

	City of Lacombe Burials	
	Policy Number:	<i>56/171.0 2(14)</i>
	Approval Date:	<i>July 28, 2014</i>
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	Supersedes:	
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	Department:	<i>Community Services</i>
	Reference:	<i>56.171.02 (12)</i>

Purpose of Policy

WHEREAS Council has approved the new Cemetery Bylaw 356 NOW THEREFORE BE IT RESOLVED that Council concurs with the recommendation of Administration to create an operating policy on Burials.

Applicability

Anyone directly or indirectly with an interment or disinterment in Fairview Cemetery.

Definitions

See Cemetery Bylaw 356

Responsibilities

See Administrative Directive *56/112.01(12)*

Procedure

Permits

1. No burial shall be permitted in the cemetery unless a proper burial permit is produced by the party applying for burial.
 - a. Between the months of May and October inclusive in any year, all applications for burials shall be made to the CAO at least 48 consecutive working hours before time for interment.
 - b. Between the months of November of one year and April of the following year, inclusive, all applications for burials shall be made at least 72 consecutive working hours before the time for interment. All orders for interment in the Cemetery shall be signed by the owner of the plot in which such interment is to be made, or in the case of Funeral Homes who have entered into an agreement with the City whereby the said interment is ordered by telephone or otherwise.

- c. No interment shall be permitted until the forms provided by the City have been completed and given to the Designate of the Cemetery. Such forms shall contain the following particulars:
- Name of deceased
 - Name of undertaker or person responsible for the burial
 - Date of burial
 - Name of purchaser of plot & next of kin

General Rules

1. Graves shall be dug and interments made only by persons authorized by the CAO and under the direction of the Designate.
2. No person or persons not under the control or supervision of the CAO shall open any grave for the purpose of interring or removing a body.
3. Whenever a plot or niche is held by two or more persons, an order for interment in such plot or niche or any part thereof will be accepted by the CAO from any one of the said persons or their personal representative.
4. No second interment shall be permitted in any lot or niche in the cemetery on which there are unpaid charges due and payable to the City.
5. The number of urns (only) permitted per grave is as follows:
 - Regular Plots: Four (4) feet by twelve (12) feet (1.22m x 3.66m) = 8 urns
 - Cremation Plots: Six (6) feet x Five (5) feet (1.83 x 1.52m) = 6 urns
 - Cremation Plots: Four (4) feet by five (5) feet (1.22m x 1.52m) = 3 urns
6. Burial of cremated remains in a regular plot are permitted only after the standard and/or deep interments have occurred or when the plot will only contain cremated remains.
7. With the exception of the Field of Honor, six (6) urns are permitted in a regular plot in which a standard burial has already occurred, and four (4) urns where a double depth burial has already occurred.

Disinterment

1. Disinterment of a body shall not take place until a permit for disinterment is issued by the Provincial Designate of Vital Statistics and delivered to the Designate.
2. Disinterment privileges will be allowed for burials which occurred within the fifteen (15) years immediately prior to the disinterment request.
3. Disinterment privileges could be granted for those burials which occurred prior to the fifteen (15) years preceding the request provided a concrete liner had been used for the burial and that documented proof of this fact is presented.

Depth of Grave

Council Policy

1. No grave for the burial of a deceased person shall be less than four (4) feet (1.21m) from the surface of the ground surrounding the grave, with the exception of double burials as stated in Depth of Grave #5.
2. No grave for the burial of cremated remains shall be less than eighteen (18) inches (45.72cm) in depth from the surface of the ground surrounding the grave.
3. The burial of cremated remains shall be in such portion or portions of the cemetery as may from time to time be designated by the CAO.
4. The body of an adult person shall not be interred in the same grave in which a body has previously been interred unless the first body has been buried in a concrete liner at a depth of at least nine (9) feet (2.74m) from the surface of the ground to the bottom of the grave.
5.
 - a. When more than one body is interred in the same grave, the last interment shall be at a depth of at least 3 feet (.91m) from the surface of the ground to the top of the casket or coffin and in no case shall the bodies of more than two adult persons be interred in the same grave.
 - b. It must be stated at the time of plot purchase if a double depth plot is required.

Mayor

Chief Administrative Office