

#32 TOWN OF LUNENBURG POLICY
HILLCREST CEMETERY BURIAL PROCEDURE

I. PURPOSE

The object of this policy is to establish a burial procedure for the Hillcrest Cemetery thereby outlining a course of action to be observed by all Town employees involved in same. And further, this policy shall entrench burial standards which Town employees shall meet to ensure a high level of performance and service.

II. PROCEDURAL STATEMENT

1. Permit Procedure

- (a) When there is to be a burial at Hillcrest Cemetery, the funeral home will notify either the Town Office during normal working hours or the Cemetery Superintendent on weekends and holidays and provide burial particulars. The Town Office and/or Cemetery Superintendent will provide each other with this information.

Town Office staff shall promptly provide the Cemetery Superintendent or designate with authorization to carry out the necessary work.

2. Location and Preparation of Grave Site

- (a) Using the plans and books (located at the Public Works Department) the actual grave location is determined by the Public Works Superintendent or designate and is marked off.
- (b) When monuments are in locations which may cause difficulty in preparing the grave they shall be carefully moved and returned to their original position prior to the grave side service. When monuments do not have to be moved, but where damage or soiling may occur, they must be covered with suitable protection.
- (c) The size of a regular grave shall be four (4) feet deep and several inches longer than the length and width of the rough box. Cremation graves shall be two (2) feet deep and twenty (20) inches in length and width.

- (d) When burials occur in non-frost conditions the following procedure applies:
 - (i) the Cemetery backhoe excavates the grave with Cemetery staff carrying out the necessary hand work to complete the grave preparation including repairing cave-ins;
 - (ii) four (4) to five (5) trailer loads of ground shall be removed from the site at this time leaving only enough ground to slightly mound the grave once interment is complete; and
 - (iii) sheets of plywood shall first be placed on the surrounding sod where excess ground is piled. This procedure will normally take three (3) hours. However, the requirement to move monuments and repair cave-in damage will take longer.
- (e) When burials occur during frost conditions the following changes in the above procedure shall apply:
 - (i) an air-compressor and jack hammer may be used to break up the frost so that a backhoe may be used to complete excavation of the grave; and
 - (ii) if slippery conditions, or, excess snow exists then no ground shall be removed from the grave site area.
 - (iii) during frost conditions it shall ordinarily take one (1) to two (2) days to prepare a grave.
- (f) The funeral home staff shall set up the artificial turf and equipment required to lower a casket into the grave prior to burials. Cemetery staff shall have the grave prepared at least 1 ½ hours prior to the funeral. Cemetery staff shall check the grave ½ hour prior to the burial to determine if it requires pumping out and carry out same.
- (g) Plywood shall be placed over any grave opening prior to funeral home staff preparing the site and at any other time when the grave is open and left unattended.

3. Interment

- (a) As soon as the grave side service has concluded and the mourners have departed the grave shall be pumped out, if necessary, and covered with a 1 ½ foot high mound of ground. The ground surface shall be smoothed and all loose stones and any large particles removed.

- (b) The mound on the grave shall be maintained at the height of 1 ½ feet by returning ground to the grave site for a two (2) to three (3) month period. This work shall be carried out between the months of May to December.

4. Final Grave Preparations

- (a) Once the grave has settled for two (2) or three (3) months, it shall be levelled off if conditions warrant and prepared for seeding and/or sodding. Seeding and/or sodding will be carried out in May for winter burials and October for summer burials.
- (b) If it is determined that the quality of the soil is not suitable then six (6) inches of soil shall be removed and replaced with top soil prior to seeding and/or sodding.

** * Revised November 25, 1993