

# Municipal Cemeteries

Edmonton

## Regulations and General Information

Revised January 1, 2020

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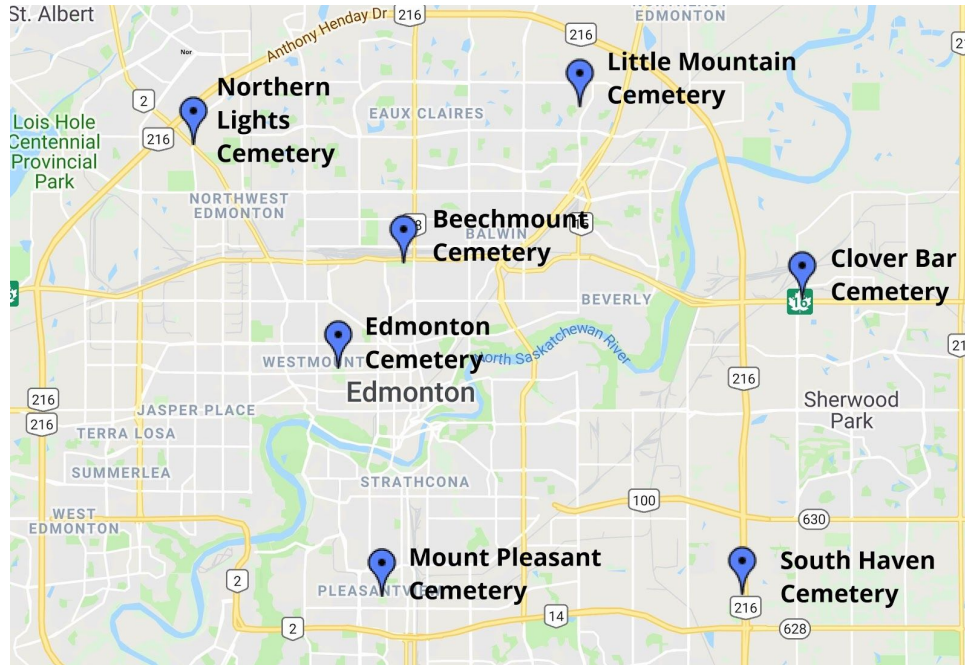
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# 1.0 General Information

## 1.1 Cemetery Locations

The City of Edmonton has seven active municipal cemeteries, including three that are designated as historical. These regulations broadly address all of these cemeteries and it is recommended that the Municipal Cemeteries Sales and Administration Office be consulted and written permission obtained for any exceptions that fall outside the regulations.



Historical Cemeteries	Neighbourhood Cemeteries	Contemporary Cemeteries
<b>Beechmount Cemetery</b> (Sales & Admin Office) 12420 104 Street NW	<b>Clover Bar Cemetery</b> 2025 Yellowhead Trail NE	<b>South Haven Cemetery</b> (Sales & Admin Office) 5004 Meridian Street
<b>Mount Pleasant Cemetery</b> 5420 106 Street NW	<b>Little Mountain Cemetery</b> 16025 54 Street NW	<b>Northern Lights Cemetery</b> 15203 Campbell Road
<b>Edmonton Cemetery</b> 11820 107 Avenue NW		

## 1.2 Governing Rules and Legislation

In order to promote the safe, enjoyable, and reasonable use of cemetery facilities and to protect and preserve natural ecosystems for the benefit of all citizens of the City, visitor conduct and activities are subject to City of Edmonton Bylaw 2202 (Parkland Bylaw).

The following is a non-exhaustive list of the legislation that governs cemeteries in Alberta:

- [Alberta Cemeteries Act](#)
- [Freedom of Information and Privacy Act](#)
- [Wills and Succession Act](#)
- [Veterans Affairs Act](#)
- [Municipal Government Act](#)
- [Alberta Water Act](#)
- [Burial of the Dead Act](#)
- [Occupational Health & Safety Act](#)
- [Environmental Protection Act](#)
- [Customs Act](#)
- [Quarantine Act](#)

Specific to City of Edmonton Cemeteries:

- [City Parkland Bylaw 2202](#)
- Municipal Cemeteries Regulations & General Information (this guide)

## 1.3 Safety Concerns - Industry Partners & Contractors

Funeral Homes, Monument Dealers and subcontractors of both these industry partners are required to maintain their own Workplace Health & Safety Program in compliance with current OHS Legislation. It is recommended that it include the possible hazards that may be encountered when carrying out the duties to which they are assigned within City of Edmonton (COE) Cemeteries.

To assist COE Cemetery Staff in maintaining a safe working environment for its employees and industry partner representatives, it is imperative that all work being completed in any of the City of Edmonton Municipal Cemeteries first be scheduled and approved by the City of Edmonton.

### The following items require pre-approval

- Monument Applications and Orders
- Monument Deliveries
- Completion of Additional Inscriptions on Monuments
- All Interment Bookings

## 1.4 Burial & Plot Information

Burial information will be provided upon request to monument provider or owners/families. It is the responsibility of the monument provider to meet with plot/niche owners/families on-site at the cemetery to verify the accuracy of burial location particulars, including plot/niche ownership and orientation for monument placement.

The Municipal Cemeteries Sales & Administration Office only provides details about the most recent grave or plot/niche ownership located in its files for the purposes of finding a grave or plot for an interment, monument, or marker placement.

## 1.5 Outstanding Financial Commitment

If a customer is found in default of outstanding financial commitment on their purchased interment space and services provided, monument installation may be denied and monuments removed with no notice.

## 1.6 Interment Rights

A sale of a plot, niche, crypt or other interment location is viewed as a long term lease of the rights of interment. The owner of these interment rights is considered the legal plot/niche owner. Ownership of the land itself is retained by the City of Edmonton.

The legal plot/niche owner has the only authority over the authorizations for interments and monuments being requested for the interment location.

## 1.7 Monuments, Damages & Vandalism

All cemeteries owned by the City of Edmonton are considered parkland under the [City of Edmonton Parkland Bylaw 2202](#).

Placement of a monument on a grave is not mandatory, and is at the discretion of the legal plot/niche owner. The plot/niche owner is responsible for the proper condition and replacement of a monument and the City assumes no liability or responsibility for loss or damage to any monument through acts of vandalism, natural erosion, or damage caused by outside vendors. To place a monument, a permit application and the corresponding fee is required.

The City may remove a damaged monument without notice if it possesses a safety hazard or concern.

The City repairs and replaces existing monument foundations if necessary due to maintenance and safety concerns as determined by cemetery staff at no charge to the plot owner.

In the event that a monument is damaged by City of Edmonton staff, the plot owner will be contacted and the damaged monument will be assessed, repaired, replaced, or compensated in some way that is mutually agreeable to both parties. If a plot owner or representative cannot be contacted, the particulars of the incident will be kept on file until such time as an appropriate person can be identified. The City of Edmonton will not make any changes to the monument without proper authorization.

In the event that a monument is found damaged by an unknown cause, the City of Edmonton will contact the plot owner and provide specifics of the damage, an incident report number (if required), and a police report number (if required). As monuments are considered the personal property of the plot owner or monument purchaser, The City of Edmonton strongly encourages customers to consider the purchase of property insurance to cover any monuments on cemetery grounds, as the City of Edmonton assumes no liability for reports of damage or vandalism by an unknown cause.

## 2.0 Contractual Information

### 2.1 Cancellation / Refund Policy

Cancellation of a contract can be requested at any time for any reason. You may cancel without charge or penalty at any time during the period from the day you enter into the contract until 30 days after you receive a copy of the contract. If you cancel after 30 days you may still have to pay for interment space and for any cemetery supplies and services that have already been used, performed, or delivered.

To cancel a contract, you must give a notice of cancellation to the owner of the cemetery, columbarium or mausoleum at the address shown in the contract or to the seller of this contract at the address shown in the contract. You should give notice of cancellation by a method that will allow you to prove that you gave notice, such as registered mail, fax, and courier or by personal delivery.

### 2.2 Return of Interment Space and Services

The City of Edmonton does not allow the resale of interment space on the open market. If a return of interment space and/or services is desired, The City of Edmonton will repurchase unused (vacant) interment space and unused services (services not rendered) from the legal plot/niche owner. Any return of funds will only be given to the legal plot/niche owner.

If the return is requested of interment space and/or services during the 30 day cancellation period, then a full refund will be issued.

Any plot for which the plot owner desires to return to the City of Edmonton after the 30 day cancellation period has lapsed is subject to a return fee of 15% of the plot's market value at the time of return request. Any niche or crypt for which the niche/crypt owner desires to return to the City of Edmonton after the 30 day cancellation period has lapsed is subject to these usage fee percentages (contained in the table on Page 9) retained from the current market value of the product at the time of return request. The credit remaining will be returned to the niche owner, less any applicable fees and costs to return the product to saleable condition.

Additional fees may apply depending on the circumstances of the original sale and products already provided. A Refund Processing fee for each interment space returned will also be levied. As per Canada Revenue Agency regulations, GST is not returned on interment space after the 30 day cancellation period. For returned services, the original GST amount paid is returned.



**Percentage (%) Usage Fee Retained From Niche or Crypt  
Current Market Value**

	Niche or Crypt With Interment (Used)	Niche or Crypt Without Interment (Vacant)
<b>0 - 5 Years</b>	15% Fee	15% Fee
<b>6 - 10 Years</b>	30% Fee	
<b>11 - 15 Years</b>	45% Fee	
<b>16 - 20 Years</b>	60% Fee	
<b>21+ Years</b>	75% Fee	

**NOTE:** Calculations are based on the earliest Interment date of Niche or Crypt being returned to the City of Edmonton

### 2.3 Cancellation of Monument Contracts

If the cancellation of a monument contract is requested during the 30 day cancellation period, and the contract has not been paid in full, or signed approval has not been given, then a full refund will be issued. Additional fees may apply depending on the circumstances of the original sale and products and services already provided.

If the monument has been ordered with the signed approval of the purchaser, and the contract paid in full, the monument is then considered final sale and is not eligible for a refund.

### 2.4 Transfer or Substitution of Pre-Paid (Pre-need) Products and Services

In the event a service or product is no longer offered or available, a similar product or service may be substituted at no additional charge, or the original purchase value will be refunded.

In the event that a purchaser wishes to exchange one service type (ie. Open/Close Standard to an Open/Close Cremation) for another and the higher value item was pre-purchased at a lower price point than the lower value item's current value and the refunding of the higher value item results in a refund with a variance equal or lower than the current administration fee, the exchange may be completed with a reduced administration fee.

## 2.5 Ownership Transfers

### 2.5.1 Rest in Peace - Condition of Transfer

Transferring ownership of a plot, niche or crypt that has existing interments will only be permitted under the condition that the existing interments will not be disturbed. The only exception is when a disinterment/reinterment occurs of the deceased in the same plot location in a different position.

### 2.5.2 Ownership Policy and Fee Structure

The City of Edmonton requires a living legal plot/niche owner in order to authorize interments. As such, a transfer of ownership may be required before an interment is able to be booked. As interment space is considered an inheritable asset, a transfer of ownership is a legal process governed by the [Wills and Succession Act](#) as well as the [Alberta Cemeteries Act](#).

The City of Edmonton can confirm the ownership of an existing plot/niche providing the current plot/niche owner is deceased and the inquiring individual can provide proof of a legitimate relationship between the plot/niche owner's estate and themselves (For example, Executor and Letter of Probate).

If a transfer of ownership is desired or necessitated by an interment booking, future interment, monument, or other reason, a one-time ownership research fee will be collected in order to initiate the process. This is a one-time, non-refundable fee. If any statutory declarations are required to complete the ownership transfer, a document fee will be collected per document.

Once the process has been initiated, the Cemetery Client Care Representative will guide the inquiring individual and/or legal plot/niche owner through the process to transfer ownership. In many cases, a transfer of ownership can take a number of months to complete, depending on the research and documentation required. The City of Edmonton strongly encourages families to plan ahead to ensure any future interments are able to proceed.

Below are some of the most common scenarios and the steps required to transfer ownership in each case. Please note the City of Edmonton reserves the right to require a Court Order to transfer ownership in some cases.

In instances in which there are multiple plots/niches and/or multiple generations and the inquiring individual requires a Court Order to obtain ownership, a report will be provided outlining:

- The owner of record
- Number of interment spaces remaining for use
- Monuments existing on the plot

### 2.5.3 Original Purchaser (Plot/Niche Owner)

#### Plot/Niche owner to spouse/family member

In order to transfer ownership of a plot/niche that is held in one spouse's name to the other spouse, a transfer request must be completed, the owner must provide proof of identity either in person with government issued identification, and/or by swearing a statutory declaration of intent with a Commissioner for Oaths. The administration fee in effect at the time will be applicable for each plot being transferred, in addition to the one-time ownership research fee.

#### Multiple plot/niche ownership - separation of ownership

When a plot/niche has multiple owners identified and one owner wishes to transfer full rights to the other owner, the person transferring the ownership will send in the request in writing and provide proof of identity either in person with government issued identification or by swearing a statutory declaration of intent with a Commissioner for Oaths. The administration fee in effect at the time will be applicable per plot/niche location, in addition to the one-time ownership research fee.

#### Plot/niche owner to interested purchaser

As the City of Edmonton does not allow the private sale of cemetery plots or niches on the open market, a return of interment space to the City of Edmonton (subject to the terms and conditions in section 2.2 of this document) would be completed, and a new contract with the interested purchaser would be required.

### 2.5.4 Original Purchaser (Plot/Niche Owner) Deceased

#### Upon Death of Plot/Niche Owner

At the request of the executor/executrix, plot/niche ownership can be transferred to the designated beneficiary for no charge when the interment arrangements for the plot/niche owner are being finalized. A transfer form and a copy of the will and proof of identity are required from the executor/executrix before the transfer can be completed. If the transfer is completed with the interment arrangements or within 6 months of the owner's passing, the ownership transfer administration fee will be waived. The one-time ownership research fee will still be applied.

#### Plot/Niche Owner Deceased, Executor Deceased, and/or Plot/Niche Owner's Will Cannot be Located

If the plot/niche owner is deceased, and the executor of the plot/niche owner's estate is deceased, and/or the Will of the plot/niche owner cannot be located, it is necessary to confirm that the appropriate beneficiaries are identified before any ownership transfers, interments or monuments can be completed for any location. As this type of determination is beyond the scope of the authority of any cemetery and is determined by the [Wills and Succession Act](#), the following legal documentation may be required to confirm the appropriate

beneficiary. The Cemetery Client Care Representative handling the inquiry will be able to advise on what is required in each circumstance.

- The Letter of Probate for the estate of the plot/niche owner on record. This will identify the Executor. The person identified will be required to provide proof of identity.
- A Grant of Administration for the plot/niche owner's estate. This will detail the personal representative for the plot/niche owner in the absence of a Will. The person identified will be required to provide proof of identity.
- A Court Order directing that a certain individual has been declared the beneficial owner of the plot/niche owner's assets. The person identified will be required to provide proof of identity.

The ownership transfer will not proceed until the proper documentation is obtained. Please note there is an ownership transfer fee per plot/niche, a document fee for each statutory declaration required, and a one-time ownership research fee collected in order to complete the transfer.

#### **Plot owner, AB Health Services and/or AISH**

Plots (interment rights) purchased and paid for by AB Health Services for deceased persons who qualified for assistance are considered "owned" by AB Health Services. The arrangement for the purchase is limited to the interment rights for a six foot burial or a cremation burial, which is utilized by the qualifying deceased person.

Further burials in the plot will require the transfer of the ownership of the plot to a new owner from the deceased person's Estate.

As the original contract is for the initial burial, transferring the ownership of the plot does not allow for additional burial space (interment rights). To allow for additional burial space, the purchase of these interment rights will be 50% of the current market value. Additional fees including but not limited to: Plot transfer fee, Open/Close, Concrete Liners and/or overtime charges may also apply.

The City of Edmonton will not pursue permission for interested parties with AB Health Services, the Public Trustee or any other party. It is the responsibility of the individual to obtain the required authorization and provide it to the City of Edmonton before any transfer can occur.

## 2.6 Disinterment Policy and Procedures

The City of Edmonton will perform disinterment of human remains in the most dignified, safe, and respectful manner possible. The City of Edmonton reserves the right to deny any disinterment request that does not meet any of these criteria. Please review the steps required in each of the following circumstances.

### 2.6.1 Disinterment of Casket Burial

Customers seeking to disinter a casket burial must first select a funeral home of their choice in order to complete this service. An application to Alberta Vital Statistics for a disinterment/reinterment permit must be approved in order for a disinterment to occur. The City of Edmonton encourages customers to work with their funeral home to make this application for disinterment/reinterment of a casket burial to Alberta Vital Statistics. As some viruses and diseases may remain in an active state for decades after the death of an individual, Alberta Vital Statistics will review all applications and the cause of death to ensure that restrictions are closely followed. For more information about this service or application process, please contact the funeral home of your choice, or the Municipal Cemeteries Sales and Administration Office. Please note casket disinterments only occur between May 1 and October 31 unless an exception is granted.

Once a funeral home is selected, an application is submitted and approved by Alberta Vital Statistics, and permission authorized by the City of Edmonton, the booking of the disinterment/reinterment can proceed. Please note that all disinterment activities must be authorized by the legal plot owner, and are subject to a fee available by quote. Contracts must be paid in full before the disinterment/reinterment can occur.

The City of Edmonton will be responsible for opening the designated plot location, and digging to the depth of the concrete liner or vault, and bringing the concrete liner or vault up to the surface. In the event there is no concrete liner, or the liner cannot be recovered from the plot, the City of Edmonton will open the designated plot location to the depth of the casket, and set up shoring and access to the plot. City of Edmonton staff are not permitted to enter plots for any reason, or to handle human remains.

The funeral home of the customer's choice will be responsible for recovering the human remains from the liner brought up to the surface, or in the event there is no liner or it cannot be recovered, recovering the human remains from inside the plot, utilizing the shoring and safe access provided.

The unauthorized removal of human remains may be subject to legal action.

### 2.6.2 Disinterment of Cremated Remains

Customers seeking to disinter cremated remains from a City of Edmonton plot, niche, or crypt, must obtain a disinterment application from the City of Edmonton. This application will include a Statutory Declaration outlining the parameters of the disinterment. There is a fee required for this service, as well as a document fee for any statutory declarations generated.

Please note that removal of cremated remains from interment space for any reason is considered a disinterment and is subject to this policy. All disinterment activities must be authorized by the legal plot/niche owner.

For buried cremated remains, if there is no urn vault present, and the vessel containing the human remains is compromised and cannot be recovered, work may be stopped if the City of Edmonton is not able to recover the human remains.

Once the disinterment application has been approved by the City of Edmonton, with a contract signed and paid in full, the disinterment will be scheduled and completed by City of Edmonton staff. The unauthorized removal of human remains may be subject to legal action.

## 2.7 Product and Service Requirements

### 2.7.1 Concrete Liners or Vault

In order to reduce safety concerns caused by collapsing ground areas, the City of Edmonton requires that a concrete liner purchased through the City of Edmonton, or a vault supplied through a funeral home, is used to house the casket when placed in a grave.

The dimensions of the Concrete Liners are:

#### Adult (Concrete Box, Large)

Exterior Dimensions 32 ¾" W X 88 ½" L X 30 ½" H

Interior Dimensions 29 3/16" W x 85 ½" L x 21" H

#### Child (Concrete Box, Small)

Exterior Dimensions 24" W X 60" L X 21" H

Interior Dimensions 21" W X 57" L X 15 3/4" H

Please ensure the casket that has been chosen will fit inside the liner. This includes any handles or adornment on the exterior of the casket.

### 2.7.2 Cremation Urn Vaults

The City of Edmonton offers Cremation Urn vaults as an option for customers to house urns when placed in a grave. The City of Edmonton requires purchase of a Cremation Urn Vault in the event a cremation interment in a full size plot takes place before a traditional full size burial. In all other circumstances, the purchase of a Cremation urn vault is optional.

However, in the event of a request for disinterment of a cremation burial, the disinterment application may be denied if there is no urn vault present, or work stopped if it is determined the vessel containing the human remains is compromised and cannot be recovered.

## 2.8 Late Arrivals / No Shows

Once an interment has been arranged and confirmed with the cemetery the arrival time is no longer negotiable on the day of the service. There will be a late arrival and/or Premium Overtime fee levied to the funeral home or family depending on the arrangements in the event that additional staff must be called to work or incur overtime that cannot be avoided by the Late Arrival.

In some instances an interment may need to be rescheduled if the arrival time of the procession is impacting other services and cemetery staff are no longer available.

## 2.9 Interment Arrangements - Casket, Crypt, Niche or Scattering

The preparation of any burial location and coordination of staff for an interment booking requires advance notice. Please find below our booking deadlines for interments:

<b>Day of Interment</b>	<b>Booking Required Previous to Interment</b>
<b>Saturday</b>	<b>Wednesday, 12pm</b>
<b>Sunday</b>	<b>Wednesday, 12pm</b>
<b>Monday</b>	<b>Wednesday, 12pm</b>
<b>Tuesday</b>	<b>Thursday, 12pm</b>
<b>Wednesday</b>	<b>Friday, 12pm</b>
<b>Thursday</b>	<b>Monday, 12pm</b>
<b>Friday</b>	<b>Tuesday, 12pm</b>
<b>Statutory Holidays</b>	<b>Information provided to all Edmonton and area funeral homes prior to each holiday</b>

If the completion of the booking falls outside of these booking deadlines, we may not be able to accommodate your request for your desired interment date and time. In these cases, the next available date and time agreeable to both parties will be provided.

Please note the following items will be required prior to the booking being completed:

- A cemetery location that has been purchased and paid for before the interment occurs.
- Permission from the legal plot/niche owner to inter the deceased in the interment space.
- If the deceased is the plot/niche owner then their interment may proceed without any changes to the existing arrangements.
- If the interment is for the plot/niche owner and the arrangements for their interment are to be altered, then these changes must be authorized by the "Executor" or "Executrix". The authorization is considered obtained once the "Application to Inter" document has been signed and returned to the Municipal Cemeteries Sales and Administration Office.
- If the plot/niche owner is deceased and the request is for an additional interment, the plot/niche must be transferred to an appropriate beneficiary prior to any other interment occurring.
- Fees for additional services and products may be applicable depending upon the request. These are to be paid before the interment occurs.
- For traditional casket burials, a "Burial Permit" issued by an authorized authority is required before the interment occurs.
- For interments of cremated remains, a "Burial Permit" or "Cremation Certificate" issued by an authorized authority is required before the interment occurs.
- In the event that the death occurred outside of Canada and the remains are being transported "home" to be interred, then a Death Certificate and approved Canada Customs documentation for the transportation of the remains will act as the official Burial Permit. If the Certificate or paperwork is not in English, it will need to be officially translated and stamped at the customer's expense.

### 2.9.1 Pallbearing Services

For traditional casket burials, our workplace safety regulations require that a total of six pallbearers are present for each interment. In the event that the full complement of six pallbearers is not present, the service will be delayed until the full complement is arranged by the family or funeral home. Additional fees will be levied if the service is delayed beyond the allocated time for the interment.

The City of Edmonton only provides a maximum of two staff to assist with pallbearing for each interment. This service must be requested in advance and is subject to a fee. In cases such as these, it is required that funeral homes and families will ensure that there are a minimum of four other pallbearers present to make the required complement of six.



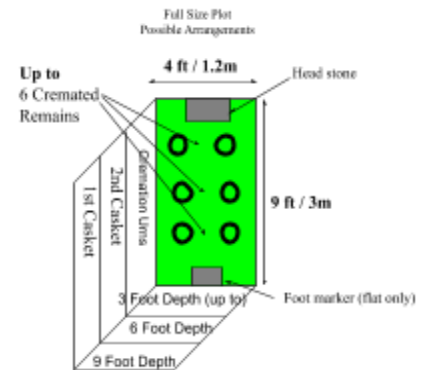
## 3.0 Plot Configurations

The City of Edmonton Municipal Cemeteries has criteria for the interment of human remains, including standards for depth of burial and size of casket or grave liner per each 4 x 9' plot. The following are minimum standards, and it is recommended that the Municipal Cemetery Office be contacted for additional details concerning grave and cremation burials.

### 3.1 Full Size Plots

For interment of human remains in a 4 x 9' full size plot:

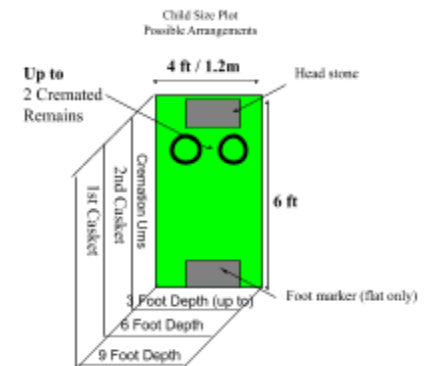
- The depth of the grave must be sufficient to allow for a minimum of 3' of earth between the upper surface of the casket and the level of the ground.
- The casket and grave liner or vault must be no greater than 42" in width and 8' in length.



### 3.2 Child Size Plots

For interment of human remains in a 4' x 6' child size plot:

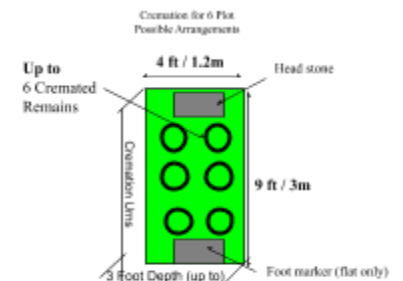
- The depth of the grave must be sufficient to allow for a minimum of 3' of earth between the upper surface of the casket and the level of the ground.
- The casket and grave liner or vault must be no greater than 24" in width and 60" in length.
- The Child Sized Plots are in designated areas and may hold a maximum of 1 traditional child burial with a maximum of 2 urns allowed.
- The cremated remains are limited to immediate family only. (mother, father, sister, brother)



### 3.3 Cremation Plots

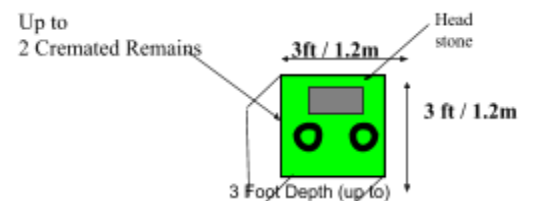
For interment of cremated remains in a 4' x 9' full size cremation plot:

- A maximum of six urns per plot.



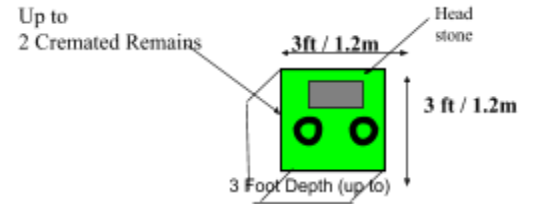
For interment of cremated remains in a 3' x 3' cremation plot:

- A maximum of two urns per plot.



For interment of cremated remains in a 4' x 3' cremation plot:

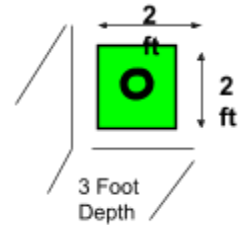
- A maximum of two urns per plot.
- Some areas of Mount Pleasant & Edmonton Cemetery 3 urns are allowed in specific locations. The third urn would be located beneath the marker. This must be confirmed by the City of Edmonton prior to booking.



For interment of cremated remains in a 2' x 2' cremation plot:

- A maximum of one urn per plot. (Beechmount Cemetery only)
- Memorialization on Memorial Wall (Beechmount Cemetery only)

Memorialization on Memorial Wall  
Beechmount Only



### 3.4 Military Plots (Field of Honour)

For interment of human remains in a 4'x 9' full size plot:

- The depth of the grave must be sufficient to allow for a minimum of 3' of earth between the upper surface of the casket and the level of the ground.
- The casket and grave liner or vault must be no greater than 42" in width and 8' in length.
- Fields of Honour burials are restricted to Military members and Immediate Family. This is an existing spouse, common-law partner (minimum 1 year), or child of the member. Proof of military affiliation and proof of relationship is required.
- To ensure the continuity of memorialization, any monuments are required to be flat markers at the foot of the plot.

## 4.0 Operations & Grounds Keeping Information

### 4.1 Seasonal Cleanup

In early May a comprehensive cleanup of all municipal cemeteries is completed. Hazardous items, litter, and all artificial flowers will be collected. We strongly encourage placement of all artificial flowers and personal items to occur after Seasonal Cleanup, as all items will be removed during this time period.

Items collected by City of Edmonton staff will be handled in the following manner.

- Items that are subject to decomposition will be disposed of immediately. This includes food items, stuffed animals etc.
- Items that do not decompose will be removed without notice and held for a minimum of one month. After one month has passed the items will be disposed of.
- Items made of glass or ceramic will be disposed of as these are considered a safety hazard.

To find an item that may have been removed by City of Edmonton staff please check the shelving units located in the cemetery in question.

- Beechmount Cemetery – behind the little house
- Mount Pleasant Cemetery – in front and to the north of the Indoor Niche Building
- Edmonton Cemetery – on west side of mausoleum (exterior)
- Northern Lights Cemetery - on east side of operations yard
- South Haven Cemetery – on west side of operations yard
- Little Mountain Cemetery - call Administration Office at 780-442-0974
- Clover Bar Cemetery – call Administration Office at 780-442-0974

### 4.2 Snow Removal

To facilitate road clearing in winter, it may be necessary to have windrows or snow piles on the roadways and curbs in each cemetery. Although every effort is made to keep snow from the roads off of gravesites, it is often unavoidable. No disrespect is intended.

To prepare for snow and road clearing throughout the cemeteries, vases embedded in flat monuments which have been turned upright for the summer season will be turned down in their lowered position starting in October. This extends the life of the vase and monument, and prevents incidental damage in the winter. Please note that markers and vases remain the property of the plot/niche owner/monument purchaser and the City of Edmonton assumes no liability for their maintenance, care, or natural deterioration. Signage will be available at all cemeteries advising visitors of when this practice is in effect.

Snow will not be removed from graves for visitation purposes. In earth burial areas, snow will be removed for access during an interment only.

### 4.3 Monument Installations

Flat monuments requiring a foundation will require 3 to 6 weeks after delivery to the City of Edmonton to complete the foundation and monument installation on the plot.

Depending on the number of monuments received to be installed at any given time, these timelines may be extended without notice. Please contact the Municipal Cemeteries Sales & Administration office for more information or to inquire about having a monument installed for an upcoming interment.

### 4.4 Temporary Moving of Monuments

To facilitate the opening of a plot, it may be necessary to move monuments on the grave or surrounding area. Every effort is made to return the monuments to the proper locations in a timely manner. No disrespect is intended.

### 4.5 Tamping of Graves

Tamping of graves requires that the soil and permafrost be in a condition that the tamping is feasible. Casket interments in the winter will not be tamped until late spring/early summer depending upon the weather conditions.

### 4.6 Walking or Driving on Graves

To facilitate normal cemetery operations it is required that City of Edmonton Cemetery staff may drive or walk on graves. No disrespect is intended.

### 4.7 Burning Barrels and Fire Safety

Burning barrels can be requested as part of an interment service if required for cultural purposes. For same day last minute requests, every attempt will be made to provide the service, however, it may not be possible depending upon other service commitments.

During a fire ban, burning barrels are not permitted.

### 4.8 Flowerbeds

The City of Edmonton allows for permanent flowerbeds to be planted along the front edge of a monument. If a flowerbed is desired, please note the following requirements and contact the Municipal Cemeteries Sales and Administration office to confirm it is permissible for the specific location:

- Flowerbeds may be planted along the front edge of a monument to a maximum depth of 15".
- The flowerbed will be enclosed with flush to ground landscape edging
- Only annual flowers are permitted and may be planted from April 1 to September 30.
- Flowerbeds are not permitted in the Field of Honour.

- Flowers and flowerbeds are subject to environmental factors and inadvertent maintenance damage. The City assumes no responsibility for loss or damage to floral tributes placed on graves.
- Existing flowerbeds that are dismantled to prepare a grave for burial will not be replaced by the City of Edmonton.
- Existing flowerbeds that are not maintained (cleaned and planted) by June 30th of each year may be returned to grass to facilitate maintenance of the cemetery grounds.

#### 4.9 Floral Tributes on Plots and Monuments

Flowers and flowerbeds are subject to environmental factors and inadvertent maintenance damage. The City of Edmonton assumes no responsibility for loss or damage to floral tributes placed on plots or monuments and assumes no responsibility for their care.

Live flowers placed on a plot at the time of interment will be left for a minimum of one week depending upon environmental conditions.

Artificial flowers are permitted in approved vases and may remain throughout the year. Please contact the Municipal Cemeteries Sales and Administration office to inquire about having your vase approved. Unapproved vases will be removed without notice.

Families are responsible for maintaining the appearance of silk flower arrangements. Cemetery staff, without prior notice, will remove silk flower arrangements that are not adequately maintained.

Artificial wreaths and floral arrangements not in vases may be placed on a grave between October 1 and the start of seasonal cleanup the following spring, at which time any remaining artificial floral tributes will be removed and discarded. Environmental and site conditions may alter the placement or location of any such arrangements.

#### 4.10 Memorial Adornments and Safety

Items made of glass or ceramic cause a significant safety hazard for visitors and staff. Any items in cemetery grounds made of these materials will be removed and disposed of without notice.

Items of significant sentimental or monetary value should not be left on a plot/niche or affixed to the monument or placed in a vase. Cemeteries are considered public parks and there is no security or guarantee that the items will not be removed by the general public. The City assumes no responsibility for loss or damage to any items placed on graves and assumes no responsibility for their care.

## 4.11 Floral Tributes and Adornments for Indoor Niches

Approved memorial display items may be placed inside the niche at the time of interment or at the request of the owner once per year at no charge during regular business hours. The year will be defined as January to December. Each additional request during the calendar year will be subject to the regular open/close fee and after-hour fees (if applicable) in effect at the time. Arrangements must be made a minimum of 48 hours in advance by calling the Municipal Cemeteries Sales and Administration Office.

Approved Item Criteria for Indoor and Outdoor Niches:

- The item is not subject to decomposition.
- Silk/artificial flowers are permitted inside the niche.
- Bronze plaques that are cast with flower holders may contain silk or artificial flowers.
- Families are responsible for maintaining the appearance of silk flower arrangements. Cemetery staff, without prior notice, will remove silk flower arrangements that are not adequately maintained.
- The item is not deemed offensive. (As determined by the Municipal Cemeteries Sales and Administration Office)
- The item does not pose a potential safety hazard.
- No candles of any type are permitted.

It is recommended that niche owners include the niche monument under their Homeowner or tenant insurance. The City of Edmonton is not responsible for damages caused to the vases or niche cover due to vandalism.

### Glass Front Niches (Indoor)

All items will be placed inside the niche. Items affixed to the outside of the glass or left on the floor will be removed without notice. Any damages caused to the niche front due to prohibited materials will be the financial responsibility of the niche owner.

### Marble or Granite Front Niches

The following items may be purchased from the Municipal Cemeteries Sales and Administration office for adornment of marble or granite niches. As other suppliers may not offer the same products, only items pre-approved and sold by the City of Edmonton will be permitted. These items will require an application and installation shall be completed by City of Edmonton Cemetery staff. Items affixed to the outside of the niche, or left outside of the niche will be removed without notice. Any damages caused to the niche front due to prohibited materials will be the financial responsibility of the niche owner.

- Bronze plaques (if applicable)
- Engraving (if applicable)
- Commemorative ceramic photographs (Outdoor Niches Only)

#### 4.12 Adornment for Plots, Scattering Gardens, and all other Memorial Products

The City of Edmonton considers all City Cemeteries to be Parkland. Thus all the regulations identified under the Parkland Bylaw 2202 are in effect. Adornment is limited to approved monuments and vases, floral tributes and flowerbed services. Unapproved adornments and personal items will be removed without notice by City of Edmonton staff.

It is highly recommended that items of a personal nature not be left at gravesites as cemeteries are Parkland, and thus are public places with unrestricted public access.

Items collected by City of Edmonton staff will be handled in the following manner.

- Items that are subject to decomposition will be disposed of immediately. This includes food items, stuffed animals etc.
- Items that do not decompose will be removed without notice and held for a minimum of one month. After one month has passed the items will be disposed of.
- Items made of glass or ceramic will be disposed of as these are considered a safety hazard.

To find an item that may have been removed by City of Edmonton staff please check the shelving units located in the cemetery in question.

- Beechmount Cemetery – behind the little house
- Mount Pleasant Cemetery – in front and to the north of the Indoor Niche Building
- Edmonton Cemetery – on west side of mausoleum (exterior)
- Northern Lights Cemetery - on east side of operations yard
- South Haven Cemetery – on west side of operations yard
- Little Mountain Cemetery - call Administration Office at 780-442-0974
- Clover Bar Cemetery – call Administration Office at 780-442-0974

## 5.0 Monument Information and Regulations

The following regulations address general monument application processes, dimensions, materials, and delivery and installation requirements. Please contact the Municipal Cemeteries Sales and Administration Office for further specifications and exceptions.

### 5.1 Monument Applications

The City of Edmonton requires that a Monument Application Form be submitted by the monument provider detailing all specific monument materials, dimensions, scope of work, and any relevant monument installation fees. Approval will be granted based on all requirements met for all requested monuments, including materials and dimensions, or for proposed work to existing monuments. Application forms are available at the Municipal Cemeteries Sales and Administration Office.

Written approval will be provided to the monument provider. Monuments arriving for installation without proper written approval from the City of Edmonton will be refused and returned to the monument provider. Monument Application approvals are only acceptable in written form. Monuments that are produced without prior cemetery approval are the responsibility of the monument purchaser and the monument provider.

Owing to the special nature of historical cemeteries and necessary on-site inspections, memorial applications for historical cemeteries (Beechmount Cemetery, Edmonton Cemetery, and Mount Pleasant Cemetery) may take up to two weeks for processing.

Monument applications will be marked and returned as “not approved” if:

- Monument does not meet dimensional and material requirements.
- Application is incomplete.
- Application is submitted on an outdated form.
- Application is submitted without payment.

Please note that although the Municipal Cemeteries Sales and Administration Office distributes new application forms and regulations as required each year, it is the responsibility of the monument provider to ensure that the most current form is correctly completed and submitted. Drawings of proposed monuments are not accepted. The City assumes no responsibility for claims or damages resulting from errors in monument content, layout, formatting or design, including but not limited to errors in wording or name placement, spelling, date or other inaccuracies relating to inscribed information.

Please note family monuments (customer owned columbarium units) are only permitted to be sold through and installed by the City of Edmonton.



## 5.2 Crypt & Niche Covers

Due to the the operational logistics of crypt and niche cover memorialization, these services can only be purchased and arranged by the Municipal Cemeteries Sales and Administration office. These services cannot be provided by an outside vendor. This includes both engraving, laser pictures, photos, bronze plaques, and bronze wreaths.

## 5.3 Delivery and Installation

All monument delivery and installation must be accompanied by proper written approval as described on Page 24. Any monuments installed without the proper permits will be removed and an administration fee may be charged to the monument provider.

Upon delivery:

- Flat Markers: City of Edmonton cemetery staff will inspect and install markers, subject to approval and stated requirements. Flat Markers will be installed April to October.
- Upright and Pillow Monuments: Monument providers will install monuments from dawn until dusk, seven days per week, subject to approval and stated requirements.

Please note that beginning October 1, the installation of flat markers is subject to weather conditions. Once frost and a layer of snow is on the ground, installation will cease. The City of Edmonton will not guarantee flat marker installation after October 1, and will advise monument providers when installation has ended for the winter and resumed in the spring.

### 5.3.1 Work Notification Sheet

The City of Edmonton requires that monument providers submit a work notification sheet following all marker delivery, monument installation or completion of added inscriptions or pick-up and removal of any monument. The notification sheet must summarize and verify work being carried out in the cemetery. Failure to submit a work notification sheet will result in an administration charge per incident.

## 5.4 Delivery Times and Locations

Upright and Pillow Monuments can be installed dawn until dusk, seven days a week.

Notification to all monument providers will be sent in the Spring and Fall, indicating the first and last delivery day to deliver flat markers to the City of Edmonton. Delivery of Flat Markers must not occur outside of these time periods without prior approval. Flat Markers can be delivered from 9:00am to 4:00pm, Monday to Friday at the following locations:

<b>Cemetery to be installed</b>	<b>Delivery Location</b>
<b>South Haven Cemetery</b>	<b>South Haven Cemetery</b>
<b>Clover Bar Cemetery</b>	
<b>Mount Pleasant Cemetery</b>	
<b>Little Mountain Cemetery</b>	
<b>Edmonton Cemetery</b>	<b>Beechmount Cemetery</b>
<b>Beechmount Cemetery</b>	
<b>Northern Lights Cemetery</b>	

## 5.5 Maintenance, Removal and Replacement

The plot/niche owner is responsible for the proper condition and replacement of a monument and the City of Edmonton assumes no liability or responsibility for loss or damage to any monument through acts of vandalism or natural erosion. The City of Edmonton may remove a damaged monument to maintain a safe environment.

The City of Edmonton repairs and replaces existing monument foundations as necessary due to maintenance and safety concerns at no cost to the plot owner.

Existing monuments that do not meet current specifications will be grandfathered, however, in the event the monument needs replacement, the new monument(s) are required to meet the existing regulations in place at the time of purchase.

## 5.6 Monument Composition

The City of Edmonton requires that all monument materials, including marker bases, must be made of granite or bronze. Boulder style monuments are permitted in traditional sections providing that they meet the specifications for size and sharp edges are removed. Marble may only be used for repairs to existing marble memorials, not replacement.

A temporary plastic, metal or wooden marker may be approved and left on a grave during the winter months (October 30 to March 15). If the temporary marker impedes normal cemetery operations it may be removed without notice. Temporary markers are not provided by the City of Edmonton.

Please contact the Municipal Cemeteries Sales and Administration Office for additional information on acceptable materials.

## 5.7 Photographic Reproductions

Photographic reproductions on monuments are conditionally permitted, depending upon the type of photographic reproduction and style of memorial. Please contact the Municipal Cemeteries Sales and Administration Office for further clarification on what types of photographic reproductions are permitted and on which monument or marker styles. The restrictions for photographic reproductions are listed below:

- All photographic reproductions must be recessed on flat markers and not extend higher than the marker profile.
- No photographic reproductions are allowed on military monuments.
- Photo Blasts are not permitted.
- Laser etches are not permitted on flat markers.

Please note that photographic reproductions and their replacement are the responsibility of the monument provider and plot/niche owner. The City of Edmonton will redirect the monument owner to the monument provider to resolve any concerns over broken, vandalized or stolen reproductions.

## 5.8 Monument Accessories

Granite balls, pagodas or any other type of approved accessory for a monument must adhere to the restrictions below:

- It must be attached with a minimum ½" diameter pin size that extends a minimum 2" into both the accessory and the die.
- It must be attached with permanent adhesive.
- In combination with the die, it must not exceed the maximum allowable monument height and width.
- For vases and lanterns, there must be at least 2" clearance between the item and the edge of the base.

Please note that vases are not permitted in front of a flat marker, at the foot of a plot, on military monuments, or in the Field of Honour.

Please find below the guidelines for inscriptions and casting:

- Can include Names, DOB, DOD, and Epitaph.
- The City of Edmonton reserves the right to remove any memorial that can be construed to mean or represent something offensive either in written or pictorial form.
- Trade names and logos are prohibited on all monuments.
- Commemorative inscriptions when no burial on location exists must state that interment has taken place elsewhere.
- Plot descriptions are permitted on the lower right-hand corner of all monuments at the expense of the monument owner.

### 5.9 Pre-Need Monuments and Added Inscriptions

All pre-need monument applications fees can be pre-approved and pre-paid. The additional inscription or additional tabs costs will be determined at the time of need. The City of Edmonton will return the approved application to the monument provider, which the monument provider will retain and produce upon monument delivery or completion of additional inscription work.

Please note that commemorative inscriptions when no burial on location exists must state that interment has taken place elsewhere.

### 5.10 Additional Monument Information

The following monument requests will be considered on a case by case basis:

- Statues, cairns and boulders
- Family memorials

Due to the nature of the regular cemetery daily operation, the maximum amount of plots a monument may span is two. The maximum size allowed for the foundation is 6 inches smaller than the combined widths of the graves. Monuments larger than the above requirement exceed the tolerances of the regular independent foundations and grade beams and interfere with the normal cemetery maintenance and operations.

Existing monuments that do not meet these specifications will be grandfathered, however, in the event the monument needs replacement, the new monument(s) are required to meet the existing regulations in place at the time of purchase.

### 5.11 Vase Guidelines

#### Permanently affixed to or beside marker at HEAD of Grave

The following permanent vase types are permitted:

- Granite (regular or inverted)
- Bronze (regular or inverted)
- Metal Craft with Coating (regular or inverted)

### Temporary Vases with stands or ground spikes

- Plastic – may be available for a fee at the Municipal Cemeteries Sales and Administration Office.
- Metal Style – may be available for a fee at the Municipal Cemeteries Sales and Administration Office.

### Vases of any type will not be permitted in the following circumstances:

- In front of a flat marker.
- At the foot of a plot (as part of marker or on its own).
- On military monuments.
- In the Field of Honour

Please note that vases have a limited lifespan and are not under warranty by the City of Edmonton. A vase installed in a northern climate is subject to extreme changes in temperature and is accessible to people, wildlife and unforeseen factors that will affect the life of the vase. Depending upon the composition of the vase it should be expected that replacement vases will need to be purchased periodically by the plot/niche owner due to normal wear and tear.

Vases that are broken and considered a safety hazard will be removed by the City of Edmonton.

## 5.12 Lantern Guidelines

Lanterns with LED lights may be permitted either in a privately maintained flowerbed or affixed to an upright monument in the place of a vase. The lanterns cannot have candles that can be lit. The lantern cannot have glass in its composition; the windows must be plastic or plexi-glass.

Please note the addition of a Lantern is at the risk of the plot/niche owner/family. It is allowable but not recommended and the City of Edmonton assumes no liability in the event it is damaged or goes missing.

## 6.0 Monument Specifications

### 6.1 Upright Monuments (Single Plot)

Plot Type	Grave Width	Foundation	Monument Base			Die		
	Size	Max Length	Max Length	Max Height	Min Width	Max Length	Max Height	Thickness
<b>Single Upright Monument with Grade Beam</b>								
<b>Full Size Regular ALL</b>	48	42	42	8	8	38	36	4
<b>Full Size Premium NL Section C &amp; D</b>	48	42	Min 38 Max 42	Min 8	Min 8 Max 24	Min 30 Max 38	Min 36 Max 40	Min 8
<b>Full Size Premium Kneeling Pads NL Section D</b>	48	42	Min 38 Max 42	Min 8	Min 8 Max 24	Min 30 Max 38	Min 36 Max 40	Min 8
<b>Single Upright Monument Without Grade Beam - Individual Foundation Required</b>								
<b>Full Size Regular ALL</b>	48	42	36	8	8	32	36	4
<b>Child Size Plot BM, ED, MP</b>	36	30	24	8	8	20	20	4
<b>Cremation Plot BM, ED, MP</b>	36	30	24	8	8	20	20	4

NOTE: All measurements are in inches.

BM = Beechmount   ED = Edmonton   MP = Mount Pleasant   NL = Northern Lights   SH = South Haven  
LM = Little Mountain   CB = Clover Bar

## 6.2 Pillow Monuments (Single Plot)

Plot Type	Grave Width	Foundation	Monument Base			Die		
	Size	Max Length	Max Length	Max Height	Min Width	Max Length	Max Height	Thickness
<b>Single Pillow Monument with Grade Beam</b>								
<b>Full Size Regular ALL</b>	48	42	42	4	18	38	Front 3 Back 5	14
<b>Child Size Plot BM, ED, MP</b>	36	30	30	4	18	26	Front 3 Back 5	14
<b>Single Pillow Monument Without Grade Beam - Individual Foundation Required</b>								
<b>Full Size Regular ALL</b>	48	42	36	4	18	32	Front 3 Back 5	14
<b>Child Size Plot BM, ED, MP</b>	36	30	24	4	18	20	Front 3 Back 5	14
<b>Cremation Plot BM, ED, MP</b>	36	30	24	4	18	20	Front 3 Back 5	14

NOTE: All measurements are in inches.

BM = Beechmount   ED = Edmonton   MP = Mount Pleasant   NL = Northern Lights   SH = South Haven  
LM = Little Mountain   CB = Clover Bar

### 6.3 Upright Monuments (Double/Side by Side Plots)

Plot Type	Grave Width	Foundation	Monument Base			Die		
	Size	Max Length	Max Length	Max Height	Min Width	Max Length	Max Height	Thickness
<b>Double Upright Monument with Grade Beam</b>								
<b>Full Size Regular ALL</b>	96	90	90	8	8	86	36	4
<b>Full Size Premium NL Section C &amp; D</b>	96	90	Min 72 Max 90	Min 8	Min 8 Max 24	Min 60 Max 86	Min 36 Max 40	8
<b>Full Size Premium Kneeling Pads NL Section D</b>	96	90	Min 72 Max 90	Min 8	Min 8 Max 24	Min 60 Max 86	Min 36 Max 40	8
<b>Double Upright Monument Without Grade Beam - Individual Foundation Required</b>								
<b>Full Size Regular ALL</b>	96	90	84	8	8	78	36	4
<b>Child Size Plot BM, ED, MP</b>	72	66	60	8	8	56	20	4
<b>Cremation Plot BM, ED, MP</b>	72	66	60	8	8	56	20	4

NOTE: All measurements are in inches.

BM = Beechmount ED = Edmonton MP = Mount Pleasant NL = Northern Lights SH = South Haven

LM = Little Mountain CB = Clover Bar



## 6.4 Pillow Monuments (Double/Side by Side Plots)

Plot Type	Grave Width	Foundation	Monument Base			Die		
	Size	Max Length	Max Length	Max Height	Min Width	Max Length	Max Height	Thickness
<b>Double Pillow Monument with Grade Beam</b>								
<b>Full Size Regular ALL</b>	96	90	90	4	18	86	Front 3 Back 5	14
<b>Child Size Plot BM, ED, MP</b>	72	66	66	4	18	62	Front 3 Back 5	14
<b>Cremation Plot BM, ED, MP</b>	72	66	66	4	18	62	Front 3 Back 5	14
<b>Double Pillow Monument Without Grade Beam - Individual Foundation Required</b>								
<b>Full Size Regular ALL</b>	96	90	84	4	18	80	Front 3 Back 5	14
<b>Child Size Plot BM, ED, MP</b>	72	66	60	4	18	56	Front 3 Back 5	14
<b>Cremation Plot BM, ED, MP</b>	72	66	60	4	18	56	Front 3 Back 5	14

NOTE: All measurements are in inches.

BM = Beechmount   ED = Edmonton   MP = Mount Pleasant   NL = Northern Lights   SH = South Haven  
LM = Little Mountain   CB = Clover Bar

## 6.5 Additional Upright Marker Specifications

Due to the nature of regular cemetery operation, the maximum amount of graves a monument may span is two. The maximum size allowed for the foundation is 6 inches smaller than the combined widths of the graves. The minimum thickness of a monument is measured at the bottom of the die where it is attached to the base.

Bases must have rock pitched sides. It may be permitted to have 1 inch polish lip with the understanding that the Cemetery will not be responsible for any scratches or damages caused through normal cemetery operations.

### For Oversized Monuments

The maximum height of a monument includes base height, die height and accessories that are situated at the top of the die (for example, a pagoda ball). This combination cannot exceed 48 inches.

## 6.6 Upright Military - Field of Honour

Plot Type	Grave Width	Boot(COE Install)	Die		
	Size		Max Length	Max Height	Min Width
<b>Military Upright Monuments</b>					
<b>Full Size Regular ALL</b>	48	31 x 11 x 6	15	39 (min 3" into boot)	3

NOTE: All measurements are in inches.

### Additional Information for Military Monuments

- All military monuments must meet the criteria established by the appropriate military authorities.
- Military monuments are only permitted in cemetery upright monument sections.
- Military monuments may be modified to fit into permanent grade-beams or individual pads by reducing the height and encasing the monument in a concrete boot.
- The combined height of the boot, base and die cannot exceed 36".
- Military monuments on grade-beams or individual foundations may not be placed upon a granite base.
- Lithochrome highlighting is permitted on military monuments if paid for by the monument owner/family.
- All inscriptions must be a minimum height of 1 ½" above the ground.
- Flat Military Monuments are not acceptable in the "Fields of Honour"
- "Flat at Foot" Markers are acceptable when a Military Headstone is pre-existing.
- No Vases or Flowerbeds are permitted in the "Field of Honour"

## 6.7 Flat & Flat at Foot Monuments (Lawn Markers)

### 6.7.1 Bronze Monuments

Plot Type	Grave Width	Foundation	Die		
	Size	Max Length	Max Length	Min Thickness	Max Width
<b>Single Flat Monument - Bronze</b>					
<b>Full Size Regular ALL</b>	48	42	36	Gussets required	18
<b>Child Size Plot BM, ED, MP</b>	36	30	24	Gussets required	18
<b>Cremation Plot BM, ED, MP</b>	36	30	24	Gussets required	18
<b>Double Flat Monument - Bronze</b>					
<b>Full Size Regular ALL</b>	96	90	84	Gussets required	18
<b>Child Size Plot BM, ED, MP</b>	72	66	60	Gussets required	18
<b>Cremation Plot BM, ED, MP</b>	72	66	60	Gussets required	18

NOTE: All measurements are in inches.

BM = Beechmount   ED = Edmonton   MP = Mount Pleasant   NL = Northern Lights   SH = South Haven  
LM = Little Mountain   CB = Clover Bar

## 6.7.2 Granite Monuments

Plot Type	Grave Width	Foundation	Die		
	Size	Max Length	Max Length	Min Thickness	Max Width
<b>Single Flat Monument - Granite</b>					
<b>Full Size Regular ALL</b>	48	42	36	3	18
<b>Child Size Plot BM, ED, MP</b>	36	30	24	3	18
<b>Cremation Plot BM, ED, MP</b>	36	30	24	3	18
<b>Double Flat Monument - Granite</b>					
<b>Full Size Regular ALL</b>	96	90	84	3	18
<b>Child Size Plot BM, ED, MP</b>	72	66	60	3	18
<b>Cremation Plot BM, ED, MP</b>	72	66	60	3	18

NOTE: All measurements are in inches.

BM = Beechmount ED = Edmonton MP = Mount Pleasant NL = Northern Lights SH = South Haven

LM = Little Mountain CB = Clover Bar

### 6.7.3 Bronze on Granite Monuments

Plot Type	Grave Width	Foundation	Die			Granite Base		
	Size	Max Length	Max Length	Min Thickness	Max Width	Max Length	Min Height	Max Width
<b>Single Flat Monument - Bronze on Granite</b>								
<b>Full Size Regular ALL</b>	48	N/A	38	Gussets required	20	42	4	24
<b>Child Size Plot BM, ED, MP</b>	36	N/A	26	Gussets required	20	30	4	24
<b>Cremation Plot BM, ED, MP</b>	36	N/A	26	Gussets required	20	30	4	24
<b>Double Flat Monument - Bronze on Granite</b>								
<b>Full Size Regular ALL</b>	96	N/A	86	Gussets required	20	90	4	24
<b>Child Size Plot BM, ED, MP</b>	72	N/A	62	Gussets required	20	66	4	24
<b>Cremation Plot BM, ED, MP</b>	72	N/A	62	Gussets required	20	66	4	24

NOTE: All measurements are in inches.

BM = Beechmount ED = Edmonton MP = Mount Pleasant NL = Northern Lights SH = South Haven

LM = Little Mountain CB = Clover Bar

## 6.8 Additional Flat Marker Specifications:

- Due to the nature of regular cemetery operation, the maximum amount of graves a monument may span is two. The maximum size allowed for the foundation is 6 inches smaller than the combined widths of the graves.
- Flat marker dies that are to be placed in a foundation must have a rough edge (balanced rocked pitch) Sawn sides are not permitted.
- Flat marker dies that are to be placed without a concrete foundation may have sawn sides but must be a minimum of 4 inches thick – these markers may not be placed on grade beams.
- Flat marker dies in concrete frames are not allowed on grade beams.
- Granite flat marker dies on a granite base with a rough edge (balanced rock pitch) are permitted on grade beams
- Bronze-on-granite flat marker dies with a rough edge (balanced rock pitch) are permitted on grade beams.
- All bronze-on-granite flat markers must have a minimum 2" clearance from the outside edge of the bronze to the outside edge of the granite and be a minimum of 4" in thickness.
- Flat bronze markers must be raised on the backs with gussets.
- Flat markers at the Head of the grave may include a vase at the time of production.
- Vases that are to be added after the production of the monument will require investigation of the site to determine if a vase may be approved. Investigation and approval must be completed by the City of Edmonton.
- The following are exclusively designated for bronze-on-granite flat markers:
  - Grandin Section, Northern Lights Cemetery
  - Estate Section, Mount Pleasant Cemetery
  - Autumn Glory Section, South Haven Cemetery
- Double, side-by-side plot flat markers wider than 5' must be a minimum of 8" in thickness.

### Specifications for Markers at the Foot of a Plot

- Flat markers only
- No vases permitted
- Only permitted on full sized graves
- Permitted only after marker at head of grave has been installed

## 7.0 Definitions

### Base

The lowest portion of a memorial upon which a monument or marker is installed. Dimensions: Length (horizontal) x Width (depth) x Height (thickness). Bases must have rock pitched sides.

### Bench

A Commemorative style monument that can be made of granite with engraving or iron/oak with a bronze plaque dedicated to an individual(s). City of Edmonton Municipal Cemeteries no longer allows wooden commemorative benches.

### Bronze on Granite

A marker that has a bronze plaque mounted on a granite base. It can be either a flat marker encased in concrete at ground level or placed on a foundation as an upright.

### Bronze on Granite Section

A part of the cemetery designated for Bronze on Granite style markers only. These currently include:

- Northern Lights Cemetery: Grandin Section
- Mount Pleasant Cemetery: Estate Section
- South Haven Cemetery: Autumn Glory Section

### Burial Permit

A burial permit is a document required to bury or cremate the remains of the deceased. It is required by law that cemeteries not perform a burial without a burial permit. If the deceased has been cremated, a Cremation Certificate can be accepted in its place.

### Burning Barrel

A vessel designed to burn "Ghost Money" or "Funeral Paper" in keeping with various cultural traditions. During a fire ban, the Burning Barrels will be removed from the cemetery grounds.

### Columbarium

An above-ground structure designed for the purpose of interring cremated human remains in niches

### Commemorative Monuments

A monument/plaque etc. that is placed in memory of a person who is interred elsewhere.

### Concrete Liner

A Concrete Liner liner is installed for the purpose of cemetery maintenance and safety. Use of a liner ensures burial sections are level; allowing cemetery visitors, workers and equipment to pass over existing graves safely and to facilitate grounds care functions. A concrete liner does not seal and will not prevent the entrance of water and other gravesite elements into the space occupied by the interred decedent.

### Vault

While a protective vault serves the same functional purpose as the concrete liner it also provides added protection for the interred decedent. The heavier, reinforced construction of a protective vault provides added protection against the weight of the earth above and surrounding the vault. In addition to improved structural strength the protective vault has a sealing lid and high impact ABS lining that combine to seal the vault and protect the interred casket and decedent from the entrance of water and other gravesite elements.

### Cremation Certificate

A certificate produced by a crematorium after a cremation is completed. A cemetery can accept the Cremation Certificate in place of the Burial Permit for cremated remains.

### Cremated Remains or Cremains

Human remains that have undergone the cremation process and the body has been reduced to small pieces of ash and bone.

### Crypt

A burial chamber located within a mausoleum for above ground casket interments. The chamber may contain room for one or two caskets.

### Crypt Cover

The front facing side of the crypt where the engraving or bronze plaque is attached.

### Death Certificate

A medical certificate of death that is signed by an authorized person of the jurisdiction where the death occurred, specifying the date, location and cause(s) of death. Each country has laws and/or regulations regarding who is authorized to issue a medical certificate of death. Generally speaking, the attending physician or coroner is authorized to issue a medical certificate of death. A burial permit is required to proceed with Cemetery arrangements.



## Die

The upper portion of a monument above the base.

## Field of Honour

A designated section in a cemetery which is specifically dedicated to our war veterans.

## Fire Ban

A fire ban means no fires are permitted. During a Total Fire Ban you cannot light, maintain or use a fire in the open, or to carry out any activity in the open that causes, or is likely to cause, a fire. This includes burning barrels or fires in the pavillon stoves.

## Flat (Grass/Lawn) Marker

A memorial that lies in the ground, flush with the ground level. Dimensions: Length (horizontal) x Width x Height (thickness). These markers will be encased in a concrete foundation. All Flat markers are to have rock pitched edges. Please note a flat marker may be considered an upright marker if it is placed on a base on top of a foundation.

## Flat Section

A part of a cemetery where only Flat style markers are permitted. No exceptions.

## Foot Marker or Flat at Foot

A flat marker that is installed at the foot of a full-size grave. The marker may be made of bronze or granite. Vases are not permitted on markers located at the foot of the grave. Order and installation of a foot marker is only permitted after a marker at the head of a grave has been installed. The marker must have rock pitched edges.

## Foundation

The concrete pad supplied and installed by the City of Edmonton on which the base of a monument is installed; the concrete or granite frame supplied and installed by the City of Edmonton that encases a flat marker.

## Grant of Administration

A court document which identifies and appoints an individual to act as a representative for a deceased person who did not have a Last Will and Testament.

### Grade Beam

A permanent foundation at the head of a row of plots which allows for placement of approved monuments throughout the year.

### Granite

An accepted industry term, granite refers to a range of rocks that are hard, can take a polish but are not technically granite in geological terms. Contact the Municipal Cemeteries Sales and Administration Office for additional information on acceptable materials.

### Alberta Health Services & Covenant Health - Pregnancy and Infant Loss Program

Alberta Health Services and Covenant Health, in conjunction with various funeral homes and cemeteries, offer services for the interment of stillborn and newborn babies who passed away prior to going home from the hospital. Every three months, all the babies are transported together to a funeral home, where the cemetery arrangements are made with either Edmonton Municipal Cemeteries or Edmonton Catholic Cemeteries.

### Immediate Family Member - Military Field of Honour

A spouse , common-law partner (minimum 1 year) , father, mother, child, brother or sister. Proof of relationship is required.

### Letter of Probate

A court document which validates the Last Will and Testament of the deceased.

### Memorial or Monument

A monument or marker placed upon a cemetery plot for the purpose of identification or in memory of a deceased person or persons.

### Monument Application

An application from a monument dealer to the cemetery requesting authorization to produce and deliver a monument for a specific cemetery plot/location. The application includes the specifications of the monument including but not limited to:

- Cemetery Location
- Type of Monument i.e. Upright, flat etc.
- Dimensions and material description of Base, Die, vases and/or accessories
- Approval of verified plot/niche owner including signature and legible personal information

### **Mausoleum**

A free-standing building constructed as a monument enclosing the interment space or burial chamber of a deceased person or persons. The Edmonton Cemetery Mausoleum is a combination of crypts and niches.

### **Niche**

A hollow space in a Columbarium to place cremated remains.

### **Niche Cover**

The monument front on an individual niche in a columbarium structure. The memorialization is either engraved or laser etched directly on the granite or marble OR a bronze plaque or wreath is affixed to it.

### **Pillar**

A Commemorative style monument that is made of granite with a bronze plaque dedicated to an individual.

### **Pillow Monument**

A low, tilted monument that is taller in the back and gently slopes to the front. Pillow monuments are considered to be upright monuments. Dimensions: Length (horizontal) x Width x Height (back/front). This monument style does not include structures that contain cremated remains.

### **Rock-pitched**

The exposed edge of a marker or base which has a rough edge. Minimum thickness 3"

### **Sawn Sides**

The exposed edge of a marker which has a smooth edge. Minimum thickness 4"

### **Scattering**

Respectfully dispersing the cremated remains of an individual in a designated scattering garden within a cemetery. This does not include the scattering in open waterways. For more information about scattering in open waterways please click [here](#).

### **Sloped Upright Monument (Hickey)**

A monument that gently slopes downward from the top and is thicker at the bottom. Dimensions: Length (horizontal) x Top Thickness (depth)/Bottom Thickness (depth) x Height (vertical). This monument style does not include structures that contain cremated remains.

### Temporary Marker

A marker generally supplied by funeral homes, made of either plastic or metal and staked into the ground for an allowable period of six months. The City of Edmonton does not supply temporary markers.

### Upright Monument

A monument that is perpendicular to the ground. Dimensions: Length (horizontal) x Thickness (depth) x Height (vertical). A flat marker with a base is considered an upright/pillow marker. This monument style does not include structures that contain cremated remains.

### Upright Section

A part of the Cemetery that has been designated for upright style markers. If an Upright Section has grade beams installed it is restricted to Upright monuments only. If an Upright Section (in a Historic Cemetery) has no grade beams installed a flat marker may be permitted. Please contact the Municipal Cemeteries Sales and Administration Office for confirmation.