

Policy #: Issued: Reviewed/Revised:  
Prepared By: J. Astrologo Reviewed By: SMT Approved By:

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## **1.0 PURPOSE**

This Policy establishes the circumstances in which a Purchaser may purchase Cemetery Lots from the Town at a reduced rate.

## **2.0 SCOPE**

This Policy applies to the purchase of cemetery lots within Town owned cemeteries.

## **3.0 DEFINITIONS**

### **3.1** In this Policy:

**Bulk Purchase** means the purchase of 40 or more lots in a Town owned Cemetery

**Cemetery** means any one of the active cemeteries owned and operated by the Town;

**Contract** means the agreement entered into between the Town and the Purchaser with respect to the sale of a Lot;

**Lot** means an area of land in a Cemetery set aside to contain interred human remains;

**Purchaser** means an individual, partnership, group, association, corporation or other entity or organization that have legal rights and responsibilities separate from those of other entities and/or of its owners or members;

**Plot** means 2 or more Lots in respect of which the interment rights have been sold as a unit;

**Town** means The Corporation of the Town of Kingsville.

## **4.0 REFERENCE DOCUMENTS**

Town By-law #120-2018  
Cemetery Services Contract - Sale  
*Funeral, Burial and Cremation Services Act, 2002*

## **5.0 RESPONSIBILITIES**

The Deputy Clerk – Administrative Services is responsible for the oversight and administration of this Policy and will consult with employees in the Municipal Services Department, as may be necessary, when a Bulk Purchase request is received.

**6.0 PROCEDURE**

- 6.1 A Purchaser wishing to make a Bulk Purchase of Lots must submit a request in writing to the Corporate Services Department identifying the:
  - 6.1.1 Number of Lots to be purchased;
  - 6.1.2 Cemetery in which the Lots are located; and
  - 6.1.3 Contact information of the Purchaser.
  
- 6.2 In order for the Town to consider the Bulk Purchase request, the following conditions must be met:
  - 6.2.1 The Purchaser must commit to purchase a minimum of 40 Lots;
  - 6.2.2 The Lots must be adjacent to each other, and within the same Cemetery; and,
  - 6.2.3 The purchase is finalized in one transaction.
  
- 6.3 The location of the Lots to be transferred in a Bulk Purchase shall be determined by the Town, having regard to the conditions outlined in paragraph 6.2, Lot availability, specific requests submitted by the Purchaser, and any other considerations necessary for the efficient and effective operation of the Cemetery.
  
- 6.4 If the Bulk Purchase request is approved, a pre-tax discount of 10% shall be applied to the purchase price.
  
- 6.5 Payment must be received in full at the time of entering into the Contract.
  
- 6.6 The provisions of the relevant legislation, any applicable Town by-laws and the Contract continue to apply to all Bulk Purchases.

**7.0 REVIEW/REVISIONS**

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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Questions about this policy can be referred to the Deputy Clerk – Administrative Services.