



## WE'RE HERE TO HELP

Whether you are planning ahead or have recently experienced the loss of a loved one, The City's cemetery staff can assist you in making choices that will meet your needs as you prepare for a meaningful memorial service and burial.

The City offers other products and services in addition to those described in this brochure. Please contact us for details. Additional cemetery information is also available on the City's website at [www.courtenay.ca/cemetery](http://www.courtenay.ca/cemetery).

## VISITING HOURS

The cemetery is open to the public seven days a week from 8:00 am to 8:00 pm, except during winter months.

Dogs are prohibited.

To locate a grave site, please contact the Legislative Services Department at Courtenay City Hall between the hours of 8:30 am and 4:30 pm, Monday through Friday.



For further information,  
please contact:

City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

tel: 250-334-4441

fax: 250-334-4241

[cemeteryadmin@courtenay.ca](mailto:cemeteryadmin@courtenay.ca)

[www.courtenay.ca/cemetery](http://www.courtenay.ca/cemetery)

# COURTENAY CIVIC CEMETERY

4768 Island Highway, Courtenay



## LOCATION

The cemetery is located on the north side of Courtenay, at 4768 Old Island Highway, between Muir Road and Veterans Memorial Parkway.



## FLORAL OFFERINGS

Cut flowers, wreaths, and floral offerings may be placed on graves. The City will remove them once their condition has deteriorated. Please place flowers in the containers supplied by the City.

Fresh flowers are allowed year-round. Artificial flowers are only permitted between November 1 and March 31.

Please do not plant your own trees, shrubs, plants, flowers, or bulbs in the cemetery. For the safety of visitors and staff, placing items such as personal mementos, photos, vases, candles, or landscape rock is not permitted.

## SIZE OF PLOTS

Casket Plot 4' x 9' *Holds one casket plus four sets of cremated remains. A \$75 fee applies to each set of cremated remains placed*

Cremation Plot 5' x 2' *Two sets of cremated remains*

## RATES *All rates are subject to GST*

PLOT SALES	Resident	Non-Resident
Casket Plot	\$ 632	\$ 1,040
Casket Plot - Upright Marker	\$ 732	\$ 1,140
Cremation Plot	\$ 300	\$ 420

## BURIAL FEES *Mon-Fri\* Sat-Sun, holidays*

Casket Burial	\$ 1,215	\$ 1,500
Cremation	\$ 285	\$ 427

*\*after 3:30 pm Mon-Fri, add \$250*

Fees effective March 16, 2009

## MEMORIAL MARKERS

Memorial markers for burial and cremation lots may be ordered through a funeral home or directly with a monument company. Markers must be made of granite or bronze. Handmade markers are not permitted.

Markers are installed flat, at or below ground level. To ensure uniformity within the cemetery, all markers must be installed by city staff. Contact City Hall for marker specifications.

Granite Flat Marker Install Fee \$ 150

*Flat markers maximum dimensions:*

Single Plot: 16" wide by 28" long

Double Plot: 18" wide by 30" long

Cremation Lot: 12" wide by 20" long

*Markers may be smaller than the maximum allowed.*



## UPRIGHT MEMORIALS

Available in designated areas - see map on reverse.

*Upright markers maximum dimensions:*

Single Plot: 30" wide by 24" high by 6" thick

Double Plot: 36" wide by 24" high by 6" thick

*Monument company installs upright memorials.*



## MEMORIAL BOULDERS

Memorial boulders are a natural, environmentally friendly way to memorialize a loved one. Boulders are supplied and placed by the City in designated areas. Scattering of cremated remains around the boulders is permitted. Memorial boulders may have up to two 4" by 6" bronze plaques. Porcelain portraits are also available.

Memorial Boulder \$ 800 (\$ 1,600 non-resident) *(includes plaque)*

Second Plaque: \$ 300

## SCATTERING GARDEN

The growing acceptance of cremation has generated a demand for alternative ways to memorialize loved ones. The spreading of cremated remains in the scattering garden will ensure a permanent record is kept with the City. A bronze plaque to honour loved ones may also be purchased for placement in the granite memorial book.

Scattering \$ 120 (\$ 220 non-resident)

Bronze plaque \$ 250 (3" x 4")



## COLUMBARIUM

A columbarium is a freestanding wall with compartments, or niches, to hold cremated remains. Two urns of average size fit in one niche space. *(Please note: embellishments on some wooden urns may make them too large.)* The columbarium is granite faced, and adorned with bronze inscribed plaques and bud vases to memorialize loved ones.

Niche (12"x 12") \$ 1,000 (\$ 1,800 non-resident)

Opening & closing \$ 100 (\$ 150 weekends)

Bronze plaque \$ 475

2nd Name scroll \$ 125

## COLUMBARIUM PORCELAIN MEMORIAL PORTRAIT

In addition to a bronze plaque, a memorial porcelain portrait mounted on the front of a niche space creates an everlasting memory. For more information, sizes, and price ranges, please contact the cemetery department at City Hall.



# CITY OF COURTENAY CEMETERY FEES EXPLANATION OF RESIDENTS & NON-RESIDENT RATES

You will notice within the fee schedule on the following pages, reference to “RESIDENT FEES” and “NON-RESIDENT FEES”.

The City of Courtenay “Cemetery Management Bylaw No. 2569, 2009”, defines “Non-Resident” as follows:

“Non-Resident” means any person who does not live within the municipal limits of the City of Courtenay, Town of Comox or within boundaries of Electoral Area ‘B’, Comox Valley Regional District, except that a person who at the time of death was the owner as defined in the Municipal Act of Real Property within the City of Courtenay, Town of Comox, or the Electoral Area ‘B’ of the Comox Valley Regional District would for the purposes of this bylaw be considered a resident.

The City owns and operates the cemetery however, capital funds are also received from the Town of Comox and Electoral Area ‘B’, Comox Valley Regional District that are put towards the cemetery function which pays for capital items such as irrigation upgrades, new niche walls, fencing, development of new sections, new garbage receptacles, plantings, etc.

Note that not all properties that are addressed as “Courtenay” are located within the City of Courtenay Municipal Area. If unsure admin staff will be happy to confirm for you. You may also visit the CVRD’s Imap to check if your property is located within Electoral Area B, click on the link here:

<https://mapviewer.imaptoo.ca/secure/>. You can search by address and then click on the property when the map zooms into the area. An information pop up window will open as shown in the example below and will display the Electoral Area for you.

