	<b>City of Lacombe Monuments &amp; Niches</b>	
	Policy Number:	<i>56/171.03 (12)</i>
	Approval Date:	<i>May 14, 2012</i>
	Effective By:	<i>May 14, 2012</i>
	Supersedes:	
	Revision Date:	<i>May 14, 2012</i>
	Review Date:	<i>May 14, 2017</i>
	Department:	<i>Community Services</i>
	Reference:	<i>Cemetery Bylaw 356, Administrative Directive 56/112.01(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 Monuments / Niches Plaques.

**Applicability**

Persons involved in the purchase or manufacture of cemetery monuments. The City of Lacombe

**Definitions**

See Cemetery Bylaw 356

**Responsibilities**

See Administrative Directive *56/112.01(12)*

**General Rules**

1. The grave owner or executor/executrix of the estate must authorize the application request to install a monument.
2. In default of any outstanding financial commitment the installation of a monument may be denied, or in the case of an installed monument, it may be removed.
3. No monuments shall be erected on Saturdays, Sundays or holidays unless permission in writing has been granted by the CAO.
4. Foot markers are prohibited.
5. Grave covers of any kind are prohibited in the cemetery.
6. To ensure the consistent application of the following specifications, all measurements are described as follows:
7. **Length** shall mean the measurement of the monument as it would face the plot measured from left to right.

**Width** shall mean the measurement of the monument as it would face the plot measured from the head of the plot towards the foot of the plot.

**Height** shall mean the measurement of the monument from the concrete foundation to the

highest portion of the top of the monument. This measurement includes all bases placed to elevate the monument

8. Vases must be a permanent part of the monument. Loose vases of any type are prohibited.
9. The CAO may refuse the placement of any monument which may otherwise conform to the regulations of this bylaw, but is not in keeping with the general appearance of the cemetery.
10. Any monument not conforming to the bylaw specifications shall be removed by the City following a thirty (30) day notification to the owner and/or installation company and will be held for sixty (60) days by the City, after which time it will be disposed of.

The City shall, from time to time, report to the owner on the condition of any monument or marker which is in disrepair and it shall be the duty of the owner of such monument or marker to repair the same, without delay to the satisfaction of the City. Whenever the owner of a monument neglects to make the required repairs or alterations to a monument within 30 days after receiving notice from the CAO to do so, the CAO shall have the power to repair such monument and charge the cost to the owner or heir.

### **Placement/Size of Monuments**

#### **Fairview Cemetery West**

- a) All monuments shall have a cement foundation extending three (3) inches (7.62 cm) on each side of the monument, not less than three (3) inches (7.62 cm) in depth and level with the ground in which it is set. Proper forms shall be used for the construction of the concrete foundations. All persons erecting monuments shall ensure that such monuments are firmly secured to the foundation and that the foundation is adequate to support the monument.
- b) The monument shall be placed on that portion of the plot undisturbed by excavation and must be in line with other monuments in that section of the Cemetery.
- c) Monuments shall be constructed of stone, such type of stone having a high resistance to weathering and erosion. Monuments may not be constructed of concrete, wood or any other materials.
- d) Inscription on the monument shall be of sufficient depth and quality so as to be legible for a great length of time. Metal plaques which oxidize and deteriorate will not be permitted.
- e) Upright monuments shall be allowed in this area of the cemetery with the exception of the cremation section where flat or pillow monuments shall be installed.
- f) Notwithstanding the provisions of this section, each monument shall be in keeping with the appearance of other monuments in the section and with the character of the Cemetery. The CAO may refuse the placement of any monument should it be determined that the proposed monument is not appropriate for the placement in the Fairview Cemetery.

- g) The City of Lacombe will not be responsible for any errors in the monument design, or the description on the face being inaccurate.

### Monuments Defined:

#### 1. Pillow Monuments

Pillow style monuments are a low profile monument where the higher back slopes to the lower front, and are set so that the highest portion of the pillow shall **not be more than 18" (45.72 cm)** measured vertically from the concrete foundation. The pillow may or may not be set on a granite or marble base. If a base is installed, it shall project a minimum of 3" (7.62 cm) on all sides of the monument and be no more than 8" (20.32 cm) and no less than 3" (7.62 cm) thick. All pillow monuments with or without bases shall be set on a concrete foundation that projects a minimum of 3" (7.62 cm) on all sides of the pillow/base. The foundation shall be inset to ground level.

Pillow monuments shall not exceed the following dimensions:

Pillow Monument	Length	Width
<b>Foundation</b>	36" (91.44 cm)	24" (60.96 cm)
<b>Base</b>	30" (76.2 cm)	18" (45.72 cm)
<b>Pillow on a base</b>	24" (60.96 cm)	12" (30.48 cm)
<b>Pillow no base</b>	30" (76.2 cm)	18" (45.72 cm)

For multiple plots, the maximum length will be determined by the number of plots the monument is intended to service. At no time shall the monument exceed the combined total width of the plot.

#### 2. Flat Monuments

Flat Monument refers to a monument of approved granite or marble no less than 2" (5.08 cm) thick installed so that the face of the monument is flush with the ground in which it is set. A foundation installed as a border for a flat monument shall have a minimum of 3" (7.62 cm) surrounding all sides of the monument.

Flat Monument	Length	Width
<b>Foundation</b>	36" (91.44 cm)	24" (60.96 cm)
<b>Monument</b>	30" (76.2 cm)	18" (45.72 cm)

For multiple plots, the maximum length will be determined by the number of plots the monument is intended to service. At no time may the monument exceed the combined total width of the plot. Secondary flat monuments for additional interments in an occupied plot may not have flower vases attached to them.

The City assumes no responsibility for damage to flat monuments by grounds keeping equipment.

#### 3. Upright monuments

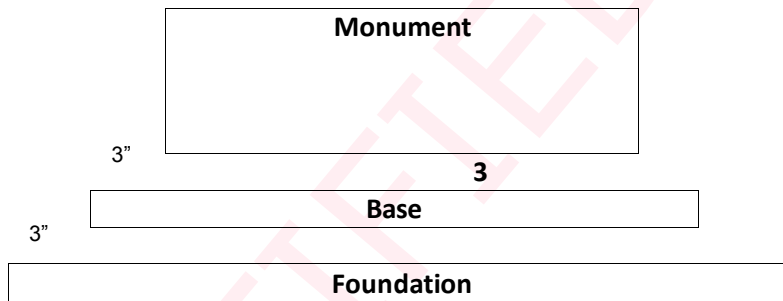
An upright monument refers to a section of granite, marble or weatherproof stone set so that the highest portion of the top of the monument measured vertically from the surface of the

concrete foundation is not more than 40" (101.6cm). The monument may or may not be set on a granite or marble base. If a granite or marble base is used, it shall project a minimum of 3" (7.62 cm) on all sides of the monument and will be no more than 8" (20.32 cm) or no less than 3" (7.62 cm) thick. All upright monuments with or without bases shall be set on a concrete foundation projecting a minimum of 3" (7.62 cm) on all sides of the monument/base. The foundation shall be set to ground level.

One upright monument may be placed per plot, or one double width monument may span two plots.

Upright Monument	Length	Width
<b>Foundation</b>	48" (121.92 cm)	24" (60.96 cm)
<b>Base</b>	42" (106.68 cm)	18" (45.72 cm)
<b>Monument (on a base)</b>	36" (91.44 cm)	12" (30.48 cm)
<b>Monument (no base)</b>	42" (106.28 cm)	18" (45.72 cm)

e.g. Monument installed on a base



Where an upright or pillow monument currently exists on a plot, a flat monument may be installed with a cremation urn, however, the City assumes no liability for damages to the flat monument due to grounds keeping activities.

Fairview Cemetery East

- 1) All monuments shall be attached to the concrete monument runner except in the case of cremation plots, where a concrete foundation must be installed prior to the monument. A minimum of 3" (7.62 cm) of foundation shall extend beyond the length of the monument to the plot edge, and a minimum of 3" (7.62 cm) of foundation will extend at the front and back of the monument.
- 2) Monuments shall be constructed of commercial grade granite or marble having a high resistance to weathering and erosion. Monuments may not be constructed in wood, concrete or other materials.
- 3) Inscription on the monument shall be of sufficient depth and quality so as to be legible for a great length of time. Metal plaques which oxidize and deteriorate will not be permitted.
- 4) Upright monuments shall be allowed in this area of the cemetery with the exception of the cremation section where flat monuments only, are permitted.
- 5) Concrete, granite or marble grave covers and foot makers are prohibited in Fairview Cemetery East.

The size restrictions of monuments in Fairview Cemetery East are as follows:

- a. **Cremation Section monuments** shall be a **flat monument only**, level with the ground surface in which it is installed. They shall not exceed the following dimensions:

Flat Monument	Length	Width
Foundation	36" (91.44 cm)	24" (60.96 cm)
Monument	30" (76.2 cm)	18" (45.72 cm)

- b. Upright monuments** shall be no higher than 40” from the foundation to the top of the monument, and must not exceed the following dimensions:

<b>Upright Monument</b>	<b>Length</b>	<b>Width</b>
<b>Base</b>	42” (106.68 cm)	18” (45.72 cm)
<b>Monument (on a base)</b>	36” (91.44 cm)	12 (30.48 cm)
<b>Monument (no base)</b>	42” (106.68 cm)	18” (45.72 cm)

For multiple plots, the maximum length will be determined by the number of plots the monument is intended to service. At no time may the monument exceed the combined total width of the plots.

- c. Pillow monuments** shall not exceed the following dimensions:

<b>Pillow Monument</b>	<b>Length</b>	<b>Width</b>
<b>Base</b>	36” (91.44 cm)	18” (45.72 cm)
<b>Monument (set on a base)</b>	30” (76.2 cm)	12” (30.48 cm)
<b>Monument (no base)</b>	36” (91.44 cm)	18” (45.72 cm)

For multiple plots, the maximum length will be determined by the number of plots the monument is intended to service. At no time may the monument exceed the combined total width of the plots.

**Plaques for Columbarium Niches**

- Shall be of one design only for consistency
- The price of the niche includes the plaque. If the time of need has not occurred upon purchase of the niche, and the niche owner does not want the plaque mounted on the columbarium, the plaque will be kept inside the niche. At the time of need, name plate die molding shall be carried out by the identified contractor and all costs for the name plates shall be at the expense of the person(s) named on the deed, or their personal representative.

Affixing floral pieces or any other items to a niche or at the base of the columbarium is prohibited. Such items shall be removed and disposed of by City of Lacombe Parks Services Staff.

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Mayor

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Chief Administrative Office