

**Title: Cemetery Policy**

**Policy No: 5601**

**Approval: Town Council**

**Effective Date: March 25, 2009**

**Revised: May 12<sup>th</sup>, 2015**

**Revised: May 10<sup>th</sup>, 2016\_\_**



**Supersedes Policy No: N/A**

**Policy Statement:** The Town of Hardisty believes it is necessary to provide policy guidelines and operational rules for the administration of the Hardisty Cemetery.

### **Section A: Hardisty Cemetery Committee Administration and General Provisions**

1. Minutes of Committee meetings shall be kept on file at the Town Office.
2. The Board shall consist of a minimum of seven (7) directors, three (3) of whom shall be - Chairperson, Vice-Chairperson, Secretary, the remaining shall be directors at large.
3. A minimum of one (1) Council member shall be appointed annually to the Board by fellow Councilors at the annual Organizational Meeting. The term of Councilors on the Board shall be of one year's duration.
4. Directors at large shall be appointed by resolution of Council and their term shall last two years.
5. The affairs of the Hardisty Cemetery shall be administered by a Board of Directors subject to By-laws and the directions given to it by a majority vote at any properly called and constitutional meeting.
6. There shall be five (5) directors present for a quorum.
7. No member of the Board of Directors shall receive any remuneration for his or her services.
8. The Chairperson shall preside over meetings.
9. The Vice-Chairperson shall, in the absence of the Chairperson, preside over meetings.
10. The Secretary shall attend and take accurate minutes of all meetings, maintain and keep custody of current minute book, and make these minutes available for all members prior to the next meeting.
11. An annual meeting shall be held during the month of April each year on a date determined by the Board of Directors

**Section B: Cemetery Operation**

1. All records relating to plots, burials and disinterments at the Hardisty Cemetery shall be kept by the Town of Hardisty indefinitely.
2. The Books, accounts and records of the cemetery may be inspected by any member of the Board of Directors at the annual meeting or at any given time satisfactory to the officer having charge of these items, upon giving reasonable notice and arranging a time agreed upon.
3. The Cemetery Supervisor may remove any Monument from a plot or Lot when necessary to gain access to another Plot or Lot, provided that such Monument is reinstalled in a like manner.
4. As per s. 18, of the *Cemeteries Act*, the Town shall have the right to make an application to the Director of Cemeteries to recover any plot where no burials have occurred for at least 25 years.
5. Plans for burial purposes, including a record of all interments and disinterments will be kept at the Town of Hardisty Office. Copies of all such plans shall be available for inspection free of charge at the Town of Hardisty Office during regular business hours.
6. No grave for the burial of a deceased Person under the age of 5 years shall be less than 4 feet between the top of the casket and the surface of the ground.
7. No grave for the burial of cremated remains shall be less than 24 inches in depth from the surface of the ground.
8. All work being conducted in the immediate vicinity of a Plot shall be discontinued during a burial service at that Plot.
9. The placement of Monuments shall comply with the following requirements:
  - a) A concrete foundation extending 6 inches on each side of the Monument not less than 6 inches in depth and being at the level of ground adjoining the grave plot. Proper forms must be used for the construction of the base. All persons erecting Monuments or Markers shall ensure that such Monuments or Markers are firmly secured to the bases and that the foundation is adequate to carry the Monument. Monuments must be constructed of granite, marble, bronze, or comparable material, and cannot be constructed of concrete, wood or man-made synthetic materials.
  - b) Upright Monuments shall not exceed the following dimensions:  
40 inches in height - 18 inches in depth - 48 inches in width
  - c) Pillow Monuments must not exceed the following dimensions:  
12 inches in height - 18 inches in depth - 48 inches in width. Placed on a foundation extending 6 inches on each side of the base not less than 4 inches and being at the level of the ground.

10. Inscriptions on Monuments must be of sufficient depth and quality so as to be legible and durable. Metal plaques which oxidate or deteriorate are not permitted.
11. No inscriptions shall be placed on any Monument, which is not in keeping with the dignity and decorum of the Cemetery.
12. No Monuments shall be erected on a Saturday, Sunday or Statutory Holiday unless written permission has been granted by the Cemetery Supervisor.
13. No Monument shall be erected from November 1<sup>st</sup> to April 30<sup>th</sup>.
14. In the event that it is determined by the Cemetery Committee that it is necessary to place signs to advise or instruct the public within the Cemetery, the Committee shall advise the CAO, and shall provide the proposed wording, size, description and location of the sign. Upon receipt of a request from the Cemetery Committee the CAO may direct the Town Foreman to place the recommended signs within the Cemetery, in accordance with the instructions from the Cemetery Committee.
15. All refuse must be bagged (twigs and sticks tied in bundles) and placed in the refuse bin located near the exit (lower) gate. The Town of Hardisty will be responsible for the collection and disposal of this refuse.
16. All donations, memorials or monies received for the Cemetery are to be used only for the purposes of the Cemetery. A Tax deductible receipt will be issued by the Town of Hardisty for any donations of \$25.00 and up.
17. The Town will take all reasonable precautions to protect the property of Plot Owners but assumes neither liability nor responsibility for loss of or damage to any Monument, marker or part thereof, or any article of any types that may be placed on a Plot.
18. When work permit is requested to remove the old monuments or/and slab, that approval is conditional on its replacement of proper monument or marker.

#### **Section C: Cemetery Maintenance**

1. Maintenance at the cemetery will include annually spraying for dandelions, watering of trees/shrubs, maple tree pruning, mole/gopher control, hedge pruning and regular road maintenance.

#### **Section D: Cemetery Fees**

1. Any fees associated with the internment, or purchase of a plot or niche will be governed by the Town of Hardisty Master Rate Bylaw in effect at the time of purchase or internment.

**Section E: Authorization to Remove or Replace**

1. In order for any type of work to be completed on a plot authorization must be granted by the following deceased family members unanimously by the next of kin in this order:

Immediate Family:

- a. Spouse or common law spouse
  - b. Children – blood, adopted or through marriage
  - c. Parents – blood or adopted
  - d. Siblings – blood, adopted
  - e. Grandparents – blood, adopted
2. Authorization to remove or replace must be completed and received in written format from the next of kin. At no time can the order of next of kin be passed over if no authorization is given by those individuals and the individuals are known to exist. If all avenues to find next of kin have been exhausted then the work to be done is to be put on the annual list to be reviewed by the Hardisty Cemetery Advisory Committee by May 1<sup>st</sup> of each year and then presented to Town of Hardisty Council where authorization will be given to commence work after June 1<sup>st</sup> in that year. If there is a safety concern to the public and to preserve the dignity of the cemetery the Town of Hardisty may take steps necessary to repair.

Approved by Council      May 10, 2016      Motion # 88/16

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Sandy Otto – CAO