



POLICY FOR MUNICIPAL CEMETERIES

Overview:

Whereas the R.M. of Whitemouth is responsible for the care and upkeep of the two municipal cemeteries located on Brickyard Road, it was felt it was necessary to establish a policy covering the use of the cemetery.

Cemetery Policy

Officials:

1. The Chief Administrative Officer of the R.M. of Whitemouth shall be responsible for the management of and the enforcement of these regulations as they affect sales, transfers, certificates of ownership, arrangements for internments and all general relations with the public.

Purchase of plots:

1. All cemetery plots shall be purchased at the R.M. of Whitemouth municipal office. Plots will not be pre-sold, except in the case of immediate family, including a husband and wife, common-law spouse, or life partner, where if one spouse is interred at the cemetery, the surviving spouse may purchase the adjacent plot. Fees must be remitted prior to any interment. Cemetery plots purchased shall not be resold or transferred without the approval of Council. Council may approve refunds at the original purchase price.
2. On receipt of payment, a deed shall be issued by the R.M. to the person, or persons purchasing the plot. The deed shall be registered by the CAO in a Register for that purpose, and the deed delivered to the purchaser.
3. The R.M. shall record:
 - the date on which the plot is sold
 - the amount of the sale price
 - the name and address of the person to whom it is sold,
 - the name and address of any person to whom it is transferred (if applicable)

- the date when a dead human body is buried or interred in it
 - the name and last address of the deceased, buried or interred therein
 - the name and address of the funeral director or other person in charge of the funeral of the deceased, buried or interred therein.
4. The entire cemetery is hereby designated as perpetual care and all funds received from the sale of plots shall be kept in a separate fund, and only money from this fund will be used for the expenses incurred in the general ongoing maintenance. Council may authorize these funds be used for the purpose of specific capital works and improvements to the said Cemetery.
 5. If a plot remains unused 75 years after original purchase, and no family members can be contacted, the R.M. of Whitemouth reserves the right to re-sell the plot.

Interment:

1. Each cemetery plot may be used for one deep burial, and on payment of an additional fee as outlined in Schedule 'A', one burial of human ashes.
 - i) Each cemetery plot may be interred with two cremains, the first cremains to be interred at the "head", and the second at the "foot" of the plot.
2. The public works supervisor will be responsible for marking out the location of the plot. Twenty-four (24) hours notice, exclusive of Saturdays, Sundays, and legal holidays must be given for the marking of the plot.
3. The cost of digging and closing the grave must be borne by those in charge of arrangements for the deceased.
4. Every regular grave for the burial of an adult shall be a minimum of six feet in depth from the surface of the ground surrounding the grave.
5. No disinterment will be allowed until the requirements of "The Vital Statistics Act" as to disinterment have been fully complied with, a permit issued by the Provincial Authorities and in the case of cremated remains, authorization received from the Chief Administrative Officer.
6. Where orders for interments are given by telephone, or any other form of telecommunications, the R.M. of Whitemouth will not be responsible for any errors or misunderstandings that may arise.
7. Contractors using equipment for digging of graves shall be respectful of existing graves. The contractor will be billed for any damage done to grave covers or any monuments. Where the grave site is completely surrounded by existing graves the contractor may be requested to hand dig the grave.

Foundations, Monument and Markers:

1. All headstones or monuments shall be placed in such a manner as to maintain, wherever possible, a proper alignment.
2. The Public Works supervisor shall be notified at least 48 hours prior to the placement of any headstone, monument or marker within the cemetery.
3. All headstones erected shall be confined within the boundaries of the respective family lots or graves purchased.
4. Monuments, plaques, headstones or any other type of landmark shall be exclusively for the purpose of memorializing deceased persons in the Cemetery. Any message which advertises a business, is condoning a specific act, or is in any way inconsistent with the purpose of memorializing a deceased person or persons shall not be allowed in the Cemetery.
5. Notwithstanding the above noted section 3, donated or sponsored items such as park benches and flower pots, shall be permitted in the cemetery providing the design, location and any inscription, has received previous written approval of the Council.
6. Borders, fences, railings, trellises, copings, or hedges shall not be constructed in or around any grave or lot.
7. Grave coverings shall not be allowed for any interment occurring after the date of passing of this policy. The plot will be seeded back to grass approximately one year after interment to allow for settling.
8. The monument for a single plot shall be no less than 4 inches (101 mm) in thickness, and for double plots shall be no less than 6 inches in thickness at the base, and no less than 3 inches in thickness at the top. The maximum width for the monument shall be 12 inches less than the width of the plot and the monument shall be centered on the plot. The foundation will have a minimum projection of 3 inches horizontally on all sides of such monument, or headstone. The projection shall be on the same level as the surface of the surrounding turf. In no case may the height of the monument exceed 4 feet.
9. The R.M. of Whitemouth shall not assume any liability or responsibility for the loss of or damage to, any monument marker, and any part thereof, or any article of any type that may be placed on any lot.

Care of Lots/Plots:

1. The R.M. of Whitemouth is responsible for, and may at any time enter onto a plot as required to carry out the following:
 - mowing the grass as necessary
 - maintenance appearance of plots (top dressing, sow grass)
 - any weed control
 - spring clean up
 - maintenance of driveway and columbarium area
2. The person/persons in charge of arrangements for the deceased will be responsible for cleaning up excess dirt from new plots.
3. The R.M. of Whitemouth is not responsible for loss of or damage to any marker, flower holder or any portable object placed on any lot or lots.
4. The R.M. of Whitemouth will permit small potted flowers to be placed in the middle of the headstone or marker in such a way that flowers do not interfere with the maintenance of the Cemetery and are placed on or after the 12 day of May and are removed by the 15 day of October each year.
5. The Public Works employee responsible for maintaining the cemetery will remove from any grave any funeral design or floral piece which has become wilted, or after a period of ten (10) days, whichever is sooner, or any other article or thing which is in his/her opinion unsightly.

Columbarium Policy

1. Columbarium niches shall be purchased at the municipal office, and may be pre-purchased.
2. The R.M. shall record:
 - the date on which the niche is sold
 - the amount of the sale price
 - the name and address of the person to whom it is sold,
 - the name of the person/persons to be interred in the niche
 - the date when cremains are interred in it
 - the name and last address of the deceased interred therein
 - the name and address of the funeral director or other person in charge of the funeral of the deceased interred therein
3. Not more than two urns shall be allowed per niche. Families must use niche urns or an urn of comparable size. Urns must be non-biodegradable. Purchasers of a niche must indicate at the time of purchase the name of the person/persons to be interred in the niche.
4. To maintain uniformity, a memorial plaque will be utilized and a maximum of two plaque service requirements will be permitted. Any further service requirements will

- be charged at cost. Details for the engraving will be the responsibility of those in charge of making arrangements for the deceased.
5. The public works supervisor will be responsible for opening of niches for interment. Twenty-four (24) hours notice, exclusive of Saturdays, Sundays, and legal holidays must be given to arrange for the opening. The person in charge of the interment shall provide to the R.M. a copy of the Certificate of Cremation.
 6. The remains interred in a columbarium niche may be removed from a columbarium niche on authorization from the Council. The person/persons making the request must apply in writing, and provide evidence that they are the executors of the estate, or that the executors of the estate have authorized the removal. If the removal is permanent, the original purchase price of the niche may be refunded to the purchaser of the niche, less the cost of replacing the engraving plate on the door, and the fee as outlined in Schedule 'A'.

General

1. The Cemeteries shall be closed to the public after sunset and before sunrise of each day.
2. All persons, unless otherwise authorized, are required to confine themselves to the avenues or walks, to avoid walking on graves.
3. No vehicles shall travel in the Cemetery at a speed greater than twenty-five (25) kilometers per hour.
4. No dogs or animals shall be allowed in the Cemetery.
5. No liquor shall be permitted in the Cemetery, except for religious ceremony.
6. No all-terrain vehicle or snowmobiles shall be allowed within the limits of the Cemetery.
7. No person(s) is permitted to enter the Cemetery except through the gates provided therefore.

Fee Schedule:

Purchase of cemetery plot	\$500.00
Burial of cremains in occupied plot	\$150.00
Columbarium niche	\$1,500.00
Permanent Removal of Ashes from Niche	\$200.00