



The Corporation of the
Township of Georgian Bay
INTERMENT INFORMATION GUIDE

99 Lone Pine Road
Port Severn, ON L0K 1S0
Phone - (705) 538-2337
E-mail - clerks@gbtownship.ca
Web - www.gbtownship.ca

Interment Guide – MacTier Union Cemetery

This guide is provided to assist families making arrangements for cremation interments without a funeral home at MacTier Union Cemetery. Any questions should be directed to the Clerk's Department at the Township of Georgian Bay.

1. Prior to Submitting a Request:

- Do you have Interment Rights for a lot in the cemetery? If you think you or your loved one made arrangements but aren't sure, please get in touch with the Clerk's Department and we will be happy to assist you.
- If you need to purchase Interment Rights, please contact the Clerk's Department to set up an appointment to review all of the required information, pricing, and to decide on a location.
- Once you have confirmed Interment Rights, an Interment Information Form must be completed in full. This form **must** be submitted with your interment request.

2. Submitting a Request

- Interment requests shall be submitted to the Clerk's Office at least five (5) business days prior to the requested interment time. Submitting electronically is the preferred method as it will ensure a quicker response to the request.
- Requests should be submitted by email to clerks@gbtownship.ca.
- All requests must include a proposed date and time. It is recommended that alternate dates and times be discussed.

3. Processing and Confirmation

- Staff will review the request and follow up with any questions, if required.
- Once the requested date and time have been confirmed with the Township's Operations Department, an Interment Contract will be issued by email. This document must be signed and returned, along with payment and all required records, prior to the interment.

- **All death records must be received by the Township prior to interment.**
- If returning documents and payment after regular business hours, please use the secure drop box located to the left of the front entrance at 99 Lone Pine Road, Port Severn, ON.

If you have questions, please contact us.

Sydney Levesque
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clerks@gbtownship.ca