

<i>Department</i> General Government Services		<i>Classification</i> POLICY
<i>Subject</i> ALEXANDER CEMETERY	<i>Effective Date</i> June 14, 2021	Pages 3
<i>Authority</i> Council		
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Purpose:

The Rural Municipality of Whitehead shall own and operate the Alexander Cemetery as per *The Cemeteries Act of Manitoba* and shall establish the rules and regulations governing the Cemetery and may change same from time to time.

Policy Statement:

To provide a clean, maintained, and respectful place of rest for current resident and past residents of the municipality.

Definitions:

- a. **"ACT"** means *The Cemeteries Act C.C.S.M. c. C30* and *The Municipal Act of Manitoba C.C.S.M. c. M225* and associated regulations, as amended.
- b. **"ADMINISTRATION"** means Municipal office administration staff.
- c. **"AUTHORIZATION"** means written authorization signed by the Chief Administrative Officer (CAO) or designate.
- d. **"BY LAW"** means the Alexander Cemetery by-law
- e. **"CARETAKER"** means employee of the municipality to maintain grounds.
- f. **"CEMETERY"** means area set aside by the municipality for the burial of human remains, including cremated remains.
- g. **"FEE SCHEDULE"** means fees listed in the Annual Schedule of Fees By-law
- h. **"GRAVE"** means any lots within the cemetery which has been or will be used for the interment of human remains, including cremated remains.
- i. **"LOT"** means any locations established for use as a grave, whether occupied or not.
- j. **"MONUMENT"** means tombstone and headstone.
- k. **"OWNER"** means that person on record with the municipality who is entitled to receive a deed of title for a cemetery lot and includes any agent or person appointed to represent the owner, and in the case where the owner is deceased their heirs or executors.
- l. **"PERPETUAL CARE"** means fee collected with the purchase of a lot or plot to cover maintenance costs for the cemetery.
- m. **"PLOT"** means any location established for use of a grave sufficient for two or more graves.

Responsibilities:

The Rural Municipality of Whitehead Administration shall be responsible for sale of lots, issuing deeds, and record keeping.

Sale of vacant lots will be available to current and former residents of the municipality. A perpetual care fee will be included in the cost of the lots as set out in the Fee Schedule By-law. The purchaser shall receive a certificate of deed once payment received in full.

All purchases are considered final, and no refunds will be given.

An owner reserves the right to transfer the deed to another family member, gift back to the municipality, or sell same at the approval of Administration.

The municipality holds the right to take ownership, without accruing costs, of any grave that has sat unused for a minimum 100 years.

The municipality's caretaker is responsible for the appearance and maintenance, excluding monuments, in the Cemetery. Municipal employees are authorized to remove any broken materials, overgrowth, or any other materials not authorized as per the by-law.

It is the family of the deceased gravesite to maintain, repair, or replace damaged monuments.

No person shall place glass objects, potted or artificial flowers or plants, solar lights, toys, trinkets, keepsakes, apparel, posters or signage, vases, or ornaments on a gravesite, unless attached to the headstone. If same is found to be in the cemetery on a plot, fees incurred to remove such items will be charged to the family.

No outside equipment is permitted in the Cemetery unless authorized by administration. Contractors completing any work in the Cemetery will be liable for any damages caused by machine or human.

Temporary markers are required. No person shall install a monument without the approval of administration. No borders, fencing, stone foot markers, concrete or plastic grave covers, or iron posts will be permitted. No interment or disinterment will be permitted to take place without approval by administration. All interment or disinterment will be completed by an approved contractor. Only human remains are permitted to be buried while adhering to the burial restrictions per site.

Burial fees will be determined at the time requested.

Preparation of graves for a funeral requires a minimum of 72 hours (3 days) of notice in the summer months and a minimum of 120 hours (5 days) in the winter months.

Vehicles are permitted on the roadways within the Cemetery with a maximum speed of 20 km pr hour. All-terrain, Off-road, and snowmobiles are strictly prohibited.

All visitors shall be respectful of the Cemetery grounds and property, and not disturb the quiet and good nature of the Cemetery. Workers must stop all work while a funeral is taking place. Any person who violates any provision of this policy or by-law shall be expelled from the Cemetery and may be subject to fines or penalties.