



## COUNCIL POLICY C-RP02

## Cemeteries

Prepared By: Parks, Recreation and Culture

Council Approval Date: March 8, 2016

Effective Date: March 8, 2016

References: Procedures C-RP02-P1  
Fees and Charges Schedule  
*Cemeteries Act*

Previous Revision Date: Sept. 12, 2006  
(Policy RP 002)

Function: Community Services

LAS Review Date: October 27, 2015

**PURPOSE**

The purpose of this policy is to establish Parkland County's responsibilities regarding County-owned cemeteries.

**POLICY STATEMENT**

Parkland County's Parks, Recreation and Culture Services will be responsible for the recordkeeping, operations and maintenance of all County-owned cemeteries.

**DEFINITIONS**

1. "Caretaking" means the upkeep and maintenance of all Parkland County cemeteries.
2. "Cemetery" means a cemetery located on lands owned by Parkland County.
3. "County" means Parkland County.
4. "Fees and Charges Schedule" means the Parks, Recreation and Culture Services Fees and Charges Schedule approved by Council.
5. "Grave" means the plot used as a place of burial.
6. "Marker" means a structure of granite, marble, concrete or bronze for memorial purposes placed on any grave or plot level with the base.
7. "Plot" means burial plot as identified in the County's cemetery records.

**SCOPE**

This policy shall apply to all County-owned cemeteries, namely:

- |                 |               |
|-----------------|---------------|
| 1. Fallis       | 6. Sundance   |
| 2. Highvale     | 7. Tomahawk   |
| 3. Keephills    | 8. Woodland   |
| 4. Round Valley | 9. Entwistle. |
| 5. Smithfield   |               |

**MANAGEMENT RESPONSIBILITIES**

The Manager of Community and Protective Services is responsible for the monitoring and evaluating of this policy. The Supervisor of Parks, Recreation and Culture is responsible for implementing this policy and associated procedures.

**STANDARDS****Recordkeeping**

1. Parkland County shall be responsible for recordkeeping for all cemeteries, including plot reservations and purchases.

**Caretaking**

2. Parks, Recreation and Culture Services will oversee the caretaking of all cemeteries.

**Signing**

3. All cemeteries shall be properly signed, including name and address, in a visible, prominent location.

**Maintenance**

4. Procedures for maintenance shall be developed and implemented by Parks, Recreation and Culture Services to ensure cemeteries are safe and accessible to all.

**Burials**

5. Opening and closing of all plots in all cemeteries, including final landscaping, shall be conducted as per Procedures C-RP02-P1. All burials will be performed as outlined in Procedures C-RP02-P1.
6. The County must receive a minimum of 72 hours' notice for any requests to mark plots.

**Monuments and Markers**

7. Monuments and markers shall be allowed so long as they meet the requirements in Procedures C-RP02-P1.

**Fees**

8. Cemetery plot fees shall apply as provided in the Fees and Charges Schedule approved by Council.

**Cemeteries Act**

9. All County cemeteries shall comply with Alberta *Cemeteries Act* and Regulations.