



**BY-LAWS GOVERNING THE OPERATIONS OF  
THE BEECHWOOD CREMATORIUM**

A Multi-Faith Cemetery since 1873

**-2019-**

# **THE BEECHWOOD CREMATORIUM**

## **ADDRESS**

The Beechwood Crematorium  
280 Beechwood Avenue  
Ottawa, Ontario, K1L 8A6  
(613) 741-9530  
[www.beechwoodottawa.ca](http://www.beechwoodottawa.ca)

## **FOREWARD**

The By-laws governing the operations of The Beechwood Crematorium as stated herein are based on experience acquired in crematorium management since 1962.

These by-laws are the rules and regulations that govern Beechwood Crematorium and have been approved by the Registrar of Cemeteries, FBCSA, Cemeteries Regulations Unit, Ministry of Consumer Services,  
August 1, 2013.

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## DEFINITIONS

**Container:** A non ornamental casket with no fixed lining, manufactured of a rigid and combustible material for the purpose of secure transportation of deceased human remains that will be consumed during the cremation process.

**Cremation:** The process of reducing human remains by fire.

**Crematorium:** A building or a portion thereof, fitted with the proper appliances for the purpose of the cremation of human remains.

**Retort:** A mechanical unit used for the cremation process of human remains.

### A. BEECHWOOD CREMATORIUM

- 1. General Rules.** All the general rules of the Beechwood Cemetery Company shall apply to the crematorium.
- 2. Hours of Operation.** Cremations are performed Monday to Friday between the hours of 8:00 am to 5:00 pm and Saturday from 8:00 am to 12:00 pm.
- 3. Right to Refuse to Cremate.** The crematorium has the right to refuse to cremate in any case without giving any reasons.
- 4. Applications and Other Permits.** Prior to a cremation taking place, the crematorium requires: a signed contract; a completed Beechwood Crematorium application for cremation form; an Ontario Coroner's Cremation Certificate and a Burial Permit issued by the Registrar General, or equivalent, showing that the death has been registered. The Purchaser is required to visit the crematorium office to complete the contract prior to the crematorium providing the cremation services. The crematorium may alter these requirements under extenuating circumstances.  
In the case of a foetus less than 20 weeks, a Burial Permit will not be issued by the provincial registering authority. The crematorium requires: a letter from a hospital or a medical practitioner in the place of the Burial Permit.
- 5. Contagious Diseases.** It is a legal requirement that the crematorium be notified that a death is a result of a contagious disease, prior to arrangements being made for the cremation. If a contagious disease has been confirmed, the crematorium reserves the right to adhere to recognized Health and Safety practices. The crematorium will designate the hour and manner in which the cremation will be done.
- 6. Time of Notice.** The crematorium shall be given 36 hours of notice for each cremation of human remains.
- 7. Identification of the Deceased.** Identification of the deceased shall be made prior to the crematorium receiving the human remains. The Beechwood Crematorium assumes no liability for any errors regarding the identification of the deceased.

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- 8. Casket or Container to be Used for Cremation.** Human remains delivered to the crematorium for cremation must be delivered in a closed casket constructed of a proper, rigid, wood or other readily combustible material. Without limiting its right to refuse to cremate in any case without assigning reasons as provided by the Act or amendments thereto, the crematorium may refuse to cremate where remains are enclosed in a casket or container made in whole or in part of a non combustible or hazardous material or which, in the cemetery's opinion, may impair or cause damage to the cremation retort or the operator of such cremation retort, or cause difficulty in the cremation process.

Only licensed Funeral Directors, with the authorization of The Beechwood Crematorium, may open the casket or container with respect to the act of cremation.

Should it be discovered following a cremation, that a licensed Funeral Establishment or Transfer Service Operator delivered a casket or container to the crematorium made of, or containing any non combustible or hazardous materials, they assume all responsibility for any and all damage(s) that has occurred to the cremation equipment or crematorium staff as a result thereof.
- 9. Cremation Limit.** The crematorium will not cremate more than one deceased human remain at a time.
- 10. Rental Caskets.** If a funeral service is conducted using a rental casket, the rental portion of the casket must be removed and the inner casket liner closed prior to delivery to the crematorium. Under no circumstances will the crematorium operator accept responsibility to remove the rental portion of the casket or container that was delivered to the crematorium.
- 11. Removal of Handles, etc. from Caskets.** The crematorium reserves the right to remove or authorize the removal of any handles, flanges or decorative material from the caskets or containers used for cremation which in the opinion of the crematorium may be potentially harmful to the cremation retort or persons administering the cremation process. These articles will be disposed of within cemetery grounds, or recycled with the permission of the Applicant
- 12. Cremated Remains of Children.** It should be clearly understood that there are little, if any, cremated remains following the cremation of a foetus or a very young child remaining to be placed in an urn.
- 13. Urns for Cremated Human Remains.** Cremated human remains will be placed in a temporary urn, which will be provided without additional charge by the crematorium. If the temporary urn is not desired, urns of wood, bronze, brass, etc., may be purchased through the crematorium for an additional fee.

An additional temporary urn will be used in the event the original urn supplied does not hold all of the cremated human remains.
- 14. Disposition of Cremated Human Remains.** Directions for the disposition of cremated human remains must be written on the Application for Cremation. The cremated human remains may be held at the crematorium for a period of up to one year from the date of

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cremation to allow the Applicant to make a final decision as to the preferred method of disposition. If, after one year, final disposition has not taken place, the cremated human remains may be interred in a cremation common ground grave at the expense of the Applicant. No memorial may be placed on a cremation common ground grave, and the retrieval of the cremated human remains cannot be guaranteed.

- 15. Witnessing of Cremations.** Requests to witness a cremation must be made to the crematorium prior to the human remains being received at the crematorium. Witnessings will only occur at 8:15 am on a date suitable to the crematorium schedule. No more than five persons plus clergy will be admitted to the crematorium, for witnessing. However, the crematorium reserves the right to limit the number of family members in attendance or refuse admittance to the crematorium if, in the sole opinion of the crematorium staff, the health or safety of a family member or crematorium employee is at risk. At no time during the charging process shall anyone present, except the crematorium staff, come in contact with the casket or container. Caskets or containers shall not be opened for family viewing prior to a witnessing unless conducted by a licensed Funeral Director. Those persons permitted to witness a cremation shall follow the instructions given by the crematorium staff. Once the casket or container has been placed in the retort, and prior to the beginning of the cremation process, those persons witnessing the cremation must immediately leave the area of the retort.
- 16. Identification during Cremation:** A metal identification tag will be assigned to the casketed human remains when they are delivered to the Crematorium. The metal tag will contain Beechwood Crematorium's name and an identification number unique to the deceased. The metal identification tag will accompany the remains throughout the various stages of cremation and will be placed in the cremation urn or container during final packaging.
- 17. Information Required for Public Register.** In accordance with the provincial legislation, the crematorium shall maintain a public register which includes; the name of each person cremated in crematorium, the date of each cremation, and the information contained on the metal identification tag.
- 18. Medical Devices.** The crematorium will not under any circumstances cremate an individual with a radioactive implant, a battery operated implant or any other medical devices. The crematorium will not under any circumstances cremate an individual who has received microscopic radioactive treatment such as thera-seed or any other radioactive medical treatments. An implanted heart pacemaker or other implanted radioactive devices could explode during the cremation process and are to be removed by the funeral establishment or transfer service operator, or others before the deceased is received at the crematorium for cremation. The applicant for the cremation services will be liable for any damages to the crematorium or injuries to the crematorium staff for failure to notify the funeral establishment or transfer service, or any others responsible for the removal of such a device.

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**19. Co-Mingling Cremated Remains.** The crematorium will not, without prior written and signed consent of the Applicant, co-mingle cremated human remains.

**20. Pets or Other Animals.** Only human remains will be cremated.