



FAIRVIEW CEMETERY SERVICES

Policy Number:	56/211.01 2023ADP
Policy Review:	Every 5 Years or upon other legislative or regulatory changes
Policy Owner (Dept.):	Community Services
Reference(s):	<i>Cemetery Bylaw</i>

1. PURPOSE OF POLICY

1.1. To guide the use and care of Fairview Cemetery.

2. POLICY STATEMENT

2.1. This Policy provides the standards and general information necessary for the safe use, maintenance and operation of Fairview Cemetery including:

Roles & Responsibilities

Plots

Interment

Inurnment in Plots and Columbaria

Disinterment

Resale/Transfer/Exchange of Plots and Niches

Monuments

Columbarium Niche Plaques

Grave Decorations

Perpetual Care

3. APPLICABILITY

3.1. This Policy is applicable to:

3.1.1. Anyone directly or indirectly involved with Interments, Inurnments or Disinterments at Fairview Cemetery.

3.1.2. Anyone wishing to place Grave Decorations or flowers in Fairview Cemetery.

3.1.3. Persons involved in purchasing, manufacturing or installing Cemetery Monuments or Columbarium Plaques in Fairview Cemetery.

- 3.1.4. Anyone who has or will purchase a Burial Plot or Columbarium Niche in Fairview Cemetery.
- 3.1.5. Anyone involved in the maintenance and upkeep of Fairview Cemetery.
- 3.1.6. Anyone involved in the sale of Burial Plots or Columbarium Niches and records management for Fairview Cemetery.
- 3.1.7. This Policy comes into effect upon approval of the CAO.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **Act** – means the *Cemeteries Act*, R.S.A 2000, C-3 as amended.
- 4.2. **Base** – an optional bottom portion of a Monument that rests between the Monument and Foundation and is made of granite and/or marble.
- 4.3. **Burial** – the Interment of human remains or cremated human remains in a Grave.
- 4.4. **Burial Permit** – the legal document issued by Vital Statistics authorizing the final disposition of human remains in the Province of Alberta.
- 4.5. **Cemetery** – land in the City of Lacombe owned and operated in accordance with the Act by and under the control of the City. Also known as “Fairview Cemetery”.
- 4.6. **CAO** – the Chief Administrative Officer of the City of Lacombe.
- 4.7. **Columbarium** – a secure structure containing Niches for storing cremated human remains.
- 4.8. **Concrete Runner** – an uninterrupted length of concrete acting as the Foundation on which Monuments may be placed.
- 4.9. **County Resident** – a person who, at the time of Plot or Niche purchase, or at the time of death did reside in or was paying taxes to Lacombe County.
- 4.10. **Cremation Plot** – a Grave used for the Interment of cremated human remains.
- 4.11. **Deed** – a legal document by which the City conveys a Cemetery Plot or Niche for the purpose of Interment.
- 4.12. **Designate** – any person authorized or assigned by the CAO and employed by the City to carry out the duties of the CAO as outlined in this Administrative Policy.
- 4.13. **Disinterment** – the authorized removal of interred human remains or cremated human remains.
- 4.14. **Fairview Cemetery** - the land in the City of Lacombe owned and operated in accordance with the Act by and under the control of the City. Also known as the “Cemetery”.
- 4.15. **Fairview Cemetery East** – the expansion site of the Cemetery known as Lot 9, Block 1, Plan 102-5661 located east of Fairview Cemetery West.



- 4.16. **Fairview Cemetery West** – the original Cemetery site known as Lot 8, Block 1 Plan 002-4531.
- 4.17. **Field of Honour** – the designated area within the Cemetery reserved only for the Interment of Veterans and a spouse.
- 4.18. **Flashed Border** – a three-inch sandblasted border around the outer edge of a flat granite or marble Monument.
- 4.19. **Flat Monument** – a memorial marker of approved stone whose surface shall be flush with the surrounding ground contour of the Plot in which it is placed.
- 4.20. **Foot Marker** – a memorial marker installed at the base of a Grave.
- 4.21. **FOIP** – the Freedom of Information and Protection of Privacy Act.
- 4.22. **Foundation** – a concrete or granite slab of specific proportions on which a Base or Monument may be placed.
- 4.23. **Grave** – shall mean a Plot in the Cemetery that has been opened or used as a place for the Interment of human remains or inurnment of cremated human remains.
- 4.24. **Grave Decorations** – means anything that is placed on a Grave or Columbarium Niche for memorial purposes and does not include Memorial Plaques and/or Monuments.
- 4.25. **Grave Cover** – a structure of marble, granite, or cement placed on top of and covering the entire Plot.
- 4.26. **Grave Liner** – an unsealed outer Burial receptacle placed in a Grave to house a casket, that is capable of withstanding the weight and pressures of the earth surrounding it.
- 4.27. **Interment** – the placement of human remains in a Grave.
- 4.28. **Inurnment** – placing an urn containing cremated human remains in a Grave or Niche.
- 4.29. **Memorial Plaque** – shall mean an approved bronze cast plaque purchased from the City to be installed on a Niche.
- 4.30. **Monument** – also referred to as a headstone or tombstone. Anything that is an upright, vertical, pillow or flat marker, that is made of commercial-grade granite, marble or bronze and is supported by a Concrete Runner, Foundation or Base.
- 4.31. **Niche** – a single compartment of a Columbarium used for interring one or two urns containing cremated human remains.
- 4.32. **Non-Resident** – a person who, prior to their death, or at the time of Plot or Niche purchase, was not a Resident or County Resident as defined in this Policy.

- 4.33. Perpetual Care** – the upkeep of the Cemetery including the maintenance and repair of City-owned infrastructure and excludes privately-owned Monuments, Memorial Plaques, and Grave Liners except as the City, at its sole discretion, deems appropriate.
- 4.34. Perpetual Care Fee** – the funds charged to the Purchaser for the purpose of providing ongoing care of the Cemetery.
- 4.35. Perpetual Care Reserve – Cemetery** – the specifically designated account of the City to hold and disperse Perpetual Care Fees designated for the funding of Perpetual Care.
- 4.36. Plot** – a specified land area within the Cemetery sufficient to accommodate an adult Burial or cremation urn(s).
- 4.37. Proof of Residency** – official documentation indicating previous residency in the City of Lacombe or Lacombe County, including, but not limited to, school records, federal or municipal taxation records, utility records, rent receipts, mortgage documents, CPP statements, Bank Statements, etc.
- 4.38. Purchaser** – the name that appears on the Deed to a Plot or Niche.
- 4.39. Resident** – a person who, at the time of Plot or Niche purchase, or at the time of death, did reside in the City of Lacombe or was a Lacombe County Resident, or who lived in the City of Lacombe or Lacombe County and/or who has family members whose plot they can be interred in. Proof of Residency may be required.
- 4.40. Special Duty Area** – Specific geographic areas outside Canada where members of Canada’s Armed Forces or RCMP Members are exposed to conditions of elevated risk.
- 4.41. Special Duty Operation** – Canadian Armed Forces and/or RCMP Missions/Operations which involve elevated risk. These may take place in or outside Canada.
- 4.42. Tag** – a separate cast bronze piece of a memorial plaque containing names and or birth and or death dates of the Purchaser and or the deceased.
- 4.43. Vegetation** – trees, shrubs, creepers, climbers, flowers, annuals, perennials, biennials or other growing or flowering matter.
- 4.44. Veteran** – a person who is a Veteran as defined in the *War Veterans Allowance Act* (Canada), RSC, 1985, c W-3, and the regulations under that act.
- 4.45. Working Hours** – regular work hours for City maintenance workers, defined as 7:00 a.m. to 4:00 p.m. Monday through Friday, excluding Civic and Statutory Holidays. Any time other than this is considered after hours.

5. ROLES AND RESPONSIBILITIES

5.1. Chief Administrative Officer

5.1.1. Approves this Administrative Policy and reviews proposed amendments.

5.1.2. Approves Cemetery rate increases.

5.1.3. Delegates any or all powers of this Administrative Policy to a Designate as they see fit.

5.1.4. Ensures all City staff comply with this Administrative Policy.

5.1.5. Reviews all requests for exemptions to this Administrative Policy and any agreements related to the Cemetery for approval or denial, or expressly delegates this authority.

5.1.6. Ensure this Administrative Policy meets regulatory and legislative requirements.

5.2. Directors

5.2.1. Support employees in complying with the terms of this Administrative Policy.

5.2.2. Review and propose amendments to this Administrative Policy as needed.

5.3. Managers, Supervisors and Coordinators

5.3.1. Ensure employees and work systems result in compliance with the terms of this Administrative Policy.

5.3.2. Work to ensure high quality, effective and efficient Cemetery services and operation within allocated resources.

5.4. Financial Services Department

5.4.1. Processes invoices and payments for funeral professionals and fee payments from individuals.

5.4.2. Fulfills the duties of the Cemetery Coordinator when the Cemetery Coordinator is absent.

5.4.3. During high volume, sensitive, problematic, or other special circumstances, assists the Cemetery Coordinator in fulfilling the public's Cemetery needs.

5.5. Computer & Information Technology Services Department

5.5.1. In consultation with affected departments, selects, procures, on-boards users, integrates, monitors, troubleshoots, modifies, repairs, upgrades, and replaces software used for Cemetery services.

5.5.2. Assists Departments in applying the City's Records Management System to all records produced by Departments in delivering Cemetery services.

5.5.3. Provides GIS services to map the Cemetery infrastructure, Plot locations and the names of their occupants.

5.5.4. Reviews bulk requests for municipal Cemetery records and advises other departments on managing these requests.

5.6. Roads and Fleet Services Department

- 5.6.1. Installs and removes Niche Memorial Plaques and Tags as requested.
- 5.6.2. Opens and closes Graves and Niches.
- 5.6.3. Maintains the road network throughout the Cemetery.
- 5.6.4. Stakes locations for contractors to install, update, or repair Monuments.
- 5.6.5. Compacts closed Graves to the City standard.
- 5.6.6. Notifies other Departments of major Cemetery work to avoid scheduling conflicts with Interments or Inurnments.
- 5.6.7. Notifies the Cemetery Coordinator of any damage to Cemetery property or Monuments.
- 5.6.8. Creates and manages readily accessible and searchable records related to duties, particularly inurnments in Plots.
- 5.6.9. In alignment with the Capital Works Program, provides input during the planning, design, and scheduling phases of proposed expansion projects.
- 5.6.10. Coordinates heavy equipment work and other activities in liaison with other Departments as required.
- 5.6.11. Closes the Cemetery or sections of the Cemetery to enable repairs or mitigate hazards.

5.7. Parks & Facilities Maintenance Department

- 5.7.1. Maintains the grounds of the Cemetery, including trees, shrubs and other plants.
- 5.7.2. Creates and maintains readily available and searchable records of Department activities.
- 5.7.3. Works with Roads & Fleet Services to fill, level, and plant grass seed on Graves.
- 5.7.4. Plants, maintains, and winterizes flowerbeds, trees, and shrubs; cleans amenities and paints as required.
- 5.7.5. Removes decaying floral arrangements and other temporary decorations before mowing or trimming.
- 5.7.6. Participates in the design and construction of Cemetery expansions; supervises contractors.
- 5.7.7. Notifies the Cemetery Coordinator of any damage to Cemetery property or Monuments.

5.8 Cemetery Coordinator

- 5.8.1 Ensures all Cemetery management systems meet legislated requirements and standards.



- 5.8.2 As directed by the CAO: facilitates sales of Cemetery Plots and Niches to the public, schedules Interments, Inurnments and Disinterments, buy-back of Plots and Niches, and otherwise advises the public on fulfilling their Cemetery needs. Ensures the City's sales, inventory, and record-keeping systems result in exemplary, error-free customer service to the public.
- 5.8.3 Reviews and approves Monument applications; checks installations for compliance; addresses improper or failing Monument installations by preparing correspondence for the Director or the CAO's signature; liaises with Departments, applicants, Monument companies, and funeral professionals regarding Monument matters.
- 5.8.4 In consultation with the FOIP Coordinator to ensure compliance with FOIP, fulfills public information requests regarding the location of deceased relatives or other Cemetery inquiries.
- 5.8.5 Monitors the Cemetery governance documents for completeness and accuracy. Recommends revisions when required or requested by the CAO, the Community Services Director, or City Council.
- 5.8.6 Schedules and coordinates Monument cleaning and restoration projects as needed.

5.9 Employees

- 5.9.1 Support efficient and effective delivery of Cemetery services.
- 5.9.2 Comply with this Administrative Policy.

5.10 Public/Citizens/User Groups

- 5.10.1 Communicate with the Cemetery Coordinator or Designate regarding all Cemetery matters.
- 5.10.2 Comply with this policy.

6 POLICY DETAILS

6.1 PLOTS

All Plots hereafter surveyed in Fairview Cemetery shall have dimensions of:

Burial Plots: Four (4) feet by Twelve (12) feet (1.22m x 3.66m)

Cremation Plots: Six (6) feet x Five (5) feet (1.83m x 1.52m), or

Cremation Plots: Four (4) feet by Five (5) feet (1.22m x 1.52m)

The price of the Plot or Niche depends upon the current approved Fairview Cemetery Rates and Fees Schedule.

At the time of purchase the Purchaser of a Plot shall be responsible for paying a Perpetual Care Fee, and for the Concrete Runner if one is attached to the Plot.

In accordance with the Act and General Regulations when a destitute or indigent person dies, the Provincial Government is responsible for the cost of Burial or other disposition of that person's body. The Plot shall be provided at 50% of the amount ordinarily charged whether the person was a Resident or not.

Plots purchased for multiple Interments/Inurnments shall be sold as adult Plots regardless of who passes first: a child, indigent person or adult.

Two standard Burials may be permitted in one Grave in Fairview Cemetery West if:

Approved Grave Liners are used, and,

The first casket was placed at a depth of at least 2.74 meters (9 feet), and,

The top of the uppermost casket will be at least 0.6 meters (2 feet) below ground level.

Double-depth Burials shall not be permitted in Fairview Cemetery East.

No Graves shall be raised above ground level.

No person other than the CAO, City supervised volunteers, City employees, a Plot's Purchaser, their representative, or heirs shall be permitted to care for any Plot in the Cemetery. Employees of the City shall conduct all Fairview Cemetery maintenance under the CAO's direction.

6.2 INURNMENT

6.2.1 Cremation Urn Placements in a Burial Plot:

When a Burial will not occur in the Plot, up to eight (8) urns may be placed in it, or

When a single Burial has occurred, up to six (6) urns may be interred in the same Plot, or

When the two Burials in a double-depth Plot have occurred, up to four (4) urns may be interred in the same Plot.

6.2.2 Cremation Urn Placements in Cremation Plots

Dependent on the size of the cremation plot, the number of urns that may be placed it are:

Up to six (6) urns in a Six (6) foot x Five (5) foot (1.83m x 1.52m) cremation plot, or

Up to three (3) urns in a Four (4) foot by Five (5) foot (1/22, x 1/52m) cremation plot

In Fairview West, if a Plot has been purchased for a full Burial which has not occurred, and a Monument is not in place, a single urn may be placed in the location where the Monument will be installed. If the Monument is in place, no urns may be placed in the Plot until after the Burial occurs.

In Fairview East, due to the presence of Concrete Runners, only one urn may be placed directly in front of the runner prior to the full Burial.

Placement of a cremation urn under a continuous cement runner is prohibited.

6.2.3 Cremation Urn Placement in a Columbarium Niche

Dependent on the size of the niche, the number of urns that may be placed it are:

One large urn or two smaller urns may be placed in a Twelve (12) inch wide x Twelve (12) inch deep x Twelve (12) inch high (.30m x .30m x .30m); niche, or

One or two taller urns may be placed in a Twelve (12) inch wide x Twelve (12) inch deep x Sixteen (16) inch high (.30m x .30m x .40m) niche.

The City bears no responsibility for urns that do not fit into the Niche when placed at the time of need.

Inurnments in the Cemetery shall be permitted during the hours from 9:00 A.M. to 4:00 P.M. Monday to Friday excluding weekends, declared or statutory holidays. Special arrangements may be made for after-hours Inurnments which shall be charged an additional rate as indicated in Schedule A, Fairview Cemetery Rates and Fees.

Any funeral party arriving or remaining at the Cemetery after the hours mentioned above shall be charged the additional after-hours fee.

6.3 INTERMENT

Interment will not be permitted in Fairview Cemetery until a completed government-issued Burial Permit has been received by the CAO

Following the Interment of the Plot purchaser, the CAO must receive written consent from the Executor / Executrix and all heirs before any additional Interments may occur in the same Plot. The purchaser, prior to their passing, may provide a list of persons whose cremated remains may be interred in the Plot following the Purchaser's Interment.

Funeral homes may request an Interment by phone or e-mail, provided all required information regarding the deceased, and a copy of the Burial Permit is received by the CAO.

Between May and October in any year, all Interment applications shall be made to the CAO no less than three working days before the Interment.

Between November of one year and April of the following year, all Interment applications shall be made no less than four working days before the Interment.

Only one body shall be placed in a casket, except that of a parent and infant child who may be interred together.

At the time of the first Interment, it must be stated if a double-depth Plot is required. Double-depth Graves are not permitted in Fairview Cemetery East.

An Indigent person or anyone receiving Assured Income for the Severely Handicapped benefits shall be interred at regular rates. The Province of Alberta is responsible for the cost of Burial or disposition of that person's body.

Only those persons under the control or supervision of the CAO shall open any Grave or Niche to inter or disinter human remains.

Whenever two or more persons hold a Plot or Niche, the CAO will accept an order for Interment in the Plot or Niche from any persons listed on the Plot Deed or their representatives.

No secondary Interment shall be permitted in any Plot or Niche in the Cemetery on which unpaid charges are due and payable to the City.

Interments in the Cemetery shall be permitted during the hours from 9:00 A.M. to 4:00 P.M. Monday to Friday excluding declared or statutory holidays. Special arrangements may be made for Saturday and Sunday Burials. All Saturday and Sunday Interments shall be charged an additional rate as indicated in Schedule A – Fairview Cemetery Rates and Fees.

Any funeral arriving at the Cemetery after the hours mentioned above shall be charged the additional cost of providing City employees at the Cemetery to accommodate the Interment.

The Funeral Home or their contractor shall be responsible for providing and lowering the Grave Liner, casket and placing and removal of ground coverings. The Funeral Home or its representative, shall be present until the Grave Liner is sealed.

6.4 FIELD OF HONOUR

The Field of Honour is reserved for the Interment of:

Veterans of the Canadian Forces as defined by Veterans Affairs Canada and the Department of National Defense, who were honorably discharged and their spouse.

As defined by Government of Canada Veterans Affairs, any member or former member of the Canadian Police Forces who served in a Special Duty Area or Special Duty Operation, or who was appointed to serve under such Special Duty but died during pre-deployment training.

All Regular and Reserve Force Canadian Armed forces members who completed basic training and were honourably released.

Plots for Veterans and qualifying Special Duty Police Officers or Reservists shall be charged at 50% of the regular Plot price. Spousal Plots in the Field of Honour shall be at full price unless the spouse is also a Veteran, qualifying Special Duty Police Officer or Reservist.

Only one traditional full-body Burial per Plot is permitted in the Field of Honour.

For traditional burials, the Veteran's & spousal Plots shall be purchased simultaneously and side by side.

If a traditional Burial is planned for a Veteran who has not yet passed, and the spouse passes before the Veteran, the spouse's urn may be interred at the head of the Plot.

When the spouse is not a Veteran and has been buried in a Plot in the Field of Honour before the Veteran, and upon passing, the Veteran is interred elsewhere, the Veteran's estate or representative shall pay the total fees for Disinterment of the spouse from the Field of Honour and Interment elsewhere.

Should the above occur, the City of Lacombe shall repurchase the Veteran and spouse's Plots in the Field of Honour. The Estate or Executor / Executrix shall be responsible for purchasing a new Plot for the spouse outside of the Field of Honour.

Interment of additional cremains in the Field of Honour other than that of a Veteran's spouse is not permitted.

6.5 DISINTERMENT

No Disinterment shall be permitted in the Cemetery until an approved Disinter and Reinter Permit is received from the Provincial Director of Vital Statistics.

Disinterment shall only be permitted for Burials occurring within fifteen (15) years of the Disinterment request and if a Grave Liner was used for the Burial. Documented proof of the use of a Grave Liner in the Plot must be presented to the CAO.

6.6 RESALE, TRANSFER, EXCHANGE OF PLOTS AND NICHES

Plots and Niches shall not be resold to any other party on the open market.

Upon the City's receipt of a written agreement of all vested parties, Plots may be transferred from one family member to another family member. However, the transfer is not valid until registered with the CAO.

The Purchaser may cancel the purchase without penalty during the first 30 days following the purchase.

After 30 days from the purchase, the Purchaser of a Plot or Niche may transfer the Plot back to the City, which will pay 85% of the current market value of the Plot/Niche and Perpetual Care Fee as per the Act.

Upon application and subject to the CAO's approval, unused Burial Plots and Niches may be exchanged for another Burial space of equal value within the Cemetery with payment of fees as set out in Schedule A - Fairview Cemetery Rates and Fees.

According to Section 18 (2) of the Act, it is a condition of the sale of every Burial Plot that the City may apply to the Provincial Cemeteries Director to reclaim all unused Burial Plots once twenty years have passed. If the Purchaser from whom the Interment space is revested, or that Purchaser's representative, subsequently claims the Interment space, the City will;

Pay to that Purchaser an amount equal to the current market value of the revested Interment space, or

Provide to that Purchaser another Interment space equal to the current market value of the revested Interment space.

6.7 MONUMENTS

The Purchaser, heir or executor/executrix must authorize the application permit for a Monument.

No Monument shall be placed on any Plot in the Cemetery on which unpaid charges are due and payable to the City.

No Monuments shall be erected on a Saturday, Sunday or holiday unless the CAO has given written permission.

Foot Markers and Grave Covers of any kind are prohibited.

Drilling into a cement runner is prohibited.

All Monument measurements are described as follows:

Length shall mean the measurement of the Monument from side to side measured left to right.

Depth shall mean the measurement of the Monument from the back to the front.

Height shall mean the measurement from the surface of the concrete foundation to the top of the Monument. This measurement also includes the Base if one is used.

The CAO may refuse a Monument that:

Does not adhere to the terms of this policy.

Is not in keeping with the general appearance of the Cemetery.

May be viewed as offensive by any party.

Any Monument not conforming to the specifications in this Administrative Policy shall be removed by the City following a thirty (30) day notification to the Purchaser and the Monument company and will be held for sixty (60) days by the City, after which time it shall be disposed of.

The City shall, from time to time, report to the Purchaser or Purchaser's next of kin on the condition of any Monument or marker which is in disrepair, and it shall be the duty of the Purchaser / next of kin to repair the same without delay, and to the satisfaction of the City. Whenever the Purchaser of a Monument fails to make the required repairs or alterations to a Monument within 30 days after receiving notice from the CAO, the CAO shall have the power to repair or remove the Monument and charge the cost to the Purchaser or next of kin.

The CAO may direct or permit any fence or railing or other work for protection or ornamentation erected on or around a Grave lot to be removed if the fence or railing or other work is in such a state of disrepair as to be unsightly, dangerous or does not adhere to this Administrative Policy

Lettered boards or memorial designs of any description designating Graves other than the standard temporary marker provided by the funeral home will not be permitted. The standard temporary marker provided by the funeral home may be removed after a period of one (1) year from the date of the Burial. The City is not responsible for standard temporary markers.

6.7.1 Placement/Size of Monuments

All Monuments shall have a Monument permit approved by the City of Lacombe before installation in Fairview Cemetery.

Only professional, approved Monument providers shall install Monuments.

Monuments not placed on a Concrete Runner shall have a cement or granite Foundation not less than three (3) inches (7.62 cm) thick and extending three (3) inches (7.62 cm) beyond each side of the Base, Monument or vase.

The surface of a Foundation shall be installed flush with the ground in which it is set.

Any additional Monuments placed on a Plot with an existing Monument shall be flat and installed flush with the ground.

Construction forms shall be used for the on-site construction of concrete Foundations.

All persons erecting Monuments shall ensure all Monument components are firmly secured to prevent toppling, and the Foundation is sufficient to support the Monument.

The Monument shall be placed within the area marked by the City and shall be installed so that it is in line with other Monuments in the same row in which it is installed.

For Monuments spanning multiple Plots; the maximum length will be determined by the number of Plots the Monument is intended to serve. At no time shall the Monument and Foundation exceed the combined total width of the Plots.

Monuments shall be constructed of stone with high resistance to weathering and erosion and shall not be constructed of metal, concrete, wood or biodegradable materials.

Inscription on the Monument shall be of sufficient depth and quality that it will be legible for a significant length of time. The City shall not be responsible for Monument design, wear, or inscription errors.

6.7.2 Pillow Monuments



Pillow-style Monuments are lower profile, and the back is taller than the front.

The rear of the pillow and Base shall not be more than 18 inches high (45.72 cm) measured vertically from the concrete Foundation.

A pillow Monument shall not exceed the following dimensions:

Single Pillow Monument	Maximum Length	Depth	Double Pillow Monument	Maximum Length	Maximum Depth
Foundation	48" (121.92 cm)	24" (60.96 cm)	Foundation	96" (243 cm)	24" (60.96 cm)
Base	42" (106.68 cm)	18" (45.72 cm)	Base	84" (213 cm)	18" (45.72 cm)
Pillow on a Base	36" (91.44 cm)	12" (30.48 cm)	Pillow on a Base	72" (182 cm)	12" (30.48 cm)
Pillow no Base	42" (106.28 cm)	18" (45.72 cm)	Pillow no Base	84" (213 cm)	18" (45.72 cm)

6.7.3 Flat Monuments

A Flat Monument shall be constructed from granite or marble no less than 2 inches (5.08 cm) thick.

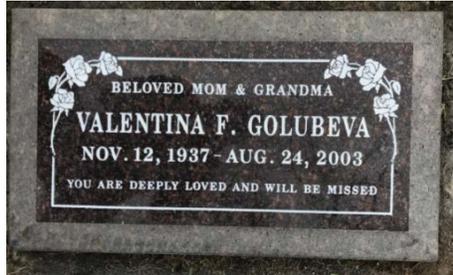
When a Flat Monument is placed on a Concrete Runner it may be set on a granite Base, or it may be installed directly on top of the Concrete Runner.

Where there is no Concrete Runner, all Flat Monuments shall have a three-inch Flashed Border or be set into a cement Foundation and shall be installed flush with the ground surface.

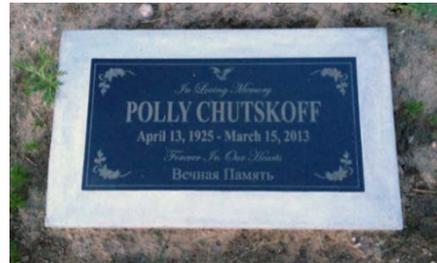
ADMINISTRATIVE POLICY



Flashed granite border



Granite Monument set in cement



The Purchaser, Executor/Executrix or Heirs shall ensure there is room for each additional Flat Monument to be placed in the same Plot.

Flat Monuments shall not exceed the following dimensions:

Single Flat Monument	Maximum Length	Maximum Depth	Double Flat Monument	Maximum Length	Maximum Depth
Cement Foundation	48" (121.92 cm)	24" (60.96 cm)	Cement Foundation	96" (243 cm)	24" (60.96 cm)
Base (first Monument only)	42" (106.68 cm)	18" (45.72 cm)	Base (first Monument only)	90" (213 cm)	18" (45.72 cm)
Flat Monument on a Base	36" (91.44 cm)	12" (30.48 cm)	Flat Monument on a Base	84" (182 cm)	12" (30.48 cm)
Flat Monument set in a cement Foundation	42" (106.68 cm)	18" (45.72 cm)	Flat Monument set in a cement Foundation	90" (213 cm)	18" (45.72 cm)
Flashed granite set in the ground	48" (106.28 cm)	18" (45.72 cm)	Flashed granite set in the ground	96" (213 cm)	18" (45.72 cm)

6.7.4 Upright Monuments



An upright Monument refers to a granite, marble or weatherproof engraved stone (excluding sandstone) whose highest point measured vertically from the surface of the concrete Foundation is not more than 40 inches (101.6cm).

Unless placed on a Concrete Runner, all upright Monuments shall be set on a concrete or granite Foundation extending a minimum of 3 inches (7.62 cm) on all sides of the Monument, vase or Base. The surface of the Foundation must be flush with the ground.

The Base shall be of granite and measure no less than 3 inches and no more than 8" in height and have a 3 inches border on all sides.

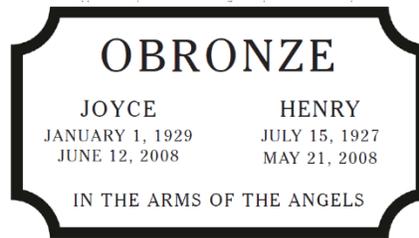
An upright Monument may be installed directly onto a Concrete Runner, providing the width of the Monument is sufficient to prevent the Monument from toppling over.

One upright Monument may be placed per Plot; one double upright Monument may span two Plots.

Single Upright Monument	Maximum Length	Maximum Depth	Double Upright Monument	Maximum Length	Maximum Depth
Foundation	48" (121.92 cm)	24" (60.96 cm)	Foundation	96" (243 cm)	24" (60.96 cm)
Base	42" (106.68 cm)	18" (45.72 cm)	Base	90" (213 cm)	18" (45.72 cm)
Monument (on a Base)	36" (91.44 cm)	12" (30.48 cm)	Monument (on a Base)	84" (182 cm)	12" (30.48 cm)
Monument (no Base)	42" (106.28 cm)	18" (45.72 cm)	Monument (no Base)	90" (213 cm)	18" (45.72 cm)

6.8 NICHE PLAQUES

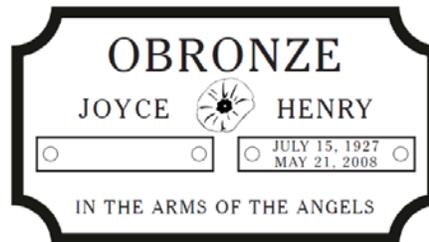
Unicast bronze plaques for Columbarium Niches are included in the Niche price and ordered through the City of Lacombe. The plaque may include up to twenty-five characters for the epitaph. Additional characters and name/date tags shall be at an extra cost to the Purchaser as per Schedule A – Fairview Cemetery Rates and Fees.



All plaques will be of a standard size and format approved by the CAO.

A Niche plaque for a Veteran may include a unicast bronze poppy.

Niche plaques ordered pre-need will require an additional tag or tags to indicate the date(s) of passing. There will be an additional fee for these items when ordered as per Schedule A – Fairview Cemetery Rates and Fees.



Installation of Niche plaques and additional date tags shall be done by City personnel only.

An approved small bronze floral bud vase may be purchased from the City of Lacombe for attachment to the Niche at an additional cost as per Schedule A – Fairview Cemetery Rates and Fees.

6.9 DECORATIONS

The only items to be left at a Grave seven days following an Interment or inurnment shall be flowers placed in a metal or stone vase that is a permanent fixture of the Monument.

Grave Decorations shall not include any of the following: items comprised of wood, glass, china, or plastic, shepherd hooks, planters of any kind, lawn ornaments or solar lights, trinkets, coins, alcohol, cigarettes, statues / sculptures, fencing, railings, walls, copings, hedges, toys, or metal receptacles. Such items shall be removed and disposed of without notice.

Flowers and potted plants shall not be placed on the turf area of Graves or loosely on or around Monuments or the Columbarium.

During an Interment / inurnment, live flowers and artificial floral arrangements may be placed on the Grave or at the base of a Columbarium. After seven days or upon wilting, these items will be removed and disposed of by the City. The City shall have full authority to remove floral arrangements that have become faded, out of season or unsightly in appearance.

Loose vases or items placed on or at a Grave will be removed and disposed of.

Adhering a vase or floral receptacle to a Monument by anyone other than an authorized Monument company is prohibited.

No Vegetations shall be planted in Fairview Cemetery by anyone other than City personnel. Unauthorized plantings will be removed and disposed of.

No person shall remove, destroy, prune or otherwise interfere with any woody or flowering ornamental plants in Fairview Cemetery unless permission has been obtained from the CAO.

Members of the Royal Canadian Legion may place a 3" x 6" Canadian Flag , poppy on a stick, or Remembrance Day wreath on a wreath stand at the base of Veterans' Monuments to commemorate Remembrance Day. Legion members shall remove these flags or poppies within seven days following Remembrance Day ceremonies to allow for maintenance activities.

Taping or gluing items of any kind to a Columbarium Niche is prohibited.

The City accepts no responsibility for missing vases, flowers, decorations or wreaths.

6.10 PERPETUAL CARE

A Perpetual Care Fee will be added to the purchase price of all Plots and Columbarium Niches.

Perpetual Care provided by the City does not include the care, maintenance, upkeep, repair, or replacement of any Monument or marker placed in the Cemetery.

A Perpetual Care Reserve – Cemetery fund has been established for the future care of the Cemetery. Interest on the reserve will accrue to the reserve.

Tax-deductible donations to the Cemetery will be accepted and held in the Perpetual Care Reserve - Cemetery.

When Plots or Niches are sold back to the City, the Perpetual Care Fee shall be refunded at 85% of the current price.



7 END OF POLICY

Original Signed _____
Signature CAO

December 13, 2023 _____
Date

POLICY RECORD

Approval and Amendment History

Date of Approval	Description
December 11, 2023	

Review History

Date of Policy Owner's Review	Description/Action Taken or Required



Schedule A Fairview Cemetery Rates and Fees

Burials

Item	Resident Price	Non-Resident Price
Single Plot	\$820	\$1640
Veteran (50% of Adult Plot)	\$410	\$820
Summer Adult/Veteran Interment	\$725	\$1,450
Winter Adult/Veteran Interment	\$910	\$1,820
Summer Interment Child (Under 18 years)	\$360	\$720
Winter Interment Child (Under 18 years)	\$455	\$910
Weekend Opening/Closing Additional Fee	\$500	\$1,000
Double Depth (Fairview West only)	\$150	\$300
Concrete Runner	\$150	\$300
Perpetual Care	\$200	\$400

Inurnments

Item	Resident Price	Non-Resident Price
Cremation Plot	\$510	\$1,020
Cremation Plot Under 16 years	\$255	\$510
Cremation Plot – Veteran	\$255	\$510
Summer Inurnment Adult/Veteran	\$300	\$600
Winter Inurnment Adult Veteran	\$420	\$840
Summer Inurnment Child (Under 18 years)	\$150	\$300
Winter Inurnment Child (Under 18 years)	\$210	\$420
Weekend Opening or Closing, Additional Fee	\$345	\$690
Concrete Runner	\$150	\$300
Perpetual Care	\$200	\$400

ADMINISTRATIVE POLICY



Columbarium Niche

Item	Resident Price	Non-Resident Price
Columbarium niche (12" x 12" x 12" high) includes one <u>unicast</u> Memorial Plaque (no separate date or name tags)	\$1,750	\$3,500
Columbarium niche (12" x 12" x 16" high) includes <u>unicast</u> Memorial Plaque (no separate date or name tags)	\$1,950	\$3,900
Niche Plaque Name / Date Tags /Blank Tag s ordered with the plaque	\$140 per tag	\$280 per tag
Niche Plaque <u>Replacement</u> Name / Date Tag with up to two lines of text	\$285 per tag	\$570 per tag
Niche Plaque Replacement Tag with "Birth- Death" years on one line.	\$240 per tag	\$480 per tag
Niche Plate Extra Wording (5 words or less)	\$125	\$250
Niche Bud Vase Single	\$90	\$180
Niche Bud Vase Double	\$160	\$320
Niche Opening & Closing	\$110	\$220
After Hours Opening/Closing, Additional Fee	\$310	\$620
Perpetual Care	\$200	\$400

Other Fees

Item	Resident Price	Non-Resident Price
Disinter a Casket	\$1,225	\$2,450
Disinter an Urn	\$600	\$1,200
Monument Permit	\$75	\$75