



The Corporation of the
Township of Georgian Bay
**INTERMENT INFORMATION GUIDE FOR
FUNERAL HOMES**

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 with making arrangements for interments at MacTier Union Cemetery. Any questions should be directed to the Clerk's Department at the Township of Georgian Bay.

1. Prior to Submitting Request:

- Complete the Interment Information Form in full. This form **must** be submitted with your interment request.
- If the customer has a site at the MacTier Union Cemetery, verify that they are the rights holder or authorized by the rights holder for the lot where the interment is to take place.
- If the customer needs to purchase a lot, they must contact the Township of Georgian Bay. It is strongly encouraged that the customer makes an appointment for this transaction to ensure staff availability.
- If the customer is attending the Township Office to purchase a site, please send an email with the customer and deceased information so staff can be prepared when they arrive.

2. Submitting Request

- Orders for interment shall be given to the Clerk's Office at least five (5) business days prior to the interment. 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 with the family in advance.

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 Operations Department, an Interment Contract will be issued by email. This document must be signed and returned, along with payment, prior to the interment.

- If the customer intends to pay the Township directly, payment must be arranged and completed prior to the 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