



CITY OF COLD LAKE

Cemeteries

INFORMATION BOOKLET



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Contact us

City of Cold Lake
Legislative Services Department
5513-48 Avenue, Cold Lake, Alberta
Phone: 780-594-4494
Email: cemeteries@coldlake.com



General Information

The City of Cold Lake operates two cemeteries, the Lakeview Cemetery and the Grand Centre Memorial Park Cemetery.

LAKEVIEW CEMETERY

2205 1st Ave, Cold Lake (North)

The Lakeview Cemetery was established in 1930 by the United Church and officially taken over by the City of Cold Lake in January 2001. It covers two acres and the main entrance is located on 22nd street.

GRAND CENTRE MEMORIAL PARK CEMETERY

3403 47 St, Cold Lake (South)

The Grand Centre Memorial Park Cemetery was established in 1992 by the City of Cold Lake. It covers 1.9 acres and the main entrance is located on 47 street.

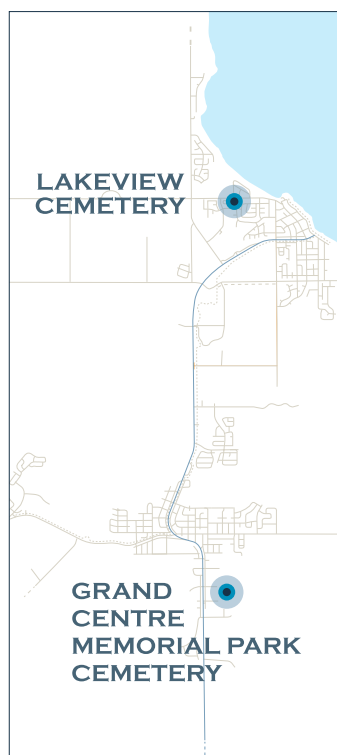
VISITING HOURS

Open every day of the year from 8:00 a.m. to sunset.

CEMETERY ARRANGEMENTS

Cemetery arrangements and the payment of cemetery fees can be made at Cold Lake City Hall, 5513 – 48 Avenue, and online Monday through Friday during regular office hours.

City Hall is closed on Saturday, Sunday and holidays observed by the City.





Reservations

RESERVING A PLOT OR COLUMBARIUM NICHE

City of Cold Lake cemeteries have two types of plots available for interments: (1) in-ground plots and (2) columbarium niches. In-ground plots and columbarium niches can be reserved in advance or purchased when needed.

The following rules apply to the purchase of all City cemetery plots:

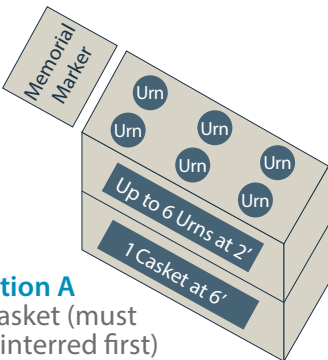
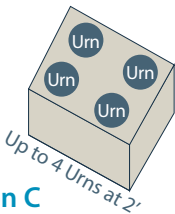
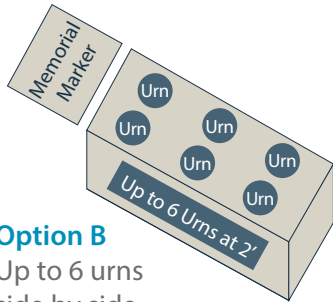
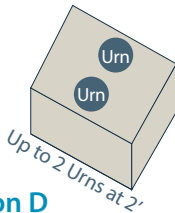
- A maximum of four plots can be purchased.
- Plots must be registered in the name of an individual who will be the 'interment rights holder' for the plot.
- Only one plot may be registered in an individual's name.

Purchase of a plot grants an individual the right to use the plot, in compliance with the City's Cemetery Management Bylaw and Policy. As such, the sale of an in-ground plot and columbaria niche is viewed as a long-term lease of the rights of interment where the owner of these interment rights is considered the legal owner of the plot or niche. Ownership of the land itself is retained by the City of Cold Lake.



IN-GROUND PLOTS

Both the Lakeview Cemetery and the Grand Centre Memorial Park Cemetery have in-ground plots available. There are three (3) types of in-ground plots, as described in the table below:

<p>STANDARD PLOTS 4' x 9'</p>  <p>Option A 1 casket (must be interred first) and up to 6 urns above the casket.</p>	<p>FAMILY CREMATION PLOTS 4' x 4'</p>  <p>Option C Up to 4 urns. <i>(Only available at Grand Centre Memorial Park.)</i></p>
 <p>Option B Up to 6 urns side by side.</p>	<p>SINGLE CREMATION PLOTS 2' x 2'</p>  <p>Option D Up to 2 urns. <i>(Only available at Grand Centre Memorial Park.)</i></p>



Reservations

COLUMBARIA

A columbarium is a permanent above-ground structure designed as a final resting place for cremated remains. The columbaria have compartments (called a “niche”) which are available for reservation in advance or purchase when needed.

Each of the columbaria at Lakeview and Grand Centre Memorial Park have niches available in two sizes:

(1) Single Niche (12" x 12" x 15")

Holds a maximum of two urns.

(2) Double Niche (12" x 24" x 15")

Holds a maximum of four urns.

There are five columbaria at the Lakeview Cemetery. Three of the columbaria – named Pine, Spruce and Fir have 62 single niches each and 4 double niche units per columbaria. There are also two smaller columbaria – named Aspen and Birch – which have 16 single niches each and 2 double niche units per columbaria.

There are two columbaria at the Grand Centre Memorial Park Cemetery named Loon and Warbler, which have 66 niches, facing east and west. There are 62 single niche units and 4 double niche units per columbaria.

INDIGENT PERSONS AND VETERANS

In accordance section 12 and 13 of the *Cemeteries Act* RSA 2000, c C-3, indigent persons and veterans as defined by the *War Veterans Allowance Act* RSC 1985 c W-3 may purchase a plot at 50% of the resident rate.



PLOT PURCHASE

To apply to purchase a plot, the following must be provided:

- Application for an Interment Right
- Plot fee

When the application has been approved, a fully executed Interment Rights Certificate will be delivered to the interment rights holder as proof of plot ownership. In the past, the plot ownership document was called a “Plot Deed” and “Certificate of Burial Rights”. The Interment Rights Certificate replaces these documents.

CANCELLING A PLOT PURCHASE

In accordance with the *Cemeteries Act* RSA 2000, c C-3 and *General Regulation* 249/1998, a plot purchase contract may be cancelled for any reason, without charge or penalty, from the day the contract is signed until 30 days after the interment rights holder receives a copy of the contract.

TRANSFER AND RESALE OF PLOTS

City cemetery plots may not be sold on the open market. Transfer of City cemetery plots between individuals must be approved by the City. If you wish to transfer your plot back to the City, or request the City authorize the transfer of a plot to another individual, please complete the Transfer an Interment Right form. A fee applies for transfers between individuals.

The City will purchase back unused plots at 85% of the market value of the plot at the date of resale.

If a plot purchase contract is cancelled after 30 days, there may still be a charge for interment space and for any cemetery supplies and services that have already been supplied, performed or delivered. The City has 15 days to refund any money owed. To cancel a plot purchase contract, notice of cancelation must be provided to the City of Cold Lake by registered mail, fax, courier or personal delivery.



Once the plot has been purchased, interment services (placing the casket or urn into the plot) can occur. At this time, interments in City cemeteries are limited to urn and casket in-ground burials, and urn interments into a columbarium. All interments must be authorized by the City prior to placing a casket or urn into a plot. Interment services may occur on any day of the year at a time approved by the City. An additional fee for Saturday, Sunday and Holiday services applies. To inter remains, the following documents are required:

- A completed Interment Authorization form
- Cremation Certificate or Burial Permit (*from Provincial Government*)
- Opening/closing fee
- Interment administrative fee

All casket interments must be arranged by a funeral home. To maintain the safety and stability of ground plots, a grave liner must be purchased by the legal representative for the deceased. The depth of the grave must allow for a minimum of 24" of soil between the uppermost surface of the grave liner and the finished surface of the plot.

All interments of an urn into an in-ground plot or columbarium niche must be in an enclosed urn or container. The maximum permitted size of an urn is 11" tall x 10" in diameter. For all in-ground urn interments, the depth of the grave must allow for a minimum of 12" of soil between the uppermost surface of the urn and the finished surface of the plot.



THE RIGHT TO USE A PLOT

In order to be interred into a plot, the deceased must have the right to use the plot. This can be established through either of the options described below.

1. The deceased having a valid interment right as:
 - The owner of the plot
 - Secondary Rights Holder
 - Right of Interment through evidence provided by the legal representative of the original rights holder or as granted by the City
2. The deceased having permission to be interred into the plot granted by (listed in priority sequence):
 - Current, living Interment Rights Certificate Holder
 - Current, living Secondary Rights Holder
 - Power of Attorney for the current, living, Interment Rights Holder or Secondary Rights Holder, as applicable
 - Personal Representative of the estate of the Interment Rights Holder or Secondary Rights Holder, as applicable
 - Immediate child (all children must give permission) of the Interment Rights Holder

To inter remains into a plot (where the applicant is not the plot owner or secondary rights holder) and the plot owner is deceased, the City will first consider if a representative of the plot owner is able to give permission. Where it is not possible to obtain permission, the City may issue a Surviving Right of Interment, which would establish a valid interment right to use the plot.



Interment (Burial)

NOTICE OF INTERMENT

Advance notice of interment and all interment arrangements, including complete documentation (Interment Authorization form and all supporting documents) must be provided to the City, in accordance with the following minimum notice:

- 7.5.1 at least twenty-four (24) hours in advance of a proposed interment date, of which not less than eight (8) hours are regular operating hours of the City;

Cemetery Management Bylaw

The City requests as much notice as possible for interment requests; however, no booking or notice will be accepted more than 60 days prior to the proposed interment date. For winter in-ground burials, additional notice is required to allow adequate time to thaw the ground for opening of the plot.

Failure to provide advance notice to the City may result in interment bookings being delayed or denied. If the City is still able to accommodate an interment without the required advance notice, an administrative fee may be charged.





OPENING AND CLOSING

The City will arrange for the opening of all in-ground plots and columbarium niches prior to the interment service and the closing of the plot or niche following the service.

The opening and closing of plots and columbaria niches may only be performed by City personnel and City contractors. In order to maintain and manage the cemetery sites, the City does not permit families or unauthorized third parties to open or close plots or columbaria niches.

Recordkeeping

The City of Cold Lake maintains a permanent register of all interments in City cemeteries in accordance with the *Cemeteries Act RSA 2000, c C-3 and General Regulation 249/1998*.

Monuments

Memorializing an interment is not mandatory, however, a monument (headstone) may be placed on an in-ground plot, or an inscription memorializing a loved one may be inscribed on a columbaria niche door. The City also offers memorialization options including a memorial wall feature and memorial bench program, where interments at the City cemetery are not required.

The following monument guidelines have been established to maintain the safety and beauty of City cemeteries:

- A permit is required prior to installation of a monument.
- The plot owner is responsible for the costs to supply and install a monument as well as the maintenance and replacement.
- The City assumes no liability or responsibility for the loss or damage to any monument through acts of vandalism, natural erosion, or third parties.
- The City is not responsible for maintenance of memorials and has no obligation to take any action to monuments that have fallen into a state of disrepair. However, the City may, at its sole discretion, document the condition and have the memorial removed, repaired or restored at the expense of the plot owner.

Funeral homes may be able to assist or refer clients to companies which supply in-ground monuments. Permission from the City is required prior to installation of a monument at a City cemetery. All guidelines and regulations related to monument installation must be followed.



IN-GROUND PLOTS

At the Lakeview Cemetery, all in-ground plots are oriented east and west. Plots in the original portion of the cemetery (sections A, B, C and D) have memorial markers facing east. There is no concrete ribbon in this portion of the cemetery. The in-ground plots in the newer portion of the cemetery (sections E and F) have a concrete ribbon adjacent to the top of the plots on which upright and pillow memorial markers can be placed. The markers are placed back to back on the ribbon facing east or west.

At the Grand Centre Memorial Park Cemetery, all standard in-ground plots are oriented east and west. Standard Adult Plots allow upright and pillow monuments; flat markers are also permitted on these plots. For Standard Adult Plots with a Cement Runner, all monuments must be placed on the existing concrete ribbon. The flat monument standard in-ground plots allow flat markers only. Single and family cremation plots are also available at the Grand Centre Memorial Park Cemetery. The single and family cremation plots allow flat markers only.

To apply for a memorial permit (permitting a monument to be placed in a City cemetery), the following information must be provided to the City:

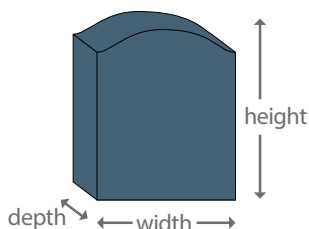
- A completed Memorial Permit Application form
- Memorial permit fee

The application form must be approved by the City, including approval of the inscription information, prior to installation of the monument.

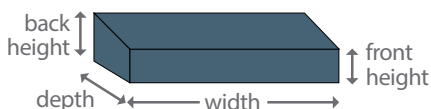


Monuments

PERMITTED SIZES AND NUMBER OF MONUMENTS



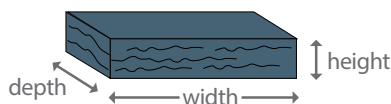
Upright



Pillow



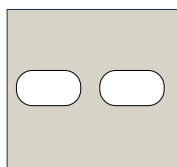
Base



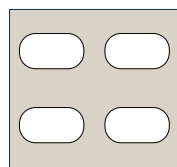
Flat

**For Upright and Pillow Monument*

LOCATION OF MONUMENTS - CREMATION PLOTS



Single
Cremation
Plot



Family
Cremation
Plot

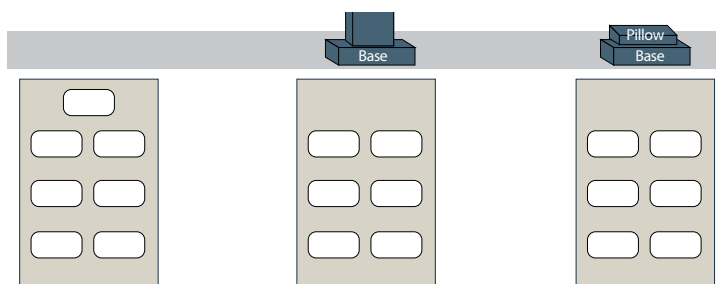
Cremation Plots • Maximum monument sizes permitted		
Plot type	Memorial types	Dimensions
Single Cremation	Flat markers (only)***	6" d x 8" w x 3" thick (2 people's names)
Family Cremation	Flat markers (only)***	8" d x 10" w x 3" thick (1 person's name)

*** Material Allowed: GRANITE ONLY

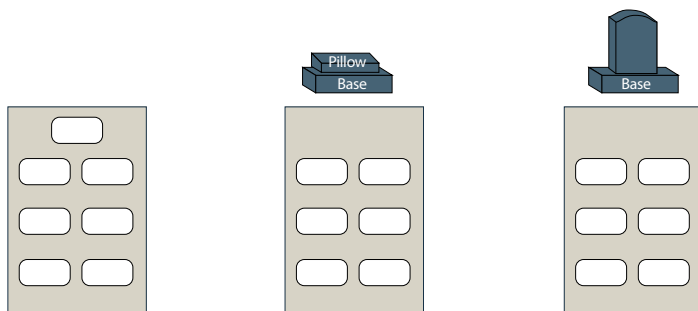


LOCATION OF MONUMENTS - STANDARD IN-GROUND PLOTS

Where a concrete ribbon is located adjacent to a plot, any upright or pillow monument must be placed on the runner. All flat markers must be placed directly on the plot, flush with the ground and not impede maintenance of the site.



Where a concrete ribbon is not located adjacent to the top of the plots, any upright or pillow monument must be located adjacent to the top of the plot, in line with the other upright and/or pillow monuments. All flat markers must be placed directly on the plot, flush with the ground and not impede maintenance of the site.





Monuments

Single Ground Plots • Maximum monument sizes permitted		
Plot type	Memorial types	Dimensions*
Standard Adult	<ul style="list-style-type: none"> • 1 upright monument** • Up to 6 flat markers*** 	<u>Upright Monument</u> Base: 12" d x 36" w x 6" h Monument Tablet: 30" w x 30" h x 8" thick <u>Flat Marker</u> 18" d x 30" w x 3" thick <u>Additional Flat Markers</u> 12" d x 20" w x 3" thick (2 people's names) 8" d x 12" w x 3" thick (1 person's name)
Flat Monument Standard	Flat markers only	12" d x 20" w x 3" thick (2 people's names) 8" d x 12" w x 3" thick (1 person's name)
Side By Side/Companion Ground Plots Maximum monument sizes permitted		
Plot type	Memorial types	Dimensions*
2 Standard Adult Plots	<ul style="list-style-type: none"> • 1 upright monument** • Up to 8 flat markers*** 	<u>Flat Marker</u> 18" d x 48" w x 3" thick (4 people's names) <u>Additional Flat Markers</u> 12" d x 20" w x 3" thick (2 people's names) 8" d x 12" w x 3" thick (1 person's name) <u>Upright Monument</u> Base: 16" d x 48" w x 8" h Monument Tablet: 36" w x 40" h x 12" thick (4 people's names)

* For more details, please see Cemetery Management Policy & Bylaw

Call 780-594-4494 for further assistance

Materials Allowed: Granite or Bronze *Material Allowed: GRANITE ONLY



Existing monuments that do not meet current specifications will be grandfathered. In the event that any existing monument is replaced, however, the new monument is required to meet the regulations in place at the time of purchase.

Memorials and monuments are installed in the cemetery at the owner's risk and the City assumes no responsibility for damage or loss due to vandalism, deterioration, theft, etc. It is the owner's responsibility to contact an insurance agent to discuss the possible coverage for loss.

GRAVE COVER OR CAP

The City does not permit the installation of any form of grave cover or cap at any City cemetery.

TEMPORARY MONUMENTS

Temporary monuments may be placed at an in-ground plot for up to six months following interment.

Purchasing a monument

Funeral service providers can often refer families to companies which supply monuments for in-ground plots. The City does not sell monuments or recommend suppliers. Prior to installation of a monument on an in-ground plot, the City must be provided with a complete permit application and adequate notice to permit marking of the plot. The City has the right to reject a permit application if it doesn't fulfill the requirements outlined in the Cemetery Management Bylaw and Policy.



Monuments

COLUMBARIA

Limestone niche doors may be engraved with a name, date of birth and death, and a short message.

To inscribe a columbarium door, the following information must be provided to the City:

- A completed Memorial Permit Application form
- Memorial permit fee

The City will arrange for the inscriptions to be completed and installed on the columbarium. Applicants will be responsible for the costs of engraving the door, on a cost recovery basis.

Inscriptions must follow the below design specifications. The City does not permit photos, symbols, or attachments to the columbarium niches. Additional specifications are outlined in the City's Cemetery Management Policy.

Double niche templates

TOM HARWOOD

26 Aug 1926 - 13 Oct 2008

*Lovingly remembered by
family and friends*

MARY HARWOOD

04 Nov 1930 - 18 April 2014

HENRIETTA JANE

19 Aug 1925 - 29 Dec 2014

*Lovingly remembered by
family and friends*

MARK ROBERTS

19 Aug 1925 - 20 Dec 2016

THOMAS
HARWOOD

26 Aug 1926 - 13 Oct 2008

*Lovingly remembered by
family and friends*

TIM HARWOOD

14 June 1958 -

MARY HARWOOD

04 Nov 1930 - 18 April 2014

MARTHA
HARWOOD

16 JAN 1961 -

Single niche templates

TOM HARWOOD

26 Aug 1926 - 13 Oct 2008

*Lovingly remembered by
family and friends*

MARY HARWOOD

04 Nov 1930 - 18 April 2014

TOM HARWOOD

26 Aug 1926 - 13 Oct 2008

*Lovingly remembered by
family and friends*

MARY HARWOOD

04 Nov 1930 - 18 April 2014

*Lovingly remembered by
family and friends*



A close-up photograph of several pink roses in bloom, with some buds still closed. The roses are the main focus of the top section of the page.

Monuments

MEMORIALIZATION WITHOUT INTERMENT – MEMORIAL WALL

A memorial wall is available to memorialize loved ones whose remains are not interred in a cemetery environment or are interred in a cemetery elsewhere. A basalt memorial plaque installed on this wall creates a perpetual cemetery record at the City cemetery.

To purchase a plaque on the memorial wall, the following information must be provided to the City:

- A completed Memorial Permit Application form
- Memorial permit fee

The City will arrange for the plaque to be engraved and installed on the memorial wall. Inscriptions may include a name, date of birth and death, and a short message and must follow one of the following template options:

MARK HENRY ROBERTS
19.08.1925 - 29.12.2014

*I will see you again
someday*

Option 1

HENRIETTA JANE
ROBERTSON

19.08.1925 - 29.12.2014

Option 2



*To live in hearts we leave
behind is not to die*

-Thomas Campbell





Monuments

MEMORIAL BENCH PROGRAM

Memorial benches can be purchased, subject to availability and on a first come-first served basis, to be placed in City cemeteries with a memorial plaque.

The style of memorial bench offered is consistent with the cemetery design. Each bench will have a plaque that can be engraved with a name, date of birth and date of death.

Please contact the City for pricing. Payment in full is required prior to the ordering and placement of benches.

To purchase a memorial bench, the following information must be provided to the City:

- A completed Memorial Bench Application Form
- Memorial Bench Fee

The City will install and place the memorial benches. While an applicant may propose a preferred location for the bench's installation, the final placement of the bench is at the discretion of the City in accordance with the design for the cemetery and landscape maintenance requirements for the site.

While the City will provide general maintenance of the bench for the life of the structure, in the event a plaque or structure is vandalized, goes missing, or is destroyed by natural causes, the City is not obligated to replace it.



Maintenance

MAINTENANCE OF CEMETERY PLOTS

In recent years, the City of Cold Lake has made significant investment in the City's cemeteries including adoption of a Cemetery Master Plan (2016), implementation of a new Cemetery Bylaw and Policy, business process enhancements, and capital investments to offer new interment options and cemetery site improvements.

In order to allow for maintenance of the cemetery site, mowing of grass, and to keep the cemetery attractive, safe and clean, members of the public are asked to follow all cemetery rules.

No plot or other part of a City cemetery may be decorated or adorned in any manner by any person other than the City, or an authorized agent of the City, except as indicated.

Decor

To ensure City staff are able to maintain the grass, only decorations which are flat and sit flush with the ground can be installed directly on cemetery plots. Decorations, railings, fences, rocks, flowers, plantings or structures that prevent staff from maintaining the grass on the plot, or adjacent plots, are not permitted.



IN-GROUND PLOTS

Cemetery in-ground plot adornment is limited to approved monuments and floral tributes. Unapproved adornments and personal items will be removed without notice by City staff.

Floral tributes

(fresh cut flowers, wreaths, artificial and seasonal floral tributes)

- Floral tributes may be placed on a plot at the time of interment, for a maximum of one week and subject to environmental conditions.
- At all other times, a limit of one floral tribute is permitted providing it is placed on a plot monument, on the monument's base or the cement runner. Placement of the floral tribute must not impede the maintenance of the cemetery site.
- Families are responsible for maintaining artificial flower arrangements. The City may remove, without prior notice, any floral tributes that are not adequately maintained, detract from the general aesthetic of adjacent plots, or pose a safety risk.

Decorations, adornment, personal mementos, and other objects

- It is highly recommended that items of a personal nature not be left at gravesites as City cemeteries are public places with unrestricted public access. Items of significant sentimental or monetary value should not be left on a plot.
- Items that are subject to decomposition (food items, stuffed animals, etc), safety hazards (items made of glass or ceramic), and all other decorative or personal items placed within a cemetery site may be collected and disposed of by City staff.





Maintenance

COLUMBARIA

Columbaria adornment is limited to floral tributes following an interment service. All unapproved adornments and personal items will be removed without notice by City staff.

Floral tributes

(fresh cut flowers, wreaths, artificial and seasonal floral tributes)

- Floral tributes may be placed at the base of the columbarium at the time of interment, for a maximum of one week, subject to environmental conditions. The City may remove, without prior notice, floral tributes that are not adequately maintained, detract from the general aesthetic of the cemetery, or pose a safety risk.
- At all other times, the placement of any form of floral tribute shall not be permitted at the base of any columbarium.

Decorations, adornment, personal momentos, and other objects

- Small non-decomposing and non-perishable personal objects or mementos that easily fit within a niche when closed, may be permitted within a columbarium niche as long as the item is not a hazard, harmful or will not destroy the structure.
- Placing any form of decoration, adornment, personal memento, or other object at the base of a columbarium is prohibited. Any such items will be removed and disposed of by the City.



GENERAL CEMETERY MAINTENANCE

General maintenance of City of Cold Lake cemeteries is performed by City staff and contractors.

- In the spring, the City may undertake a comprehensive spring cleanup. The City will endeavor to notify the public so that floral tributes may be placed after the cleanup.
- All plantings at the cemetery are planted and maintained by the City. No tree, shrub, or plant may be planted, pruned, cut, or altered except as performed by the City.
- Where a safety risk exists or to maintain the general aesthetic of the cemetery, as required, the City may:
 - Restore and level ground plots.
 - Dispose of any grave cover, cap, curb, coping, fence, railing, adornment or flower vase and restore the surface of the grave.

Maintenance of tributes

While the City of Cold Lake takes great care to maintain the beauty and esthetic of City cemeteries, it assumes no responsibility for floral tributes, momentos, decorations or adornments placed on plots. The City is not responsible for loss or damage of these items and assumes no responsibility for their care and maintenance.



City of Cold Lake
Legislative Services Department
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Phone: 780-594-4494
Email: cemeteries@coldlake.com