



INTERMENT LICENCE APPLICATION

Revenue Services | cemetery.info@nanaimo.ca

CALL # _____ INVOICE # _____

DECEASED INFORMATION

Name(s):		Age:
Date of Birth:	Place of Birth:	
Date of Death:	Place of Death:	
Last Address:	City:	Postal Code:

NEXT OF KIN

Name(s):	Relationship to Deceased:	
Mailing Address:	City:	Postal Code:
Email:	Phone:	

INTERMENT INFORMATION

Interment Date: _____ Interment Time: _____

Funeral Home: _____ Will family be attending? ☐ YES ☐ NO

Interment type: ☐ Cremated Remains ☐ Full Burial
☐ (1st Full Burial in Plot) ☐ (2nd Full Burial in Plot)

Interment place: ☐ Bowen Cemetery (555 Bowen Road)
☐ Chinese/Townsite Cemetery (1598 Townsite Road)

Range: _____ Plot: _____

Additional Right of Interment Request (only available at time of application of first interment)

☐ Reserve Adjacent Plot Range: _____ Plot: _____

ATTACHMENTS

☐ Cremation/Disposition Permit ☐ Family Authorization ☐ Interment Rights Certificate

AUTHORIZATION

This authorization acknowledges that the information provided and services and products selected by me are accurately reflected herein and that the use, memorialization and visitation of a lot in Nanaimo City Cemeteries is subject in every way to the 2009 Bylaw 7084, and rules and regulations of the City of Nanaimo Cemeteries as they may be in effect at the time of interment or as may be amended time-to-time thereafter.

All fees are in accordance to Fees and Charges Bylaw 2021 No. 7336.

I acknowledge that access to the cemetery burial site is limited to 1 hour from the above scheduled burial time. Additional charges may apply if this time is exceeded. Advance notice would be appreciated should the licensee be aware that more than 1 hour is required at the burial site.

Under 'Order of Priority' provisions of the Cremation, Interment and Funeral Services Act of BC (see reverse) I certify that I am the legally authorized representative of the above named deceased. Further I certify that I have the full legal right to authorize use of the above identified lot, do hereby authorize the interment of the above-named deceased under the terms and conditions outlined herein and accept all responsibility for costs associated with this authorization. I agree to indemnify and hold harmless The City of Nanaimo, its officer and employee, from liability, costs, expenses or claims resulting from this authorization.

I also hereby acknowledge that in the case of a disinterment, I am fully aware that due to the age of the remains of the deceased and the burial practice at that time, the City of Nanaimo may, in fact, not find any physical remains of the deceased I accept all responsibility for costs associated with a disinterment and agree to indemnify and hold harmless The City of Nanaimo, its officer and employee, from liability, costs, expenses or claims resulting from this authorization.

Name(s) of Authorized Person:	
Relationship to Deceased:	
Email Address:	Phone Number:
Address of Authorized Person: (If different from Next of Kin Information)	

SIGNATURE

Signature

Date

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Records/Information & Privacy Coordinator by email: foi@nanaimo.ca or phone: 250-755-4405.

FEES

	Full Plot 2 Full Burials & 8 Cremated Remains		Half Plot 1 Child Full Burial or 4 Cremated Remains		Cremation Plot 4 Cremated Remains	
	City Resident	Non Resident	City Resident	Non Resident	City Resident	Non Resident
Plot						
Right of Interment	2500.00	5000.00	1250.00	2500.00	1250.00	2500.00

Preparation & Placement			
Full Burial (1st Interment)	1680.00	600.00	N/A
Full Burial (2nd Interment)	1200.00	N/A	N/A
Cremated Remains	N/A	N/A	600.00

Liner			
Installation & Supply	760.00	180.00	150.00
Oversized Liner	100.00	100.00	N/A
Outside Source	200.00	200.00	50.00

Additional Charges			
Weekend/ Statutory Holiday	500.00	500.00	500.00
Late Arrival (\$75/ ½ hour)			
Rescheduling/Cancellation (Interment Fee when less than 3 business days notice is given)			
<i>Subtotal Additional Costs</i>	\$ _____	\$ _____	\$ _____

Disinterment			
Disinterment	1400.00	800.00	800.00

GST # 10693 0332 \$ _____ \$ _____ \$ _____

Total Cost \$ _____ \$ _____ \$ _____

OFFICE USE ONLY

- ☐ Range Book ☐ Calendar ☐ Stone Orchard
☐ Interment Rights Certificate ☐ Double Depth ☐ Weekend/Stat

CREMATION, INTERMENT AND FUNERAL SERVICES ACT

CONTROL OF DISPOSITION – Section 5

- (1) The right of a person to control the disposition of the human remains or cremated remains vests in, and devolves on, the following persons in order of priority:
- (a) the personal representative named in the will of the deceased;
 - (b) the spouse of the deceased;
 - (c) an adult child of the deceased;
 - (d) an adult grandchild of the deceased;
 - (e) if the deceased was a minor, a person who was a legal guardian of the person of the deceased at the date of death;
 - (f) a parent of the deceased;
 - (g) an adult sibling of the deceased;
 - (h) an adult nephew or niece of the deceased;
 - (i) an adult next of kin of the deceased, determined on the basis provided by sections 89 and 90 of the Estate Administration Act;
 - (j) the minister under the Employment and Assistance Act or, if the official administrator under the Estate Administration Act is administering the estate of the deceased under that Act, the official administrator;
 - (k) an adult person having a personal or kinship relationship with the deceased, other than those referred to in paragraphs (b) to (d) and (f) to (i).
- (2) If the person at the top of the order of priority set out in subsection (1) is unavailable or unwilling to give instructions, the right to give instructions passes to the person who is next in priority.
- (3) If, under subsection (1), the right to control the disposition of human remains or cremated remains passes to persons of equal rank, the order of priority
- (a) is determined in accordance with an agreement between or among them, or
 - (b) in the absence of an agreement referred to in paragraph (c), begins with the eldest of the persons and descends in order of age

PROTECTION FROM LIABILITY – Section 9

- If,
- (a) there is an error or omission in an authorization provided under section 8 to an operator or a funeral provider, or
 - (b) the person who signed an authorization provided under section did not have the authority to give the directions set out in the authorization, the operator or funeral provider is not liable for acting on the authorization unless the operator or funeral provider knew, or ought to have known, that the facts stated in the authorization were not true or the person giving the authorization did not have the authority to do so.

EXHUMATION, DISINTERMENT AND REMOVAL OF HUMAN REMAINS – Part 4

- 16 (2) Subject to this Part, an operator of a cemetery or mausoleum must not exhume or disinter human remains from the cemetery or mausoleum until
- (a) the operator receives a written request to do so from the person who, under section 5 [control of disposition of human remains and cremated remains], has the right to control the disposition of the remains,
 - (b) a director approves the exhumation or disinterment, and
 - (c) if the human remains are those of a person who, at the time of death, was known to have had an infectious or contagious disease or other disease dangerous to public health, the operator gives written notice to and receives permission from a medical health officer for the area of the health region in which the cemetery or mausoleum is located.
- (5) Subsection (2)(b) does not apply if human remains are to be disinterred from one lot and interred in another lot in the same cemetery or mausoleum.

CEMETERY BYLAW 2009, NO. 7084

The use of any lot, exercise of interment rights, installation of any memorial, visitation of any memorial site and performance of all services is subject to the bylaws, rules and regulations of the City of Nanaimo as may be currently in effect or from time-to-time amended.

Information Policy

The Cemetery collects and uses personal information solely for the purpose of providing client families with the products and services they request and, as required by law, to retain a permanent record of every interment within the City operated cemeteries and is subject to Privacy Legislation and Cemetery policy.

Staff will be pleased to provide you with the location of a burial site. Staff are prohibited from providing any other personal information about deceased persons interred, or Rights Holders, at the City Cemeteries.

Terms of Payment

All licences issued and services rendered by the City under these conditions shall be subject to payment at the regular rates set out in Bylaw 7084 Schedule "A" prior to date of interment.

The City of Nanaimo will refund the original license fee paid less the Perpetual Reserve Care Fund fees and less the transfer fee as prescribed in the City of Nanaimo Cemetery Bylaw No. 7084. Charges for Preparation and Placement will be levied in accordance with the bylaw active at the time of interment.