

Vancouver Island Suppliers of Grave Markers
(that routinely deliver to Courtenay Civic Cemetery)

You may purchase your marker from any grave marker supplier, provided it meets our size and construction requirements set out below.

Name	Website/Email	Phone No.
Meadowlark Memorials Langford, BC (granite markers)	www.meadowlarkmemorials.com info@meadowlarkmemorials.com	778-679-9224
Mortimer's Monumental Works Ltd. (granite markers)	www.mortimersmonuments.com info@mortimersmonuments.com	Toll-free: 1-800-788-0188
Stewart Monumental Works Ltd. Victoria, BC (granite markers)	www.stewartmonumental.com info@stewartmonumental.com	250-384-3452

Courtenay Civic Cemetery Bylaw 3205 Memorial Specifications:

11. Memorial dimensions may have a variance of not more than plus or minus 1.3 cm (0.5 in.).
12. Every flat bronze marker shall be installed on a granite base that:
 - a) Is not less than 10.16 cm (4 in.) thick,
 - b) Has sides that are true and perpendicular with the top surface of the attached marker.
13. Each flat granite marker shall be a minimum thickness of 7.62cm (3 inches).
14. Each flat marker shall have its side surfaces true and perpendicular with its top surface.
15. Flat markers shall have a smooth finished top and shall not be beveled.
16. **FLAT MARKERS:** Flat granite memorials, and flat bronze memorials on a granite base shall conform to the following dimensions:

SINGLE LOT Standard Lot	Maximum Width 40.64 cm (16 in.)	Maximum Length 71.12 cm (28 in.)
SIDE by SIDE LOT Standard Lot	Maximum Width 45.72 cm (18 in.)	Maximum Length 76.20 cm (30 in.)
CREMATION LOT	Maximum Width 30.48 cm (12 in.)	Maximum Length 55.8cm (20 in.)

17. **UPRIGHT MONUMENTS:** On specified interment Lots in the Cemetery, 1 upright memorial monument is permitted, and where permitted an upright memorial shall conform to the following specifications:

SINGLE LOT Casket Lot	UPRIGHT MARKER (shall not exceed) 76.2 cm (30 in.) Wide x 60.96 cm (24 in.) High x 15.24 cm (6 in.) Thick
	MARKER BASE (shall not exceed) 91.44 cm (36 in.) Wide x 30.48 cm (12 in.) Deep x 15.24 cm (6 in.) High
SIDE by SIDE LOT Casket Lots	UPRIGHT MARKER (shall not exceed) 91.4 cm (36 in.) Wide x 60.96 cm (24 in.) High x 15.24 cm (6 in.) Thick
	MARKER BASE (shall not exceed) 106.68 cm (42 in.) Wide x 30.48 cm (12 in.) Deep x 15.24 cm (6 in.) High

Cemetery Bylaw No. 3205

Memorials: Installation

65. It is the responsibility of a Rights Holder or the Legal Representative of a Deceased to arrange for the supply of a memorial on a Cemetery Lot.
66. The City has no responsibility to place, at the City's expense, any form of temporary or permanent memorial on a Lot.
67. No memorial shall be installed on a Lot until:
 - a) An application for installation has been submitted to the City;
 - b) It is determined by the City that the memorial described on the application complies in every way with the specifications set out for memorial placement on the Lot where installation is proposed;
 - c) All outstanding payment, as may apply, for interment rights, interment, the memorial, memorial installation, and Care Fund contributions is paid in full to the City; and
 - d) Upon satisfying all the above, the City may authorize installation of the memorial.
68. Where a memorial installation Applicant is a memorial supplier other than the City, it is the responsibility of the memorial supplier to confirm the correct location for a companion memorial to confirm the correct layout and orientation for a companion inscription on the memorial. The City has no responsibility or financial liability for a memorial where it can be shown this task was not performed by a memorial supplier.
69. The installation of all Memorials shall:
 - a) Be made by the City;
 - b) Occur during the regular hours of the Cemetery;
 - c) Be made as soon as practicable after delivery of a memorial to the Cemetery; and
 - d) Be subject to service and staff scheduling, weather, and ground conditions.
70. The City has the authority to refuse to install a Memorial if the Applicant has failed to comply with any requirement established by the City governing Memorials at the Cemetery; if a refusal occurs, the City shall inform the Applicant what is deficient about the Memorial installation application and the steps that need to be taken to resolve the deficiency.
71. Where it is determined a memorial has been installed that does not comply with this Bylaw then the non-compliant memorial may, Without Prior Notice, be removed and placed in safekeeping by the City, at the expense of an interment Rights Holder or their successor.

Memorials: General Regulations

72. Every memorial and the installation thereof shall conform to the Cemetery plan, and the Lot type on which the memorial is to be installed.
73. No inscription, engraving, ornamentation, or combination thereof, including but not limited to a reference to any pet or pets, that is inconsistent with the dignity of adjacent Lots, the Cemetery or community standards shall be placed on any memorial.
74. Every memorial, and the installation of every memorial, shall conform to all specifications and requirements established by the City for memorials at the time application is made for a memorial installation, not at the time an interment right was purchased, or an interment made.
75. The City is responsible to maintain the land of the Lot on which a memorial is installed, but is not responsible for the maintenance of a memorial on a Lot.
76. The City is not liable for, or obligated to repair, any damage to a memorial in the Cemetery except where it can be shown damage was caused by the negligence of the City.
77. An interment Rights Holder or their successor is required to keep in good order all memorials on their Lot, at their expense and to the satisfaction of the City,
78. If a memorial falls into a state of disrepair, the City will document the condition of the memorial and has the authority, Without Prior Notice, to have the memorial removed from the Lot and placed in safekeeping, at the expense of the Rights Holder or their successor.
79. At the time of an interment, the City may permit a temporary, non-permanent identification marker:
 - a) Of a design and size approved by the City;
 - b) Placed on a Lot at a location determined by the City;
 - c) Permitted to remain on the Lot for a period not to exceed 6 months from the date of interment; and
 - d) After 6 months, or after a permanent marker has been installed, the City has the authority to remove and dispose of, Without Prior Notice, a temporary identification marker remaining on a Lot.