

	<b>CORPORATE POLICY</b>  <b>CEMETERY OPERATION AND MAINTENANCE</b>	<b>Policy No:</b> CP-1004-17
		<b>Approved By:</b> Council
		<b>Effective Date:</b> Jan. 1, 2018
		<b>Resolution No.:</b> 308-17
		<b>Department:</b> Planning and Infrastructure – Public Works

## CEMETERY OPERATION AND MAINTENANCE

### POLICY STATEMENT


This policy provides guidelines for the effective and efficient operation of Pioneer Cemetery. The establishment of this policy is consistent with the City's objective to improve overall citizen satisfaction with municipal services.

### 1. PURPOSE

- 1.1 The intent of this policy is to provide information related to acceptable operational practices and to outline roles and responsibilities related to the ongoing operation and maintenance of Pioneer Cemetery.
- 1.2 This policy will ensure that Pioneer Cemetery is managed in compliance with the Cemetery Bylaw and relevant Provincial regulations.

### 2. DEFINITIONS

- 2.1 "Act" means the *Cemeteries Act*, R.S.A. 2000, c.C-3 and amendments thereto;
- 2.2 "Bylaw" means the Cemetery Bylaw;
- 2.3 "Burial Permit" is a document required to bury or cremate the remains of the deceased. It is required by law that cemeteries not perform a burial without a burial permit. If the deceased has been cremated a Cremation Certificate can be accepted in its place;
- 2.4 "Burial Vault" is a concrete receptacle that is mandatory for casket interments in Pioneer Cemetery.
- 2.5 "Cemetery" means Pioneer Cemetery;
- 2.6 "Cemetery Caretaker" means a person authorized to act as the City representative for arranging reservations and for grave openings and closings;

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2.7 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta;

2.8 “Monument Permit” is an application from a monument dealer or rights holder to the City requesting authorization to produce and deliver a headstone or flat marker for a specific cemetery plot or plots as may apply. The application will include the specifications of the monument including but not limited to:

- Dimensions of monument and foundation;
- Descriptions of materials used for the construction of the flat marker or headstone;
- The plot number(s);
- Any monument compliance fees owed;
- A rendering of the inscription; and
- Approval, by signature, of the verified interment rights holder or successor.

### 3. RESPONSIBILITIES

3.1 The Director of Public Works shall be responsible for the overall operation and maintenance of Pioneer Cemetery.

3.2 The Director of Public Works is responsible for the maintenance and updating of this policy.

3.3 Wherever the term “Director of Public Works” is used, it is intended to mean either the Director of Public Works or designate.

### 4. RECORDS MANAGEMENT

4.1 The City will keep a record of interments, monument permits, sales and all other information for plots within the cemetery as is required under the Act.

### 5. HEALTH AND SAFETY

5.1 Funeral Service Providers, Monument Dealers, and their sub-contractors are required to maintain their own Workplace Health and Safety Program

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that is in compliance with current Occupational Health and Safety Legislation. It is recommended that it includes potential hazards that may be encountered with tasks associated with work within the cemetery.

5.2 Cemetery Caretakers and contractors working under their direction for the opening and closing of graves will meet the requirements of the City’s Health and Safety Contractor Management Program.

## 6. OPENING AND CLOSING

6.1 Cemetery Caretakers will coordinate with the City, funeral service providers, contractors, and/or interment rights holders to ensure that:

- a. grave openings are approved by the City by way of a completed interment form and where the City receives prior notice as per the bylaw,
- b. burial vaults are installed as per the bylaw,
- c. graves are opened a minimum of 24 hours prior to a scheduled interment,
- d. interments are arranged in a plot according to “Schedule A” of this policy,
- e. graves are closed without delay upon the conclusion of a graveside service,
- f. burial permits collected following an interment are delivered to the City no later than the next business day, and
- g. open graves are appropriately covered and protected prior to an interment to ensure they pose no danger to cemetery visitors.

## 7. SITE MAINTENANCE

7.1 The City will be responsible for the ongoing maintenance and upkeep of Pioneer Cemetery through annually approved operational programs.

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## 8. MONUMENT COMPLIANCE

- 8.1 Through a permitting process the City will review all monuments for compliance with the bylaw prior to approving any installations.
- 8.2 The City will locate plots and mark the boundaries of plots prior to any monument installations.
- 8.3 Monuments that are produced without prior City approval are the responsibility of the monument purchaser and the monument provider.
- 8.4 The City assumes no responsibility for claims or damages resulting from errors in memorial content, layout, formatting or design, including but not limited to errors in wording or name placement, spelling, date or other inaccuracies related to inscribed information.

## 9. RELATED DOCUMENTS

City of Spruce Grove Cemetery Bylaw C-998-17, as amended.

This policy will come into effect on January 1, 2018 at which time Policy 2,014 - Cemetery Operation and Maintenance Policy will be rescinded.

### APPROVAL

Mayor: Original signed by Stuart Houston Date: Dec. 13, 2017

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**SCHEDULE "A"**

INTERMENT PLACEMENT FOR PLOTS AND ASH PLOTS

