



## INTERMENT LICENCE APPLICATION

Revenue Services | [cemetery.info@nanaimo.ca](mailto:cemetery.info@nanaimo.ca)

CFS:

AR:

### DECEASED INFORMATION

Name:		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 REQUEST INFORMATION

Interment Date:	Interment Time (1-hr slot):	
Interment Type: <input type="checkbox"/> Cremated Remains <input type="checkbox"/> Full Burial (1 <sup>st</sup> in Plot) <input type="checkbox"/> Full Burial (2 <sup>nd</sup> in Plot)		
Interment Place:		
<input type="checkbox"/> Bowen Cemetery (555 Bowen Road)	Range: _____	Plot: _____
<input type="checkbox"/> Chinese/Townsite Cemetery (1598 Townsite Road)	Range: _____	Plot: _____
Family in attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Name & Phone:		

### FUNERAL HOME INFORMATION

Company Name:	Contact Person:
Email:	Phone:

### SUPPORTING DOCUMENTATION

<input type="checkbox"/> Cremation/Disposition Permit
<input type="checkbox"/> Family Authorization (if applicable)
<input type="checkbox"/> Interment Rights Certificate (if applicable – for new plot purchases)



## INTERMENT LICENCE APPLICATION

Revenue Services | [cemetery.info@nanaimo.ca](mailto:cemetery.info@nanaimo.ca)

### INVOICING INFORMATION

Company/Name:		
Email:		Phone:
Mailing Address:	City:	Postal Code:

### AUTHORIZATION

I confirm that the information provided and the selected services are accurate. Use, memorialization, and visitation of lots in Nanaimo City Cemeteries are subject to the Cemetery Bylaw 2009, No. 7084" and all applicable cemetery rules and regulations, as amended from time to time.

All fees comply with the "Fees and Charges Bylaw 2021, No. 7336". Access to the burial site is limited to 1 hour from the scheduled burial time; additional charges may apply if exceeded. Advance notice is requested if more time is required.

Under the *Order of Priority* provisions of the Cremation, Interment and Funeral Services Act of BC, I certify that I am the legally authorized representative of the deceased and have full authority to authorize interment in the identified plot. I accept responsibility for all associated costs and agree to indemnify and hold harmless the City of Nanaimo, its officers, and employees from any liability, costs, or claims arising from this authorization.

In the case of disinterment, I acknowledge that physical remains may not be recoverable due to age and past burial practices. I accept all related costs and agree to indemnify and hold harmless the City of Nanaimo, its officers, and employees from any liability, costs, or claims resulting from this process.

Name of Authorized Person:	
Email:	Phone:

---

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](mailto:foi@nanaimo.ca) or phone: 250-755-4405.

## 2026 INTERMENT 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	3,130.00	6,250.00	1,560.00	3,130.00	1,560.00	3,130.00
--------------------	----------	----------	----------	----------	----------	----------

### Interment

Full Burial (1st Interment)	2,100.00	750.00	N/A
Full Burial (2nd Interment)	1,500.00	N/A	N/A
Cremated Remains	N/A	N/A	750.00

### Liner

Installation & Supply	950.00	230.00	190.00
Oversized Liner	100.00	100.00	N/A
Outside Source	200.00	200.00	50.00

### Additional Charges

Weekend/ Statutory Holiday	530.00	530.00	530.00
----------------------------	--------	--------	--------

### Disinterment

Disinterment	1,750.00	1,000.00	1,000.00
--------------	----------	----------	----------

GST # 10693 0332	\$ _____	\$ _____	\$ _____
<b>Total Costs</b>	\$ _____	\$ _____	\$ _____

**Notes:** Late arrivals are charged at a rate of \$80 per ½ hour.

Rescheduling or cancellations within less than three (3) business days' notice will be charged at a rate equal to the 'Interment' fee.

Fees are updated annually and take effect on January 1<sup>st</sup> each year. For upcoming rates, please see the "Fees and Charges Bylaw 2021, No. 7336".

## 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.
- (4) 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 shall be subject to payment at the regular rates set out in the "Fees and Charges Bylaw 2021, No. 7336". Payment for all fees must be made before the date of interment but no more than one (1) month before.

The City of Nanaimo will refund the original license fee paid less the Perpetual Reserve Care Fund fees and less any administrative fees set out in the "Fees and Charges Bylaw 2021, No. 7336" if the interment does not take place and/or if the vacant plot is returned to the City.