

VILLAGE OF FORESTBURG POLICY & PROCEDURE MANUAL E.1.1 PAGE 1 OF 7 CEMETERY OPERATIONS AND REGULATIONS
EFFECTIVE: March 26, 2009
REVISED:

POLICY STATEMENT: The Village of Forestburg Council, in consultation with the Forestburg Cemetery Society, is establishing the rules and regulations for the Forestburg Public Cemetery and the Forestburg Baptist Cemetery and is intended to support the current survey plans, the development plans and the “best” operating and maintenance practices for these cemeteries.

This policy shall also work under the premise that the plots are not purchased as real property but as an agreement that a persons bodily remains can be interred as per the laws of Alberta and the rules, regulations or guidelines of the permit holder for operating and maintaining a cemetery, which in this case is the Village of Forestburg.

GENERAL PROVISIONS

As per the Forestburg Cemetery Bylaw, the responsibility for the Management and Operation of the Forestburg Cemetery is the sole responsibility of the Forestburg Village Administration with assistance provided by the Forestburg Cemetery Society and Village Public Works Department.

All plots will be used for interment of human remains only

Full size plots

Each Full size plot measures 5 feet by 10 feet.

Each Full size plot may be used for any one of the following interments:

- one (1) casket
- a double depth interment provided that
 - the first casket interred is the lower and is encased in a concrete outer receptacle
 - caskets are placed at the minimum depth requirements of the Cemeteries Act of Alberta
- one (1) casket and up to two (2) ash interments (cremations) -Provided appropriate approval of, the plot purchaser or delegated authority, is provided for such interment
- two (2) ash interments (cremations) -Provided appropriate approval of, the plot purchaser or delegated authority, is provided for such interment

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Cremation plots

Scattering garden

- each plot shall measure three (3) feet by three (3) feet
- shall contain interment of only one ash remains

Columbarium

- single compartments shall contain interment of only one ash remains
- double compartments may contain up to two interments of ash remains

PLOT PURCHASE

- 1) Every plot purchased will be recorded and a receipt provided for said plot by the Village Administration Dept.
- 2) Not more than six (6) plots may be purchased by one person or estate, except in special circumstances as approved by the C.A.O. of the Village of Forestburg.
- 3) Reserve plots may be transferred from one family member to another family member, but no transfer shall be valid unless such transfer is duly registered with the Village Administration Dept. The purchaser of the plot, or his/her legal representative, may not transfer or assign the plot to any other person.
- 4) The owner of the plot may cancel his/her reservation by advising the Village Administration in writing. The refund shall be limited to the initial purchase price of the plot or Administrations best efforts to determine initial purchase price.
- 5) As a condition of sale of every plot the purchaser expressly waives any claim arising from plot reservation/allocation error. The Village's liability shall be limited to the initial price of the plot provided that no alternative plots are acceptable to the purchaser.
- 6) As a condition of sale of every plot and pursuant to the Cemeteries Act of Alberta, the Village has the right to reclaim all unused plots after the period of twenty (20) years has expired, provided that reasonable efforts to contact the purchaser or their representative were made.

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INTERMENTS AND DISINTERMENTS

- 1) In all cases, a request for interment or disinterment shall be accompanied by such forms and signatures as are required by law by the Village and the Province of Alberta. No burial plot shall be opened for any reason by any person not in the employ, designated or contracted by the Village of Forestburg Administration.
- 2) The Village Public Works Dept. shall be responsible for locating the plot and conduction or oversight of the opening and closing operation.

GENERAL MONUMENT REGULATIONS

- 1) Each full size plot will accommodate a grave with a minimum of two (2) feet of undisturbed ground at the head end of the plot to accommodate a monument. Any monument placed on the plot outside of this two (2) foot area must be a flat monument laid flush with the surrounding ground (ie. Cremation plot)
- 2) No monument work (foundation, monument, plot adornment) is permitted until an application has been submitted to and approved by the Village Administrator, or designated representative. Prior to entry to do the work, under an approved application, persons in charge must notify the Village Office and shall be under the direction of the Public Works personnel or designee.
- 3) Monuments are placed in the cemetery at the owner’s risk; the Village of Forestburg assumes no responsibility for damages or loss due to vandalism, etc.
- 4) Concrete, granite, or marble grave covers and foot markers will no longer be permitted to be installed.
- 5) Up right monuments (“head stone” with or without base) shall be laid on a concrete foundation, such foundation shall be laid in accordance with the following specifications:
 - Monuments shall be installed so that the top edge of the monument foundation shall align with the top edge of the plot. No monument shall be allowed to extend onto a walkway, adjacent plot or roadway.
 - The foundation shall be a rectangular piece of concrete of not less than 2400 PSI strength and not less than four (4) inches in thickness
 - The foundation shall be placed level with the surrounding ground contour with no corners protruding
 - The foundation shall be five (5) inches wider on all sides than the monument
 - No monument including the monument foundation shall exceed forty eight (48) inches in length

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- 6) All earth debris, litter/rubbish arising or resulting from work done on any plot shall be carefully cleaned up and removed from the cemetery by persons performing or in charge of the work
- 7) No trees or shrubs may be planted on any plot. Designated areas have been set aside in the plan to accommodate planting.
- 8) Flowers may be planted in a twelve (12) inch area adjacent to the bottom edge of the monument foundation, but shall not extend beyond the length of the foundation. Flowers planted shall be the responsibility of the family/next of kin or designated representative.
- 9) Upon installation of a monument no fixture or adornment shall be placed at the grave site. The village reserves the right to remove any unapproved plant, fixture, plot adornment or monument where it interferes with the most efficient operation and maintenance practices

GRAVE DECORATIONS

- 1) Placement of grave decorations in the cemetery is at the sole risk of the owner.
- 2) Any grave decoration that becomes displaced due to wind or other natural element may be removed by the caretaker/Public Works Dept. The village reserves the right to remove any unapproved plant, fixture, plot adornment or monument where it interferes with the most efficient operation and maintenance practices
- 3) Grave decorations places in the cemetery shall conform to the following guidelines:
 - Flowers and similar decorations shall be placed in approved containers forming part of the monument or adjacent to the bottom edge of the monument foundation
 - Grave decorations must not include lawn ornaments or any item of glass or china
- 4) Fresh flowers placed on any grave may be left for seven (7) calendar days, after which they may be removed and disposed of by the caretaker/Public Works Dept.

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MEMORIALS

No memorial is permitted to be placed until an application has been submitted to and approved by the Village Administrator, or designated representative. Prior to entry to do the work, under an approved application, persons in charge must notify the Village Office and shall be under the direction of the Public Works personnel or designee.

- 1) Benches:
 - Shall be placed in designated areas only, as identified on the cemetery plan
 - Shall be placed on a concrete or properly laid paving stone foundation five (5) inches wider on all sides than the greatest length and width dimension of the bench
- 2) Trees/shrubs/woody ornamentals
 - Shall be placed in designated areas only, as identified on the cemetery plan
- 3) All other requests will be dealt with on a “one of” situation

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ADDENDUM “A”

FEE SCHEDULE

- 1) The cost of a cemetery plot will be \$200.00 plus G.S.T.
 - Allows for one full casket burial or two caskets double depth burial
 - If the plot is purchased with the intent of using it for two cremation placements, an additional charge will not be made for the placements. Future cremation placements will be indicated as such on the cemetery map.

- 2) Two cremation placements will be permitted on an existing grave, at a cost of \$50.00 plus G.S.T. per placement.

- 3) The cost of a cremation plot in the “Scattering Garden” will be \$100.00 plus G.S.T.

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ADDENDUM “B”

PROPOSED ENHANCEMENT STRATEGY FOR THE FORESTBURG PUBLIC CEMETERY

- 1) Create a development plan that identifies the following:

- Memorial Bench placement
 - a. One (1) or two (2) along center driveway one facing north the other south
 - b. In the reflection gardens possibly 4 per garden
 - c. One in the scattering garden
- Memorial tree/shrub planting plan
 - a. Shrubs - Around the raised beds of the scattering garden and within the reflection gardens
 - b. Trees around the perimeter of the cemetery
- Make the existing park area on the south side more user friendly reflection garden:
 - Remove the spruce tree in the center of the area
 - Place ground cloth and bark chips around all plants
 - Provide location allotments for memorial benches
 - Provide locations allotments for potential adornments such as statues or other ornaments
- Create another reflection garden in the Northeast section of the cemetery:
 - Section “E” at the intersection of walkways by plots 24, 25, 40, & 41
 - Place ground cloth and bark chips around all plants
 - Provide spots for memorial benches
 - Provide locations allotments for potential adornments such as statues or other ornaments
- Create a “Scattering Garden” for cremation burials in the Southeast corner of the existing south side (see attached concept)
- Provide row locators for the alignment of interment plots
- Consider the cessation of the practice of head to toe plots in favor of row of plots, walkway, row of plots
- Create a 5 year plan which identifies a specific section for improvement in which:
 1. Grave covers in disrepair or alignment are removed
 2. Unmarked graves or those affected by (1) above, are provided with a permanent marker
 3. align head stones within a row of existing stones (not the plot itself) to facilitate easier maintenance
- Provide Section and row markers and a map or alphabetical listing of graves as a visitor plot locator guide
- Pursue the potential for north side expansion of the existing cemetery

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