

St. Anselm Parish Cemetery Policies

Purpose

- 1.1 The purpose of this document is to set forth guidelines and standards for the conduct of burials and maintenance of the Parish Cemetery.
- 1.2 To set guidelines and procedures resulting in good working relations that will assist the parish in keeping the cemetery a well maintained area.

Mission Statement

- 2.1 To ensure that St. Anselm's consistently strives to provide excellent service to its parishioners and continued perpetual care for its cemetery thus providing a resting place of dignity and respect for our loved ones.

Governance

- 3.1 To be in accordance with practices of the Roman Catholic Church and applicable laws and regulations of Nova Scotia.
 - 3.1.1 Cemeteries and Funerals Services Act
 - 3.1.2 The Cemeteries Act
- 3.2 The cemetery is the property of St. Anselm Parish with only authorized operations and funerals to take place.
- 3.3 The Pastor of St. Anselm's is responsible for the overall administration and well being of the cemetery.
- 3.4 The Pastor will be assisted by a "Cemetery Committee"

Committee Structure

- 4.1 The cemetery committee shall consist of the parish priest and six members from the parish. (Chairperson, Recording Secretary and 4 members)
- 4.2 The Parish Secretary and Caretaker are to be ex-officio members who may be called upon for support as required.

Cemetery Regulations

- 5.1 All Cemetery activity must be authorized and coordinated through the Parish office, and/or the cemetery committee.
- 5.2 No person has any authority to work in the cemetery without approval of the parish office and/or the cemetery committee.
- 5.3 Plots are not to be opened without notifying and receiving permission from the Parish office and/or the Cemetery committee.
- 5.4 Burial permits are required.
- 5.5 All those seeking to purchase a plot or plots must do so through the Parish office.
- 5.6 A plot may be transferred to a family member. A family member being a father, mother, brother, sister, son or daughter.
- 5.7 A plot may be sold back to the Parish for the price recorded on their receipt.

Reserved and Reserving Grave Sites

- 6.1 Those who have reserved plots are to be contacted by the parish office and arrangements made to meet with a committee member to verify and mark the grave location.
- 6.2 Reserved sites are to be marked with a surveyor type marker in the absence of a headstone or cross.
 - 6.2.1 The cemetery shall be divided into two sections:
 - Full size plots
 - Cremation plots only
- 6.3 A time limit of six months will be given for payment in full to those wanting to reserve a plot. If payment is not received in the allotted time, the plot becomes vacant.
 - 6.3.1 No monument or marker shall be permitted to be installed on a lot for which full payment has not been received.
 - 6.3.2 Cremation plots will not be opened between Dec. 15th and March 31st.

Plot sizes and Fee Structure

- 7.1 Full plot size 40" x 10'
 - 7.1.1 Plot fee for a parishioner-\$400+\$350 for perpetual care.
 - 7.1.2 Plot fee for a non parishioner-\$1500+\$350 for perpetual care.
 - 7.1.3 Urn plot size 3' x3'
 - 7.1.4 Plot fee for a parishioner-\$200+\$350 for perpetual care.
 - 7.1.5 Plot fee for a non parishioner-\$500+\$350 for perpetual care.
 - 7.1.6 Urn placed in another person plot fee-\$150 parishioner, \$250+\$100 perpetual care for non-parishioner
- 7.2 The fee structure is for the plot only, an additional fee will be charged for the opening and closing of the grave.
- 7.3 Headstone bases are not to exceed 12" deep x 60" long for a double plot.
 - 7.3.1 Headstone bases are not to exceed 12" deep x 24" long for a single plot.
 - 7.3.2 Single Cremation plot markers are not to exceed 12" x 18" and must lay flat to the ground surface. Double cremation plot markers are not to exceed 12" x 36".
 - 7.3.3 Markers for a Urn placed on top of a casket are not to exceed 12" x 18" and are to lay flat with the ground surface.
 - 7.3.4 It is the responsibility of the family to maintain headstones and markers.

Responsibilities of the Parish

- 8.1 The parish is to register all burials in the burial register, cemetery plot register and on the cemetery plot plan.
 - 8.1.1 The parish ensures that the plot plan is updated after the purchase or reserving of each plot.
 - 8.1.2 The parish ensures that the plot plan is updated at the time of burial.
- 8.2 The parish is responsible for contacting a cemetery committee member and grave digger when a burial is to take place.
 - 8.2.1 Should the gravedigger be unable to open the grave, the parish is responsible for finding an alternative grave digger.
 - 8.2.2 The parish is to collect all fees pertaining to the purchasing of plots.
 - 8.2.3 The parish is to collect all fees pertaining to the opening & closing of graves.
 - 8.2.4 The parish is to pay the gravedigger fees charged for the opening & closing of the grave.

Terms of Reference and Responsibilities of the Committee

- 9.1 Members have a two year mandate with the option of re-offering.
- 9.2 No two family members are to sit on the committee at the same time.
- 9.3 Monthly meetings shall be held between April and October inclusive.
- 9.4 Members are responsible for recommending and dealing with activities as they pertain to the cemetery, however, committee members are not required to be involved with the parish administrative duties.
- 9.5 A copy of the meeting minutes shall be given to the parish office to be filed in the cemetery information binder and to the parish council.
- 9.6 A proposed budget for the coming year is to be given to the Finance Committee.
- 9.7 The fee structure for plots is to be reviewed annually.
- 9.8 Review conditions of headstones and advise the Parish office to notify the family if repairs are required.
- 9.9 The committee is to revise and update these regulations as required
- 9.10 The committee is to provide those hired or doing volunteer work in the cemetery with safety training on all parish equipment that may be used in their line of duties.
 - 9.10.1 The name of the instructor, names of those receiving safety training and subjects training was provided on are to be kept on file.
 - 9.10.2 The committee is to ensure that any equipment used for the maintenance of the cemetery is kept in safe working condition.
 - 9.10.3 The committee is to provide and maintain any safety equipment needed for the safety of those operating equipment pertaining to the cemetery.
- 9.11 If any of the provisions within these policies create an unnecessary hardship on any one person or family the committee has the right to make exceptions to these policies as they see fit without notice when such action appears necessary.
- 9.12 The committee is to follow the guidelines as outlined in these regulations to the best of their abilities.

Procedure for the Marking of Graves

- 10.1 The Parish Secretary is to record names and phone numbers of two cemetery committee members along with name and number of the deceased representative.
 - 10.1.1 Name and contact number of the deceased representative to be provided to the committee member marking the grave location.
- 10.2 Parish Secretary to provide to the cemetery committee member marking the grave location a copy of the cemetery plot plan pertaining to that area of the cemetery.
- 10.3 Parish secretary to contact representative of the deceased family and one committee member to mark grave site location for grave diggers.
- 10.4 Record information on copy of cemetery plot plan.
- 10.5 One cemetery committee member to meet with gravedigger at time of grave opening to make sure grave is able to be dug in proposed location.
- 10.6 If change of location is needed the person representing the deceased is to be notified and asked to meet at the cemetery to choose an alternate site.
- 10.7 Once grave is dug the site will then be recorded on the original plot plan and on any electronic device.

Responsibilities of the Gravedigger

- 11.1 The gravedigger is to take direction from the parish office-this includes the parish priest, secretaries or caretaker.
- 11.2 The supply of suitable equipment shall be maintained in a safe operating manner. The equipment is to include a small backhoe or skid steer, a half ton or greater truck, planking material and necessary hand tools such as shovels, picks and rakes.
 - 11.2.1 Planking shall be used when the ground surface is soft enough that it will leave tire ruts.
 - 11.2.2 Cremation plots are to be hand dug
- 11.3 Graves will be opened and closed upon notice on weekdays and Saturdays, but excluding Sundays and Statutory holidays.
 - 11.3.1 The grave digger shall notify the parish office as to the date and time the grave will be opened.
 - 11.3.2 A parish representative shall be on site when the grave is dug to ensure the grave is on the selected spot and site is suitable.
- 11.4 Work other than grave digging duties should be handled by the parish office or caretaker.
- 11.5 Once the grave has been opened, it is the responsibility of the gravedigger to completely cover the exposed hole in such a manner to ensure safety.
 - 11.5.1 The burial site is to be restored to as near its pre burial state as possible, including tamping of fill, removal of any excess material and restoration of any damage caused during the grave digging operation.
 - 11.5.2 Excess soil is to be placed in the disposal location identified by the parish or caretaker.
- 11.6 Extra costs may be charged through the parish to the customer should the moving of plantings, monuments or adornments be required, but only if the customer and the parish are notified in advance of extra charges.
- 11.7 The probing or locating of grave space for future internments shall be performed when directed, but may not be charged when required at time of burial.
- 11.8 A means of communication must be established so that operations may be directed within four hours.
- 11.9 Any problems, irregularities or accidents having occurred during the performance of duties shall be reported to the parish secretary or staff as soon as possible after having occurred.

Responsibilities of Plot Owners

- 12.1 Planting of flowers, shrubs, trees etc. on the plot is prohibited.
 - 12.1.2 Erecting borders, fences, railing etc. on the plot is prohibited.
 - 12.1.3 Placing of coloured stone, gravel, bark mulch etc. on the plot is prohibited.
- 12.2 All flowers must rest on the headstone base or top of headstone.
 - 12.2.1 Glass jars, bottles, vases etc. used as cut flower containers are prohibited.
 - 12.2.2 Flowers, natural or artificial when faded or weather beaten are to be removed and placed in receptacle provided. The cemetery committee may remove such if deemed unsightly.
- 12.3 Repairs to monuments, stone markers, or other erections are to be maintained at the expense of the plot owner.
- 12.4 Items placed on grave sites after Nov. 1st are to be removed by April 30th in time for the annual spring clean-up of the cemetery. Items not removed by plot owners will be removed and discarded by the cemetery committee.

Responsibilities of Monument Installers

- 13.1 Monument installers are to take direction from the parish office-this includes parish priest, secretaries, or caretaker.
- 13.2 Planking or a type of walkway shall be provided when the ground surface is soft enough to leave imprints.
 - 13.1.1 The monument installer shall notify the parish office as to the date, time and location of the monument to be installed.
- 13.3 All monument bases and markers shall be sized in accordance with schedule 7.3 of these policies.
 - 13.1.2 A parish representative will be on-site to ensure the monument or marker is positioned correctly on the grave site.
- 13.4 All excess material and site damage shall be restored to original site conditions.

Responsibilities of the Funeral Director

- 14.1 Graveside planking (walkways), casket lowering device, coffin shell and green covers are to be installed as part of the funeral package.

Support/Volunteering Opportunities

- 15.1 The cemetery committee welcomes anyone wanting to help with the annual spring clean-up, levelling of graves, straightening of headstones, grass trimming etc. which we cannot always do in a timely manner. If you could help in any of these tasks please contact the parish office leaving your name and contact number and a committee member will be in touch with you.
 - 15.1.2 A monetary donation can be made to the cemetery fund to help cover the cost of topsoil, fertilizer and seed needed in the levelling of grave sites, or for the replacement, maintenance and supplies needed for the upkeep of our lawn tractor, mower, trimmers, shovels, rakes etc.

Notices

A copy of the "Rules and Regulations Governing St. Anselm Cemetery" are to be given out at the time a burial plot is reserved, posted on our social media page, available at the glebe during regular office hours, posted on the bulletin board at the front of the Church and passed out at the annual Parish Assembly.

CURRENT CEMETERY COMMITTEE MEMBERS AS OF APRIL 27, 2017

Chairperson: Bernard Baker
Secretary: Darlene Redmond
Pat MacDonald
Richard Pettipas