



Hastings Highlands
Beautiful By Nature

Municipality of Hastings Highlands
33011 Highway 62 North, P.O. Box 130
Maynooth, ON K0L 2S0
Tel: 613-338-2811 | www.hastingshighlands.ca

Cemetery Interment and Monument Installation Authorization Form

This form must be completed and submitted to the Municipality's Clerk's Department prior to any interment or installation of a monument or marker within a municipally owned cemetery. Cemetery hours of operation, seasonal closures, and related conditions are governed by the Municipality of Hastings Highlands Cemetery Bylaw, which is available for review on the Municipality's website or through the Clerk's Department.

SECTION 1: Cemetery and Lot Information

<input type="checkbox"/> Grace Cemetery 8 Williams Lake Road, Maynooth, ON	<input type="checkbox"/> Papineau Cemetery 104 South Papineau Lake Rd., Maple Leaf, ON
<input type="checkbox"/> Purdy Cemetery 37643 Highway 62, Purdy, ON	<input type="checkbox"/> St. Paul's United Church Cemetery 25 Boulter Lake Rd., Lake St. Peter, ON
<input type="checkbox"/> Other:	
Name on Interment Rights Certificate:	
Section / Lot / Range / Plot Number:	Interment Rights Certificate attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2: Type of Request

<input type="checkbox"/> Interment (Full Burial)	<input type="checkbox"/> Interment (Cremated Remains) <input type="checkbox"/> By Funeral Home <input type="checkbox"/> By Municipality* (M-F only)
<input type="checkbox"/> Marker or Monument Installation	<input type="checkbox"/> Disinterment (Requires Ministry Approval)
*Applicable fee per the Municipality's User Fees and Service Charges Bylaw	<input type="checkbox"/> Other (i.e. foundation repair, marker removal):

SECTION 3: Deceased Information

(To be completed by the funeral home or applicant. Must match information on the burial permit, cremation certificate, or equivalent documentation)

Full Name of Deceased:	
Date of Death:	Date of Interment:
Funeral Home / Service Provider:	

SECTION 4: Applicant Information

(To be completed by the funeral home, monument company, or Interment Rights Holder requesting the interment or installation)

Company Name:	Contact Name:
Phone:	Email:
WSIB Clearance #:	Insurance attached? <input type="checkbox"/> Yes <input type="checkbox"/> No



SECTION 4A: Payment Responsibility and Care & Maintenance Fund

(To be completed by the Funeral Home or Applicant)

Payment Responsibility	For:
<input type="checkbox"/> Funeral Home will forward payment to the Municipality	<input type="checkbox"/> Interment Fee <input type="checkbox"/> Opening/Closing Fee <input type="checkbox"/> Monument/Marker Installation Fee <input type="checkbox"/> Other:
<input type="checkbox"/> Payment will be made directly by the Interment Rights Holder / Applicant	
Care & Maintenance Fund (if applicable)	
A contribution to the Care and Maintenance Fund is required under the <i>Funeral, Burial and Cremation Services Act, 2002</i> for each monument or marker installed. The applicable rates are set by provincial legislation and are collected by the Municipality in trust.	
Amount: \$	

SECTION 5: Interment Rights Holder Information & Authorization

(To be completed by the Interment Rights Holder or their authorized representative. Written authorization must be attached if another party is signing on their behalf.)

Name of Rights Holder:	Relationship to Deceased:
Address (Property and Mailing, if different):	
Phone:	Email:
Authorization: I, the undersigned, am the Interment Rights Holder (or authorized representative) and grant permission for the interment or installation described above in the designated lot.	
Print Name:	Signature:
	Date:

SECTION 6: Declaration by Applicant

I hereby declare that:	
• The information provided is accurate and complete.	
• Permission has been obtained from the Interment Rights Holder.	
• All applicable legislation, cemetery by-laws, and safety protocols will be followed.	
Print Name:	Signature:
	Date:

Notice of Collection: This form is created under the authority of the *Funeral, Burial and Cremation Services Act, 2002*, and the *Municipal Act, 2001*. Information is collected for the administration of cemetery operations in accordance with applicable legislation and the Municipality of Hastings Highlands Cemetery Bylaw, and will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Questions regarding this collection should be directed to the Clerk's Department, Tel: 613-338-2811 ext. 277, Email: clerk@hastingshighlands.ca.