

**Re: Ross Bay Cemetery – Transfer of Ownership**

This information is in response to inquiries regarding the use of or transfer of rights of interment for lots in Ross Bay Cemetery.

A “lot holder” is defined in the *Cemetery and Funeral Services Act* (British Columbia) as a person who owns a right of interment. If you are not the original holder of a deed conveying a right of interment in Ross Bay Cemetery and you wish be declared the lot holder so that you may use the lot for an interment or otherwise deal with it, you must provide certified true copies of the following documentation:

- A Will of the lawful holder of the plot (and Letters Probate where applicable) showing you as the recipient of the lot under the Will, or as the person entitled to the residue of the estate after all the obligations and specific bequests under the Will have been settled;
- If there is no Will, copies of the Letters of Administration showing you as the person entitled to the portion of the estate which includes the right of interment (usually the residue, as above);
- If no specific request of the lot is documented in a Will and if there is more than one party potentially entitled to claim the rights in the lot or a share of the rights, whether under a Will or otherwise, it will be necessary to provide a Release from any other party who may have a claim to the lot.

The above documents should be attached as exhibits to an affidavit sworn by you stating that you are entitled to be declared the lawful holder of the and setting out the facts that support this assertion.

Once the Parks Division has been provided these documents staff will provide you with a permit transferring ownership. The current fee for this transfer permit is \$58.85 including G.S.T. (this fee is subject to change).