

**Title: Cemetery Policy**

**Policy No: 5601**

**Approval: Town Council**

**Effective Date: March 25, 2009**

**Revised: October 13, 2010**

**Supersedes Policy No:**



**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
12. The Committee shall submit an annual budget of proposed work to the Town of Hardisty prior to December 31<sup>st</sup> of each year.

13. Families that have requested, and have provided funds to pay for the entire costs of blanket removal or other work shall receive priority regardless of condition.
14. The Committee will not proceed with any work on any grave or marker without first receiving written approval from the family along with payment if any that is required to complete the work in full.
15. Should the Committee upon review consider a marker, blanket cover, or other object to be in disrepair, they shall endeavor to contact a family member and receive written instruction and payment prior to proceeding with any work.
16. Individuals may endeavor to do repairs to markers, blanket covers, or other objects on their plots only and upon approval of the Town of Hardisty via a work permit. Should a member of the family wish to do the work themselves they may do so provided they have approval of the Town of Hardisty prior to doing the work and agree to pay any and all costs related to such work.
17. Any work undertaken by private individuals shall meet the standards established in this Policy and by Bylaw. Failure to produce work meeting the required standards shall be subject to removal with costs charged against the parties completing the works.
18. Should a grave marker, blanket cover, or other object be deemed to require repair by the Committee and the Town of Hardisty, and a family member cannot be contacted the work may be undertaken provided funds are available in reserve or donations have been received to undertake the work.
19. The Committee shall endeavor to undertake work on the most in need, and oldest plots requiring work.
20. Any work to be undertaken shall be arranged in lots of not less than 10 items to be repaired so as to minimize mobilization and transportation costs.
21. The Town of Hardisty shall have the final determination on work to be undertaken at the Hardisty Cemetery based upon information provided to the CAO and Council from the Committee. Council shall approve a budget that will be administered by the CAO. Items not included on the list may be added by the Town but shall not be automatically conferred to be added without the written approval of the Town of Hardisty.
22. Items not approved during the budget process or subsequently approved, shall not be completed until approval of the Town of Hardisty has been received by the Committee.
23. The Committee shall not be permitted to order supplies, materials or order work to be completed without permission of the Town of Hardisty. Generally all instruction to have work completed shall be conducted by the Town of Hardisty prior to work being commenced.

**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 4 inches on each side of the Monument not less than 2 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.
  - 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

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.