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

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

SECTION 2: Type of Request

☐ Interment (Full Burial)	☐ Interment (Cremated Remains) ☐ By Funeral Home ☐ By Municipality* M-F only
☐ Marker or Monument Installation	☐ Disinterment (Requires Ministry Approval)*
*Applicable fee per the Municipality's User Fees and Service Charges Bylaw	☐ 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? ☐ Yes ☐ No

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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.	
Signature: _____	Printed Name: _____ 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 bylaws, and safety protocols will be followed.	
Signature of Applicant: _____	Printed Name: _____ Date: _____

SECTION 7: For Municipal Use Only

☐ Approved	☐ Denied – Reason: _____
Reviewed by: _____	Date: _____
Notes:	

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.