchasing interment rights at Greenwood Cemetery?

Answered: 52 Skipped: 0



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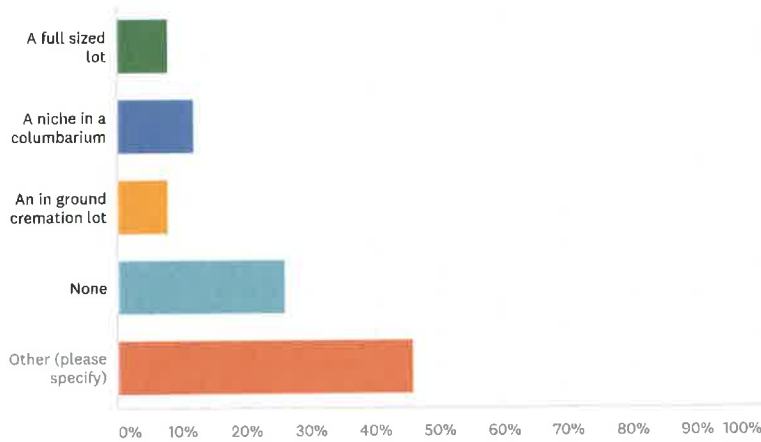
ANSWER CHOICES	RESPONSES
Within 1 year	7.69% 4
In the next 2 – 5 years	17.31% 9
5+ Years	34.62% 18
I'm not considering purchasing interment rights at Greenwood Cemetery	40.38% 21
TOTAL	52

Q11



I am interested in

Answered: 50 Skipped: 2



ANSWER CHOICES	RESPONSES
A full sized lot	8.00% 4
A niche in a columbarium	12.00% 6
An in ground cremation lot	8.00% 4
None	26.00% 13
Other (please specify)	Responses 46.00% 23
TOTAL	50

Q12



How often do you visit Greenwood Cemetery?

Answered: 49 Skipped: 3



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52 responses



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0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

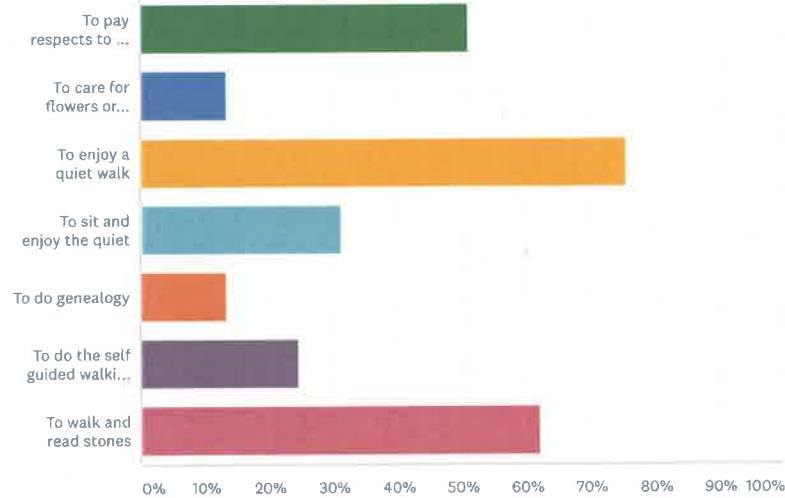
ANSWER CHOICES	RESPONSES	
Never	10.20%	5
Daily	2.04%	1
Once a week	10.20%	5
2 x month	10.20%	5
Less than once a month	67.35%	33
TOTAL		49

Q13



Please tell us about how you use the Cemetery? (check all that apply)

Answered: 45 Skipped: 7



ANSWER CHOICES	RESPONSES	
To pay respects to a loved ones grave	51.11%	23
To care for flowers or other items at a grave	13.33%	6
To enjoy a quiet walk	75.56%	34
To sit and enjoy the quiet	31.11%	14
To do genealogy	13.33%	6
To do the self guided walking tour	24.44%	11
To walk and read stones	62.22%	28
Total Respondents: 45		

Q14



Is there a service or amenity that is missing from Greenwood Cemetery?

Answered: 47 Skipped: 5

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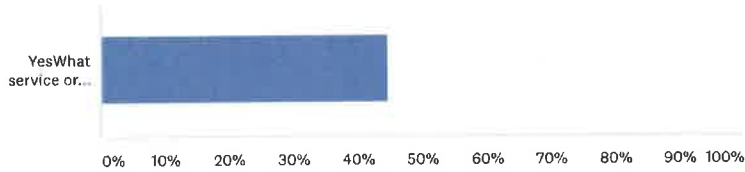
<https://www.surveymonkey.com/re>

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52 responses



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ANSWER CHOICES	RESPONSES
No	55.32% 26
YesWhat service or amenity would you like to see (if more than one, list in order of priority.)	44.68% 21
TOTAL	47

Q15



Is there a barrier or something that prevents you from using Greenwood Cemetery?

Answered: 27 Skipped: 25

- No. But there is no plans for natural burial.
3/29/2019 10:17 AM
- lack of natural burial
3/28/2019 11:35 PM
- No
3/28/2019 5:20 PM
- no. I have just not given this topic much thought
3/28/2019 5:05 PM

Q16



The grounds at Greenwood and public spaces are well maintained?

Answered: 46 Skipped: 6





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ANSWER CHOICES	RESPONSES	
Yes	91.30%	42
No	0.00%	0
Sometimes	8.70%	4
TOTAL		46

Q17



What could the City do to improve the level of grounds maintenance?

Answered: 17 Skipped: 35

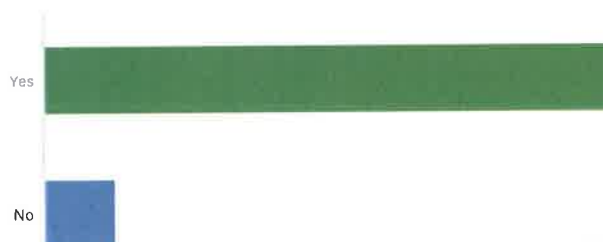
- Provide area for natural burial.
3/29/2019 10:17 AM
- i am not sure
3/28/2019 5:05 PM
- ?
3/28/2019 1:40 PM
- NA
3/28/2019 8:31 AM

Q18



I find the customer service at Greenwood Cemetery has met my expectations?

Answered: 36 Skipped: 16



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ANSWER CHOICES	RESPONSES	
Yes	88.89%	32
No	11.11%	4
TOTAL		36

Q19



Is there anything we could offer in terms of the administration and customer service that would improve your experience?

Answered: 17 Skipped: 35

No

3/28/2019 5:20 PM

I have never had to use the services at the cemetery. So it is not appropriate to reply YES to #17.

3/28/2019 5:06 PM

Have had any contact with the cemetery.

3/28/2019 1:41 PM

No

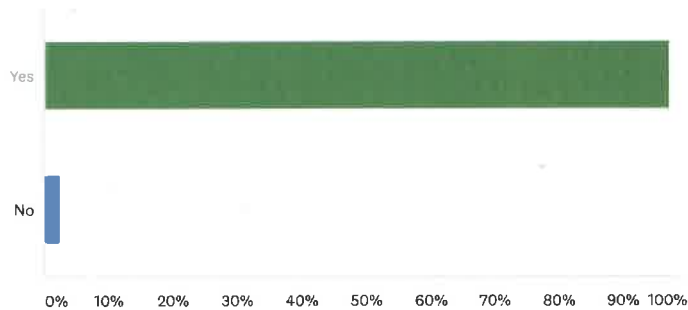
3/1/2019 6:26 PM

Q20



Are the hours for the office sufficient?

Answered: 41 Skipped: 11



ANSWER CHOICES	RESPONSES	
Yes	97.56%	40

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52 responses



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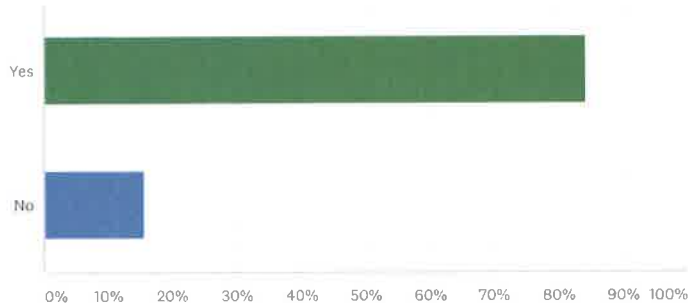


Q21



I like the option of having an interment service on a weekend or holiday?

Answered: 38 Skipped: 14



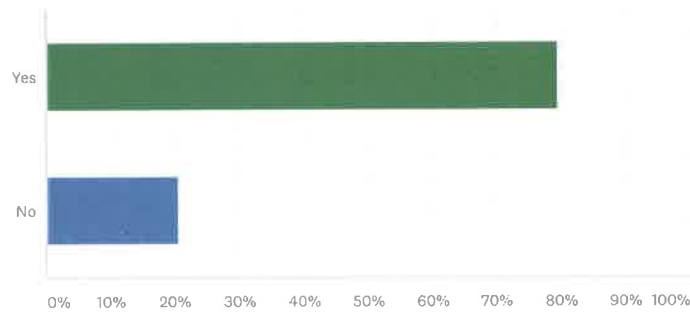
ANSWER CHOICES	RESPONSES	
Yes	84.21%	32
No	15.79%	6
TOTAL		38

Q22



I think that year round interment/inurnments best meet the needs of families?

Answered: 39 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes	79.49%	31
No	20.51%	8
TOTAL		39

Q23

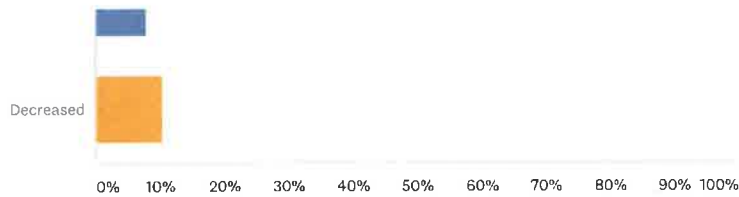


I would like to see the size of markers

Answered: 38 Skipped: 14



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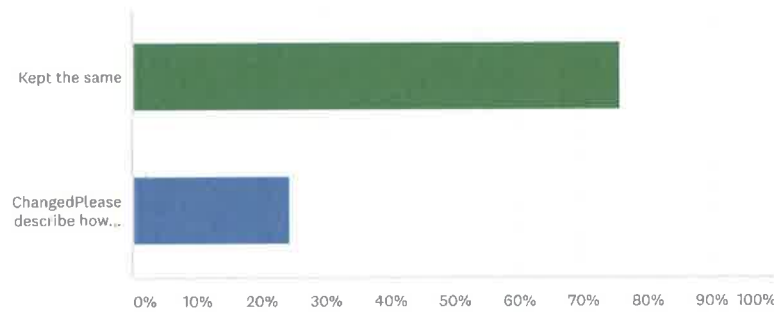
ANSWER CHOICES	RESPONSES	
Kept the same	81.58%	31
Increased	7.89%	3
Decreased	10.53%	4
TOTAL		38

Q24



I would like to see the rules regarding shrubs and flowers

Answered: 37 Skipped: 15



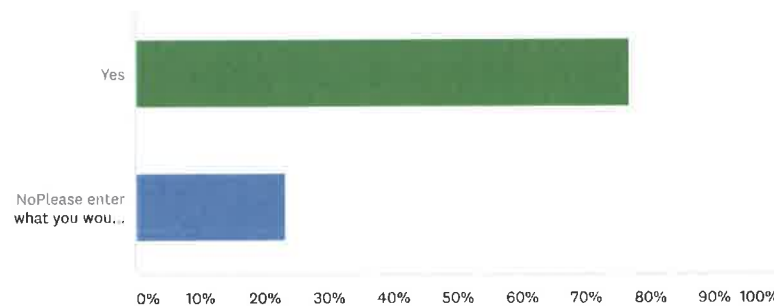
ANSWER CHOICES	RESPONSES	
Kept the same	75.68%	28
ChangedPlease describe how below	Responses 24.32%	9
TOTAL		37

Q25



Generally, I would say: These are appropriate

Answered: 43 Skipped: 9





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TOTAL

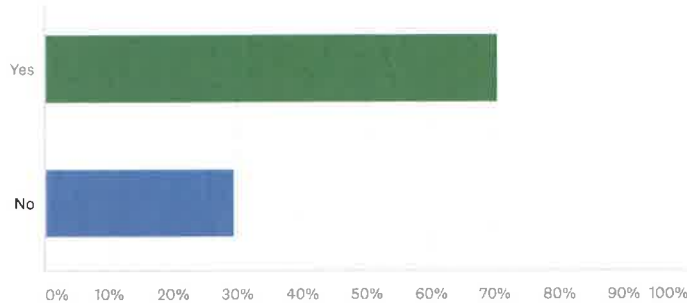
43

Q26



I would like to see more columbaria niches added to the Cemetery?

Answered: 34 Skipped: 18



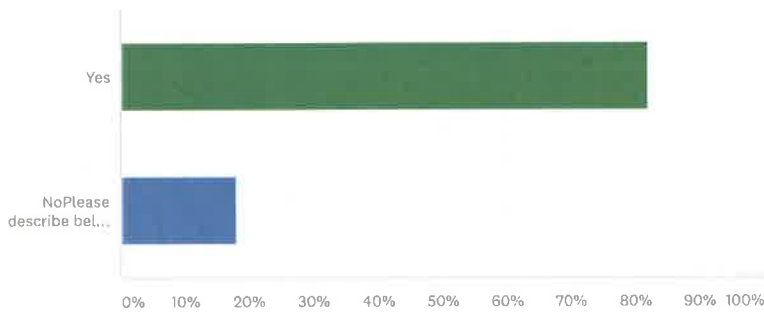
ANSWER CHOICES	RESPONSES	
Yes	70.59%	24
No	29.41%	10
TOTAL		34

Q27



Are the Cemetery's buildings well maintained?

Answered: 39 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes	82.05%	32
No/Please describe below what you would like to see improved.	Responses 17.95%	7
TOTAL		39

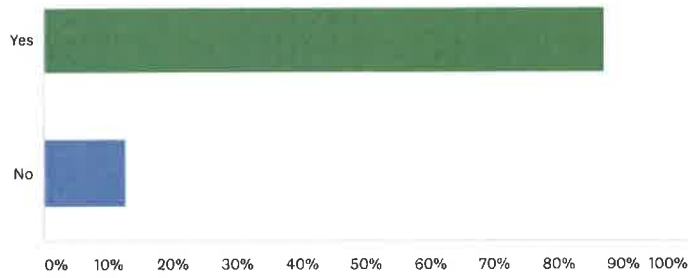
Q28



The Chapel building has sat unused for several years and the inside of the building was stripped several years ago.



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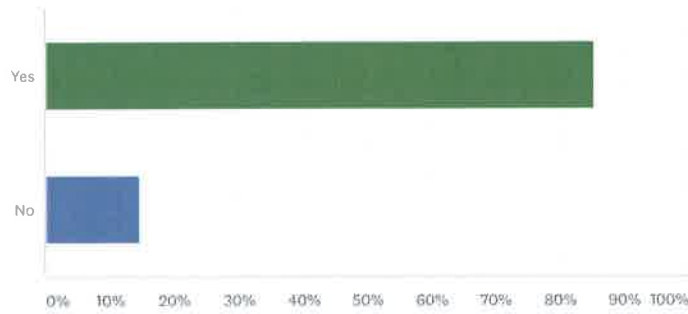
ANSWER CHOICES	RESPONSES	
Yes	87.18%	34
No	12.82%	5
TOTAL		39

Q29



Council has considered renovating the space to include an indoor columbarium. The walls could be lined with columbarium niches. Do you support this idea?

Answered: 41 Skipped: 11



ANSWER CHOICES	RESPONSES	
Yes	85.37%	35
No	14.63%	6
TOTAL		41

Q30



If yes, what type of columbarium do you prefer?

Answered: 35 Skipped: 17





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ANSWER CHOICES

RESPONSES



28.57%

10



71.43%

25

TOTAL

35

Q31



What other uses would you like to see considered for this space?

Answered: 15 Skipped: 37

Natural burial

3/29/2019 10:21 AM

unsure

3/28/2019 5:11 PM

No other ideas

3/28/2019 1:43 PM

A chapel, although it would be difficult to maintain hours and the risk of vandalism

3/28/2019 11:55 AM

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Consolidated Version

Verified March 17, 2015

Revision History:	Passed On:
2014-012	January 27, 2014 (Passed) April 2, 2014 (Enacted)

Consolidated for Convenience Only

This is a consolidation copy of a City of Owen Sound By-law for convenience and information. While every effort is made to ensure the accuracy of this by-law, it is not an official version or a legal document. The original by-law should be consulted for all interpretations and applications on this subject. For more information or to view by-laws please contact the Clerks Department.

The Corporation of the City of Owen Sound

By-Law No. 2014-012

A By-law to Provide for the Control, Regulation and Management of Greenwood Cemetery

WHEREAS Section 10 of the *Municipal Act, 2001* provides that municipalities may provide any service that the municipality considers necessary or desirable for the public; and

WHEREAS the Council of The Corporation of the City of Owen Sound (the "City") passed By-law No. 2002-021 with respect to the regulation and management of Greenwood Cemetery on January 28, 2002; and

WHEREAS a new by-law respecting the regulation and management of Greenwood Cemetery is required to comply with amendments to the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33 (*the "Act"*) which came into effect in July, 2012; and

WHEREAS City Council passed Resolution R-130422-019 on April 22, 2013 to enact the subject by-law; and

WHEREAS section 151 of Ontario Regulation 30/11 passed under the Act provides that no Cemetery By-law is effective until it is filed with and approved by the registrar; and

WHEREAS the subject by-law was filed with the registrar on December 10, 2013 and approved by the registrar on January 8, 2014; and

WHEREAS City Council deems it necessary and expedient to rescind By-law No. 2002-021 and replace it with the subject by-law to provide for the control, regulation and management of Greenwood Cemetery;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

Part I. Preamble and Defined Terms

Short Title

1. This by-law may be referred to as the "Greenwood Cemetery By-law".

Purpose

2. This by-law has been enacted to establish a policy and procedures regulating the management and control of Greenwood Cemetery, to ensure that peace and order are maintained and the Cemetery is properly managed.

Headings

3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

References to Applicable Law

4. All references to applicable law are ambulatory and apply as amended from time to time.

Interpretation

5. For the purposes of this by-law:
"Care and Maintenance Fund" means the fund required under the *Funeral, Burial and Cremation Services Act, 2002* where a set percentage of the

purchase of all Interment Rights and Marker installations are contributed. Interest earned from this fund is used to provide care and maintenance of Lots and Markers in the Cemetery;

“Cemetery” means the lands set aside and approved for the interment of human remains and includes a mausoleum, or other such structures known as Greenwood Cemetery in the City;

“City” means The Corporation of the City of Owen Sound;

“Corner Posts” means any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot;

“Crypt” means an individual compartment in a mausoleum for the entombment of human remains;

“Die” when referring to an Upright Monument, means the part of the Upright Monument which can be engraved;

“Disinter” means to dig up or remove interred human remains and
“Disinterment” shall have a similar meaning;

“Flat Marker” means a Marker set flush with the surface of the ground;

“Funeral, Burial and Cremation Services Act, 2002” means the Funeral, Burial and Cremation Services Act, 2002, SO 2002, c 33 and the Regulations there under;

“Inter” means the burial of human remains and includes the placing of human remains in a lot, tomb, crypt, compartment or Niche and Interment and Interred shall have a similar meaning;

“Interment Right” means the right to require or direct the Interment of human remains in any Lot;

“Interment Rights Certificate” means the official documentation allowing the holder to direct the interment of human remains or cremated human remains in any Lot and/or to direct the installation of a Marker;

“Lot” means a single grave space;

“Marker” means any monument, tombstone, plaque, headstone, cornerstone or other structure or ornament affixed to or intended to be affixed to a burial lot, mausoleum crypt, columbarium niche or other structure or place intended for the deposit of human remains;

“Niche” means an individual compartment in a columbarium for the entombment of cremated human remains;

“Plot” means two or more Lots where Interment Rights have been sold as a unit;

“Scattering” means the act of spreading of cremated remains over a designated area within the Cemetery which shall be conducted in accordance with the provisions of this by-law;

“Scattering Gardens” means the land within the Cemetery that is set aside to be used for the scattering of cremated human remains;

“Statutory Holiday” means and includes New Year’s Day, Family Day, Easter Monday, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day and Boxing Day;

“Upright Monument” means any Marker projecting above ground level; and

“Vehicle” means vehicle as defined by the Highway Traffic Act, RSO 1990, c H.8.

Scope

6. This by-law shall apply to all activities, business, interments, Cemetery staff and all persons visiting the Cemetery.

Part II. Cemetery Rules

General

7. No person shall disturb the quiet or good order of the cemetery with excessive noise or other nuisance or inappropriate conduct. Persons causing such a disturbance may be expelled from the grounds.
8. No person shall cause any litter, refuse, wrapper, container, waste or garbage to be thrown out on roads, walks or any part of the cemetery grounds.
9. No person shall possess any alcoholic beverage on cemetery property.
10. Any person in control of a pet in the Cemetery shall, at all times:
 - a. maintain control of the pet; and
 - b. keep the pet off all turf areas.

Visitation Times

11. The Cemetery is open for visitation from dawn to dusk or otherwise by appointment.

Vehicular Parking and Traffic

12. All persons operating a vehicle in the Cemetery shall:
 - a. travel at a rate of speed less than 20 km/hr;
 - b. not cause damage to cemetery roads, parking areas or other property;
 - c. not cause a vehicle to leave the paved roadways; and
 - d. not travel on a road:
 - i. where a barricade has been erected to indicate the road is closed;
 - ii. which is adjacent to the ravine after the first snowfall;
 - iii. which has not been cleared of snow; or
 - iv. where the roads are in an otherwise unfit condition for vehicular travel.
13. Owners of vehicles and their drivers shall be held responsible for any damage done by them.
14. Parking is only permitted in the Cemetery where:
 - a. the area is specifically designated to allow parking; or
 - b. a vehicle can be parked on the side of a road while allowing traffic to pass the parked vehicle without leaving the pavement.

Lot Alteration

15. Without written authorization from Cemetery staff, no person shall:
 - a. change the grade of a lot;
 - b. cut any sod;
 - c. move Corner Posts, markers or monuments; or
 - d. remove any flower, shrub or planter from a lot other than their own.
16. In the event that a person alters a lot contrary to section 15 of this by-law, the cost of any work undertaken by Cemetery staff to restore the lot to its original condition shall be paid for by the person who contravened section 15 or the owner of the lot.

Memorial Service

17. Prior to holding a memorial service, a person or group shall:

- a. apply in writing to Cemetery staff at least 15 days before the proposed date; and
- b. assume in writing all responsibility for damage to cemetery property and expenses incurred as a result of the memorial service.

Staff Exempt

18. While performing the duties of their job, Cemetery staff are exempt from Part 2 of this by-law.

Part III. Interment Rights**Sale by City**

19. The City may sell Interment Rights for lots for a fee prescribed by the Fees and Charges By-law.
20. The payment of all fees owed to the City shall be made directly to the City and not through a third party service provider.
21. Extra depth Interment rights shall no longer be sold by the Cemetery.
22. All persons purchasing Interment Rights shall be required to sign a contract with the Cemetery agreeing to follow all obligations of an Interment Rights Holder and all policies, rules and regulations of the Cemetery.

Private Transfer of Interment Rights

23. Any person may transfer Interment Rights back to the City in accordance with the *Funeral, Burial and Cremation Services Act, 2002*.
24. The sale of Interment Rights in the Cemetery by anyone other than the City is prohibited. Interment Rights may be transferred to another party without financial reimbursement by completing the transfer portion of an Interment Rights Certificate.
25. All private transfers of Interment Rights are subject to the Transfer of Interment Rights Fee prescribed by the Fees and Charges By-law.

Rights and Privileges

26. The purchase of interment rights in accordance with this by-law:
 - a. may be at any time prior to need or use;
 - b. provides the purchaser with the right and privilege to:
 - i. the interment of human remains; and
 - ii. install monuments or markers, subject to the provisions of this by-law.
27. The purchase of Interment Rights in accordance with this by-law, does not permit the Interment Rights Holder to:
 - a. resell any Interment Rights which have been used; or
 - b. sub-divide any Interment Rights.

Service Fees

28. The sale of Interment Rights by the City shall include:
 - a. conducting an Interment;
 - b. mowing and trimming of the grass in the cemetery and around monuments and markers;
 - c. refilling of sunken Lots; and
 - d. general upkeep of Lots conducted at the discretion of Cemetery staff.
29. The Fees and Charges By-law may prescribe additional fees for:

- a. care and maintenance and Interment services where Interment Rights have been sold without said provisions;
- b. Interments conducted on Sundays, and Statutory Holidays; and
- c. other requested services which are performed by Cemetery staff.

Allocation of Revenues

30. Revenue from the sale of Interment Rights shall be allocated to operating or reserve funds as described in the Fees and Charges By-law.

Part IV. Interment Procedures

Conditions Required Prior to Interment

31. Cemetery staff shall be in attendance at each Interment and Disinterment.

Conditions Required Prior to Interment

32. Prior to conducting any Interment, all of the following preconditions shall be met:
 - a. notice given to Cemetery staff at least eight business hours before the proposed Interment;
 - b. submission of the Burial Permit or Cremation Certificate to the City;
 - c. written confirmation of:
 - i. the name, place of birth, residence, age, date of death, and sex of the deceased;
 - ii. the name and address of the funeral director and the nearest relative of the deceased; and
 - iii. the date, time and location of the Interment, entombment or inurnment; and
 - d. payment of all fees and service charges owed to the City;
 - e. verification that all caskets, cement vaults/liners and urns will fit the Interment space provided; and
 - f. written authorization from the Interment Rights Holder to proceed and confirmation of Interment Rights by:
 - i. an Interment Rights Certificate, contract or deed indicating the rightful owner of the Interment Rights; or
 - ii. where evidence of ownership is unavailable, a signed Interment Rights and Services contract, saving the City harmless from all subsequent claims from such Interment activity.

Adverse Conditions

33. Interments shall be held in the Mausoleum Chapel where Cemetery Staff determine that conditions outside are not suitable for conducting an Interment due to:
 - a. weather or ground conditions;
 - b. the time of year from the first day of December to the first day of April; and
 - c. other conditions which risk the safety of persons or may cause damage to Cemetery property.
34. There shall be no additional fee for Interments held in the Mausoleum Chapel.

Scattering of Cremated Remains

35. Prior to the scattering of cremated remains, any person or persons making such a request shall:
 - a. submit an application to scatter cremated remains to Cemetery staff;
 - b. agree, in writing, that the cremated remains are non-retrievable once properly scattered; and
 - c. pay the Scattering of Cremated Remains fee as prescribed by the Fees and Charges By-law.
36. Scattering of cremated remains shall be performed by or in the presence of Cemetery staff in Cemetery Scattering Gardens.

Funeral Services

37. The City shall approve the route of funeral processions within the Cemetery.
38. Funerals which require Cemetery staff to work beyond their normal work hours will be charged an additional fee as prescribed by the Fees and Charges By-law.

Containers

39. All caskets or other like containers used in the Cemetery shall be constructed of at least 19.05 millimetres ($\frac{3}{4}$ inch) pine or a material of equal strength.
40. A cement vault or liner or other permanent container shall be required for:
 - a. all interments made in "Memorial Gardens;" and
 - b. all extra deep interments.
41. Cremated remains for inurnment in a Niche or crypt must be enclosed in a polypropylene plastic urn or an urn made of other durable materials.

Number of Interments Permitted

42. The maximum number of interments in any one lot shall be determined by the type of lot as follows:
 - a. regular Interment Lot:
 - i. 1 standard depth Interment and the Interment of 3 cremated remains;
 - ii. 1 double depth Interment, 1 standard depth Interment and the Interment of 2 cremated remains; or
 - iii. the Interment of 4 cremated remains.
 - b. infant Lot:
 - i. the Interment of 1 infant.
 - c. cremation Lot:
 - i. the Interment of 4 cremated remains.
 - d. any Niche:
 - i. the number of urns which fit within the Niche to a maximum of 2.

Part V. Disinterment Procedures

Approval

43. Unless otherwise required by the Medical Officer of Health, prior to any disinterment the following written approvals must be submitted to Cemetery staff:
 - a. approval of the Medical Officer of Health; and

- b. consent of the Interment Rights Holder.
44. All requirements under the Funeral, Burial and Cremation Services Act, 2002 must be met in order for a disinterment to proceed.

Conduct

45. Unless otherwise ordered by the Medical Officer of Health, Disinterments shall be conducted as determined by Cemetery staff as weather permits between May 1 to October 31.
46. The removal of human remains, not contained in a permanent outer container, must be completed by a certified funeral director.

Provision of a Container

47. If the original Interment container is damaged during disinterment such that it is rendered unusable, the Interment Rights Holder must supply a new container at their expense.

Removal of Private Memorials

48. Any Marker or Upright Monument, designating the location of the Interment, shall be removed at the expense of the Interment Rights Holder, at the time of disinterment.

Part VI. Mausoleum Vault Regulations**Storage Duration and Restrictions**

49. All bodies to be placed in the mausoleum vault for winter storage must be stored in a casket or like container constructed of at least 19.05 millimetre ($\frac{3}{4}$ inch) pine or alternate material of equal strength approved by Cemetery staff.
50. All bodies must be removed from the mausoleum vault by the first day of May each year, unless storage of bodies is otherwise approved by Cemetery staff.
51. Interment in Greenwood Cemetery of all bodies previously stored in a Mausoleum Vault shall:
- a. be made at a time determined by the Cemetery staff, in cooperation with the funeral director.
 - b. only be attended by the funeral director and Cemetery staff.
52. No body may be deposited in the vault from the first day of May to the first day of December unless it is enclosed in an air tight metallic casket or hermetically sealed zinc-lined box, and with the permission of Cemetery staff.
53. Cemetery staff may, at any time, direct the removal and interment in a single grave of any body stored in the vault if required by the condition of the body.
54. The bodies of persons dying from contagious diseases shall not be admitted to the vault and must be interred.

Storage Fees

55. All bodies stored in the mausoleum vault that will not be interred in the Cemetery will be subject to a fee prescribed by the Fees and Charges By-law unless an alternative agreement exists.

Part VII. Lot Decorations

Cut and Artificial Flowers

56. Placement of cut and artificial flowers shall only be permitted on lots:
- a. in containers made of metal, plastic or other material which will not shatter;
 - b. between May 1 to October 31 each year; and
 - c. up to a maximum of:
 - i. one container on a single Lot, or
 - ii. no more than two containers on two or more Lots.
57. Unsightly flowers shall be removed without notice from Lots by Cemetery staff.

Wreaths and Arrangements

58. Arrangements which are secured to an Upright Monument and do not touch the ground are permitted at any time. All other wreaths and like arrangements may be placed on lots on October 31 and must be removed by May 1 or may be considered abandoned and removed by Cemetery staff.

Potted Plants

59. Potted plants may be permitted on lots four days before and four days after Easter, Mother's Day, Father's Day, and Remembrance Day. Any plants placed prior to or remaining after this period shall be removed by Cemetery staff.

Flower Beds

60. Flower beds shall only be planted as follows:
- a. after the installation of an Upright Monument;
 - b. in beds not to exceed 30.5 cm from the Upright Monument;
 - c. in front of an Upright Monument; and
 - d. on the side(s) of an Upright Monument where Internment Rights are owned.

Shrubs

61. Small deciduous shrubs and dwarf evergreen trees shall only be planted:
- a. with a shrub permit issued by Cemetery staff; and
 - b. on a Lot with an Upright Monument, with a maximum of one shrub on either side.
62. Unauthorized shrubs shall be removed without notice.

Structures and Objects

63. Copings, fences, benches, steps and other wood structures are prohibited and shall be removed by Cemetery staff without notice at a cost to the Interment Rights Holder.
64. Any structures built on any lot previous to the adoption of these regulations, which have become unsightly by reason of neglect or age, shall be removed.
65. The following objects are prohibited and shall be removed without notice:
- a. candles, lamps and other flammable items; and
 - b. flower pots, containers and decorations made of glass, ceramic, crockery or other material which may shatter.

Other Decorations

66. Any other decorations or objects which have not been specifically approved by Cemetery staff are not permitted and shall be removed at the expense of the Interment Rights Holder.

Special Provisions – Northwest Extension

67. The following Lot decoration provisions shall apply to the Northwest Extension:
- a. flower beds may only be planted in front of Upright Monuments; and
 - b. all trees and shrubs shall be planted and maintained by Cemetery staff.

Staff Exempt

68. While performing the duties of their job, Cemetery staff are exempt from section 7 of this by-law and may perform construction, planting or landscaping work in any part of the Cemetery in accordance with Cemetery requirements.

Part VIII. Memorialisation

General

69. Flat Markers, foundations and bronze plaques shall only be installed or moved in accordance with this by-law by Cemetery staff after all service charges have been paid by the Interment Rights Holder.
70. Contractors may install or remove an Upright Monument with permission from Cemetery staff and the Interment Rights Holder.
71. All Markers shall conform to the specifications in schedule A of this by-law.
72. All cremation Niches must be memorialised with bronze plaques approved by Cemetery staff.

Permitted Locations and Placement

73. Upright Monuments shall only be permitted on a Lot as follows:
- a. where two or more Lots have been sold as a unit;
 - b. cremation and infant Lots which are part of the Columbarium Garden;
 - c. Lots in Memorial Garden Block A & C; and
 - d. Lots in the Northwest Extension in:
 - i. ranges which are adjacent to a hedge, or
 - ii. ranges 41 to 43.
74. Where permitted, only one Upright Monument shall be placed on a Plot.
75. Upright Monuments must be placed where designated unless written permission is given by Cemetery staff for an alternative placement. Unauthorized Markers will be removed at the expense of the Interment Rights Holder.

Existing Upright Monuments

76. Where part of a Cemetery Plot is sold with an existing Upright Monument:
- a. future Interments may only use a Flat Marker; or
 - b. an agreement must be reached with the Interment Rights Holder to use the existing Upright Monument.

Marker Dealers and Manufactures

77. No Upright Monument shall be delivered to the Cemetery until the foundation is completed.

78. Prior to the construction of the foundation, Cemetery staff must be provided with the following:
- a. the exact measurements of the Marker base; and
 - b. at least of fifteen days advance notice of the proposed date of installation.

Inscriptions

79. All inscriptions shall be approved by the Cemetery staff, or Cemetery staff shall change the inscription at the expense of the Interment Rights Holder.
80. Inscriptions shall not be permitted on a side of an Upright Monument where there is not room for an adult interment between the Upright Monument and the boundary of the Plot.

Care and Maintenance Contribution

81. Where installed in the Cemetery, the following are subject to a Memorial Care and Maintenance Fee in accordance with the Fees and Charges By-law:
- a. any Upright Monument; or
 - b. any Marker over 436.9 sq. cm.

Monument Safety and Upkeep

82. Interment Rights Holders shall keep all Upright Monuments safe and free of damage.
83. Where Cemetery staff have determined that a Monument is in disrepair or unsafe and notified the Interment Rights Holder in writing:
- a. the owner must complete the repair within three months; or
 - b. Cemetery staff will complete the repair at the expense of the Interment Rights Holder.

Special Provision – Memorial Gardens Block ‘B’

84. Only flat markers are permitted in the Memorial Gardens Block “B” subject to the specifications in schedule A of this by-law.

Part IX. Contractors

Requirements

85. Every contractor entering the Cemetery for business purposes shall:
- a. provide proof of coverage under the *Workers’ Compensation Act* and their Workers’ Compensation Number to the City;
 - b. carry a minimum one million dollar liability insurance and provide the policy number and name of the Insurance Company to the City;
 - c. comply with the service contract with the Cemetery, where applicable; and
 - d. have the permission of any holder of Interment Rights as required.

Responsibilities

86. The demeanour and behaviour of all contractors and their employees shall be consistent with all of the Cemetery rules outlined in Part 2 of this By-law.
87. Workers shall cease all work in the immediate vicinity of a funeral service, while the service is being performed.
88. Contractors shall be held responsible for any damage to Lots, tombstones, Upright Monuments or other cemetery property resulting from their work.

Working Time Restrictions

89. Contractors may only enter the Cemetery for business purposes between 7:30 am and 4:00 pm, Monday to Friday.
90. No contractor shall begin work that cannot be completely finished before the weekend, including cleanup, without written permission from Cemetery staff.

Part X. Enforcement**Penalty**

91. Any person, organization or business who contravenes the provisions of this by-law is guilty of an offense and, upon conviction, is subject to the penalty set out in the *Funeral Burial Cremation Services Act, 2002*, or the *Provincial Offences Act*.

Part XI. Conflict and Transition**Conflict**

92. In the event the provisions of this by-law are inconsistent with the provisions of the *Funeral, Burial and Cremation Services Act, 2002*, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.

Terms Severable

93. The terms and provisions of this by-law shall be severable and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

Repeal

94. By-law Number 2002-021 is hereby repealed.

Enactment

95. This by-law shall come into full force and effect upon the final passing thereof and receipt of approval from the Ministry of Consumer Services of Ontario and receipt of approval of short form wording under the *Provincial Offences Act*.

FINALLY PASSED this 27th day of January, 2014.

Signature on File

Acting Mayor Colleen Purdon

Signature on File

Kristen M. Van Alphen, City Clerk

Schedule A – Mandatory Marker Specifications

Mandatory Marker Specifications

All Markers in Greenwood Cemetery must be constructed of Granite and conform to the specifications set out below.

Upright Monument Specifications		
Foundation	At least 6 feet (1.83 m) deep Constructed of concrete by Cemetery staff	
Base	Minimum Height:	4" (10.2 cm)
	Maximum Size:	24"x12"x8" (61 cm x 30.5 cm x 20.3 cm)
Dimensions	2 Lots:	42" x 12" (106.7 cm x 30.5cm) Max
	3 Lots:	60" x 12" (152.4 cm x 30.5cm) Max
	4+ Lots:	base not to exceed 2/3 of width
	Maximum Height:	30 inches (76 cm)
Die Thickness	Minimum:	6" (15.2 cm) for a Die less than 26" (66 cm) 8" (20.3 cm) for a Die taller than 26" (66 cm)
	Maximum:	10" (25.4 cm)

Special Provisions – Upright Monument Specifications	
Infant Lot (Columbarium Garden Lots & any single grave)	Maximum Base Size 24"x12"x8" (61 cm x 30.5 cm x 20 cm) Maximum Overall Height of 32" (81.3 cm)

Flat Marker Specifications		
Construction	The bottom of the base shall be cut level and true Edges must be smooth to ease installation and reduce frost heaving	
Any Single Lot	Size	12"x24"x4" (30.5 cm x 61 cm x 10.2 cm)
	Base	10"x16" (25.4 cm x 40.6 cm)
Memorial Gardens Block "B"	Minimum Size	36" x 16" (91.4 cm x 40.6 cm) except on a single lot
	Maximum Size	42" x 18" (106.7 cm x 45.7 cm) on 2 lots 48" x 18" (121.9 cm x 45.7 cm) on a 3 lots
Concrete Foundation	Required when marker exceeds:	30"x16" (76.2 cm x 40.6 cm)

Upright Monument Specifications		
Foundation	<p>6 feet (1830 mm) deep, Constructed of concrete</p> <p>Outside dimension of the foundation will be constructed to match the outside dimension of the monument base.</p>	
Base	Minimum Height:	4" (102 mm)
	Maximum height:	8" (203 mm)
Maximum Die Measurements by Plot Size*	Infant Lot, Columbarium Garden Lots, In Ground Cremation Lots	<p>Maximum Base Size 24"x12"x8" (610 mm x 305 mm x 200 mm)</p> <p>Maximum Overall Height of 32" (81.3 mm)</p>
	1 Lot	24" (610 mm) Wide x 6" (152 mm) Thick
	2 Lots:	42" Wide x 8" Thick (1067 mm x 200 mm) Max
	3 Lots:	60" Wide x 10" Thick (1524 mm x 254 mm) Max
	4+ Lots:	96" wide x 10" Thick (2400 mm x 254 mm)
	Maximum Height	*total monument height of all parts combined shall not exceed 38" (965 mm)
Flat Marker Specifications		
Foundation	Required when marker exceeds:	<p>30"x16" (762 mm x 406 mm)</p> <p>6 feet (1830 mm) deep, Constructed of concrete</p> <p>Outside dimension of the foundation will be constructed to match the outside dimension of the Flat Marker.</p>
Any Single Lot	Size	12"x24"x4" (305 mm x 610 mm x 102 mm)

Memorial Gardens Block "B"	Minimum Size	36" x 16" (914 mm x 406 mm)
	Maximum Size	42" x 18" (1067 mm x 457 mm) on 2 lots 48" x 18" (1219 mm x 457 mm) on 3 lots
Construction	The bottom of the marker shall be cut level and true Edges must be smooth to ease installation and reduce frost heaving	

O. Reg. 9/06: CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

under [Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

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Ontario Heritage Act

ONTARIO REGULATION 9/06

CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

Consolidation Period: From January 25, 2006 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

Criteria

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act. O. Reg. 9/06, s. 1 (1).

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it,
 - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - ii. displays a high degree of craftsmanship or artistic merit, or
 - iii. demonstrates a high degree of technical or scientific achievement.

2. The property has historical value or associative value because it,

i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,

ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or

iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

3. The property has contextual value because it,











i. is important in defining, maintaining or supporting the character of an area,







ii. is physically, functionally, visually or historically linked to its surroundings, or

iii. is a landmark. O. Reg. 9/06, s. 1 (2).

Transition

2. This Regulation does not apply in respect of a property if notice of intention to designate it was given under subsection 29 (1.1) of the Act on or before January 24, 2006. O. Reg. 9/06, s. 2.

	Recommendation	Priority (1-4)	Follow Up Report Required	By-law Amendment Required	Resources	Staff Lead
Interment Options						
4.2.1	Create a natural burials section including bylaw amendment establishing physical dimensions, location and rules for permissible aspects.				Staff	A. Parsons
4.2.2	Modify the Cemetery Bylaw to Permit 4 cremated remains to be interred on each full size lot				Staff	A. Parsons
4.2.3	Modify the Cemetery Bylaw Respecting Monument Sizes				Staff	A. Parsons, A. Tennant-Bumstead
4.2.4	Develop Underutilized Space to Meet Demand for Interment Services based on Current and Projected Trends.				Staff	A. Parsons, A. Tennant-Bumstead
4.2.5	Formalize the Jewish Section and Establish a Muslim Section with Agreements by Bylaw				Staff	A. Parsons
Administration, Operations and Grounds						
4.2.6.1	Tree maintenance and removals from inventory and subsequent replacement be implemented on a priority basis.				Staff	A. Parsons, L. Gill
4.2.6.2	Develop a Memorial Garden/Horticulture Program				Staff , Materials	A. Parsons, L. Gill, Horticulture Team
4.2.7	Monitor the staffing model to ensure we are meeting the needs of families				Staff	K. Shrider, A. Parsons, L.Gill
4.2.8	Implement a GIS mapping program of all interment sites at Greenwood Cemetery, compatible with Existing IT resources				Staff, Temporary Staff Resource	A. Parsons, K. Boyce

4.2.9	Review forms, electronic documents and website to ensure we are meeting accessible customer service requirements					
4.2.10	Assess Technological Solutions to Augment Accessible Customer Service Delivery					Staff A. Parsons, A. Tennant-Bumstead
4.2.11	Accessibility of Buildings- Where accessible built environment is required, deliver customer service at City Hall, and consider accessible customer service as a design element of the Chapel renovation plan					Staff K. Shrider, A. Parsons
4.2.12	Create access points aligned with planned maintenance pathways on the 1 st St. South and the 1 st St. W side of the Cemetery.					Staff A. Parsons, L. Gill
Buildings and Maintenance						
4.2.13	Develop a Business Case for the Restoration of the Chapel, Including Indoor Columbaria and Contemplative Space					Staff K. Shrider, A. Parsons
4.2.14	Leverage the City's Asset Management Plan to Ensure Critical Maintenance of Cemetery Buildings is Identified and Addressed in the City's 10-year Capital Forecast					Staff K. Shrider
4.2.15	Explore the Designation of Greenwood Cemetery Buildings under Part IV of the Ontario Heritage Act Following the Renovation of the Chapel					Staff A. Cann, K. Shrider, A. Parsons