



POLICY

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| Department Recreation and Parks | Policy No. RP 002 | Page 1 of 3 |
| Policy Title CEMETERY OPERATION AND MAINTENANCE | | |

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| Council Resolution No. 331-06 Date: September 12, 2006 | GMCS | CC | Cross Reference AD 052 | Effective January 1, 2007 |
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PURPOSE AND INTENT

To provide direction with regard to the operation, care and maintenance of all County owned cemeteries.

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| 1. Fallis | 6. Pioneer |
| 2. Highvale | 7. Sundance |
| 3. Keephills | 8. Tomahawk |
| 4. Round Valley | 9. Woodland |
| 5. Smithfield | 10. Entwistle |

POLICY STATEMENT

Parkland County's Community & Protective Services Department will be responsible for the maintenance and upgrading of all County cemeteries.

GUIDELINES AND PROCEDURES

1. Caretakers

- Administration shall ensure that all County cemeteries have a caretaker appointed.
- All cemetery caretakers shall submit to the Community & Protective Services Department annual reports of activities and records related to the administration of cemeteries.
- The County will pay Cemetery caretakers as per Fees and Charges Policy AD 052.
- Cemetery Caretakers shall ensure that all County policies are followed during the opening and closing of burial plots.
- Caretakers shall ensure that burial plots are ready for burial on the specified date and time of the funeral.

2. Signing

- County owned cemeteries will be signed.

3. Maintenance

- All County owned cemeteries will normally be mowed a minimum of every second week (depending on growing conditions).

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| <ul style="list-style-type: none">b) Those cemeteries which experience infestations of noxious weeds will be sprayed with the applicable herbicide.c) Maintenance and upgrading (landscaping, new fencing, headstone maintenance, etc.) will depend upon funds and manpower available.d) Brushing, tree removal, planting and pruning of existing species will be undertaken as needed or requested. | | |
| 4. Opening and Closing: | | |
| <ul style="list-style-type: none">a) Parkland County will be responsible for opening and closing of all burial plots including the final landscaping in Cemeteries operated by Parkland County.b) Parkland County will charge for the opening and closing of cemetery plots in accordance with the fees and charges policy AD 052. Arrangements for opening and closing will be made with the Cemetery Caretaker through the appropriate family contact at the time of burial.c) All burials will require a concrete vault liner to be installed at the time of burial. Concrete vault liners will be the responsibility of the plot purchaser (Concrete Vault Liners are not available from the County), and must be purchased from an independent vendor. | | |
| 5. Monuments and Markers | | |
| <ul style="list-style-type: none">a) Only monuments and markers made from permanently lasting materials will be allowed for use and specifically no monument/marker or part thereof will be approved which is made from wood, glass or ceramic material.b) Monuments and markers will be placed in the cemetery at the owners' or families' risk and the County accepts no responsibility for damage or theft resulting from vandalism.c) The County accepts no responsibility for the maintenance of markers and monuments due to normal wear (minor scraping of the base portion of upright monuments/markers due to turf mowing is considered normal wear) and/or deterioration.d) A monument or marker will only be permitted on a plot where a person is interred. A monument or marker will only be permitted if it is four (4) feet in height or less, including the base, when measured from ground height.e) No inscription shall be placed on any monument or marker which, in the opinion of the County, is not in keeping with the dignity and decorum of the cemetery.f) The County reserves the right to remove and dispose of any monument, flat marker, memorial structure or fixture that is in disrepair and/or has become unsightly. | | |

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| <p>g) It is the responsibility of the grave owner to maintain any monuments, markers, or memorial structures on the grave site. Parkland County reserves the right to remove or replace any marker monument or grave cover that in the opinion of the County has become in disrepair, causes the grave to be unsightly or interferes with the regular maintenance of the cemetery.</p> <p>6. General</p> <p>a) Planting of flowers, trees, or shrubs by individuals will not be permitted.</p> <p>b) Trees, shrubs or other plants donated to the cemetery (as a memorial or otherwise will be accepted but must be co-ordinated for plant species and location at the discretion of the Manager of Community & Protective Services.</p> <p>c) Artificial flowers/wreaths may remain on the gravesite from October 1 to May 1 of the following year.</p> <p>d) The County reserves the right to plant all perennial flowers, shrubs and trees and to landscape or to carry out any improvements to the grounds.</p> <p>e) The County reserves the right to remove any articles, flowers, memorial structures, monuments or other fixtures which in the opinion of the County are unsightly, in disrepair or encroach onto adjacent burial plots. This policy will be strictly enforced to ensure the integrity and aesthetics of the cemetery are maintained</p> <p>5. Fees</p> <p>Cemetery Plot fees will apply as provided in Fees and Charges Policy AD 052.</p> | | |