

VILLAGE OF GLENWOOD

BYLAW # 165-2021

Cemetery Bylaw

A BYLAW OF THE VILLAGE OF GLENWOOD IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE GOVERNANCE AND OPERATIONS OF THE GLENWOOD CEMETERY.

WHEREAS, the Council of the Village of Glenwood regards it expedient to enact certain laws, rules and regulations for the efficient operation and management of the Glenwood Cemetery;

NOW THEREFORE the Council of the Village of Glenwood, in the Province of Alberta, enacts as follows:

1. NAME OF CEMETERY:

- a. That the cemetery shall be called the Glenwood Cemetery.

2. DEFINITIONS:

- a. In this bylaw unless the context otherwise requires:
 - i. **Administration** – Chief Administrative Officer of the village or any other village employee working in the village office;
 - ii. **Adult** – means an individual over the age of twelve (12) years;
 - iii. **Burial** – means the interment of human remains or cremated remains in an earth plot;
 - iv. **Burial Permit** – means a burial permit issued under the Alberta Vital Statistics Act. If the deceased is cremated, then a Cremation Certificate will be accepted in its place;
 - v. **Casket** – means a box made of wood, metal or other synthetic material used to encase a corpse for burial;
 - vi. **Cemetery** – means the Glenwood Cemetery which is jointly owned by Cardston County and the Village of Glenwood, located at Block A, Plan 1298FS, 4;27;5;13;NE;
 - vii. **Child** – means an individual over the age of two (2) years and under the age of twelve (12) years;
 - viii. **Committee** – means the cemetery committee;
 - ix. **Council** – means the Village of Glenwood municipal council;
 - x. **County** – means Cardston County;
 - xi. **Cremated Remains** – means the remnants of the human body following the cremation process;
 - xii. **Disinterment** – means exhumation or removal of human/cremated remains from a grave;



- xiii. **Grave** – means a plot that has been opened or used as a place of interment;
- xiv. **Grave Cover (Cap)** – means any covering other than earth and grass which covers the grave;
- xv. **Grave Marker** – means any above ground device or monument to mark a grave;
- xvi. **Infant** – means an individual under the age of two (2) years;
- xvii. **Plot** – means a four (4) foot by eight (8) foot space in the cemetery used for a place of burial;
- xviii. **Monument or Headstone** – means not wood, but many be stone or granite structure in the cemetery erected or constructed on a grave for memorial purposes;
- xix. **Resident** – means residents or former residents and their immediate families of Cardston County, Hill Spring or Glenwood;
- xx. **Urn** – means a container used for storing human cremated remains;
- xxi. **Vault** – means an approved concrete or fibreglass receptacle placed in the cemetery plot that protects a casket after it is buried, and must support the weight of the earth and any cemetery equipment to prevent the grave from collapsing. A shroud can be used instead of a casket, but must still be placed inside a vault;
- xxii. **Village** – means the Municipality of the Village of Glenwood;
- xxiii. **Woody Ornamental** – means any trees, shrubs, creepers or climbers.

3. CEMETERY ACT:

- a. All cemetery regulations and plots shall conform to the Alberta Cemetery Act General Regulation RSA 2000 Chapter C-3.

4. ADMINISTRATION:

- a. The village administration shall be responsible for the selling of plots in the cemetery, and the keeping and maintaining of records required by law, for the collection of fees and charges in connection therewith;
- b. Donations to the care of the cemetery may be made to the village and the use of the donation will be determined by the cemetery committee and administration;
- c. The village will be assisted in the care of the cemetery by a cemetery committee which shall be composed of at least:
 - i. Two (2) residents of the Village of Glenwood;
 - ii. Two (2) residents of Cardston County;
 - iii. One (1) Village Council representative;
 - iv. One (1) Cardston County Council representative.
- d. The village, with the cemetery committee, shall be responsible for the general maintenance of the grounds. Expenses incurred through regular maintenance by village personnel, and other maintenance, will be shared by the village and the



county on a 50/50 basis, after revenue has been deducted. Village administration shall keep records of maintenance costs and submit an invoice annually to Cardston County.

- e. It shall be a duty of the cemetery committee to:
 - i. Meet a minimum of twice a year;
 - ii. Appoint a chairperson from amongst the members;
 - iii. Appoint a secretary from amongst the members;
 - iv. Keep accurate records of meetings and submit these records to the village administration for permanent record keeping purposes;
 - v. Prepare a budget request for the following year, prior to October 31.

5. SALE OF PLOTS:

- a. Plots are no longer available for burial in the Pioneer Section of the Glenwood Cemetery, unless the deceased is a spouse of someone already buried there and has the deed or proof of payment for a plot;
- b. The price of plots shall be stated in the Village of Glenwood Rates, Fees & Charges Bylaw, and shall be payable at the time of the purchase of the plot;
- c. A Cemetery Plot Ownership Certificate (Appendix A) and receipt of payment will be given to purchaser of a cemetery plot;
- d. A copy of this cemetery bylaw shall be given to the purchaser of a burial plot at the time of purchase.
- e. Burial plots may be purchased by any person who wishes to do so, with pricing to be determined by their "resident" status;
- f. Burial plots may not be sub-divided, resold or transferred without the consent of the Village of Glenwood administration;
- g. Funds received by the village for the sale of plots or donations for the cemetery shall be used to offset the maintenance expenses of the cemetery;
- h. Plots shall be used for human remains only.

6. BURIALS:

- a. No burial shall be permitted without a proper burial permit, which includes burial for cremated ashes.
- b. All applications for burial must be made to the village administration at least 24 hours prior to interment;
- c. Graves shall be dug and interments made only by contractor approved by village administration;
- d. Vaults are required for full burials;
- e. The cost of opening and closing the grave shall be the responsibility of the next of kin or the person making the request;
- f. All full burial graves must be a minimum of 5.5 feet deep;
- g. A maximum of one burial per plot, however, six (6) urns will be permitted in any plot following a traditional casket burial in that plot. An infant may also be

- buried in an occupied burial plot of a parent, grandparent or immediate family member;
- h. Cremated remains may be interred in the same plot with another body or other cremated remains upon registering such interment with village administration, however, no body shall be buried in a plot where cremated remains have previously been buried;
 - i. Any burial of cremated remains shall be at a depth of not less than two (2) feet from the surface of the ground surrounding the grave. Buried urns must have a marker with identification for any remains buried in the plot. Up to six (6) urns may be placed in a plot without a casket burial.

7. CEMETERY OPERATION AND MAINTENANCE:

- a. The Glenwood Cemetery shall, at least once annually, have a cemetery work day organized by the cemetery committee. Volunteers will be encouraged to participate;
- b. The Village of Glenwood will not be responsible for replacing, repairing or making good anything damaged or destroyed by earthquake, lightening, tornado, wind or manufactured defects or any other thing over which the Village of Glenwood has no control;
- c. No animals are allowed in the Glenwood Cemetery without permission from administration and the cemetery committee;
- d. No fence, railing, cement or metal walls, to enclose plot/plots, is permitted;
- e. No full-length grave covers (caps) are permitted – existing caps will be removed when they are broken:
 - i. Existing fences, railing, cement or metal wall enclosures and grave covers shall be allowed to remain under this grandfather clause, provisional to them remaining in good condition and are not permitted to be replaced at any time;
- f. No shrub or tree will be planted in the cemetery without the permission of the village and or cemetery committee;
- g. All flowers and other appropriate items must be placed on the headstone or headstone base;
- h. No glass containers shall be permitted in the cemetery, unless permanently affixed to a monument;
- i. Plastic flowers will be removed each spring;
- j. The Village of Glenwood retains the right to maintain the cemetery by fixing collapsed graves and by removing any caps which are broken. Before any capstone or broken debris is removed, village administration will endeavor to notify the next of kin;
- k. The base of a single monument (headstone) is not to exceed a width of four (4) feet and a depth of 1.5 feet. The base of a double monument is not to exceed the width of eight (8) feet and a depth of 1.5 feet;

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- l. All grave sites shall have a monument or permanent marker of any material except wood in place within two (2) years of burial, or one will be placed by the Village of Glenwood, with pricing as noted in the Rates, Fees & Charges Bylaw, at the expense of the next of kin.
- m. The owner of any moving vehicle will be responsible for any damage done by such vehicle within the boundaries of the cemetery;
- n. No vehicle or conveyance shall travel within the cemetery except on driveways intended for and wide enough for vehicular travel, or at a speed greater than ten (10) kilometers per hour;
- o. All digging within the boundaries of the Glenwood Cemetery requires prior approval from the Village of Glenwood administration;

8. RESCINDING BYLAW:

- a. Bylaw 165-91 is hereby repealed.

9. DATE OF COMMENCEMENT:

- a. This bylaw shall come into effect upon third and final reading.

10. Read a FIRST time this 13 day of May, 2021.

11. Read a SECOND time this 24 day of June, 2021.

12. Read a THIRD time and finally passed this 24 day of June, 2021.



Mayor – Albert Elias



Chief Administrative Officer – Carrie Kinahan





Appendix "A"

Glenwood Cemetery

CEMETERY PLOT OWNERSHIP CERTIFICATE

The Village of Glenwood, AB and Cardston County acknowledge receipt of the sum of:

\$ _____; (_____) CDN Dollars

having been paid by _____

Mailing Address: _____

E-mail Address: _____

Name & Contact info for next of kin:

for the purchase of the following VACANT cemetery plot(s) in the Glenwood Cemetery, located at:

Block _____ Plot _____

Perpetual care donations for cemetery plot(s) can be made to the Village of Glenwood at any time, to aid in the upkeep and cemetery maintenance expenses incurred by the Village of Glenwood.

Date: _____

Village Signature & Seal

THIS IS FOR YOUR PERMANENT RECORD. PLEASE KEEP IN A SAFE PLACE.

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