



**Bereavement  
Authority of  
Ontario**

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**SUBMISSION PROCEDURES FOR APPROVAL OF CEMETERY BY-LAWS OR BY-LAW  
AMENDMENTS BY THE REGISTRAR, FUNERAL, BURIAL AND CREMATION SERVICES ACT, 2002,  
BEREAVEMENT AUTHORITY OF ONTARIO (BAO)**

**(Reference sections 151, 152 and 153 of Ontario Regulation 30/11)**

**NO CEMETERY BY-LAW OR BY-LAW AMENDMENT IS EFFECTIVE UNTIL THE REGISTRAR HAS  
APPROVED IT.**

**Notice of Filing Requirements:** Notice of filing must be:

- a) Published **once** in a newspaper with general circulation in the locality of the cemetery. If there are no newspapers in circulation within your community, please provide an alternative method of public notice – we will review and approve alternatives on a case-by-case basis.
- b) Conspicuously posted on a sign **for 4 weeks** at the cemetery entrance.
- c) Delivered to each supplier of markers who has delivered a marker to the cemetery(ies) during the previous 12-month period.

The notice shall state that the owner will allow interested parties access to the proposed by-law to make copies of it and that all proposed by-laws are subject to the Registrar's approval. It is the owner's duty to allow interested persons to inspect and make copies of the proposed by-law. Please see sample wording for the notice below.

**Submission Procedures:** Please submit the following to the BAO:

- 1. A copy of the newspaper notice, or proof of alternative posting method. The proof must show the notice, newspaper name and date of publishing. Similar requirements are required for alternative posting methods that are approved.
- 2. Two photos of the sign that was posted at the cemetery entrance for 4 weeks: one close-up to show the wording on the sign and one to show the sign in relation to the cemetery entrance. Please indicate the beginning and end dates of posting on the back of the photos, or in the email to which the photos are attached.
- 3. Confirmation of distribution of the notice to monument dealers and their addresses, or if sent by email, a forwarded copy of the email sent to the monument dealers with the proposed by-laws attached.
- 4. A copy of the proposed by-laws to be approved by the Registrar. **Please email a Microsoft Word or Google Docs version to allow for suggested editing. Any by-laws submitted via regular mail or as a PDF document will delay the review process.**

## What to do when amending your previously approved by-laws

All amended by-laws must be submitted to the BAO in accordance with the Submission Procedures above, and must be approved by the Registrar, BAO, before they become effective.

**Minor amendments:** If amendments to a previously approved by-law are considered by the BAO to be very minor and do not affect the rights of the interment rights holders or the public, then the Notice of Filing Requirements may be waived at the BAO's sole discretion. Please contact the BAO's Licensing department for help in determining what is a "minor" amendment.

## Sample cemetery by-laws are available on the BAO website

To assist cemetery operators in the development of their by-laws, the BAO has created sample by-law templates, which are available on the By-laws webpage at <https://thebao.ca/for-professionals/cemeteries-crematoriums/by-laws/>.

### \*\*\*\* BEFORE SUBMITTING YOUR BY-LAWS FOR REVIEW \*\*\*\*

Please update your by-laws by adopting our sample wording (as applicable and with any necessary modifications). Doing so will greatly help to speed up the by-law review and approval process.

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## **SAMPLE WORDING FOR NEWSPAPER NOTICE AND SIGN AT CEMETERY ENTRANCE**

**(Note: The sign and newspaper notice should be identical in content.)**

### **NOTICE**

**(Name of Cemetery)**

**(Name of Operator)** has submitted by-laws to the Registrar of the *Funeral, Burial, and Cremation Services Act, 2002*. Any interested parties may contact **(Name of Operator's Representative)** at Tel: (XXX) XXX-XXX or Email: **name@provider.com** for information. By-laws or amendments may be reviewed or copied at **(enter address location)**.

These by-laws are subject to the approval of the Registrar, *Funeral, Burial, and Cremation Services Act, 2002*.

For assistance, please contact the Bereavement Authority of Ontario's Licensing department at 647-483-2645 or 1-844-493-6356 or [licensing@thebao.ca](mailto:licensing@thebao.ca).

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