

Frequently Asked Questions

Please note that this list has been provided for reference and information only and should be not considered all inclusive; each monument company will have their own process.

1. Choose the Headstone

- **Design and Material:** Decide on the design, material (in our area it is mostly granite), size, and shape of the headstone. Consider customization options such as inscriptions, engravings, and additional features (vases, photos, etc.).
- **Company Selection:** Choose a reputable monument company. They can guide you through the options and ensure the headstone meets cemetery regulations. Our cemetery will receive markers/monuments from all reputable monument companies.

2. Verify Cemetery Regulations

- **Cemetery Rules:** Hillsdale Cemetery has for specific rules and regulations regarding headstones. Including size restrictions, material limitations, and design guidelines. Please be sure that you reference Section G of our By-Law.
- **Approval:** Obtain approval from the cemetery for your chosen headstone design. Hillsdale require a formal review process. The Monument Company should take care of this with you by sending our offices a Contract and Request form. If the monument company you are working with does not have our form on hand, please have them contact us at clerksdepartment@petrolia.ca

3. Purchase the Headstone

- **Order Placement:** Place the order with the monument company. Provide them with the necessary details and approve the final design.
- **Payment:** Complete the payment process. Some vendors may require a deposit with the balance due upon completion.
- The vendor will also be collecting from you either directly or through a cheque made payable to the Town of Petrolia fees for installation and the Care & Maintenance trust fund legally required under the BAO.
- Town of Petrolia fees for installation and the Care & Maintenance are set through by-law and available publicly on our website.

4. Obtain Cemetery Permission for Delivery and Installation

- **Contract Form:** Monument company will provide to Hillsdale in advance of delivery, the installation and delivery contract. Including submitting the headstone design, request *if* cement foundation needed and confirming location placement details.

- **Fees:** Pay in advance of delivery any applicable fees for the installation (see item 3)

5. Coordinate Installation

- **Scheduling:** Monument company shall Coordinate with the cemetery to schedule the installation. Hillsdale Cemetery has specific times and days when installations can occur, Hillsdale is not responsible for monuments/markers left or set without staff in attendance.
- **Preparation:** Cemetery staff will ensure the grave site is prepared for the installation. This may involve clearing any existing markers or debris.

Please note monuments and markers are only received from May 1 to October 31.

6. Installation

- **Professional Installation:** The monument company will deliver and install the headstone. This typically involves placing a foundation or base and securely mounting the headstone.
- **Inspection:** After installation, inspect the headstone to ensure it meets your expectations and adheres to cemetery guidelines.

Additional Tips

- **Consult us here at Hillsdale Cemetery:** Always consult the cemetery administration throughout the process to ensure compliance with their rules and avoid any potential issues.
- **Keep Documentation:** Maintain all documentation related to the headstone purchase, permits, and installation for future reference.
- **Consider Timing:** Hillsdale has seasonal restrictions on when headstones can be installed.

By following these steps, you can ensure that the process of placing a headstone is smooth and respectful, honoring your loved one's memory appropriately.