	CORPORATE POLICY	Policy No: CP-1012-18
		Approved By: Council
		Effective Date:
		Resolution No.:
		Division: Planning and Infrastructure – Public Works

CEMETERY OPERATION AND MAINTENANCE

POLICY STATEMENT


This policy provides guidelines for the effective and efficient operation of the 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 the Cemetery;
- 1.2 This policy will ensure that the Cemetery is managed in compliance with the Bylaw and relevant provincial regulations;
- 1.3 The purpose of this policy is to promote and support a safe and healthy workplace, which meets the requirements of the Alberta’s *Occupational Health and Safety Act, Regulations and Code* and other relevant legislation.

2. DEFINITIONS


- 2.1 “**Act**” means the *Cemeteries Act*, RSA, 2000, c-3, as amended;
- 2.2 “**Ash Plot**” means a subdivided portion of the Cemetery intended for the burial of up to two (2) Urns;
- 2.3 “**Burial Permit**” means a permit issued under the *Vital Statistics Act* SA, 2007 c. V-4.1 as amended;
- 2.4 “**Burial Vault**” means a concrete receptacle that is placed in a Grave to enclose the Casket;

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- 2.5 **“Bylaw”** means the Cemetery Bylaw;
- 2.6 **“Casket”** means a coffin;
- 2.7 **“Cemetery”** means those City-owned lands set apart for the burial of dead human remains or cremated human remains, including structures, known as the Pioneer Cemetery;
- 2.8 **“City”** means the municipal corporation of the City of Spruce Grove in the Province of Alberta;
- 2.9 **“Columbarium”** means a secure structure within the Cemetery containing Niches for the placement of cremated human remains;
- 2.10 **“Director”** means the City’s Director of Public Works or designate;
- 2.11 **“Disinterment”** means the authorized removal of dead human remains or cremated human remains from the Cemetery;
- 2.12 **“Flat Marker”** means a Monument set flush with the ground, constructed of granite, marble or bronze, that identifies the interred person;
- 2.13 **“Foundation”** means a concrete or granite slab of specific proportion for the placement of a Headstone or a Flat marker;
- 2.14 **“Grave”** means an excavation intended for the burial of dead human remains or cremated human remains;
- 2.15 **“Headstone”** means a structure made of commercial grade granite, marble, stone or bronze erected on a Foundation set flush with the ground that identifies the interred person;
- 2.16 **“Inscription”** means to cut or carve a text or design that is in keeping with the dignity of the Cemetery on a Headstone, Flat marker or Niche Cover;

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- 2.17 “**Interment**” means, in a manner prescribed by the Act or the Bylaw, placing dead human remains in a suitable container underground, or cremated human remains in a suitable container underground or within a Niche in the Cemetery.
- 2.18 “**Interment Form**” means a record created by the City to collect and store information related to individual Interments within the Cemetery.
- 2.19 “**Interment Rights**” means any purchased right to a Niche, Ash Plot or Plot and any associated right to have the City:
- a. open, prepare and close a Grave or Niche for Interment purposes;
 - b. prepare a Grave or Niche for Disinterment; or
 - c. approve the installation and Inscription of a Headstone, a Flat Marker or a Niche Cover;
- 2.20 “**Monument**” means a Headstone, a Flat Marker or a Niche Cover as defined by this policy;
- 2.21 “**Monument Compliance Permit**” means a permit issued to authorize the installation and Inscription of a Headstone, Flat marker or a Niche Cover;
- 2.22 “**Niche**” means a space in a Columbarium where an Urn is stored;
- 2.23 “**Niche Cover**” means the removable granite slab on a Columbarium suitable for Inscription;
- 2.24 “**Plot**” means a subdivided portion of the Cemetery used for Interment purposes;
- 2.25 “**Urn**” means a vessel designed for storing cremated human remains.

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3. RESPONSIBILITIES

- 3.1 The Director shall be responsible for the overall operation and maintenance of the Cemetery;
- 3.2 The Director is responsible for the maintenance and updating of this policy.

4. INFORMATION MANAGEMENT


- 4.1 The City will keep a records of Interments, Monument Compliance Permits issued, sales and all other information for Plots, Ash Plots, or Niches within the Cemetery as is required under the Act and in accordance with the City’s Records and Information Management Bylaw.

5. HEALTH AND SAFETY

- 5.1 Funeral service providers and Monument dealers, shall ensure, as far as it is reasonably practicable to do so, that every work process or procedure performed by their employees or their contractor at the Cemetery does not create a risk to the health and safety of any person;
- 5.2 Contractors working under the City’s 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 The City will coordinate with contractors, funeral service providers and/or Interment Rights holders to ensure that:
 - a. Interments 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;

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- 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 Director will be responsible for the ongoing maintenance and upkeep of the Cemetery through annually approved operational programs.

8. MONUMENT COMPLIANCE

- 8.1 Through a Monument Compliance Permit process the Director will review all Monuments for compliance with the Bylaw prior to approving any installations Inscriptions or alterations.
- 8.2 The Director will locate Plots or Ash Plots and mark the boundaries of Plots or Ash Plots prior to any Monument installations.
- 8.3 The Director will locate Niches for Interment purposes.
- 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.

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9. RESCIND POLICY CP-1004-17

9.1 Policy CP-1004-17 is hereby rescinded.

RELATED DOCUMENTS

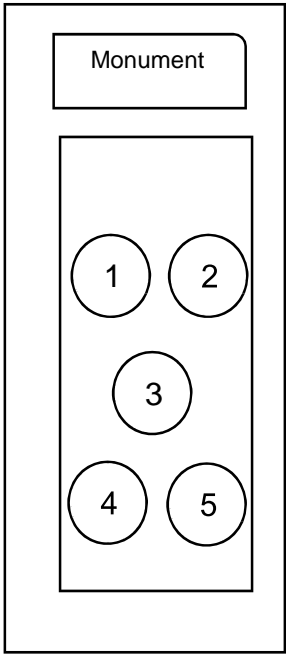
- City of Spruce Grove Cemetery Bylaw C-1056-18, as amended.
- City of Spruce Grove Fees and Charges Bylaw C-1055-18, as amended.
- City of Spruce Grove Records and Information Management Bylaw C-1017-17, as amended.
- Monument Compliance Permit
- Pioneer Cemetery Interment Form

Approval	
Mayor _____	Date _____

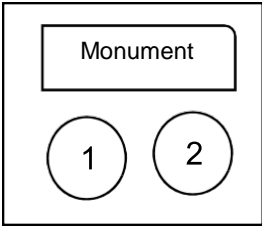
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SCHEDULE “A”

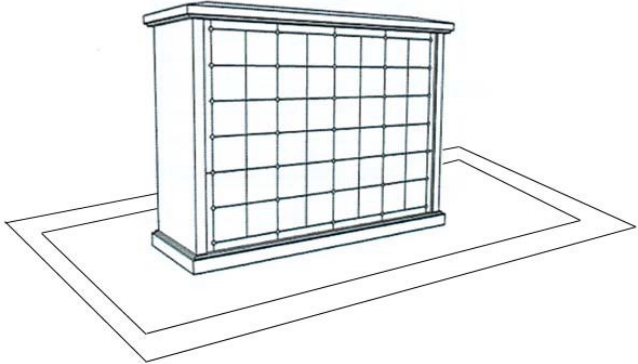
Plot





Ash Plot



Columbarium



Legend:

-  Casket Burial
-  Urn Burials