

KILLAM COMMUNITY CEMETERY

Policy and Regulations for the operation of the Killam Community Cemetery that are intended to control and regulate the lands situated at S.W. 16-44-13-W4 in the Town of Killam, Alberta.

Definitions:

- a) Ash Interment: means the act of burying cremated remains, including digging the grave, placement of the ashes, and backfilling the grave.
- b) Association: shall mean the Killam Community Cemetery Association.
- c) Caretaker: shall mean the person responsible for maintaining the cemetery.
- d) Catholic Section: shall mean the portion of the Killam Community Cemetery designated as the Catholic section.
- e) Cemetery: shall mean the lands situated at SW 16-44-3-W4 that are set aside for the burial of human remains, and specifically, the Killam Community Cemetery.
- f) Full Grave: means a single grave measuring 48 inches (1.22 m.) in width, by 10 feet (3.05 m.) in length.
- g) Double Depth Grave: means a single (full) grave in which it is permissible to bury two bodies in separate caskets placed one above the other, provided that the caskets are placed at minimum depths as required by the Cemeteries Act of Alberta.
- h) Flat Monument: means a monument of approved granite, marble or bronze, the top of which shall be level with the surrounding ground contour of that particular grave. Monuments must be set in / on a concrete foundation.
- i) Family Plot: means two – six single and adjacent graves sites, reserved as a single plot
NEW SECTION: Reserve two grave sites side by side.
- j) Footmarkers: means monuments set at the foot of a grave for memorial purposes, or to define the corners of the grave or family plot.

- k) Funeral Director means any registered embalmer or mortician licensed in Alberta.
- l) Grave: means a plot designated for the burial of human remains.
- m) Grave Decoration: means anything that is placed on a grave for memorial purposes.
- n) Grave Cover: means a structure of marble, granite, or similar material placed on the entire burial plot for memorial purposes and set level with the contour of the surrounding ground.
- o) Indigent Grave means graves made available for the burial of unclaimed bodies and bodies of destitute or indigent persons.
- p) Monument: means anything that is called a headstone, tombstone, upright or vertical monument, a pillow monument, a flat monument, a grave cover, or a footmarker, that is made of granite, marble, or metallic materials, or any other material acceptable to the Council. All monuments shall be supported by a concrete monument base.
- q) Open / Close means digging of the grave, the placement of the rough box, the backfilling of the grave, site cleanup, and placement of the funeral decorations.
- r) Maintenance: means the general term used to designate all the various actions or work done to ensure that the burial plots and surrounding cemetery grounds are kept in good repair. This does not include monument repair / care.
- s) Upright, Pillow or Vertical Monument: means a monument that projects above the level of the surrounding ground.
- t) Veteran: means a person who at anytime during his / her life, served on a full time basis for Canada, in any war in which Canada participated, and who has a Veteran's Affairs registration number.

KILLAM COMMUNITY CEMETERY

GENERAL RULES AND REGULATIONS

A. Burial Grave / Plot Purchases and Utilization

- 1.) Not more than (two) reserve graves forming a single plot in the cemetery may be purchased by one person or estate, except in special circumstances when approved by the Chief Administrative Officer of the Town of Killam. Rates can be found in Town of Killam Bylaw 841B – Master Rates Bylaw
- 2.) After each purchase of a plot, a grave slip shall be completed for a record of purchase. (March 22, 2011)
- 3.) NEW SECTION – There are continuous rows of sidewalk and the rows are to be sold one at a time until all plots in the first row are sold and then sales for the next row will being and so on. (April 25, 2007)
- 4.) Reserve graves / plot may be transferred from one family member to another family member, but no transfer shall be valid unless such a transfer is duly registered by the Town Administration Department. The purchaser of a grave, or his legal representative, may not transfer or assign the grave to any other person.
- 5.) The Owner of a reserve grave / plot may cancel his / her reservation by advising the Town in writing. The refund shall be limited to the initial purchase price of the grave / plot.
- 6.) It is a condition of the sale of every burial grave / plot that the purchaser expressly waives any claim arising from an error caused by the Town personnel or operations providing that the error was not reasonable avoidable. The Town's liability shall only extend to a refund of any monies paid to the Town for a grave / plot, provided that the grave / plot suggested as an alternative is / are not acceptable to the purchaser.
- 7.) It is a condition of sale that every burial grave / plot, that the Town has the right to reclaim all unused graves / plots after the period of (twenty) years has expired, pursuant to the Cemeteries Act of Alberta
- 8.) A full grave may be used only for:
 - a) the single burial of a person, and up to three ash interments
 - b) for cremation purposes only for up to four ash interments, or
 - c) a double depth grave.
 - d) When a full grave is used for cremation purposes and for up to four ash interments, the cremains must be buried first starting at the head of the

grave working downwards until all 4 cremains are buried. This will ensure that the location of all are known and they will not be disturbed. In this case, if the family so wishes, a grave cover foundation from head to foot may be allowed to the specifics laid out in SECTION B 5.) of these polices and regulations.

B. Interments and Disinterment:

- 1) No grave shall be opened for any reason by any person not in the employment of the Town of Killam. In all cases, a request for opening or disinterment shall be accompanied by such forms and signatures as are required by law by the Town and the Province of Alberta.
- 2) All interments in the new section require a concrete outer receptacle to be charged at cost recovery. *Oversized concrete outer receptacles may be used but the charge will reflect the cost to the Town for these receptacles on a cost recovery basis.*
- 3) All double depth interments shall require a concrete outer receptacle for the lower interment.
- 4) Burials in the cemetery shall be permitted only during the hours 9:00 am to 4:00 pm.
- 5) The Town reserves the right to refuse to provide cemetery services on Sundays and declared or statutory holidays, except when extra-ordinary conditions prevail. The final authority concerning interment on these days shall rest with Council. The only exception to this are burials ordered by the Provincial Health Department.
- 6) The Town Public Works Department shall dig and backfill the graves for full depth graves, but families will be permitted to dig and backfill cremations when possible.
- 7) A disinterment of a body, regardless of the circumstances, shall not take place until a permit for disinterment has been issued by the Provincial Government, and a copy thereof has been presented to the Town.
- 8) Cemetery graves shall only be used for the burial of human remains.
- 9) Ashes may be interred in any grave already occupied where the person / or next of kin (who is deemed to have the authority) gives permission for such an interment.

C. General Monument Regulations:

- 1.) No monuments or monument foundations shall be erected in the cemetery unless an application for a permit has been submitted and approved by the Town Administrator, or designated representative and the \$25 permit fee have been paid. (November 13, 2007)
- 2.) Applications for monument installations may be made during working hours through a monument dealer, or in person at the Killam Town Office.
- 3.) Monuments are placed in the cemetery at the owner's risk, and the Town of Killam assumes no responsibility for damages or loss due to vandalism etc.
- 4.) Concrete, granite, or marble grave covers and foot markers will no longer be permitted to be installed except to match an existing concrete, granite, or marble grave cover and foot marker on the adjacent grave of a spouse or other family member of the now deceased except when a full grave is used for cremation purposes and for up to four interments – please refer to SECTION A, 8d) of this policy and regulation for specifications.
- 5.) Monuments shall be placed on granite or marble base laid on a concrete foundation, such foundation shall be laid according to the following specifications; except in the new site the grave stone will be on the runner.
 - a) The foundation shall be a rectangular piece of concrete of not less than 3000 P.S.I. strength or not less than 4 inches in thickness.
 - b) The foundation shall be placed level with the surrounding ground contour with no corners protruding.
 - c) The foundation will be four inches wider on all sides than the monument or monument base that it will support.
- 6.) No trees, shrubs, or flowers may be planted.
- 7.)
 - a) No monument shall exceed the maximum dimensions of 72 inches in length, 59” in height and 12” in depth.
 - b) No foundation shall exceed the length of a plot. (ie: If there are 6 graves in a plot, the foundation shall not exceed the length of those 6 graves)
- 8.) Monuments shall be erected so that the top edge of the monument foundation shall be in alignment with all other foundations in that particular row.
- 2.) The Town shall be advised of any monument work being performed in the Cemetery. All persons employed by a monument firm shall be subject to the direction and control of the Town Administration Department.

- 3.) After installation of a monument, no fixture of any type, such as pictures, ornaments, or similar items may be attached or affixed in any manner whatsoever to any part of the monument other than an approved vase, without the prior authorization by the Town.
- 4.) No fence railing, coping, earth mounds or any other type of memorial shall be placed on any burial plot except for a monument placed in accordance with these regulations.
- 5.) The Town Administrator may from time to time report to the owners or next of kin on the condition of any monument that is in need of repair, and it shall be the duty of the owner or next of kin to repair the same without delay.
- 6.) All earth, debris, litter and rubbish arising or resulting from work done on any burial plot shall be carefully cleaned up and removed from the cemetery by the party carrying out the work.
- 7.) When a 2nd monument is required on one grave plot, the second monument shall be a flat monument on the ground at ground level.

D. Grave Decoration Policy

- 1.) Grave decorations placed at the cemetery shall conform to the following guidelines;
 - a) flowers and similar decorations should be placed in an approved container,
 - b) the grave decorations must not include lawn ornaments or any items made of glass or china,
- 2.) The placement of grave decorations in the cemetery is at the sole risk of the owner.
- 3.) Fresh flowers placed on a grave following the burial may be left for seven calendar days, after which they may be removed and disposed of by the caretaker.

E. General Provisions:

That within the Killam Community Cemetery:

- 1.) All vehicular traffic shall travel at speeds no greater than twenty (20) kilometers per hour, and shall be restricted to the roadways only. Service vehicles are permitted off the roadways while providing the necessary services of the cemetery.
- 2.) The use of snowmobiles and other all terrain vehicles shall not be permitted.

- 3.) No person shall canvass, advertise, or place an advertising trademark on any monument within the cemetery.
- 4.) No picnics, parties, or gatherings except for funerals or a ceremony of observance shall be permitted in the cemetery.
- 5.) No person shall litter or commit any willful damage to the cemetery's landscape, or any monument, building or other structure within the cemetery.
- 6.) No pets or animals are permitted in the cemetery.

Date Approved:

Authorized Signature: _____

Authorized Signature: _____