

	Policy Number:	CEM 01
	Policy Title:	BURIAL PLOT POLICY
	Policy Category:	Cemetery
	Approval Date:	July 19, 2022
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	Review Date:	
	Rescinds Policy:	N/A
	Responsible Department:	Administration

PURPOSE

To provide direction to an Authorized Representative of a deceased for Burial Plot preparation and maintenance in all municipally owned cemeteries in compliance with Cemetery Bylaw 992/CEM/2022.

DEFINITIONS

“Authorized Representative” means the person who controls the disposition of human remains or cremated remains pursuant to the *General Regulation*, AR 249/98.

“Burial Plot” means a five (5) feet by ten (10) feet lot in a Cemetery designated for the interment of human bodies or other human remains.

“Cemetery” means any of the lands owned and operated by the Municipal District of Fairview No. 136, which is set apart for, or used as, a place for the interment of human bodies or other human remains.

“Inter” or **“Interment”** means the closing and in-ground burial of a casket containing a human body or other human remains or, in the case of cremated remains, an urn.

“Municipality” means the Municipal District of Fairview No. 136.

POLICY

1.0 BURIAL PLOT PREPARATION

- 1.1 No Burial Plot shall be excavated without the intended Interment being approved by the Municipality and the Burial Plot having been marked by the Municipality.
- 1.2 Excavation of a Burial Plot may be completed by hand or by mechanical means.
- 1.3 During the excavation of a Burial Plot, adjacent Burial Plots shall remain undisturbed and no dirt, sod or other debris shall be placed upon adjacent Burial Plots.

2.0 BURIAL PLOT MAINTENANCE

- 2.1 The Municipality will provide fill dirt for all Burial Plots excavated in Cemeteries.
- 2.2 All excavated Burial Plots shall be filled with enough dirt to allow for settlement with the mound of dirt left as neat and tidy as possible.
- 2.3 The mound of dirt on a filled Burial Plot shall be left as neat and tidy as possible, with no rocks, sods, or other debris.
- 2.4 All ruts resulting from the groundwork associated with excavating and filling of Burial Plots shall be filled in and graded appropriately.
- 2.5 During the filling of a Burial Plot, adjacent Burial Plots shall remain undisturbed; no dirt, sod or other debris shall be placed upon adjacent Burial Plots and no ruts shall be left on adjacent Burial Plots.
- 2.6 Once an excavated and filled Burial Plot has settled, the Authorized Representative of the deceased shall ensure that:
- a. additional fill dirt, if required, is placed on the Burial Plot;
 - b. the fill dirt is packed and graded such that the Burial Plot is level with adjacent Burial Plots; and,
 - c. grass is sown on the Burial Plot.
- 2.7 All waste dirt, sod and debris resulting from excavation, backfilling, grading and monument installation shall be deposited in a designated waste pile.
- 2.8 If the Municipality is required to clean-up the Burial Plot or adjacent Burial Plots following the initial excavation, fill and monument installation, the Authorized Representative(s) of the deceased will be charged any expenses incurred for the same.
- 2.9 The Municipality will not maintain Burial Plots that are not compliant with the Cemetery Bylaw and the Burial Plot Policy. However, the Municipality is authorized to take the necessary steps to ensure a Burial Plot complies with the Cemetery Bylaw and Burial Plot Policy and may charge any expenses incurred for the same to the Authorized Representative(s) of the deceased.

DOCUMENT HISTORY

Action	Date
Reviewed and Revised	July 19, 2022
Reviewed	September 6, 2011
Approved as Policy #56 C-1	October 11, 2005