



CITY PROCEDURE

Cemetery Procedure

Procedure Title	Cemetery Procedure		
Procedure Number	624-1	Approved Date	2025/11/20
Department	Environment & Parks	Last Amended	
City Manager Signature	"S. Bourke" (signed)	Last Reviewed	
		Signature Date	2026/02/04

1. Definitions

The definitions in the [Cemetery Policy 624](#) and the [Grande Prairie Cemeteries Bylaw C-1332](#) apply to this procedure. In addition, in this procedure:

- 1.1. **"Biodegradable"** means a material capable of breaking down naturally into non-toxic components through microbial activity, allowing for decomposition within the soil without leaving harmful residues or disrupting natural ecological processes.
- 1.2. **"Senior Management"** means the corporate leader or designate responsible for the planning, organization, development, implementation and administration of the service area of the City responsible for the Environment and Parks Department.
- 1.3. **"Shroud"** is a Biodegradable fabric covering used to wrap a deceased individual's body for burial. Traditionally made from natural materials such as cotton, linen, hemp, or wool, a shroud is an alternative to a Casket or Urn in Green Burials.

2. Procedure & Guidelines

2.1. General

- 2.1.1. Interments or funeral services are permitted on Working Days between the hours of 9:00 a.m. and 5:00 p.m. Written permission from the Caretaker will be required for all other times.
- 2.1.2. Interments on Working Days after 3:00 p.m. will incur overtimes Fees per Schedule "A" of the [Fees, Rates and Charges Bylaw C-1395](#).
- 2.1.3. A Caretaker will be at the Cemetery from the time a procession enters until it leaves the Cemetery.



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2.2. Lot and Vault Specifications

- 2.2.1. There must be a minimum of 12 inches of earth between remains buried in adjoining Lots.
- 2.2.2. Cremation Lots shall be four feet by four feet except in the Field Garden, where they shall be four feet by three feet.
- 2.2.3. Cremation holes will be no larger than 20 inches in diameter.
- 2.2.4. The Vault in an Infant Lot will be a maximum of 20 inches wide and 48 inches long and may be constructed of materials other than fibreglass or concrete.
- 2.2.5. The Vault in a Standard Lot will be a maximum of 35.5 inches wide and 90 inches long.

2.3. Care of Lots

- 2.3.1. Flowers may be planted in the Lot Improvement Area.
- 2.3.2. If the Lot Improvement Area is unkempt, items will be removed by the Caretaker and the area will be seeded to grass.
- 2.3.3. Any memorial items removed from a Lot will be stored for 30 days, after which they will be disposed of. To retrieve these items: speak to the Caretaker on site, call 3-1-1, or e-mail info@cityofgp.com.
- 2.3.4. The Caretaker will remove from Lots any wilted flowers or items that have become unsightly.
- 2.3.5. Environment and Parks Department employees and/or contractors may apply herbicide to control weeds in the Cemetery throughout the summer months. Efforts are made to avoid flowers, but any damage is at the risk of the person planting them.

2.4. Monuments

- 2.4.1. Monuments may only be placed as follows:
 - a. Adult Lot (4'x12') – such work shall only take place within the first three feet of the head of the Lot.
 - b. Infant Lot (3'x5') – such work shall only take place within two feet of the head of the Lot.
- 2.4.2. All Monuments must be of granite, marble, limestone or bronze unless otherwise approved by the City.
- 2.4.3. All Monument foundations shall be made of concrete or granite.
- 2.4.4. Foundations can be a maximum of four feet wide, have a margin of at least three inches around the complete base of the Monument and must be placed flush to the ground.
- 2.4.5. The foundation base for flat markers cannot exceed four feet by two feet.
- 2.4.6. Monuments will not be more than 42 inches in height.



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2.4.7. Any Monument exceeding two feet in height from ground level must be pinned to the Monument base in a manner acceptable to the Environment and Parks Department

2.4.8. No Monuments are to be placed on common graves.

2.5. Green Burials

2.5.1. Green Burials are permitted within a Standard Lot, subject to approval by the Caretaker.

2.5.2. Green Burial Interments must follow standard burial depth requirements as set out for Standard Lots.

2.5.3. A wood tray used for cremation and/or designed for Green Burials is required to facilitate lowering the body into the grave and will remain in the burial site.

2.5.4. Biodegradable enclosures, such as Caskets, Urns, or Shrouds, may be used for Green Burials.

2.5.5. Vaults or non-Biodegradable Vessels, including conventional Caskets and Urns, are not permitted for Green Burials.

2.5.6. Embalming is not permitted for Green Burials.

2.5.7. Standard Cemetery turf and vegetation maintenance practices apply to Green Burial locations.

2.5.8. Memorialization within Green Burial sites must comply with the requirements as set out for Standard Lots, including permitted materials and placement.

2.5.9. Cemetery records will specify Green Burial Interments to differentiate from conventional burials.

3. Administrative Review

3.1. A person affected by a decision of the Caretaker, may request a review of the decision, in writing, within seven calendar days of the date that the applicable decision was issued.

3.2. If the matter on which the decision was made is for a specific date, the person affected must also submit their request at least one business day before the date and time in question.

3.3. The Caretaker will review the request and prepare a written response.

3.4. Senior Management will review the request and the response and, at their discretion, request additional information from the person requesting the review or the Caretaker.

3.5. Senior Management will issue a decision in writing which will uphold, uphold with conditions, overturn, or overturn with conditions, the decision of the Caretaker.

3.6. The decision of Senior Management is final and binding.



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4. Version History

Action	Date	Description
New Procedure	2025/11/20	