



St. John's Cemetery
on the Humber

Burial Checklist

Please refer to this checklist as a quick way to understand the process. This checklist assumes you're familiar with the cemetery and our process. If you need more details, please refer to the *In Case of Need* document available on the St John's on the Humber website.

1. **Contact your funeral home.** You should contact them first. They'll arrange immediate transportation and handle government paperwork. They'll also prepare the deceased for a casket or ashes burial.
2. **Contact us.** You can let us know of your loved ones passing through a variety of ways. You can email us at incaseofneed@stjohnsonthehumber.ca or reach out to any director.
3. **Complete the application forms.** Please fill in the forms on the St John's on the Humber website. It's important that required documents, such as the copy of the death certificate, be provided before the interment.
4. **Validate Eligibility for Burial in the Cemetery.** Based on the information provided in the application forms, we'll determine the eligibility of the deceased to be buried in the cemetery. We may contact you if we need more information to determine eligibility.
5. **Determine the Location of Burial.** We'll work with you determine the best location for the burial. We always place spouses together and we make every attempt to bury individuals near immediate family. We will mark the location with a temporary "Reserved for" stone that will be placed where the memorial stone will be centred - not where the grave will be.
6. **Determine the Date of the Interment.** We'll work with you determine the best date for the burial. We generally prefer burials to be mid day during the week. Due to traffic in Toronto, we discourage early or late in the day and weekends but we can accommodate if required.
7. **Finalize Payments and Paperwork.** Although the plot for burial is provided at no cost to family members, there are government imposed fees and outside supplier costs. All paperwork - including the original Burial Certificate (casket burial) Certification of Cremation (ashes burial) - must be provided to us before the interment.
8. **Final Arrangements.** You're welcome to arrange for any kind of service or celebration but please discuss with us. Any additional services such as a marquee, catering, audio, etc are arranged by the family. We prefer to make the arrangements for portable toilets.
9. **Conduct the Interment.** We will arrange for the grave to be prepared using our preferred supplier. They'll close a casket grave. The family is expected to close an ashes grave. Directors will be present to assist if required.



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10. **Update the Family Tree.** The Registrar will contact you after the interment to ensure that the family tree used to determine eligibility is current.
11. **Arrange for a memorial stone and foundation.** You can work with your preferred monument supplier. You must complete our application form, provide the dimensions of the monument and pay the appropriate government mandated fee into our Care & Maintenance Fund. When the monument is ready and if required, we'll arrange for the foundation to be poured at your cost.
12. **Erect the memorial stone.** Your preferred stone supplier will install the memorial stone on the foundation.

Please see the Burial Costs document on the Burials page on our website for a current list of government and outside supplier costs.

Payment to the cemetery can be made:

- Via cheque made out to St John's Cemetery on the Humber and mailed to 41 Stibbard Ave, Toronto, ON, M4P2B9
- Via interac to membership@stjohnsonthehumber.ca
- Via Paypal (credit card) to membership@stjohnsonthehumber.ca