

# The Corporation of the Township of Georgian Bluffs

## By-law Number 2018-034

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### Being a by-law to adopt a Policy to govern inscriptions on the Big Bay Cemetery Memorial Wall

**Whereas** Part 7 of Subsection 11(3) of the *Municipal Act, 2001* permits municipalities to pass by-laws regarding structures, including fences and signs; and

**Whereas** a Memorial Wall has been built on property adjacent to the Big Bay Cemetery at 250709 Big Bay Sideroad, as an opportunity to memorialize people who have passed, and offer a quiet place of reflection and remembrance for family and friends; and

**Whereas** the Council of the Township of Georgian deems it expedient to adopt a policy establishing standards and procedures for memorial inscriptions to be made upon the Memorial Wall at Big Bay Cemetery ;

**Now Therefore** the Council of the Corporation of the Township of Georgian Bluffs enacts as follows:

1. That the Policy – Inscriptions on Big Bay Cemetery Memorial Wall, attached hereto as Schedule “A,” be adopted.
2. That this By-law shall come into force and effect upon being passed by Council.

Read a first and second time this 18<sup>th</sup> day of April, 2018.

Read a third time and finally passed this 18<sup>th</sup> day of April, 2018.

  
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Mayor – Alan Barfoot

  
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Clerk – Wendi Hunter

## Appendix A to By-law 2018-034

### Policy for Inscriptions on Big Bay Cemetery Memorial Wall

#### Objective

To establish standards and procedures for memorial inscriptions to be made upon the Memorial Wall at Big Bay Cemetery, 250709 Big Bay Sideroad.

#### 1. Background

The Big Bay Cemetery Memorial Wall (the Wall) was erected as an opportunity to memorialize people who have passed, and offer a quiet place of reflection and remembrance for family and friends. The Wall is located on lands owned by the Township immediately to the east of Big Bay Cemetery, which lands do not form part of the actual cemetery. The lands upon which the Wall is erected cannot be used for burials or scattering of remains.

For the purposes of this Policy, "inscription" means letters and numbers carved into the Wall, using sandblasting or other methods.

#### 2. Responsibility

- 2.1. The Township Clerk or designate is authorized to receive and process applications for inscriptions.
- 2.2. The Township Clerk shall maintain and enforce this policy, and may update it from time to time as may be required.

#### 3. General Rules

- 3.1. Each inscription shall be limited to the given names and surname, year of birth and year of death of the person being memorialized.  
  
e.g. – Jane Middle Doe 1900-2001
- 3.2. Inscriptions must be
  - 3.2.1. made in Arial font, one inch in height, in title style (upper and lower case letters)
  - 3.2.2. have a clearance from other inscriptions (or the top, bottom or sides of the area provided for inscriptions, as the case may be) of one inch above and below, and two inches on either side
- 3.3. Inscription must be done professionally by a person with experience and qualifications in monument or memorial lettering.
- 3.4. Persons wishing to inscribe upon the Wall shall apply to the Clerk, in writing, of their intention. Such application shall include:
  - 3.4.1. the name of the company contracted to complete the inscription,
  - 3.4.2. an actual size proof of the inscription,
  - 3.4.3. the proposed date that the inscription will be made,
  - 3.4.4. an application fee as prescribed by the Township's Fees and Charges By-law.

- 3.5. The person applying for the inscription shall be responsible for the entire cost of making the inscription.
- 3.6. The first inscription shall be placed at the uppermost left corner of the place on the wall established for inscriptions. Each subsequent inscription shall be placed horizontally from left to right, then vertically as each horizontal line is filled.
- 3.7. Where there is not clarity regarding the placement of a new inscription, the Clerk shall make such determination.

#### **4. Prohibitions**

- 4.1. The Wall may not be used for memorializing pets or animals.
- 4.2. Inscriptions may not contain more information than is permitted in this policy.
- 4.3. No plaques or other attachments are permitted on the Wall.
- 4.4. Other monuments or memorabilia cannot be left in the area of the Wall. Anything left on, at or near the Wall shall be removed by Township staff and disposed of as staff sees appropriate.