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Policy Title Cemetery Policy	Date: June 12, 2018	Resolution No. 237/18

PURPOSE:

Kneehill County shall have the sole control of all matters within the cemetery that are concerned with maintaining the grounds in a neat and pleasing condition, and to that end must regulate and control cemetery grounds in accordance with Provincial statutes, regulations, and this policy.

POLICY GUIDELINES/PROCEDURES:**CEMETERY PLOT RESTRICTIONS, RESPONSIBILITY AND MAINTANENCE REQUIREMENTS**

1. Only the CAO or Designate shall erect upon a plot, any covers, bench, fence, railing, wall, stone, coping, hedge, tree, or plants;
2. Only the CAO or Designate shall make any walk, cut any sod, or move or place corner posts or grave markers;
3. While Kneehill County will take reasonable precautions to protect the property of the owner, it assumes no responsibility for loss of or damage to any monument, marker or part thereof or any article of any type that may be placed on the plot;
4. All plots must be opened and properly closed accounting for future settling and subsidence through the funeral home and/or their recommend contractors.
5. Where plots have subsided within 1 (one) year from the date of burial in excess of 5 cm (2") it shall be the reponsibility of the family and or funeral home to fill and level the plot.
6. Kneehill County must have a minimum of 72 hours' notice prior to any burials or monument placements.
7. All applicable paper work and fees must be completed and paid in full prior to any burial or monument placement.
8. All plots and monuments must be marked by authorized County staff prior to their burial or placement.
9. Only the funeral home, memorial service or contractors there of may place monuments in compliance with the other requirements of this policy.
10. No plot shall contain more than two (2) dead human bodies and four (4) sets of cremated remains.
11. Each Interment in Grave Lot shall provide for not less than 0.9 m (3 ft.) of earth between the general surface level of the ground at the Grave Lot and the upper surface level of the casket containing the human remains.
12. All double depth interments will require a concrete outer receptacle, or liner, for the lower interment.

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13. Each Interment of cremated remains, in an area so designated, shall provide for not less than 0.3 m (1 ft) of earth between the general surface level of the ground at the Grave Lot and the upper surface level of the container.
14. Vegetation:
 - a. No person shall plant any tree, shrub or herbaceous perennial inside or outside any plot. All permitted planting of trees, Shrubs within the cemetery grounds shall be the responsibility of Kneehill County;
 - b. No person shall tamper with or remove any flowers, plant, trees or monuments located within the cemetery nor touch any monument nor any fence or other structure belonging to the cemetery;
 - c. Cut flowers shall be removed from plots by Kneehill County Staff as soon as they become wilted or unsightly and persons wishing to retain same must remove them within forty-eight (48) hours after interment;
 - d. Artificial flowers shall be allowed on plots until they become unsightly and/or until they become a significant maintenance problem. Once artificial flowers are removed they will be retained for thirty (30) days so the owner has time to claim them;
 - e. Annual flowers shall not be planted on any plot.
15. The responsibility for fixing grave covers and headstones is to remain that of the family. In the event a family member cannot be located, the County will proceed with the necessary maintenance work.
16. Maintenance will comply with the requirements of all Provincial Statutes and regulations where at a minimum shall consist of mowing grass, trimming trees, repairing and painting fences and filling minor subsidence and settling less than 5 cm (2") as necessary to keep the grass growing and for public safety.
17. Straightening headstones and leveling grave covers will be the responsibility of the families involved and will not be done unless a form releasing the County employees from any liability for damage of headstones and grave covers is signed by the families responsible.
18. Kneehill County with Council approval may complete, for a fee as per the Master Rates Bylaw, annual grounds maintenance, which shall consist of general cemetery mowing operations. This may be offered only to those organizations who retain title to their cemeteries, and have formally requested Council for such assistance.
19. Kneehill County reserves the right to alter its regulations set out in this policy.

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DISINTERMENT

1. No human remains or cremated remains shall be Disinterred from Cemetery unless the County:
 - a. has received written request for Disinterment from the funeral home in compliance with the Cemeteries Act, R.S.A. 2000, c. C-3 and all ammendents theretoo and regulations passed thereunder;
 - b. has received payment of all applicable Fees and Charges; and
 - c. has received Disinterment Permit from the Authorized Person.
2. The funeral home requesting Disinterment on behalf of the Authorized family representative shall give complete and precise written instructions.
3. The County shall not be liable nor responsible for any errors or omissions in relation to Disinterment.
4. No person other than the funeral home and their contractors acting on behalf of the Authorized family representative shall open Grave Lot or Niche, or make Disinterment in the Cemetery with out prior approval from the CAO or Designate and all legislated forms have been completed and approved.
5. No casket, container or shroud may be opened without a Court Order or the written consent of the Authorized family representative and the funeral home.
6. No Disinterment shall be made of the first Interment from any double depth Grave Lot in which second Interment has been made, unless the second Interment is disinterred at the same time at fee as specified in the Master Rates Bylaw.
7. The County is not responsible for damage to any casket, urn or other container sustained during Disinterment
8. A replacement casket/container may be required when Disinterring remains, the cost of which shall be payable by the Authorized family representative.
9. The Authorized family representative shall be responsible for all costs associated with Disinterment.
10. Notwithstanding the aforementioned, from time to time human remains may be encountered, given that the Cemetery lands may have been used as pioneer cemeteries. In that event, and assuming no record of the decedent exists, remains shall be respectfully relocated to location prepared and designated on the site for the purposes of re-interring remains that are unexpectedly encountered.

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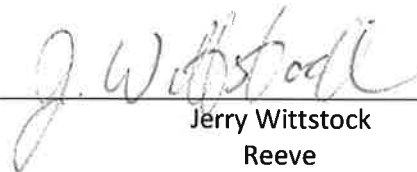
SCATTERING OF CREMATED REMAINS


11. Cremated remains shall be:

- a. permitted on the surface of the Cemetery in designated areas as approved by the CAO or Designate;
- b. covered with ground cover by the CAO or Desigante;
- c. and non-recoverable.

12. If all cremated remains are not scattered, the remaining cremated remains shall be interred in a plot purchased by the family, without container or in biodegradable urn minimum of .3 m (1 ft) below the general surface level of the ground.

Records for the cemeteries are maintained in accordance with Bylaw 1530 and amendments there to.


Jerry Wittstock
Reeve


Al Hoggan
CAO

Approved: May 13, 2014
Amended: June 12, 2018
Review Date: June 2021