

# VILLAGE OF EMPRESS

Title: Cemetery Policy

Policy Number:56-01

Effective Date: August 18,2017

Review Date:

## Cemetery Internment/Disinterment

### Purpose

To set out the steps taken for a burial at the cemetery

### Policy Statements and guidelines

When a request for a burial in the Empress Cemetery is made, the following steps will be taken;

1. Customer must sign a work order and pay for the plot and internment prior to any work being done. This may be done in person in the office, by fax or email. No work can proceed without a copy of the burial permit and payment, unless it is a funeral home making all the arrangements in which case they will be invoiced for the work. Funeral directors must fax or email us a copy of the burial permit along with the work order.
2. Once a work order has been signed, the office staff will photocopy that portion of the cemetery map that contains the plot to be used, highlight the plot and indicate which ½ it is to be located on, and attach it to the work order.
3. Staff will mark the name of the deceased on the map in the proper location, and mark the record of the deceased in the cemetery register.
4. Public Works will review the full map before going out, to ensure they know where the plot is located.
5. Only 1 casket and/or 2 cremation urns are allowed per plot.
6. Excavation for the internment shall be made by authorized village personnel only, under the direction of the CAO.
7. The grave shall be dug to a depth of 70" (inches) and large enough to accommodate a 32" wide by 88" long rough box. The dirt shall be placed in the back of the 3 ton truck and moved to a discrete location away from the site.
8. After the internment the hole shall be back filled with a slight mound over the grave.
9. A cremation site shall be dug with a 1 foot wide auger to a depth of 3 feet. The dirt shall be placed in the back of the truck and removed to a discrete location away from the site.
10. After the service the hole will have a five gallon bucket of gravel placed around the urn along with a piece of sucker rod, than backfilled with dirt with a slight mound over the whole.
11. A temporary marker will be placed at site after any internment.
12. No grass or monument may be placed on any site for a year to allow for settling.
13. After a year, the site will be levelled than seeded with native grass seed.
14. No new grave covers after 2013 are allowed in the cemetery.
15. Anyone wishing to place a monument at a grave site must have a development permit from the village prior to doing any work at the cemetery.
16. Disinterment's will require the proper paper work, and work order filled out and paid for prior to any work being done.

Passed August 18, 2017

# Acknowledgement & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Cemetery Internment/Disinterment Policy of the Village of Empress. I agree to adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face legal, punitive, or corrective action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_