



## **POLICY & PROCEDURE**

**Title:** Cemetery Policy

**Category:** Culture, Parks and Recreation

**Date:** March 26, 2024

**Authority:** CAO

**Policy No.:** 4.4

### **POLICY STATEMENT**

With the responsibility to operate the Pleasantview Cemetery, the Town of Unity implements this policy to establish fees, govern markers, coordinate maintenance and other activities.

### **POLICY**

1. Only approved monuments or memorials are considered permanent items and are permitted to remain in the cemetery year-round. All other items placed on a gravesite, monument or concrete foundation are considered temporary and need to be removed and disposed of on a monthly basis or as time allows. (Flowers in permanent vases will be left in place until they become unsightly).
2. Anyone planning to do maintenance on gravesites must read and abide by the cemetery rules posted at the northwest entrance of the cemetery. In addition to the rules the following are some sections of the Bylaw Number 1025-P-16 of the Town of Unity, which regulates maintenance at the Unity Pleasant View Cemetery:
3. Anyone that wishes to purchase a memorial tree at a cost of \$200 per tree per individual name may contact the Town Office for more information.
4. Grave(s) will be issued according to the next available plot/lot in sequence.

5. Notice required:  
Town of Unity office shall be notified in advance, during regular office hours, of any interment as follows:
  - a) A minimum of 48 hours in advance of any interment; and
  - b) This notification excluded Saturdays, Sundays and Holidays.Internments with less than required notice may be approved at the discretion of the Parks and Recreation Manager or Town Office Clerk.
6. In case of any disinterment:
  - a) The Town will need a letter from immediate family on the approval of the disinterment
  - b) A funeral home representative must be present during the time of disinterment
7. Office Hours  
Monday – Friday 9:00 a.m. -12:00 p.m. (noon) and 1:00 p.m.-4:00 p.m.
8. Any work done at the cemetery other than by maintenance staff requires a permit from the Unity Town Office. These permits are available during regular business hours. Any interment outside of these hours shall be charged; Weekend and Statutory rate will apply
9. All decorative items MUST be PERMANENTLY attached to the foundation or headstone. A minimum of 4 inches is required around the perimeter of object or decorative item. The cemetery committee will no longer be keeping any items that are not permanently attached to the headstone. If any decorative items are found not adhering to policies they will be immediately be disposed of.
10. Any permanently attached ornaments are left at the plot owner’s risk. The Town of Unity is NOT responsible for lost or broken items.
11. All decorative and real flowers will be removed on a monthly basis when they become unsightly or dead.
12. No ornaments, solar lights or any decorative items shall be placed on the provided pathway runners, or installed directly into ground.
13. That no additional foundation is placed on top of the provided pathway runners *when installing a headstone.*
14. USAGE OF GRAVE MARKERS  
Except as authorized by Council, no person shall place or cause to be placed a fence, border, railing, curbing, capping, cover, hedge, shrub or tree adjacent to or upon any lot or plot.

15. In addition to the above, the following are not allowed
  - a) Soil sterilants
  - b) Use of crushed rock or decorative rock or wood chips on gravesite.
  - c) Ceramics, pottery and glass containers
  - d) No Pets allowed.
  - e) No extensions on foundations
  - f) No solar lights longer than 12 inches long

**Document Revision History**

Previous revision history not tracked

June 26, 2018

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**SCHEDULE OF FEES**

<b>Lot/Plot Purchase</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Single Plot	\$750	\$775	\$775	\$800
Double Plot	\$1125	\$1125	\$1150	\$1150
Infant Plot (For infants less than 2 years old)	\$325	\$350	\$350	\$375

<b>Opening and Closing Charges</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Regular Adult Lot/Plot	\$490	\$490	\$500	\$500
Baby Plot (for infants less than 2 years old)	\$240	\$250	\$250	\$260
Cremains	\$240	\$250	\$250	\$260
Exhumation				
Vault	\$900	\$930	\$930	\$960
Urn	\$200	\$230	\$230	\$260

<b>Columbarium Niche Fees ***</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Single	\$1500	\$1525	\$1525	\$1550
Companion	\$2050	\$2075	\$2075	\$3000

**Weekends and Stat Holidays: Add an additional plus GST to cost**

Cremains	\$275	\$275	\$300	\$300
Vault	\$300	\$300	\$325	\$325

All openings and closings (exhumations exempt) including columbarium niches will be charged the current year's "Opening and Closing Charges"

If any opening and/or closing of plots and or columbarium niches within the Pleasantview Cemetery take place on a weekend or statutory holiday then the "Weekend and Stat Holiday fees plus GST" will be charged.

A minimum of two working days notice must be given to the Town Office for preparation of grave prior to internment.

\*\*\*Engraving is at the cost of the niche purchaser. All engraving must be on the plaque provided by the niche purchaser and a cemetery permit must be approved by the Town of Unity prior to installment.