



TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: September 5, 2018	Policy Number: 703-18
Reference: Motion #18-488	Revision Date/by: 2023	
Title:	CEMETERY RULES AND REGULATIONS	

Policy Statement

The Town of Pincher Creek will provide guidelines for the maintenance and operation of Fairview Cemetery and Pioneer Cemetery within the Town of Pincher Creek.

1. Definitions

- 1.1 Cemetery shall mean the active Fairview and historical Pioneer Cemeteries
- 1.2 CAO shall mean the Town of Pincher Creek Chief Administrative Officer (CAO) who is caretaker for the said cemeteries and shall have authority as per the MGA to delegate all or part of this authority
- 1.3 Niche Front shall mean the 12" x 12" granite slab on the front of each niche in the columbarium
- 1.4 Engraver shall mean the professional hired by a purchaser
- 1.5 Purchaser shall mean the person(s) purchasing the memorialization
- 1.6 Vase shall mean a cemetery vase designed to be securely mounted to a monument
- 1.7 Portrait shall mean a cemetery portrait designed to be securely mounted to a monument
- 1.8 Monument shall mean cemetery memorial monuments and markers of all styles placed to memorialize a loved one
- 1.9 Monument Permit Application shall mean the Town of Pincher Creek application required prior to any memorialization work in the Cemeteries
- 1.10 Personal Columbarium shall mean a personal custom cremation monument

2. Responsibilities

- 2.1 CAO or Designated Officer/Operations Committee
 - 2.1.1 Review Monument Permit Applications for approval

- 2.1.2 Ensure readability and aesthetics by adhering to professional engraving standards and that font styles, sizes and layout are consistent throughout

3. Rules and Regulations

3.1 Columbarium:

- 3.1.1 Engraving is the only method to be used for memorialization on the niche front
- 3.1.2 Engraving must be done by a qualified engraver
- 3.1.3 All lettering is to be done in themed Roman fonts; font size may range to accommodate the best fit of names, dates and memorialization
- 3.1.4 One inch of space must be left on all sides of the niche front edges
- 3.1.5 Memorialization on the niche front may include one of the following:
 - Vase
 - Portrait
 - Engraved personalization
- 3.1.6 Vases shall be bolted on the outer edge and lower corner of the niche front and when filled must not encroach onto an adjacent niche
- 3.1.7 Vases must be of a permanent finish that will not wear, chip or deteriorate under normal cemetery conditions
- 3.1.8 Portraits shall be engraved or oval porcelain picture
- 3.1.9 Any damage to niche front as a result of work performed by the engraver shall be repaired at the expense of the engraver to the satisfaction of the Town of Pincher Creek
- 3.1.10 A Monument Permit Application is required for all memorialization to niche fronts and must include a detailed description of the work to be performed

3.2 Plots:

- 3.2.1 Number of monuments on one plot not to exceed one upright placed at the head of the grave and four flat markers
- 3.2.2 A plot may be purchased for a Personal Columbarium following approval of the CAO and compliance with Cemetery Bylaw 1538-16.

4. Conditions:

- 4.1 All persons who purchase burial rights in the cemetery or have the rights for memorialization on a monument shall be responsible for compliance with the regulations governing monuments.

5. End of Policy