



Cemetery Operations and Regulations Policy	Department: Cemetery	Policy #: E.1.1
	Authorized by: Council Signature:	Policy Source: Cemetery Society Date: March 26, 2009 Date Revised: June 7, 2018 Date Effective: June 7, 2018 Date to be Reviewed: October, 2020

POLICY: The Village of Forestburg 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 person’s 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.

PURPOSE: This policy will set out the general provisions governing the operations and maintenance of the Forestburg Public Cemetery including, but not limited to plot purchase costs, monument regulations, grave decorations and memorials.

DEFINITIONS

GENERAL PROVISIONS:

1. The responsibility for the Management and Operation of the Forestburg Cemetery is the sole responsibility of the Village with assistance provided by the Forestburg Cemetery Society.
2. All plots will be used for interment of human remains only
3. Full size plots
 - a) Each Full size plot measures 5 feet by 10 feet.
 - b) Each Full size plot may be used for any one of the following interments:
 - i) one (1) casket
 - ii) 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
 - iii) 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
 - the first interment shall be placed centered in the first six feet (6’) of the head end of the plot and the second interment to be placed centered in the lower four feet (4’) of the plot

- iv) four (4) ash interments (cremations) provided appropriate approval of the plot purchaser or delegated authority, is provided for such interment
 - c) Any monument other than that placed at the head end of the plot must be a flat/flush (to the ground) monument.
4. Cremation plots
- a) Each cremation plot measures 4 feet by 4 feet.
 - b) Each cremation plot may be used for any one of the following interments:
 - i) One plot can be used for more than one interment, provided that the first interment places a vault, then subsequent interments can be added to the vault
 - ii) Interment to be centered on the plot
 - c) After one interment, only hand exhumation of the vault may occur.
 - d) All monuments must be flat/flush to the ground monuments.
5. Scattering garden
- a) Ashes can be spread in the garden.
 - d) A memorial plaque may be placed on the wall by centering the plaque on a block which makes up the wall.
 - e) See Schedule A for the size and layout requirements of the memorial plaque shall be
6. Columbarium
- a) Single compartments shall contain interment of only one ash remains
 - b) Double compartments may contain up to two interments of ash remains
7. Plot Purchase
- a) Every plot purchased will be recorded and a receipt provided for said plot by the Village.
 - b) Not more than six (6) plots may be purchased by one person or estate, except in special circumstances as approved by the Village.
 - c) 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. The purchaser of the plot, or his/her legal representative, may not transfer or assign the plot to any other person.

- d) The owner of the plot may cancel his/her reservation by advising the Village in writing. The refund shall be limited to the initial purchase price of the plot or Administrations best efforts to determine initial purchase price.
- e) 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.
- f) 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.
- g) The Village reserves the right to exchange a plot if it is determined that the interment could potentially cause damage to existing graves.
- h) The cost of a cemetery plot will be:
 - Full size plot \$200.00 plus GST
 - Will allow for one full casket burial or two caskets double depth burial
 - If the plot is purchased with the intent of using it for cremation placements, no additional charge will be made for the first two (2) placements Future cremation placements will be indicated as such on the cemetery map.
 - If more than two (2) cremation placements are requested for the plot, an additional placement fee of \$50.00 for the third and fourth placement(s) will be charged.
 - Cremation Plot \$150.00 plus GST
 - Will allow for one interment
 - Subsequent interments will be permitted at a cost of \$50.00 plus GST each
 - Scattering Garden \$100 plus GST

8. Interments and Disinterment

- a) 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.
- b) The Village shall be responsible for locating the plot and conduction or oversight of the opening and closing operation.
- c) The removal or placement of monuments or grave markers is the sole responsibility of the plot owner.

9. General Monument Regulations

- a) 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 (i.e. Cremation plot).

- b) Each cremation plot will accommodate a maximum monument size of 3' x 3'. All monuments must be located so as to allow a 6" perimeter around the monument to the border of the plot. All monuments must be laid flush with the surrounding ground.
- c) No monument work (foundation, monument, plot adornment) is permitted until an application has been submitted to and approved by the Village, 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.
- d) 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.
- e) Concrete, granite, or marble grave covers and foot markers will no longer be permitted to be installed.
- f) 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:
 - i) 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.
 - ii) 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
 - iii) The foundation shall be placed level with the surrounding ground contour with no corners protruding
 - iv) The foundation shall be five (5) inches wider on all sides than the monument
 - v) No monument including the monument foundation shall exceed forty eight (48) inches in length.
- g) 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.
- h) No trees or shrubs may be planted on any plot. Designated areas have been set aside in the plan to accommodate planting.
- i) Flowers may be planted in a twelve (12) inch area adjacent to the bottom edge of the head end 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.
- j) 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

10. Grave Decorations

- a) This refers to any article or ornament placed around the monument or the plot perimeter. This shall not be permitted unless provided for on the foundation with the required six inches (6") of space around the object.
- b) Foundations may not exceed four feet (4') in width.
- c) Placement of grave decorations in the cemetery is at the sole risk of the owner.
- d) Any grave decoration that becomes displaced due to wind or other natural element may be removed by the caretaker/Public Works Department. 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
- e) Grave decorations placed in the cemetery shall conform to the following guidelines:
 - i) Artificial flowers and similar decorations shall be placed in approved containers forming part of the monument
 - ii) Grave decorations must not include any item of glass or china
- f) 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 Department.

11. MEMORIALS

- a) No memorial is permitted to be placed until an application has been submitted to and approved by the Village. 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.
 - i) 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
 - ii) Trees/shrubs/woody ornamentals
 - Shall be placed in designated areas only, as identified on the cemetery plan
 - iii) All other requests will be dealt with on a "one of" situation

RELATED DOCUMENTS & LEGISLATION:

Cemeteries Act, RSA 1980, Chapter C-2, January 5, 1998

Council Minutes, October 21, 2011, Motion #11-10-254

SCHEDULE A

Scattering Garden Wall Plaque

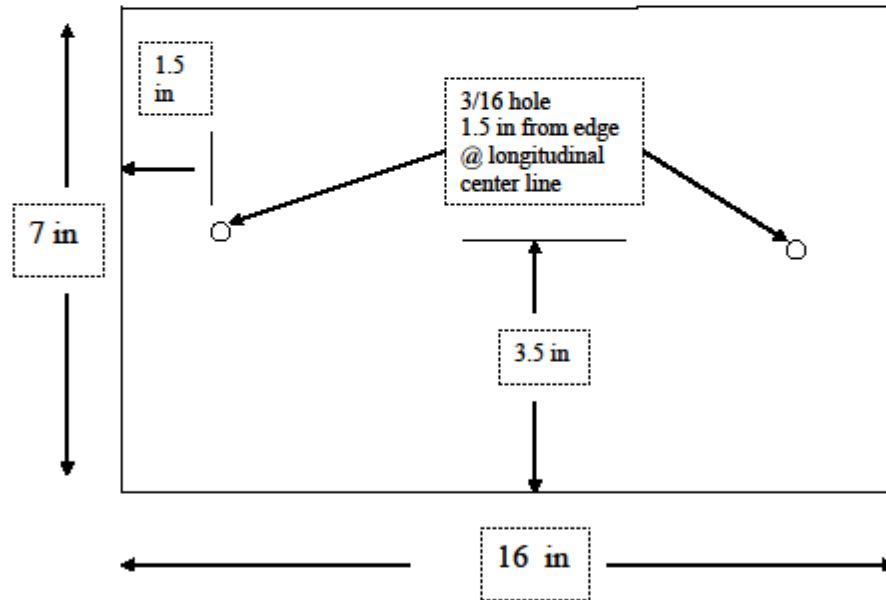
Layout

SURNAME
GIVEN NAME (S)
Year of Birth Year of Death

Material

Preferably cast bronze for uniformity of the wall

Plaque Dimensions



**VILLAGE OF FORESTBURG
MONUMENT APPROVAL FORM**

The Chief Administrative Officer (or designate) of the Village of Forestburg must approve monuments **before the monument is installed**. A drawing must be submitted showing all measurements, lettering and all lettering must be shown, or referenced, in English.

Monuments may be rejected for the following reasons:

- Non-compliance to this policy
- Type of material used
- Offensive or incendiary writing and/or drawings on stone
- Failure to pay for all lots in full, or any other debts related to the cemetery,
- All decisions and rejections are the responsibility of the Chief Administrative Officer alone and all are final.

It is the responsibility of the monument owner to set your stone. **The Village of Forestburg does not accept shipment of monuments nor will we set monuments.** In the event that a monument is found in non-compliance with these procedures and rules, it will be removed.

Plot location: Section: _____; Block: _____; Plot No. _____;

Plot owner name _____

Address: _____

Telephone Number _____

Monument Co. Name _____ **Perpetual Care: YES / NO**

Address: _____

Telephone Number: _____

Monument Co Name [setting monument] _____

Address: _____

Telephone Number: _____

Monument material _____; Color _____
