Courtenay Civic Cemetery

Bylaws, rules and regulations summary



City of Courtenay

courtenay.ca/cemetery

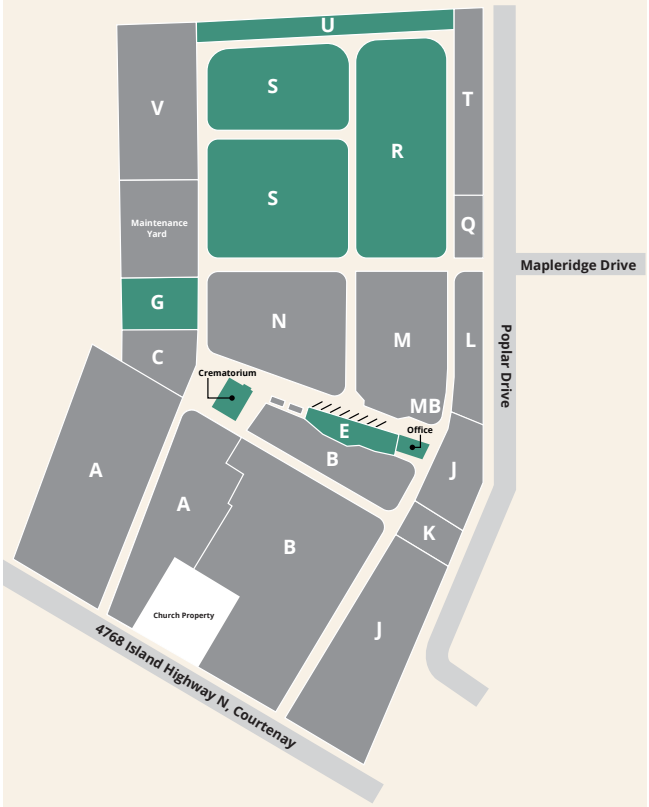
Location

The Courtenay Civic Cemetery is located at 4768 Island Highway N, on the north side of Courtenay between Muir Road and Veterans Memorial Parkway.

Visiting hours

The cemetery is open for visiting every day of the year, including holidays. The gates open at 8 a.m. and close at 8 p.m., except during winter, when the gates are closed and locked at dusk.

Cemetery map



E Scattering garden
G Niche garden
R Cremation plots
S Casket plots
U Upright memorials

Scan QR code to access Interactive Courtenay Cemetery Map

We are here to help

Our cemetery staff can help with available plots, burial and cremation options, interment and scattering services, memorial options and locating a gravesite.

Please contact us if you have questions or need assistance with cemetery arrangements.

Our burial options

The cemetery offers a number of choices to accommodate different needs and wishes. Cemetery staff can assist you in exploring the following options:

- **Columbariums**, above-ground granite units with individual spaces for storing ashes.
- **Scattering garden** for scattering ashes.
- **Casket burial spaces** for flat granite monuments (S-Section).
- **Casket burial spaces** for upright granite monuments (U-Section).
- **In-ground burial spaces for ashes** with flat granite monuments (R-Section).



Gazebo



Columbarium

Interment services

Casket burials can be scheduled Monday through Friday from 9 a.m. to 1:30 p.m. Burials after 1:30 p.m. may be scheduled at the City's discretion and applicable overtime fees will apply.

All other interments can be scheduled Monday through Friday between 9 a.m. and 2 p.m.

Interment services must take place at a time arranged with the City and conclude within 90 minutes.

Subject to payment of an overtime fee and staff availability, interment services may be scheduled on Saturdays, Sundays or days of observance or holidays observed by the City between 9:30 a.m. and 1 p.m.

Any interment service that occurs after or continues past 3:30 p.m. on any day is subject to overtime fees.

Lot types

Casket lot this form of lot permits a combination of one interment of human remains and up to four interments of cremated remains.

In-ground cremation lot permits the interment of two cremated remains.

Columbarium niche cremation lot A columbarium is a freestanding wall with compartments or niches to hold cremated remains. Two urns of average size fit in one niche space which is 11.5" x 11.5". The columbarium is granite faced and adorned with bronze inscribed plaques and bud vases to memorialize loved ones.

In addition to a bronze plaque, a memorial portrait mounted on the face of the niche space creates an everlasting memory. For more information, including sizes and price ranges, please contact the cemetery department at City Hall.

Scattering garden

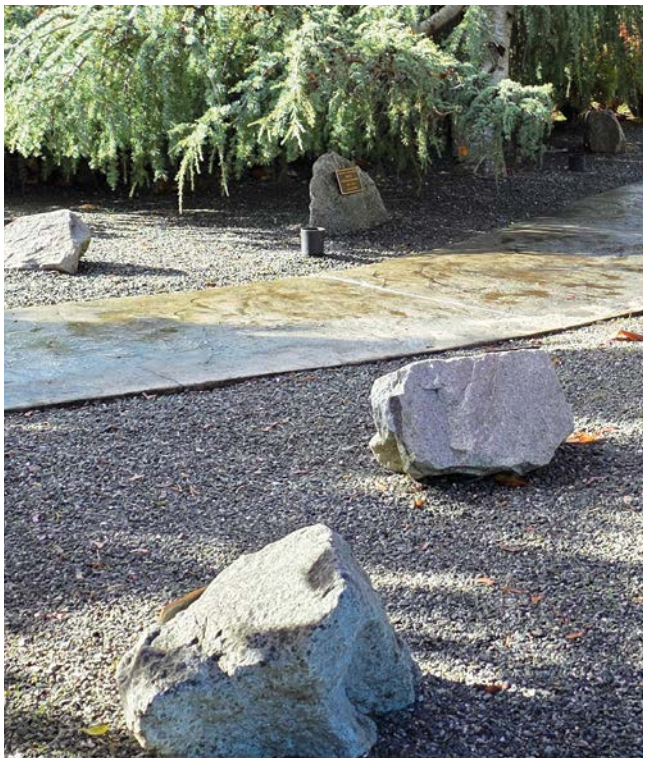
The growing acceptance of cremation has generated a demand for alternative ways to memorialize loved ones. The spreading of cremated remains in the scattering garden will ensure a permanent record is kept with the City. A memorial boulder or a memorial book bronze plaque to honour loved ones may also be purchased for placement within the scattering garden.

Memorial boulders

Memorial boulders are a natural, environmentally friendly way to memorialize a loved one. Boulders are supplied and placed by the City in designated areas. Scattering of cremated remains around the boulders is permitted. Memorial boulders may have up to two 4" x 6" bronze plaques.

Memorial book bronze plaques

A 3" x 4" bronze plaque to honour loved ones may also be purchased for placement in a granite memorial book.



Memorial boulders



Scattering garden

Memorial markers

Memorial markers for burial and cremation lots may be ordered through a funeral home or directly with a monument company. Markers must be made of granite or bronze. Granite markers must be a minimum of 3" thick. Bronze markers must be installed on a 4" thick granite base.

Handmade markers are not permitted.

Markers are installed flat, at or below ground level. To ensure uniformity within the cemetery, all markers must be installed by City staff. Contact City Hall for marker installation.



	Flat marker* Maximum dimensions allowed
Single lot	
Standard lot	40.64 cm (16 in) wide 71.12 cm (28 in) length
Side by side lot	
Single lot	45.72 cm (18 in) wide 76.20 cm (30 in) length
Cremation lot	
Single lot	30.48 cm (12 in) wide 55.8 cm (20 in) length

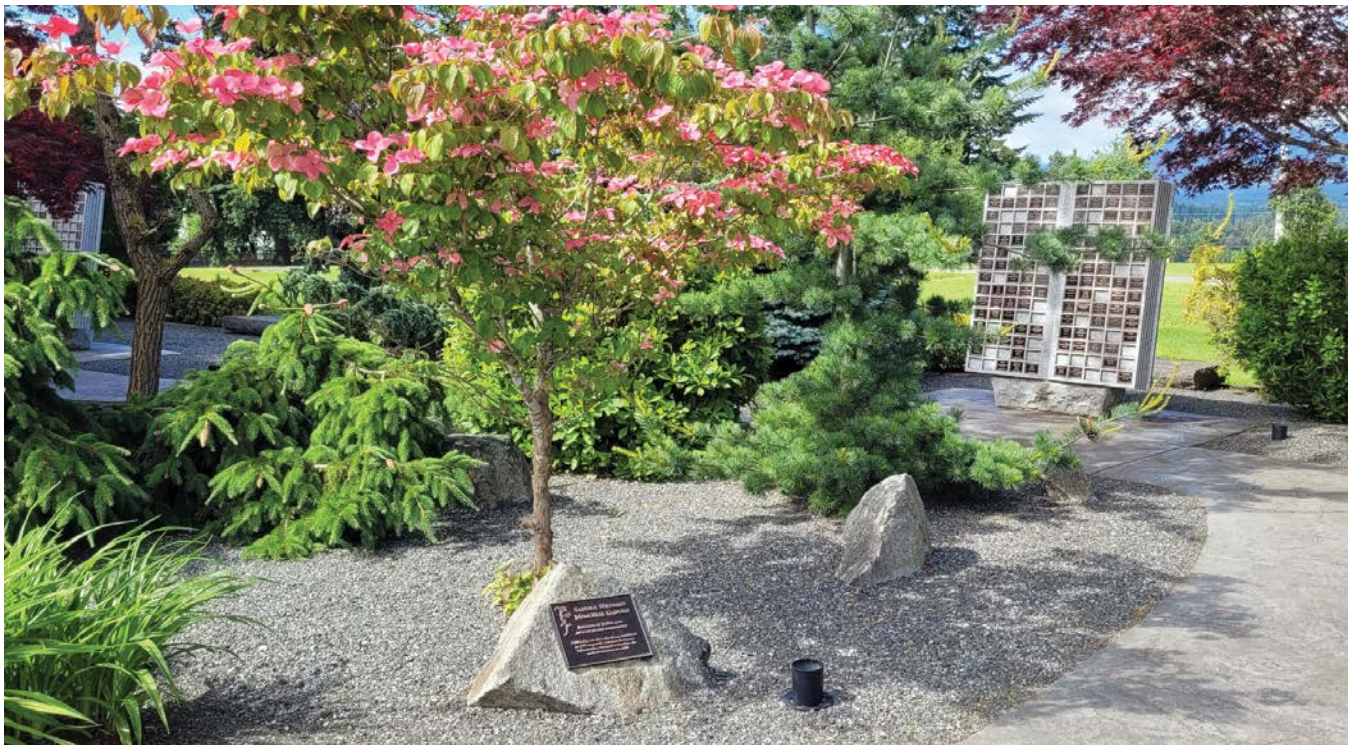
* Markers may be smaller than the maximum allowed

Upright memorial markers

Available in designated U-Section only. Monument company installs upright memorials.



	Upright marker Maximum dimensions allowed	**Marker base** Maximum dimensions allowed
Single lot		
Casket lot	76.2 cm (30 in) wide 60.96 cm (24 in) high 15.24 cm (6 in) thick	91.44 cm (36 in) wide 30.48 cm (12 in) deep 15.24 cm (6 in) high
Side by side lot		
Casket lot	76.2 cm (30 in) wide 60.96 cm (24 in) high 15.24 cm (6 in) thick	76.2 cm (30 in) wide 60.96 cm (24 in) high 15.24 cm (6 in) thick



First memorial book

Floral tributes

Cut flowers, wreaths and floral offerings may be placed on graves. The City will remove them once they have deteriorated. Please place flowers in the containers supplied by the City.

Fresh flowers are allowed year-round. Artificial flowers are only permitted between November 1 and March 31.

Please do not plant trees, shrubs, plants, flowers or bulbs in the cemetery. For the safety of visitors and staff, personal mementos, photos, decorative vases, candles, landscape rock and other plantings are not permitted. These items will be removed by staff without notice.

Special occasions Potted plants that fit in the City-provided flower containers may be placed on plots for one week for Mother's Day, Father's Day, Remembrance Day and the December holiday season.

Wind Phone

The Wind Phone at Courtenay Civic Cemetery offers a quiet place for reflection, remembrance and connection.

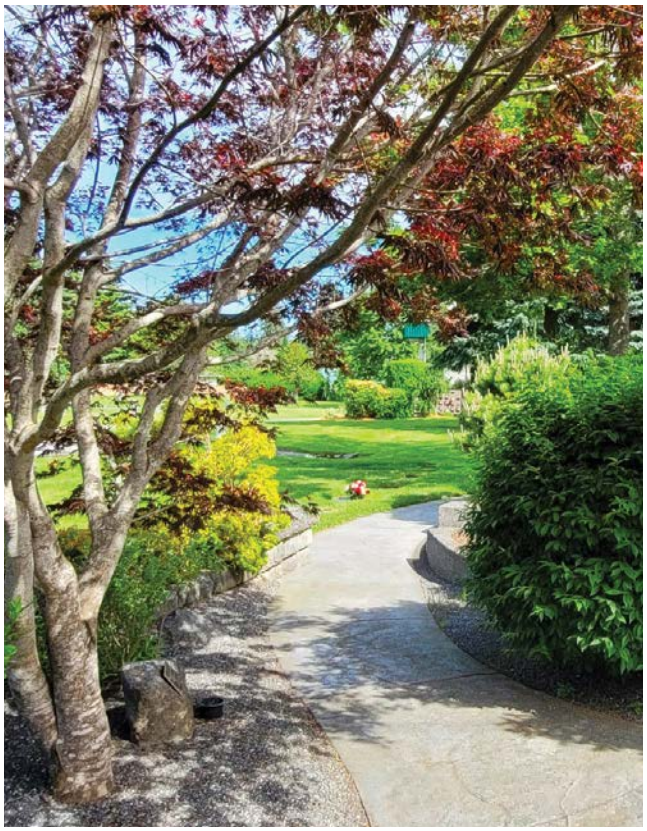
Visitors are welcome to use the Wind Phone to speak, remember, grieve or spend a quiet moment with someone they have lost. The phone is not connected to a service line. It is intended as a symbolic space for personal reflection.



Wind Phone

Cemetery rules

- To transfer a plot to another person, send a request to the City with the detailed information and you will be provided an application form to complete. A transfer fee applies.
- You may sell a plot back to the City for the original price, minus the care fund fee.
- The City may limit how many plots one person can buy.
- A cremation certificate is needed for all cremated remains.
- Cremated remains must be placed in the cemetery within 90 days of full payment.
- Scattering cremated remains is only allowed in the Scattering garden and must be booked in advance.
- Anyone disturbing the peace in the cemetery may be asked to leave.
- All memorial markers are installed by City staff.



Scattering garden



Our bylaw

Provincial legislation requires cemetery bylaws to help ensure a safe, dignified and respectful environment and consistent standards for operation and maintenance throughout the cemetery and related service facilities.

The reason for a particular regulation or rule may not always be self-evident, but each is based on regulatory requirements, traditional or historical precedent, an established development plan, operational factors, future continuity and perpetual maintenance considerations.

This booklet was prepared as a quick reference guide. A full copy of the Cemetery Regulation, Management, Operation and Maintenance Bylaw No. 3205 is available for review at City Hall or online at **courtenay.ca.**

Cemetery fees

Cemetery fees are set by a City bylaw. For an up-to-date list of the current fee schedule, please visit **courtenay.ca/cemetery**.

Please note that while non-residents are welcome to be interred at the Courtenay Civic Cemetery, residents receive a preferred rate. Fees increase annually on January 1.

Frequently asked questions

Q: When is the cemetery open for visiting?

A: The cemetery is open every day of the year, including holidays. Gates open at 8 a.m. and close at 8 p.m., except during winter when the gates close at dusk.

Q: How do I arrange an interment or scattering service?

A: Please contact cemetery staff through the Legislative Services department at Courtenay City Hall. Staff can help with scheduling, required documentation, available options and applicable fees.

Q: Can cremated remains be scattered anywhere in the cemetery?

A: No. Scattering is only permitted in the Scattering garden and must be booked in advance with the City.

Q: What floral tributes are permitted?

A: Fresh cut flowers are allowed year-round in the containers supplied by the City. Artificial flowers are permitted from November 1 to March 31, and one potted plant that fits in the City-provided container may be placed for one week on designated special occasions.

Q: Who installs memorial markers?

A: All flat memorial markers must be installed by City staff. Upright memorial markers are available only in designated U-Section lots and are installed by a monument company.

Q: Where can I find the current cemetery fee schedule?

A: Cemetery fees are set by City bylaw. For the most current fee schedule, please visit **courtenay.ca/cemetery** or contact the Legislative Services department.



Contact us

Cemetery arrangements can be made through the Legislative Services department at Courtenay City Hall, Monday through Friday from 8:30 a.m. to 4:30 p.m. (excluding statutory holidays).

City of Courtenay
830 Cliffe Avenue
Courtenay, B.C. V9N 2J7

Phone: 250-334-4441

Email: cemeteryadmin@courtenay.ca

City of Courtenay