

5/13/2021

In Case of Need

St. John's Cemetery on the Humber



Corporation of St John's Cemetery on the Humber
PROPERTY COMMITTEE

IN CASE OF NEED

WE'RE SORRY THAT YOU'RE READING THIS

If you're reading this document, you've recently lost a loved one or you're anticipating a loss. You have our most sincere sympathy and condolences. As you go through a very difficult time, we'll do our very best to make the entire burial process as painless as possible.

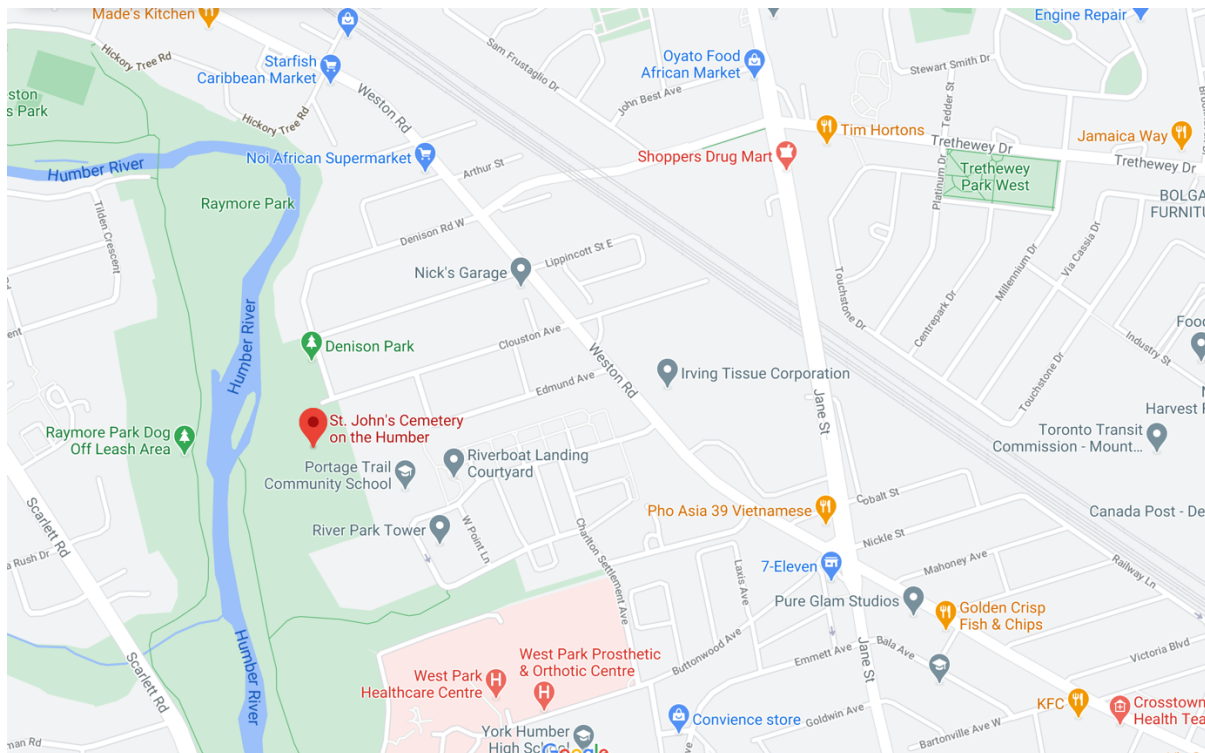
The steps in this document lay out the process for a burial in the cemetery from beginning to end. Planning ahead is important if you have the opportunity. You don't need to wait until the death of your loved one to start the process. Whenever you're comfortable, you can contact your funeral home (step 1) or us at the cemetery (step 2). It's easiest for all involved if certain decisions can be made early and if forms can be completed before they're needed.

SOME BACKGROUND ON THE CEMETERY

The cemetery provides burial plots exclusively to descendants of Captain John Denison (1755-1824) and their spouses. These plots are free to members of the family although there are costs associated with conducting a burial.

The cemetery is located in the city of Toronto. The area of the city where it's located is known as the old town of Weston – near Jane St and Weston Rd. The cemetery was part of a farm that was originally granted to Captain John Denison in about 1801-1803. The first burial was his infant daughter – Elizabeth. When he died in 1824, his will specified that he wanted the burial ground maintained for his descendants. The family has been maintaining the property ever since. We actively encourage neighbourhood use of the property for walking and meditation.

You'll find the cemetery in the old town of Weston at the intersection of Denison Rd and Clouston Ave



The cemetery is operated by a family managed, not-for-profit corporation – henceforth called the “Cemetery”. There is a Cemetery board of directors and executive committee who are all family members. Please keep in mind that all the Cemetery directors and people you'll be working with are volunteers. There are no paid roles in the corporation.

The Cemetery is a provincially licensed organization and is governed by the Funeral, Burial and Cremation Services Act of Ontario. Before we can bury your loved one, we will require the completed forms, the needed paperwork, and payment of any government required fees and/or groundskeeper costs.

STEP 1 – CONTACT YOUR FUNERAL HOME

Your funeral home will help you plan for a service and eventual burial at the cemetery. The funeral home will also register the death of your loved one with the appropriate government agencies and obtain copies of the death certificate that you'll need. You'll have to make some key decisions such as if you want, or the deceased wants, a casket burial or cremation.

STEP 2 – CONTACT US

The key person you'll work with is the Property Manager. For the rest of this document, where you see mention of the “Property Manager” that reference includes the actual Property Manager or their designate such as the Assistant Property Manager or other director of the cemetery.

CONTACTS

Interim Property Manager	Denny Edwards
Phone:	(905) 349-2086
e-mail	incaseofneed@stjohnsonthehumber.ca
Assistant Property Manager	Lloyd Lawrence
Phone:	416-356-4483
e-mail:	assistantpropertymanager@stjohnsonthehumber.ca
Registrar	Richard Denison McDonald
Phone:	(416) 433-7886
e-mail:	registrar@stjohnsonthehumber.ca
President	Denison Edwards
Phone:	(905) 349-2086
e-mail	president@stjohnsonthehumber.ca
Groundskeeping Company	Sammut Landscaping – contact as directed by the Property Manager
e-mail	info@sammutlandscaping.com

The Property Manager will ask you to complete the “Application for Interment” form. The form is available on the public cemetery website (<http://stjohnsonthehumber.ca>), the “Denison Family of Toronto” Facebook group, at the back of this document, or from any of the above contacts. If you're planning ahead in anticipation of a loss of a family member, just complete as much of the form as you can.

The form will ask for information about the deceased and their relationship to the Denison family and to Captain John Denison.

STEP 3 – VALIDATE THAT YOUR LOVED ONE IS A ELIGIBLE FOR BURIAL IN THE CEMETERY

When you have completed the “Application for Interment” as much as you can, return it to the Property Manager via email or hardcopy as directed by the Property Manager.

The first thing we'll do is validate that your loved one is eligible for burial. Burial space is available, free of charge, to the descendants of the blood of Captain John Denison as well as their spouses. Descendants of the blood includes adopted children as recognized by the Province of Ontario. Spouses include those through same-sex marriages and common-law relationships (that are of minimum three-year co-habitation duration) that are recognized by the Province of Ontario. Please be prepared to provide documentation such as a marriage license or proof of co-habitation. Please note that a divorced (or legally separated) spouse who is not a descendant is not eligible for burial in the cemetery. The Registrar can provide details and makes the final determination on eligibility.

This process is much easier if your loved one is already in the family tree registry. You can check that they're in the family tree registry by looking for their name in the public extract of the family tree at <http://stjohnsonthehumber.ca/familytree>. This extract shows all family members but not all information. For those that are deceased, we show all the information we have in the registry about them. For those that are alive, only their name is shown. Only initials are shown for children. If there is an omission or error in the family tree, please contact the Registrar to have it corrected. You may be asked to provide proof of your loved one's relationship to Captain John Denison.

STEP 4 – DETERMINE DATE AND LOCATION OF BURIAL

The Property Manager will work with you to determine the location for the burial and timing.

The cemetery is roughly laid out following the family tree. The Property Manager or Registrar can help you locate where your loved one's ancestors are already buried. We will strongly encourage you to select a spot near your closest relatives. Every consideration will be given to requests for a particular spot but due to availability and other limiting factors, the Property Manager has the right of final approval.

There is a cost associated with opening the grave for either casket or cremated remains interment. For a casket burial, the funeral home will arrange for the grave to be opened and closed and will pass on the cost to you. For the burial of cremated remains, please complete the Application for Burial of Cremated Remains form and return it to the Property Manager. The Property Manager will arrange for the Groundskeeper to open the grave for the urn. The Property Manager will also let you know how much the Groundskeeper will charge. You'll pay the Groundskeeper directly.

The Property Manager will make the necessary arrangements for opening the grave for the cremated remains burial but please be sure to give at least 48 hours notice before the interment is to occur.

Please let the Property Manager know if you would like the chapel opened for the burial service. We will make every effort to accommodate you, but this cannot be guaranteed.

There are some limitations:

- Due to the danger of damage to the property and other monuments by heavy machinery, the use of a vault is not allowed.
- A railing or fencing around a grave is not allowed.
- If flowers or shrubs are desired then arrangements must first be made with the Property Manager to identify any restrictions that may apply. This is to limit the use of invasive plants that can cause future problems for grounds maintenance.
- It is possible to arrange for burials on weekends or holidays but there may be increased costs for opening/closing of the grave, etc.

STEP 5 – CONDUCT THE INTERMENT

Before the interment can occur, you'll need to give the Property Manager:

- A certified copy of the death certificate that you got from the funeral home
- A copy of the cremation certificate
- A completed Application for Interment form
- Payment for opening the grave for cremated remains. Please make this payable to the Groundskeeper.

Because we encourage the neighbourhood to use the property for walking and meditation, we will arrange to close the property an hour before the interment and for an hour after. This will only be if the Property Manager is available at the time of the burial. You can discuss with the Property Manager if more time is required.

If the burial is of a casket, the funeral home will arrange for the grave to be closed after the burial service. For the burial of cremated remains, it's preferred that the grave be closed before you leave. Shovels will be made available for this task. In the event that you prefer not to do so or anticipate having difficulty, please advise the Property Manager and assistance will be provided.

For casket burials only, the Funeral, Burial and Cremation Services Act of Ontario requires that a payment be made into a "care and maintenance" trust fund. At this time, the fee is \$150. As our corporate by-laws prevent us from charging for a burial, St. John's Cemetery on the Humber makes that payment on your behalf. If you would like to volunteer to reimburse the Cemetery for this payment, please arrange this with the Property Manager.

We're aware that some funeral homes charge a \$10 "license fee" for opening a grave on the assumption that we will change them for it. We don't charge that fee so there is no need to pay it.

STEP 6 – ERECT A MONUMENT

The Property Manager will advise you on installing a monument to memorialize your loved one. There are a number of considerations including size and installation method. Within those limitations, the design and inscription is generally up to you and the monument maker.

The Property Manager will ask you to complete an "Application for Erecting a Monument" form. You'll use it to describe the monument and obtain authorization from the Property Manager to erect it. The form is available on the public cemetery website (<http://stjohnsonthehumber.ca>), the "Denison Family of Toronto" Facebook group, at the back of this document, or from any of the above contacts.

The Funeral, Burial and Cremation Services Act of Ontario requires that we charge a fee for each monument to be added to a “care and maintenance” trust fund. At this time, the fees that we’re required to charge you are:

- A flat marker measuring less than 173 square inches, \$0.
- A flat marker measuring at least 173 square inches, \$50
- An upright marker measuring four feet or less in height and four feet or less in length, including the base, \$100
- An upright marker measuring more than four feet in either height or length, including the base, \$200.

We do specify construction details for the monument. These are specified in Appendix I of this document. Please pass these on to your monument maker.

STEP 7 – UPDATE THE FAMILY TREE REGISTRY

Once the burial is complete, please update the family tree registry by contacting the Registrar. This is to ensure that other family members are easily identified as eligible for burial in the cemetery.

By this time, the Property Manager will have informed the Registrar of the death of your loved one. You should contact the Registrar to ensure that all other information in the family tree registry is up-to-date. That includes information about your loved one’s siblings, spouses, children, grandchildren, parents, etc. For each individual (including the recently deceased), please include the following:

- Date and place of birth
- Date and place of marriage
- Date and place of death
- If relevant – date of divorce or separation (date on separation agreement)
- Location of burial

Optionally, you can include the following that will be published on our public family tree website after the death of the individual:

- Photo
- Occupation
- Other biographical notes that could be interest to the family in the future.

APPENDIX I – ST JOHN'S CEMETERY ON THE HUMBER - MONUMENT SPECIFICATIONS

The construction details are in order to reduce the effects of vandalism and to comply with the Cemeteries Act, the operating by-laws of the Cemetery prescribe certain **minimum** standards for the design and erection of monuments. In addition to those requirements, there must be at least two dowels of stainless-steel set-in wet mode (with adhesive) firmly joining the die to the base and at least two **other** dowels of stainless-steel set in dry mode (without adhesive) joining the base to the foundation. All dowels must be at least $\frac{3}{4}$ of an inch thick and their respective holes must be $\frac{1}{8}$ of an inch larger than the dowel. The foundation dowels must be set down into the foundation by two feet and installed at the time that the concrete foundation is poured and the base is placed down onto the foundation. The doweling up into the base is to be set without adhesive removed for further lettering. The concrete foundation must be four feet in depth and at least as long and wide as the base. Monuments not exceeding 12 inches in height do not need a foundation.

A copy of the operating by-laws is available on request from the president, the property manager or other directors and should be given to the monument maker together with the written permission of the manger. The manager or assistant manager would be pleased to explain these standards on request.

The standards for monument construction set out in the by-laws are only minimum standards, based on the standards of larger institutions. We believe that these institutions have better security for many of their cemeteries than we can hope to have. Accordingly, it is strongly recommended that the ratio of height to thickness of our markers be somewhat less than the ratio of 5:1 apparently permitted by those institutions.

If you have any questions, please contact the Property Manager at incaseofneed@stjohnsonthehumber.ca.

APPENDIX II - FORMS THAT YOU'LL COMPLETE

There are three forms that you may need to complete depending on your burial.

- 1) Application for Interment – complete this form to have your loved one buried at St John's Cemetery on the Humber. You'll need to complete this form in all cases.
- 2) Application to Erect a Monument – complete this form for authorization to erect a monument in honour of your loved one.
- 3) Application for Burial of Cremated Remains – complete this form along with the Application for Interment if your loved one has been, or is to be, cremated. This form will trigger a required payment to the groundskeeper to open the grave.

The forms are available on the public cemetery website (<http://stjohnsonthehumber.ca>), the “Denison Family of Toronto” Facebook group, at the back of this document, or from any of the cemetery contacts listed in step 2.

You may return the completed forms to the cemetery via the following;

- 1) Print, sign and present to the Property Manager – please print the last three pages of this document, complete the necessary forms, sign them, and return them to the Property Manager.
- 2) Complete the electronic form – the electronic forms are available in .doc format on the public cemetery website (<http://stjohnsonthehumber.ca/>) and in the “Denison Family of Toronto” Facebook group Files section. Please download the necessary files and complete the forms. Please return the forms to Property Manager via email using the email address in the contact list above.

A signature (electronic image or pen-on-paper) will be required before interment can take place.

St. John's Cemetery on the Humber
Application for Interment

Please print and include maiden names.

Full Name of Deceased:		
Date of Birth:		
Place of Birth:		
Date of Death:		
Place of Death:		
Parents	Father:	
	Mother:	
Spouse:		
Line of descent from Capt. John and Sophia Denison:		
Proposed date of burial:		
Officiating Clergy (opt):		
Remarks:		
Applicant:	Name:	
	Address:	
	Phone #:	
	Relationship to deceased:	
Signature of Applicant:		
Date:		

For completion by the Property Manager, Assistant Property Manager or their designate.				
Burial of (check one):	<input type="checkbox"/>	Casket	<input type="checkbox"/>	Cremated Remains
in Section Number:		Plot No:		
is hereby authorized by (Print name):				
Remarks / Notes:				
Signature:				
Date:				

St. John's Cemetery on the Humber
Application to Erect a Monument

Please print and include maiden names.

Full Name of Deceased:			
Requested Section No:		Plot No:	
General description of monument:			
Builder:	Contact:		
	Company:		
	Address:		
	Phone #:		
PLEASE NOTE THAT IN ORDER TO PROTECT THE CEMETERY FROM LOSS OR DAMAGE, OUR BY-LAWS REQUIRE THAT THE MONUMENT BUILDER HAVE A COPY OF AND UNDERTAKE TO OBSERVE THE CEMETERY OPERATING BY-LAWS, AND THE MONUMENT BUILDER GIVE THE PROPERTY MANAGER PROOF OF WORKERS COMPENSATION AND LIABILITY COVERAGES.			
Applicant:	Name:		
	Address:		
	Phone #:		
	Relationship to deceased:		
PLEASE ATTACH:			
1 A DRAWING WHICH SHOWS ALL DIMENSIONS AND DOWELLING OF THE PROPOSED MONUMENT			
2 A CHEQUE MADE OUT TO "ST. JOHN'S CEMETERY ON THE HUMBER" FOR THE FEE PRESCRIBED BY THE CEMETERIES ACT, I.E.			
➤ A FLAT MARKER MEASURING LESS THAN 173 SQUARE INCHES		\$0	
➤ A FLAT MARKER MEASURING AT LEAST 173 SQUARE INCHES		\$50	
➤ AN UPRIGHT MARKER MEASURING 4 FEET OR LESS IN HEIGHT AND 4 FEET OR LESS IN LENGTH, INCLUDING THE BASE		\$100	
➤ AN UPRIGHT MARKER MEASURING MORE THAN 4 FEET IN EITHER HEIGHT OR LENGTH, INCLUDING THE BASE		\$200	
Signature of Applicant:			
Date:			

For completion by the Property Manager, Assistant Property Manager or their designate.			
Erection of a monument in Section Number:		Plot No:	
work to be complete by:			
is hereby authorized by (Print name):			
Signature:			
Date:			

St. John's Cemetery on the Humber
Application for Burial of Cremated Remains

1. Please print and include maiden names.
2. If you have not done so, please submit the Application for Interment to the Property Manager.
3. Please E-mail this form to the Groundskeeper (info@sammutlandscaping.com) who will bill you for opening the grave. Please copy the Property Manager.
4. The grave will be dug within 24 hours before the burial.
5. It's preferred that the grave be closed before you leave. Shovels will be made available. If you're unable to close the grave, please discuss with the Property Manager to arrange for assistance.

Full Name of Deceased:			
Date of Burial:			
Shape of hole for cremated remains:		<input type="checkbox"/>	Square hole
		<input type="checkbox"/>	Round hole
Applicant:	Name:		
	Address:		
	Phone #:		
	Relationship to deceased:		
Signature of Applicant:			
Date:			