

**WHEATLAND COUNTY
BYLAW 2013-19**

**BEING A BYLAW OF WHEATLAND COUNTY IN THE PROVINCE OF ALBERTA
TO PROVIDE FOR THE CONTROL AND MANAGEMENT OF THE GLEICHEN AND
ROSEBUD CEMETERIES IN WHEATLAND COUNTY.**

WHEREAS the Municipal Government Act Chapter M-26 RSA 2000 and amendments thereto and the Cemeteries Act C-3 RSA 2000 and amendments thereto, provide Council with the authority to regulate and manage cemeteries in Wheatland County.

AND WHEREAS it is deemed expedient to pass a bylaw to establish regulations for the maintenance, operation and control of the Gleichen and Rosebud Cemeteries that are owned by Wheatland County.

NOW THEREFORE the Municipality of Wheatland County, in Council duly assembled, hereby enacts as follows:

1. NAME OF THE BYLAW

- a. This bylaw may be cited as the Wheatland County Cemeteries Bylaw.

2. DEFINITIONS

- a. **Act** shall mean the Cemeteries Act, being Chapter C-3, RSA 2000 as amended from time to time and regulations made pursuant to Section 65 of the Act.
- b. **CAO** shall mean the Chief Administrative Officer of Wheatland County.
- c. **Caretaker** means the body or organization placed in charge of the cemetery.
- d. **Cemetery** shall mean the following lands hereby declared to be Wheatland County cemeteries and shall hereafter be known as:
 - i. **Gleichen Community Cemetery**: NW 18-22-22-W4M , Roll # 5148796
 - ii. **Rosebud Community Cemetery**: SW 18-27-21-W4M, Roll # 3648040
- e. **Columbarium** shall mean an above ground structure containing compartments called a niche for interring cremated remains.
- f. **Concrete Runner** shall mean the concrete structure placed at the head or foot of the plot or lot used for the placement of monuments and foundations.
- g. **Contractor** means an individual or company hired by the Caretaker or Owner to carry out work within a cemetery
- h. **Council** shall mean the Council of Wheatland County
- i. **County** shall mean the Municipality of Wheatland County in the Province of Alberta.
- j. **Double Depth Grave** shall mean 2 (two) caskets in a single lot where one casket is buried directly above the first casket.
- k. **Flowering Ornamental** shall mean any perennial, annual and biannual flowering plant.
- l. **Grave** shall mean a plot used as a place of burial.
- m. **Indigent Person** shall mean a needy or poor indigent person.
- n. **Licensee** means a person, firm or corporation that acquires burial privileges for one or more lots with fee simple to the property remaining in the County.
- o. **Lot** shall mean a single grave or a niche in a columbarium for the purpose of interment in the cemetery.
- p. **Memorial Tablet** means a lot or plot marker, made of granite or bronze, with a flat and level surface placed on any lot or plot, level with the surrounding ground.
- q. **Monument** means a memorial permanently constructed to extend above the surface of the concrete runner, surface of the ground, is level with the ground, or etched on in the case of a niche cover.
- r. **Niche** means the single compartment within a columbarium designed for storing the ashes of human remains that have been cremated.
- s. **Niche Cover** means a door or plate that is used to open/close a Niche.
- t. **Owner** means the person to which the cemetery deed was issued.
- u. **Plot** means three or more lots as shown on a plan on record within the Rosebud Cemetery.
- v. **Permit** shall mean a prescribed form by Wheatland County for application to carry out any work in the cemeteries.

- w. **Perpetual Care** for the purposes of this Bylaw shall mean basic maintenance of all lots, plots and niches and shall include leveling of the ground, seeding and cutting of grass, controlling weeds and unwanted vegetation, care of shrubs, trees, walkways, structures, fencing or gates installed by Wheatland County. Wheatland County shall not provide perpetual care for lot site installations including monuments, memorial tablets, niches, borders, or ground covers.
- x. **Resident** shall mean a person;
 - i. Who resides within Wheatland County
 - a. at the time of their demise or
 - b. at the time they make an application to purchase a plot/lot or niche.
 - Or
 - ii. Who owns a property within Wheatland County limits or is the current spouse or dependent child of a person who owns a property in Wheatland County
 - a. at the time of their demise or
 - b. at the time they make an application to purchase a plot/lot or niche
 - Or
 - iii. Who previously resided or owned property within Wheatland County Corporate Limits for a period of not less than fifteen (15) consecutive years. A person meeting this criterion may apply to purchase a plot/lot or niche at the Resident rate provided a properly executed affidavit of residency is submitted at the time of purchase.
- y. **Rubbish** means boxes, paper, weeds, decaying flowers or plants, faded wreathes, broken receptacles and any other material the presence of which results in an untidy appearance to any part of the grounds of the cemeteries.
- z. **Veteran** shall mean a veteran as defined by regulations of The War Veterans Allowance Act.

3. GENERAL

The CAO and/or designate shall have the sole control of all matters with the cemeteries and to that end is hereby authorized to regulate and control the cemetery grounds in accordance with Schedule "A" and Schedule "B" to this Bylaw containing such regulations.

Wheatland County, or its assigned party, is the sole provider of general care services of the cemeteries. The licensee of the lot shall observe all rules and regulations passed from time-to-time by Wheatland County for keeping lots in order.

Wheatland County Cemeteries shall be open to vehicle and foot traffic from 7:00 A.M. to 11:00 P.M. No person or vehicle is permitted to be in the cemetery outside of these hours.

The County and/or Caretaker shall have authority to control rodents, remove any weeds or grass, funeral designs or floral pieces which may become unsightly, dangerous, detrimental, wilted, or any other rubbish, which is in its opinion, unsightly.

No person, while in the cemetery shall:

- a. Throw rubbish upon the roads, walks or anywhere with the cemetery grounds.
- b. Place or erect upon a lot or a plot any plant, fence, border railing, wall, stone, hedge or other enclosure.
- c. Allow any cattle, swine, horses, dogs, pets, or any other animal to run-at-large in the Cemeteries.
- d. Destroy damage, deface or write upon or remove any monument, tablet or other structure or object in any cemetery or any fence, railing or wood installed for protection or ornamentation.
- e. Make any walk; cut any sod, or move corner posts or grave markers in any cemetery.
- f. Willfully destroy, cut, break, pick or injure any tree, shrub or plant.
- g. Play at any game or sport or discharge any firearm except at a military funeral.
- h. Drive a vehicle at a speed in excess of (15) km per hour.
- i. Place on any lot or plot a chair, a wooden or wired trellis, a wooden or wired cross or articles or cellophane within the grounds of the cemeteries. The County

and/or Caretaker will remove such articles and dispose of them as necessary to maintain the integrity of the cemetery.

- j. Use soil sterilants or products that control all vegetation leaving soil unprotected and exposed to wind or water erosion.
- k. Disturb the quiet or good order of the cemeteries by improper noise, improper conduct or otherwise. A Wheatland County Peace Officer may evict therefrom using such force as is reasonably necessary, or deny entrance to any person who contravenes this bylaw.

If, in the opinion of the County and/or Caretaker, any woody ornamentals situated on or about the cemeteries shall become, by means of their roots or branches, prejudicial to the general appearance to the grounds or dangerous to inconvenient to the public, the County or Caretaker shall have the right to remove such woody ornamentals, or any parts thereof.

The County and/or Caretaker shall have the right to remove fences, borders, railings, walls, hedges and other enclosures now in existence as it may deem advisable after thirty (30) days' notice of the intention to do so has been given to the owner of the lot or plot, or to his relatives if the owner is deceased. If relatives of the deceased are unknown, a public notice shall be placed in the Wheatland County newspaper of record.

Persons shall show due respect at all times when on cemetery property. Wheatland County expressly disclaims liability for any injuries sustained by anyone violating this provision.

Wheatland County and/or caretaker may construct, erect, place or cause to be constructed, erected or placed, or allow to be constructed, erected or placed in County Cemeteries:

- a. A Columbarium for the placement of cremated remains;
- b. Benches, seating, walkways and laneways; and
- c. Such other structures, developments and improvements deemed necessary for the proper operation of County Cemeteries.

No licensee shall change the grade of any lot. The County and/or Caretaker is authorized to restore to its original grade at the expense of the owner, any lot or plot that is altered in grade contrary to the provisions of this section.

While the County and/or Caretaker will take all reasonable precautions to protect the property of licensees, the County and/or Caretaker assumes no liability nor responsibility for any loss of or damage to any monument, memorial tablet, niche cover, or part thereof, or any article of any type that may be placed on the lot, plot or niche.

The County reserves the right to alter its general regulations from time to time. A Licensee, who deems that he is adversely affected thereby, shall have a right of appeal to County Council.

All grading, landscaping, seeding of grass, and controlling rodents, weeds or vegetation for purposes of cemetery maintenance shall be the responsibility of the County and/or Caretaker as prescribed by the Agreement for the Perpetual Care of the Cemetery.

4. SALE AND TRANSFER OF LOTS, PLOTS, AND NICHES

Burial lots, plots and columbarium niches are available for purchase from Wheatland County in the said cemeteries upon payment of the proper charge thereof. Fees and charges shall be those appearing as Schedule "A" to this Bylaw, as amended from time to time.

Deeded lots will be conveyed by the County to the licensee on the form adopted by it, and such cemetery deed will be subject to the Bylaws of the County and the Rules and Regulations appearing in this Bylaw. The person acquiring lots, plots or niches under the provisions of this Bylaw shall only acquire the right and privilege of burial of the deceased therein subject to the provisions of this Bylaw and shall not be deemed to acquire any title to the land which shall remain vested in Wheatland County.

If for any reason, Wheatland County deems a previously purchased lot, plot or niche unusable, Wheatland County will supply a similar lot, plot or niche at no cost to the original purchaser or heirs and the original lot, plot or niche shall revert to Wheatland County.

No person shall make a reservation for one or more lots, plots and/or niches without making payment in full at the time of the reservation. Payment must include funds for the application permit for placement of a standard headstone marker, monument tablet or niche cover whether or not it is required by the lot/niche licensee.

The cemetery deed that recognizes the purchase of a lot and/or niche cannot be resold except to the County, in which case the offer must be in writing. The County shall refund an amount representing at least 85% of the market value of the lot or plot/niche at the date of the buy back. Notwithstanding the provisions of this section, members of the same family may transfer their deed for a lot or plot to each other provided that the request is made in writing to Wheatland County. Deeds for Field of Honour lots may only be re-acquired by Wheatland County.

The cemetery survey, plans and interment records of each lot, plot and niche are housed and maintained in the Wheatland County Administration Office. Records and plans of each lot, plot and niche in the cemeteries shall be shown numbered on such plans. Records shall show the owner of each lot, plot and niche together with all other information required pursuant to the CEMETERIES ACT (Alberta) and regulations passed thereunder. Such records shall be available for inspection by:

- a. A police officer carrying out law enforcement duties; or
- b. A relative of a deceased person whose Interment is listed in the records.

Wheatland County may divide the Cemeteries into areas and may reserve any such areas in the Cemeteries for:

- a. The interment of the remains of persons belonging to a specified religious denomination;
- b. The interment of the remains of persons who at any time were with or were attached to, the Naval, Army or Air Forces of Her Majesty or a power allied or associated with Her Majesty;
- c. The interment of the remains of homeless, unidentified persons, indigent persons or unclaimed bodies;

Wheatland County shall determine the location of all lots, plots and niches that are to be sold.

No lots shall be further subdivided or altered in any manner at variance with the cemetery plans, unless authorized by Wheatland County.

Wheatland County or any of its employees shall not be responsible for any mistake resulting from lack of precise or proper instructions regarding the Grave space in a lot or plot where an interment is to be or has been made for any damage resulting to any person thereby.

Wheatland County will accept no responsibility for any unauthorized excavation upon any lot unless it is undertaken following prior consultation with the County.

5. INTERMENTS AND DISINTERMENTS

No person shall personally or by agent undertake an interment in any burial lot or niche unless and until they have produced to Wheatland County for the respective Cemetery, the following:

- a. Burial permit issued by the proper officer of the Government of the Province of Alberta.
- b. Application for permission to inter a body. The application form to be completed and signed (Schedule "B").
- c. The full permit fee for the lot, plot or niche must be received by Wheatland County.

All applications for burials should be made at least two business days (48 hours) before the time for interment.

Wheatland County assumes no liability or responsibility for any interments.

Lots and Niches shall be opened and closed only by the persons in charge of the interment. Plots and/or lots must be closed within 24 hours.

Remains shall not be disinterred or removed from the cemeteries for any purpose unless a Licensed Funeral Director is in charge, the Medical Examiner has been notified, and a disinterment permit has been issued by the Director of Vital Statistics. Disinterment fees are set out in Schedule "A". Nothing in this Section or Bylaw restricts cremated remains being disinterred from the columbarium or cremation lot, by application to Wheatland County on the approved form.

2 (two) caskets may be buried in a double depth grave. The first casket buried in a double depth grave must be placed in a concrete liner. The depth of the first casket must be 610 mm (24 inches) deeper than the minimum 1.83m (six feet) depth for an adult or 1.21m (four feet) for an infant. The second casket does not require a concrete liner.

The depth of burial from the surface surrounding ground shall be 1.83m (six feet) for an adult and 1.21m (four feet) for an infant with the exception of cremated remains.

A grave lot shall be not less than 1.2 meters in width and 2.8 meters in length, except in those sections intended exclusively for the burial of bodies of children and of urns containing cremated remains.

Wheatland County will allow up to 6 (six) additional cremation Interments in a preoccupied casket lot. Cremation lots must be a minimum depth of 610 mm (24 inches).

Wheatland County will allow up to 24 (twenty-four) cremation Interments in a single plot that contains 4 casket lots. If one of the casket plots within a plot is purchased for cremation Interments, and after one completed Interment, the casket lot shall remain as a cremation lot only.

Whenever a lot, plot or niche is held jointly by two or more parties, authority for interment in such lot, plot or niche or any part thereof will be accepted by Wheatland County from anyone of the said parties or their executors or agents.

Every licensee obtaining a lot or plots in the cemetery shall be held responsible for the cost thereof and for all charges in connection therewith, including disinterment or removal of a body when applicable. Any person signing an order for interment will be held responsible for all charges in connection with such interment. Such person shall, in addition, be held responsible for compliance with the regulations governing erection of monuments applicable to that part of the cemetery in which the interment is made.

No columbarium niche shall contain more than two (2) cremated remains.

6. MONUMENTS, MEMORIAL TABLETS, NICHEs, PLOT AND LOT CARE AND SITE INSTALLATIONS

All work carried out at Wheatland County cemeteries requires authorization from Wheatland County.

No person shall install, erect or place within the cemeteries, any monument, marker or structure without first obtaining written approval from Wheatland County.

No person shall erect upon a lot or plot any grave cover of any material on lots or plots previously sold after the final passing of this bylaw.

Any construction or planting at cemeteries in existence before the passing of this Bylaw, may at the discretion of Wheatland County be removed free of charge by Wheatland

County upon request of the licensee or may be removed by Wheatland County from time-to-time, if by reason of neglect or age, they become in a state of disrepair.

No monuments will be permitted that are manufactured of cement artificial stone, wood, metal, plastics, glass, tin, iron or combination thereof without expressed written consent from the CAO.

No person shall place or deposit any glass-encased wreath, stand, holder, vase, or other receptacle for flowers or plants, or any flower pots, jars, bottles, iron or wire work or any ornaments or construction of any kind which is not approved by Wheatland County and/or Caretaker.

All monuments are to be placed at the head or foot of the lot or plot and shall be installed directly on the concrete runners designed and installed by Wheatland County, with or without a base, in accordance with the dimension outlined in Schedule "A".

No Monument, Foundation or Memorial Tablet, shall be erected or placed in the Cemetery until:

- a. A permit for erecting of such Monument or placement of such Memorial Tablet has been issued. The fee for "Monument Erecting Permit shall be set forth in Schedule "A" of this Bylaw.
- b. A locate is required to determine proper placement of a Monument, Foundation, or Memorial Tablet. Wheatland County will provide this service through the CAO or designate
- c. In regards to any Monument, Foundation, or Memorial Tablet installation, arrangements must be made 24 (twenty-four) business hours in advance for access with the CAO or Designate.

Memorial Tablets for multiple burials of 6 (six) cremated remains in a pre-occupied plot (casket) with an existing Monument/Memorial Tablet, the Memorial Tablets shall be placed above each cremated remain interment. The size of the individual Memorial Tablet for this application shall be as set forth in Schedule "A".

Only flat Monument Tablets may be placed in respect of interred cremated remains on existing grave sites that must remain equal with the surface of the ground and be consistent with Schedule "A".

The purchase of a niche includes the supply of granite niche cover. At the expense of the Owner, the niche cover can be etched with lettering and pictures.

Monuments in the Field of Honour shall be the standard military upright monument.

No lot or plot shall be covered by any slab of concrete, stone or other similar material. The lot or plot will be sown to grass by Wheatland County and kept level with the surroundings.

Every monument shall be erected according to the provisions of this bylaw and under the direction of the CAO or designate.

All persons employed in the construction and erection of monuments or doing other works in the cemeteries, whether employed by Wheatland County or not, shall be subject to the direction and control of the Wheatland County CAO or designate.

Where the owner of a monument neglects to make the required repairs or alterations to a monument within thirty (30) days after receiving notice from the County to do so, the County upon consultation with the Caretaker, shall have the power to repair such monument and charge the cost thereof to the owner which may be recovered as a debt from the owner to the County.

Monuments are placed in the Cemetery at the Owner's risk. Wheatland County shall not be held responsible for any damage, destruction or defacement to any Monument, Memorial Tablet, and Niche Cover, grave or other structure or object in the Cemetery except for damages resulting during the performance of its normal duties.

7. PERPETUAL CARE

Perpetual care, for the purposes of this Bylaw, is defined in Section 2.

Wheatland County shall not provide perpetual care for lot site installations including monuments, memorial tablets, niches, borders, or ground covers.

Funds received from the sale of lots, plots and niches shall be placed into separate Perpetual Care Funds for the Gleichen Cemetery and Rosebud Cemetery to be used by Wheatland County for the basic maintenance of all lots, plots and niches in the respective cemeteries within Wheatland County and in accordance with this Bylaw.

8. FIELD OF HONOUR SECTION

Wheatland County shall set aside an area, which shall be known, as the "Field of Honour", which shall be reserved for the burial of veterans and their spouses.

No interments shall take place in the Field of Honour section, unless an application for burial on the prescribed form has been fully completed and signed by the applicant. Wheatland County assumes no responsibility for applications made in error or falsely completed.

No reservations are permitted, unless both the husband and spouse qualify as a veteran. The reservation can only be made after one or the other spouse is interred.

A spouse may be interred in a veteran's lot. Two caskets (double depth), one (1) casket and one (1) cremated remains, or two (2) cremated remains are permitted in one (1) lot.

For a spouse not qualifying as a veteran, but interred in the same lot, the name and date of the spouse may be engraved on the headstone, or a brass plate may be attached.

Monuments in the Field of Honour shall be the standard military upright monument.

Lots may only be re-acquired by Wheatland County.

9. ENFORCEMENT

Wheatland County may remove all installations at the cemetery made without appropriate authorization.

All installations in the cemeteries not conforming to the provisions of this bylaw the time of passing of this bylaw, may be made to conform by Wheatland County, except where such conformity is not reasonably possible due to adjacent monuments and installations.

10. SUMMARY CONVICTIONS

Any person who violates any of the provisions of this Bylaw shall be liable of summary conviction before a Justice of the Peace having jurisdiction therein, to a penalty not exceeding \$10,000.00 (Ten Thousand Dollars) exclusive of costs, for breach thereof, or in case of non-payment of the fine and costs, imprisonment in the nearest common jail for any period not exceeding sixty (60) days.

Any matters not dealt with in this Bylaw nor in the Schedule "A" or Schedule "B" that are hereby made a part of this Bylaw, shall be dealt with by the Chief Administrative Officer or his designate in the manner that he deems most appropriate, having consideration for the appearance of the cemetery and the scope and intent of this Bylaw.

The Council is hereby authorized to amend Schedule "A" and Schedule "B" hereto as may be required from time to time by resolution.



11. Effective Date

This Bylaw comes into full force and effect upon it receiving third reading.

VANDER VELDE MOVED first reading of Bylaw 2013-19 on the 2nd day of July, 2013 in a duly assembled Council meeting and this motion was

Carried.

Bylaw advertised in the Strathmore Standard July 10, 2013 and July 17, 2013.

SAUVE MOVED second reading of Bylaw 2013-19 on the 17th day of September, 2013 in a duly assembled Council meeting and this motion was

Carried.

ARMSTRONG MOVED third and final reading of Bylaw 2013-19 on the 17th day of September, 2013 in a duly assembled Council meeting and this motion was

Carried.



Reeve

Chief Administrative Officer

Note:

Refer to MGA Sections 219-226, 231, 273 re: Petitioning Rights and Validity of Bylaw

**SCHEDULE "A" TO BYLAW 2013-19
REGULATIONS RESPECTING CARE AND CONTROL OF COUNTY CEMETERIES**

Removal of Memorial Wreaths

In order to preserve the proper appearance of the grounds, memorial wreaths must be removed when they become unsightly. Cemetery authorities are herein authorized to remove unsightly memorial wreaths as required.

Supervision of Wreaths, Flowers and Mementoes

To ensure neatness and to preserve the beauty of the cemeteries, the Caretaker shall have supervision of wreaths, flowers and other removable mementoes and objects placed upon graves and plots and when, in his opinion, it is necessary or desirable to remove the same, he shall do so. If the Caretaker considers the article to have any value, he shall notify the lot owner, where possible, of the fact, giving such lot owner the right within 28 days to call for and take the same away; and after the lapse of 30 days from mailing such notice, or after 30 days where not notice can be given, the same may be destroyed. Wreaths, etc. must conform to the good general appearance of the cemetery.

Monuments

Memorial Tablets for interred cremated remains within grave sites that have been used for an interred casket must be placed so that the surface of the Memorial Tablet is even with the surrounding soil in order to facilitate mowing.

Dimensions & Designations Regarding Monuments, Markers and Niches

All monuments must be of granite, marble, field stone or bronze.

All memorial tablets must be of granite or bronze.

All other monument or memorial tablet materials proposed to be used must be approved by the Chief Administrative Officer, or designate.

Fixtures made of glass or any other breakable materials are not allowed to be attached or affixed in any manner whatsoever, to any part of a memorial, whether the memorial is upright or flat. Any material that is broken and detracts from the appearance of the monument or cemetery or that poses any danger will be removed by the Caretaker. Wheatland County will not be responsible for any damage done to any breakable attachments.

Dimensions of Monuments and Markers:

Maximum of 1200mm or 48 inches at width at the widest part of all blocks.

Maximum of 1200mm or 48 inches of height.

Taller monuments may be approved at the discretion of the CAO.

The base of all monuments and/or foundations shall be set back 50mm (two inches) from the edge of the concrete runner.

Only flat Memorial Tablets may be placed in respect of interred cremated remains on existing grave sites that must remain consistent with the surface of the ground and are no more than:

Maximum of 600 mm or 24 inches at width

Maximum of 600 mm or 24 inches at the horizontal height.

Monuments in the Field of Honour shall be a standard military upright monument.



Rules for Monument Dealers, Contractors and Workmen:

The demeanor and behavior of all workmen employed by others upon cemetery property shall be subject to the control of the Caretaker and Wheatland County.

Contractors, masons and stone-cutters shall be responsible for all damages that occur as a result of their respective services while on cemetery properties.

Workmen shall cease work and leave the cemetery prior to a funeral and not return until the conclusion of the service.

No monument work, including memorial tablets, shall be delivered to a cemetery until the location for placement of the monument or memorial tablet has been identified, the concrete runner or grave site prepared, and the contractor is ready to proceed with erection and/or placement.

Maintenance

Wheatland County, as owner of the cemetery, is responsible to keep the cemetery in the manner required by the Cemetery Regulations and in good order and repair.

Wheatland County may enter into agreement with organizations, whether private or community run for the purposes of caring for and maintaining the grounds of the cemetery, including all interment space, structures and markers, fences, walks and entrances so as to ensure the safety of the public and preserve the dignity of the cemetery.

Fees – Plots, Lots and Niches

Price per Lot		Fees	
-	Resident	-	\$100.00
-	Non-Resident	-	\$300.00
-	Lots for flat memorial tablet	-	\$100.00
-	Lots for the homeless, indigent, unidentified or unclaimed	-	50% of respective fee
-	Veteran's Plots	-	No charge
(Note: Rosebud – 4 lots max. per plot)			

Price per Niche		Fees	
-	Resident	-	\$100.00
-	Non-Resident	-	\$300.00

Disinterment	-	\$100.00
Monument Permits	-	\$25.00



**SCHEDULE "B" TO BYLAW 2013-19
REGULATIONS RESPECTING CARE AND CONTROL OF COUNTY CEMETERIES**

Deceased Information			
Name Mr. Mrs. Ms.	Family Name:	Given Name(s):	
Date Of Birth (yyyy/mm/dd)		Date Of Death (yyyy/mm/dd)	
Identification of Deceased Veteran			
VAC File No.		Service No.	
Place of Death		Veterans Province of Residence	
Next of Kin Information			
Name & Relationship Mr. Mrs. Ms.	Relationship		
Street Address			
City, Province, Postal Code			
Phone Number			
Interment Information			
Date and Interment Time	Interment Time		
Grave Location	Section	Block	Plot
Type of Interment	Cremated Remains	Single Depth	Double Depth
Outer Receptacle	None	Plywood Box	Vault
Name of Funeral Home			
Additional Notes:			

Note: All funerals for Veterans are processed through the LAST POST FUND who administers the Veterans Affairs Canada Funeral and Burial Program.
Contact Information: Phone: 1 800 465-7113; Web site: www.lastpostfund.ca

Procedure Reference - Field of Honour

1. Completion of Schedule "B" information
2. Allocation of next available lot in Field of Honour
3. Family of deceased veteran contacts the Funeral Home to make arrangements for interment
4. Family of deceased veteran contacts Last Post Fund for additional information

