

Policy  
Cemetery Policy

A policy of the village of Edgerton to manage and regulate the Edgerton Cemetery.

The Cemetery is located at Pt NW 36 -43- 4- W4 comprising 6 acres more or less

1. Interpretation:

1.1 Title This policy shall be known as the "Cemetery Policy"

1.2 Definitions;

- 1.2.1 "Committee" means the Edgerton Cemetery Committee consisting of seven (7) members: the Chief Administrative Officer, foreman, Office assistant, an appointed councillor from the Village of Edgerton plus three (3) appointees from the Edgerton community. The office assistant shall be the committee secretary. The committee shall annually elect a chairperson.
- 1.2.2 "Caretaker" means the Village of Edgerton foreman in charge of the Edgerton Cemetery.
- 1.2.3 "Cemetery" means all that portion of Pt. NW – 36-43-4–W4 in the Province of Alberta on record in the land titles office for Northern Alberta Land Registration District.
- 1.2.4 "Chairperson" means the Chairperson of the Edgerton Cemetery Committee.
- 1.2.5 "Chief Administrative Officer" means the Chief Administrative Officer of the Village of Edgerton.
- 1.2.6 "Council " means the Council of the Village of Edgerton
- 1.2.7 "Lot" means a subdivision of the land for the purpose of burial in the Cemetery as shown on a plan of record in the Village Office.
- 1.2.8 "Monument" means any structure in the Cemetery erected or constructed on any lot or plot for memorial purposes.
- 1.2.9 "Plot" means a 4ft x 9ft subdivision of a lot which is used for the interment of one burial or two cremations
- 1.2.10 "Village "means the Village of Edgerton in the Province of Alberta.

2. Control of Powers:

All powers granted to the Chief Administrative Officer and the Chairperson of the Edgerton Cemetery Committee by this policy shall be subject to the supervision and control of the council.

3. Edgerton Cemetery Committee:

- 3.1 The Edgerton Cemetery Committee which receives donations and gifts acts as an advisory body to the council as to the condition and maintenance of the Cemetery.
- 3.2 The committee may plan and make improvements to the Cemetery with the approval from Council.

3.3 The committee may propose additions and/ or changes to this policy for council consideration

4. Cemetery Plots:

4.1 The Chief Administrative Officer shall make all sales of lots and plots and receive all monies resulting from the sale.

4.2 The Chief Administrative Officer shall insure the following records are kept in a correct and up to date manner:

- of all money received on behalf of the cemetery
- of all expenditures made on behalf of the cemetery
- a book of records of each cemetery lot sold and unsold
- a book of records of all lot sales its location, name of purchaser

4.3 The Chief Administrative Officer shall have the power to order that lots be sold in rotation or any manner so decided.

4.4 Should a body or cremated remains be disinterred from a grave in a plot, the plot may revert to the village at its original price.

4.5 Any unused lot or plot may be sold to the village at its original price.

4.6 The price of a lot or plot, opening and closing fees shall be established by council resolution and subject to review.

4.7 No lot shall be used for any purpose other than the burial ground for dead human bodies and cremated human remains.

5.0 Murray Murdock Trust Fund:

5.1 This trust fund was established by Murray Murdock in December of 1998 for the purpose of which is the up keep of their family plot and then such other graves as deemed necessary by the committee.

5.2 The Chief Administrative Officer is responsible for the administration of the Murray Murdock Trust account.

6.0 Last Post: The "Last Post" of the Cemetery shall be reserved for Veterans only.

7.0 Monument Regulations:

7.1 All monuments must be placed on concrete pads that are level with the surface of the ground and be 12 inches (30cm) larger than the base of the headstone. The pad is anchored by at least 2 piles 12 inches (30 cm) in depth.

7.2. Monuments can be a maximum height of 30 inches (67 cm). With prior permission, exceptions will be considered upon written application to the committee

7.3 Full size grave covers and plot corner markers are no longer allowed.

7.4 All new monuments in the Cemetery must be of granite, marble or other permanent material.

7.5 No articles made in whole or part of glass shall be fixed to a monument or placed on a grave.

7.6 No monument will be allowed to be erected on any grave or lot against which there are unpaid charges.

7.7 Only one (1) monument is allowed per plot. This is to be located at the head (west end)of the grave.

7.8 In those situations where multiple cremations are buried throughout the plot only one monuments is allowed but ground level plaques may be used to mark the other burial locations.

#### 8.0 Monument Permit:

8.1 A monument permit must be obtained from the Chief Administrative Officer before any monument is placed or erected and prior to any type of construction or concrete foundation is placed within the Cemetery.

8.2 Any monument installed on a lot or plot without a permit is subject to removal by the village.

#### 9.0 Monuments Requiring Repair

9.1 The caretaker, from time to time, will report to the Chief Administrative Officer regarding monuments in disrepair. The village will attempt to contact the owner or next of kin and request them to make the necessary repairs.

9.2 Whenever the owner or next of kin neglects to make the required repairs after notice has been sent to their last known address, the village shall refer the matter to the Committee for action.

9.3 The Committee may take whatever action it feels necessary to repair or remove a monument in disrepair.

#### 10.0 Care and Maintenance:

10.1 The Village shall be responsible for the care and maintenance of the Cemetery and:

10.1.1 Shall prevent the placing of and remove unauthorized trees, shrubs, or planted flowers of any description on a plot or lot.

10.1.2 Any trees, shrubs or planted flowers planted by the Village will conform to the plan for the Cemetery

10.1.3 Shall seed all grave surfaces to grass

10.1.4 Shall not allow any work to be done to a lot or plot without prior approval per section 8 of this policy

10.1.5 May remove from any lot or plot any funeral design or floral pieces that have become wilted or weathered.

10.1.6 May remove or trim any trees, shrubs or plants situated on a lot or plot if they are affecting an adjacent lot or plot, walks, driveway or are detrimental to the appearance of the cemetery and;

10.1.7 May remove fences, copings, and other enclosures which by reason of neglect or age have become objectionable.

#### 11.0 Interments:

11.1 Graves shall be dug and internments made only by persons employed and under the direction of the Village.

11.2 It is the practice of the village to open a grave plot with the male buried on the north side of a plot facing east with the female buried on the right hand side of

the male. The next of kin may make a written request to have this usual village grave arrangement changed.

11.3 All graves shall be dug to such a depth that a distance of at least three (3) feet (0.91m) intervenes between the top of the casket and the ground surface level.

11.4 More than one body maybe interred in one grave provided the top of the uppermost casket is at least three (3) feet (0.91m) below the ground surface level. The lower grave must be interred in a concrete rough box.

11.5 A burial permit is required to be presented to the Village by the person requesting a burial before any grave shall be opened for the interment. A copy of the permit will be made and kept in village files

11.6 All work in the Cemetery that may interfere with a burial shall be discontinued during the service

11.7 No casket shall be opened at the cemetery.

11.8 Cremations:

a. All cremated remains must be placed in a sealed container and buried in a plot purchased from the village.

b. The opening and closing of a cremation site will be done by the village.

c. It is the responsibility of the funeral home or next of kin to inform the village of size and shape of the sealed container to be buried.

c. The price for a cremation burial is set by village council.

12.0 Disinterments:

12.1 Disinterment is controlled by provincial statute and village policy.

12.2 Persons requesting disinterment must produce copies of all necessary provincial forms correctly completed with required government approval

12.3 Disinterment requests must be in writing to the village stating the reason signed by the closest next of kin and witnessed by a commissioner of oaths.

12.4 The party requesting the disinterment must contact, in writing, the next of kin of all adjacent graves before disinterment will be considered by the village. Written proof of contact must be provided to the village. When the next of kin cannot be contacted the cemetery committee is authorized to act on their behalf.

12.5 Disinterment requests will be reviewed by the cemetery committee with recommendations on how to deal with any specific concerns then sent to council for final review.

12.6 Disinterment will be done only with a licensed undertaker present to supervise and insure all required procedures are followed.

12.7 The actual disinterment process will be conducted by undertaker with the village providing supervision to safeguard the village interest. The supervisor will watch that adjacent graves are not disturbed, grave is filled in and grass seeded on the plot. Safety of the work and site is the responsibility of the supervising undertaker and contractor operating any equipment involved.

12.8 Council will set the fee to cover any costs to the village related to the disinterment.

12.9 The party requesting the disinterment is responsible to pay for any damages that occur as a result of the disinterment.

12.10 A performance bond or cash deposit, set by council, will be required to cover expenses incurred by the village. The bond or cash deposit will be returned less any expenses or damage costs within 3 months of the completion of the disinterment.

### 13.0 Visitors:

13.1 All persons are prohibited from walking on lots, picking flowers, breaking or injuring trees, plants or shrubs or in any way injuring any monument or other structure or disturbing the quiet and good order of the Cemetery.

13.2 Persons carrying firearms are prohibited from entering the Cemetery except in the case of a military funeral or service.

13.3 Visitors are reminded that the cemetery is sacredly devoted to the interment of the dead and strict observance of the decorum, which should characterize such a place, will be required on the part of all.

13.4 No form of advertising shall be allowed or be displayed on graves or any part of the Cemetery.

### 14.0 Administration & Communication

14.1 Administration of this policy is the responsibility of the Chief Administrative Officer.

14.2 The Chief Administrative Officer may share administration of this policy with support staff.

14.3 When a burial is requested the Chief Administrative Officer will have faxed to the funeral home the policy summary sheet controlling burial and the monument application request form.

### 15.0 Implementation

15.1 This policy shall replace any regulations and policy upon coming into force.

15.2 This policy shall come into force and effect upon passing by council motion.

This policy was passed by council June 30<sup>th</sup> 2005 by motion 08/06/30/05  
Amendment to this policy was approved by council November 13, 2007 by motion 11/11/13/07

**Policy summary sheet: The information below would be put on an information sheet and faxed to all funeral home or the requesting party when a burial is requested.**

### **Information regarding burial in the Village of Edgerton cemetery**

This information is provided to the funeral home or family if requesting burial themselves.

#### Village of Edgerton Burial Information sheet

The following is some basic village policy regarding internments and the placing of monuments plus a monument permit application. Should further information be required the full policy is available at the village office for \$5.00 plus the per page copy cost.

#### 11.0 Interments:

11.1 Graves shall be dug and internments made only by persons employed and under the direction of the Village.

11.2 It is the practice of the village to open a grave plot with the male buried on the north side of a plot facing east with the female buried on the right hand side of the male. The next of kin may make a written request to have the usual village grave practice changed.

11.3 All graves shall be dug to such a depth that a distance of at least three (3) feet (0.91m) intervenes between the top of the casket and the ground surface level.

11.4 More than one body may be interred in one grave provided the top of the uppermost casket is at least three (3) feet (0.91m) below the ground surface level. The first grave must be interred in a concrete rough box.

11.5 A burial permit is required to be presented to the Village by the person requesting a burial before any grave shall be opened for the interment. A copy of the permit will be made and kept in village files

11.6 All work in the Cemetery that may interfere with a burial shall be discontinued during the service.

11.7 No casket shall be opened at the cemetery.

11.8 Cremations:

- a. All cremated remains must be placed in a sealed container and buried in a plot purchased from the village.
- b. The opening and closing of a cremation site will be done by the village.
- c. It is the responsibility of the funeral home or next of kin to inform the village of size and shape of the sealed container to be buried.
- c. The price for a cremation burial is set by village council.

Burial Costs: The cost for burial is available from the village office.

Cemetery plots can be purchased through the village office.

7.0 Monument Regulations:

7.1 All monuments must be placed on concrete pads that are level with the surface of the ground and be 12 inches (30cm) larger than the base of the headstone. The pad is anchored by at least 2 piles 12 inches (30 cm) in depth.

7.2. Monuments can be a maximum height of 30 inches (67 cm). With prior permission, exceptions will be considered upon written application to the committee

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7.7 Only one (1) monument is allowed per plot. This is to be located at the head (west end) of the grave.

7.8 In those situations where multiple cremations are buried throughout the plot only one monument is allowed but ground level plaques may be used to mark the other burial locations.

8.0 Monument Permit:

8.1 On the approval of this policy by council a monument permit must be obtained from the Chief Administrative Officer before any monument is

placed or erected and prior to any type of construction or concrete foundation is placed within the Cemetery.

8.2 Any monument installed on a lot or plot without a permit is subject to removal by the village.