

# VILLAGE OF GLENWOOD

## BYLAW #165-2026

### 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 desires to enact certain laws, rules and regulations for the efficient operation and management of the Glenwood Community;

**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 the following definitions shall apply:
- i. **Administration** means the Chief Administrative Officer of the Village or their designate;
  - ii. **Adult** means an individual over the age of twelve (12) years for the purpose of this bylaw only;
  - iii. **Burial** means the interment of human remains or cremated remains in an earth plot;
  - iv. **Burial or Cremation Permit** means a permit issued by a local registrar of vital statistics such as a funeral director, hospital administrator, or municipal official acting on behalf of the provincial government;
  - 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 (NE 13-5-27 W4);
  - vii. **Cemetery Committee** means those individuals appointed by the Village of Glenwood to partner with Administration to provide for the orderly operation of the cemetery;
  - viii. **Child** means an individual over the age of two (2) years and under the age of twelve (12) years for the purpose of this bylaw only;
  - ix. **Committee** means the cemetery committee;
  - x. **Contractor** means an insured individual, who is trained to operate heavy equipment and is authorized to act on behalf of the Village;
  - xi. **Council** means the Village of Glenwood municipal council;

- xii. **County** means Cardston County;
- xiii. **Cremated Remains** means the remnants of a human body following the cremation process;
- xiv. **Disinterment** means exhumation or removal of human/cremated remains from a grave;
- xv. **Grave** means a plot that has been opened or used as a place of interment;
- xvi. **Grave Cover (Cap)** means any covering other than earth and grass which covers the grave;
- xvii. **Grave Liner** means a concrete liner used to encase the coffin;
- xviii. **Grave Marker** means any above ground device or monument to mark a grave;
- xix. **Immediate Family** means husband, wife, spouse, parents, grand parents, great grandparents, children, grandchildren, great grandchildren, sisters, and brothers;
- xx. **Infant** means a child under the age of two (2) years;
- xxi. **Jurisdiction** means the Village of Glenwood, Village of Hill Spring, Cardston County and the Blood Tribe First Nations;
- xxii. **Monument or headstone** means a marker made of stone, iron or granite structure placed in the cemetery erected or constructed on a grave for memorial and identification purposes;
- xxiii. **Non-resident** means an individual who does not have a permanent home or specifically is not an inhabitant or dweller, or has not previously lived in the jurisdiction;
- xxiv. **Plot** means a four (4) foot by eight (8) foot space in the cemetery used for a place of burial;
- xxv. **Resident** means residents or former residents and their immediate families of Cardston County, Village of Glenwood, Village of Hill Spring and Blood Tribe First Nations;
- xxvi. **Urn** means a container used for storing human cremated remains;
- xxvii. **Village** means the Municipality of the Village of Glenwood; and
- xxviii. **Wooden Ornamental** means any trees, shrubs, creepers or climbers.

### 3. CEMETERIES ACT

- a. All Cemetery regulations and plots shall conform to the **Alberta Cemeteries Act** Revised Statutes of Alberta 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;
- b. Donations to the Cemetery may be made to the Village and the use of the donations 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 composed of the following:
  - i) Two (2) residents of the Village of Glenwood;
  - ii) Two (2) residents of Cardston County;
  - iii) One (1) Councillor from the Village of Glenwood; and
  - iv) One (1) Councillor from Cardston County.
- d. The Village and the Cemetery Committee shall be responsible for the general maintenance of the cemetery grounds.
- e. Expenses incurred due to cemetery maintenance shall be shared on a 50/50 basis net, of current revenue, by the Village and Cardston County.
- f. The Cemetery Committee shall:
  - i) Meet a minimum of once per year;
  - ii) Appoint a chairman and a secretary, every two (2) years;
  - iii) The secretary shall keep minutes of the Cemetery Committee meetings, and submit a copy to the Village on a regular basis; and
  - iv) Prepare a budget request by October 31, for the following year, for fund required in addition to the regularly approved budget.
- g. Complaints or concerns regarding the operation of the cemetery shall be directed to Administration. If the matter is not resolved the complainant shall forward the matter to the Cemetery Committee for resolution.

**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;

- b. The price of plots shall be stated in the Village of Glenwood Rates, Fees and Charges Bylaw, and be payable at the time of plot registration;
- c. A Cemetery Plot Deed, in a form used by Administration, and a receipt of payment, shall be provided to the purchaser;
- d. If requested, a copy of the Cemetery Bylaw shall be provided;
- e. Burial plots may be purchased by any person with pricing based on resident and non-resident rates;
- f. Burial plots may not be resold or transferred without the consent of Administration to ensure accurate records;
- g. Funds received by the Village for the sale of plots or donations received for the Cemetery shall be used to offset the maintenance expenses of the Cemetery; and
- h. Plots shall be used for human remains only.

**6. BURIALS**

- a. No burial shall be permitted without a proper burial permit for caskets and cremated remains;
- b. All applications for burial or grave opening must be made to Administration at least 48 hours prior to interment;
- c. Graves shall be dug and interments complete by a Contractor authorized to act on behalf of the Village;
- d. Grave liners made of concrete are required for full burials;
- e. The cost of opening and closing the grave shall be the responsibility of the deceased next of kin or the person making the request;
- f. All full burial graves must be minimum of five and one half (5.5) feet deep;
- g. All cremated remains must be buried a minimum of two (2) feet deep;
- h. A maximum of one full burial per plot is allowed, however, up to six (6) urns will be permitted in any plot following a traditional casket burial in that plot;
- i. An infant can be buried in an occupied burial plot of a parent, grandparent or immediate family member to a minimum depth of two (2) feet;
- j. Cremated remains shall be interred in the same plot with another body or other cremated remains, upon registering the interment with Administration;



- k. No body shall be buried in a plot where cremated remains have been previously buried; and
- l. Up to six (6) urns may be placed in a plot without a casket burial.

**7. CEMETERY OPERATION AND MAINTENANCE**

- a. The Cemetery shall have a minimum of one (1) annual work day organized by the Cemetery Committee;
- b. The cost of any damage to gravesites by an Act of God, such as tornado, high winds, hail or earthquake, shall be borne by the families of those interned in the Cemetery;
- c. Plots shall not be enclosed by fences, railings, cement or metal walls;
- d. Grave covers or caps are not permitted;
- e. Existing grave covers or caps will be removed if they are broken;
- f. Shrubs or trees shall not be planted in the Cemetery unless written permission is obtained by Administration and/or the Cemetery Committee;
- g. With the exception of natural flowers, items placed on plots shall be placed on the headstone or headstone base;
- h. Holders, used for flowers or other memorial items, shall be permanently attached to the headstone or monument;
- i. The Village reserves the right to remove memorial items if they impede Cemetery maintenance or become broken or have deteriorated;
- j. The Village will repair collapsing graves by backfilling the site;
- k. The width of the base of a single headstone or monument is a maximum of four (4) feet and the footing shall be a depth of one and a half (1.5) feet;
- l. The width of the base of a double headstone or monument is a maximum of eight (8) feet and a depth of one and a half (1.5) feet;
- m. A headstone or monument shall not be higher than two and a half (2.5) feet from the base to the top;
- n. Grave sites shall have a headstone or monument placed on the plot within two (2) years of burial;
- o. Vehicle owners shall park in the parking area located east of the grave sites and on the south and north of the roadway. Any damage to the grave sites or



roadways within the cemetery caused by the operation of a vehicle, shall be the responsibility of the vehicle owner; and

- p. The speed limit for the operation of motor vehicles shall be ten (10) kilometers per hour;

**8. RESCINDING BYLAW**

- a. Bylaw 165-2022 is hereby repealed.

**9. DATE OF COMMENCEMENT**

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

READ for the first time this 11<sup>th</sup> day of March, 2026

READ for the second time this 11<sup>th</sup> day of March, 2026

READ for the third time this 11<sup>th</sup> day of March, 2026



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Mayor



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Chief Administrative Officer