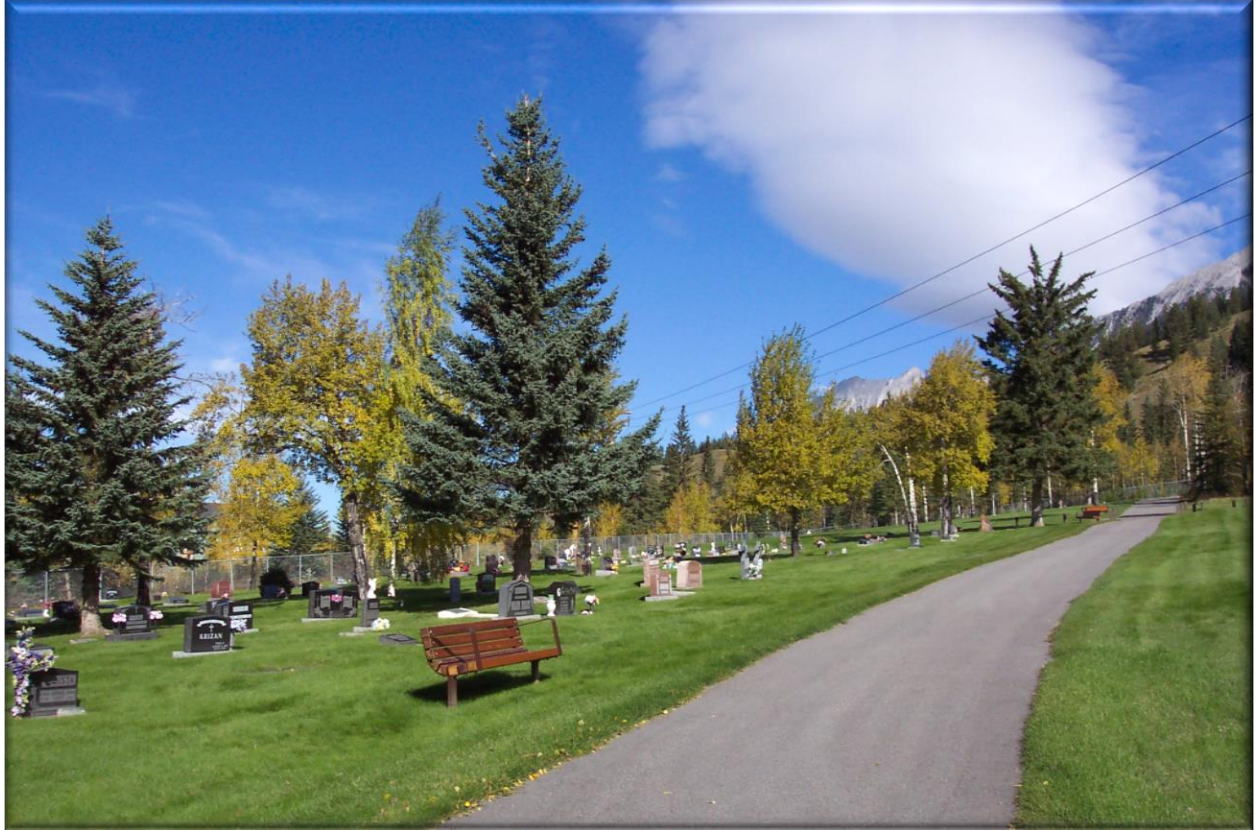


# Canmore Cemetery Monument Information Package



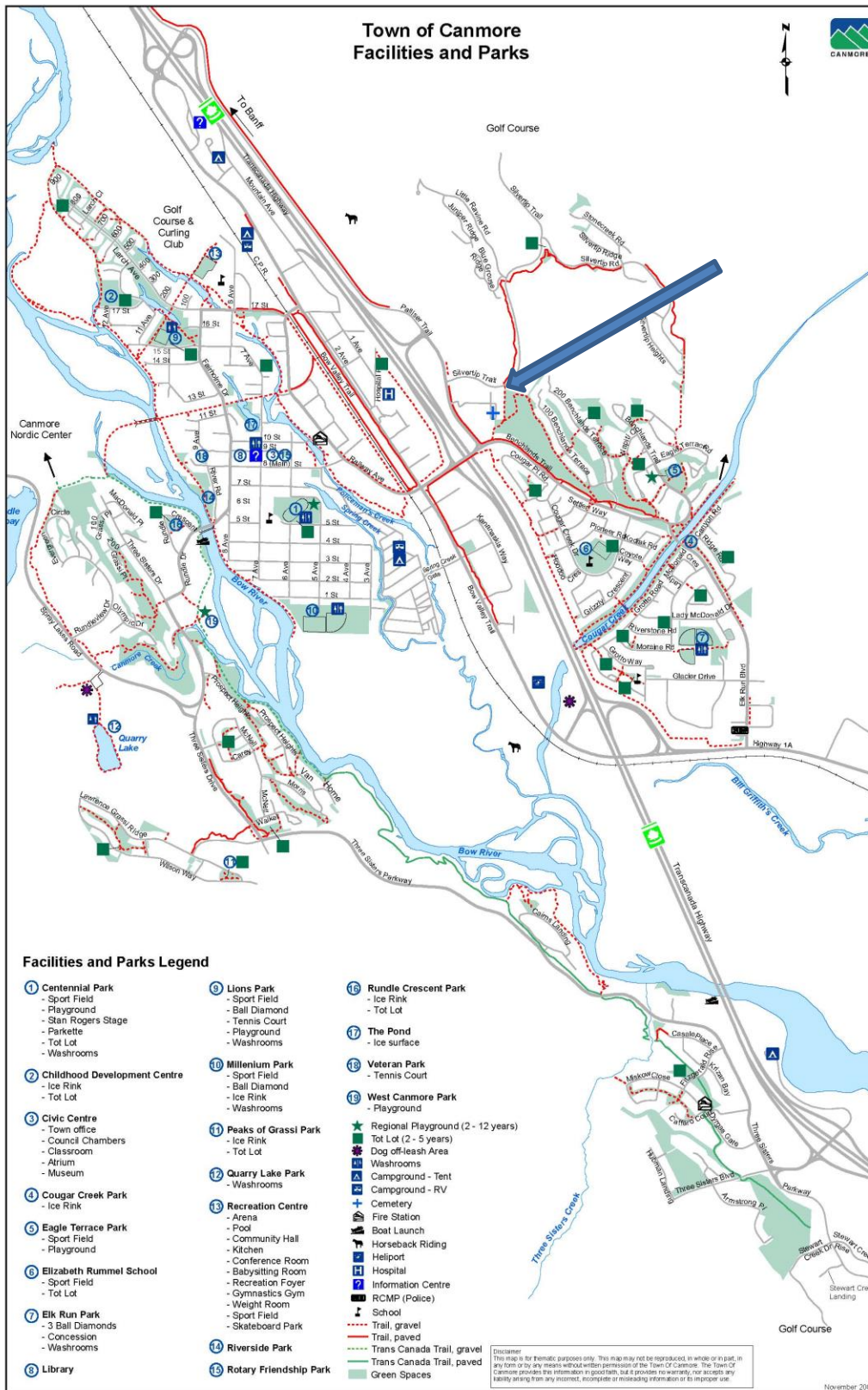
Please see our full Cemetery Policies, Procedures and Information Manual for more details.

All application forms, permits and documents are available to download in pdf format from our website.

Town of Canmore  
Public Works  
Parks/Cemetery Department  
Phone: (403) 678-1599  
Fax: (403) 678-1586  
E-mail: [cemetery@canmore.ca](mailto:cemetery@canmore.ca)  
Web Site: [www.canmore.ca](http://www.canmore.ca)



# CEMETERY LOCATION MAP



## Canmore Cemetery Sections



## Entrance

# MEMORIALS

## General Memorial Regulations:

- *Memorials* shall cover monuments, memorial tablets and niche covers
- Permits are required for all memorial installations/inscriptions/cleaning. Only Monument Companies are allowed to do memorial work
- Permits must be applied before manufacturing to insure the memorial request meets the *Canmore Cemetery bylaw* regulations
- Permit work for memorials may only take place from Monday to Friday from 8:30 am to 4:00 pm
- Permit work for memorials typically can only take place between April and October, weather and frost conditions permitting
- Niche Erecting or Niche Removal permits are accepted year round
- Memorials may not be installed prior to an interment except on a double plot where a marker is installed, which provides for the memorialization of 2 (two) persons where 1 (one) has predeceased the other and has been interred
- Not more than one monument or memorial tablet shall be placed at the head of a plot regardless of its size
- The length measurement of a monument, memorial tablet or foundation shall mean the measurement as it would face the lot measure from left to right; the width shall mean the measurement as it would face the lot measured from the head of the lot to the foot of the lot; the depth (or thickness) shall mean the height from top to bottom
- When a plot is purchased for the intent to accommodate 8 (eight) cremated interments or 4 (four) cremated interments in a pre-occupied plot (casket), the owner is permitted 4 (four) memorial tablets placed over the cremated interments. This is in addition to an existing monument or memorial tablet at the head of the plot. The memorial tablet for this application shall be 20" length x 12" width x 4" depth
- The owner is responsible for the proper condition and replacement of a monument and the Town assumes no liability or responsibility for loss or damage to any monument through acts of vandalism or natural erosion
- The Town may remove a damaged monument
- Permit forms including fees are available on our website. Permit fees are located in our Fee section of this manual.

## Permit Process

The following regulations address general monument application processes, dimensions, and materials. Please contact our office for further specifications and exceptions:

1. Permit types include:
  - a. **Monument Erecting Permit** (MEP) is for all new monuments and tablets
  - b. **Niche Erecting Permit** (NCE) is for engraving on the niche door
  - c. **Monument Removal Permit** (MR) is for work to an existing monument or tablet such as; removal for cleaning, repair inscriptions; remove and replace existing monument, on site engraving.
  - d. **Niche Removal Permit** (NCR) is for work to an existing pre engraved niche door such as additional inscription, cleaning, repair and maintenance.
2. The Monument Company meets with the client to obtain their requested information
3. The Monument Company completes the appropriate permit and contacts the Town if additional information is required
4. The Monument Company faxes the permit request to the Town. All permits must be signed by the Monument Company
5. The Town will review the permit request and determine whether all requirements are met
6. If the permit is complete, administration will fax it back with an approved signature. If it is incomplete, they will contact the Monument Company
7. Once the permit has been signed by administration, a copy of the permit will be forwarded to the Town finance department to invoice to the Monument Company
8. The Town requires 48 (forty-eight) business hour notice from of the Monument Company when they plan to perform the work of the permit at the Cemetery
9. For monument and memorial tablet installations, the Town will mark out the corners of the foundation measurements, approved on the permit, with stakes and/or orange surveyors paint. The foundation will be marked to center the monument or memorial tablet on the specified location

## **SPECIFIC MEMORIAL REGULATIONS**

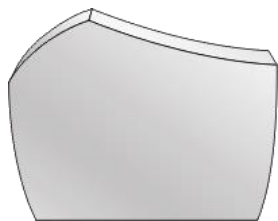
The following section contains detailed information on size and dimensions of monuments, memorial tablets and niche covers as regulated by the *Canmore Cemetery bylaw*.

### **Monument and Foundation Information**

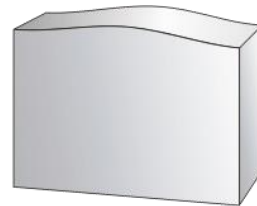
Monuments are of an upright type that general come in two designs: upright and pillow type monument.

#### **UPRIGHT TYPE MONUMENTS**

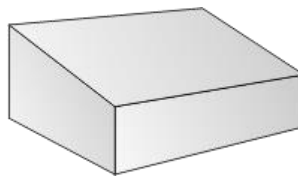
(No base or foundation shown in pictures)



***(Irregular shaped)***

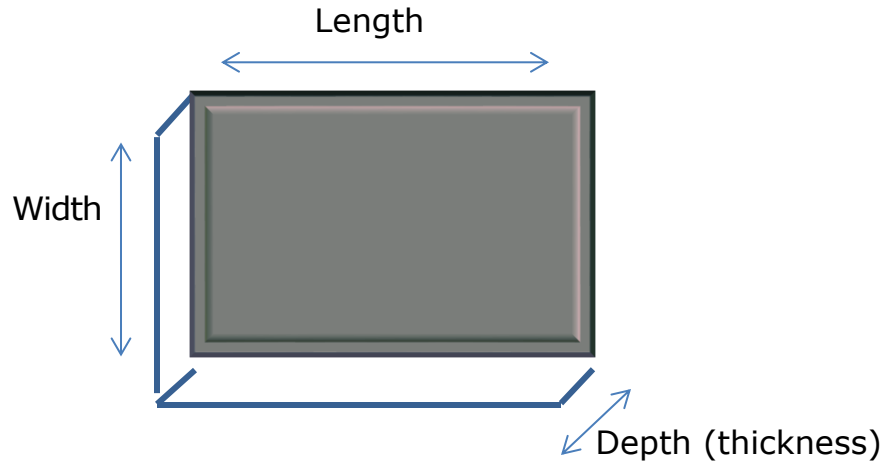


***(Regular shaped)***



***(Pillow- high on back, low on the front)***

## Terminology Used For Measuring Monument / Memorial Tablets (Figure 3)



- The length measurement of a monument, memorial tablet or foundation shall mean the measurement as it would face the lot measure from left to right; the width shall mean the measurement as it would face the lot measured from the head of the lot to the foot of the lot; the depth or thickness shall mean the height from top to bottom. **(see Figure 3)**
- If a memorial tablet is mounted on top of a base, so it sits above ground, it shall be considered to be an upright monument
- All monuments require a base and then a foundation
- All concrete foundations, whether pre-cast or poured on site for the erection of monuments, shall be the sole responsibility of the Monument Company
- All foundations for monuments or memorial tablets shall be confined to the boundaries of the plot being 42" length x 24" width for a single plot and 84" length x 24" width for a double plot
- Foundations of all monuments shall extend 4" in all directions beyond the bottom base of the monument. Measurements for length, width and depth or thickness may be modified or altered for special monuments subject to approval
- Anything over 42" in length the foundation must include 10mm reinforcing steel

## Single Plot Monument Measurements

- Monuments will have a maximum face area of 6 sq. ft.
- Monument shall not be less than 4"(inch) depth or thickness
- See **Table 1** for a sample of acceptable monument sizes

**Table 1: Single Plot Monument, Multiple Size Samples**

length x width	square in	square ft.
30" length x 18" width	= 540 sq. in	or 3.75 sq. ft.
34" length x 18" width	= 612 sq. in	or 3.25 sq. ft.
40" length x 20" width	= 800 sq. in	or 5.55 sq. ft.
38" length x 22" width	= 836 sq. in	or 5.80 sq. ft.
36" length x 24" width	= 864 sq. in	or 6.00 sq. ft. (max)

## Double Plots Monument Measurements

- Monuments will have a maximum face area of 12 sq. ft.
- Monuments with a face area of 6 sq. ft. to 12 sq. ft. shall be not less than 6" in depth or thickness
- Subject to approval of a monument that exceeds 12 sq. ft. in face area shall be not less than 8" in depth or thickness. The base of a monument shall not exceed 25% of the total height of the monument
- See **Table 2** for a sample of acceptable monument sizes

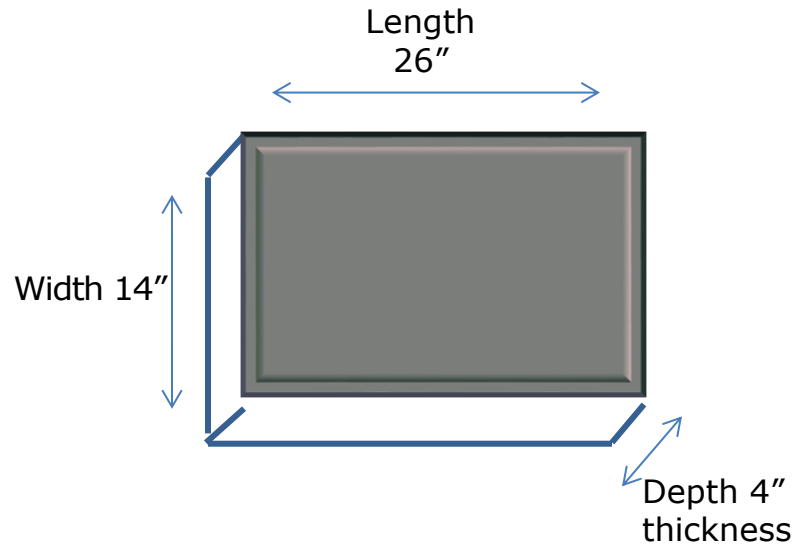
**Table 2: Double Plot Monument Multiple Size Choices Samples**

length x width	square in	square ft.
38" length x 18" width	= 684 sq.in.	or 4.75 sq.ft.
40" length x 20" width	= 800 sq.in.	or 5.55 sq.ft.
45" length x 20" width	= 900 sq.in.	or 6.25 sq.ft.
62" length x 20" width	= 1240 sq.in.	or 8.61 sq.ft.
72" length x 20" width	= 1440 sq.in.	or 10 sq.ft.

## MEMORIAL TABLET AND FOUNDATION INFORMATION

### Memorial Tablet

(Sample with no foundation shown in picture)



### Memorial Tablet General Information

- Memorial tablets placed upon a plot shall be granite, marble, stone, or bronze and shall not project above the surface of the ground
- Memorial tablets shall be placed in such a manner as to maintain wherever possible a proper alignment
- The use of bronze is approved for inscription plates when attached to monuments or memorial tablets of natural stone, provided the bronze has been cast from an alloy containing not less than 85% copper and not less than 5% lead
- No other metals are approved
- Bronze inscription plates (ribbons) shall be blind mounted or mounted with tamper proof hardware
- Bronze memorial tablets shall be blind mounted or tamper proof hardware mounted on a concrete base / foundation

## Single Plot Memorial Tablet Sizes

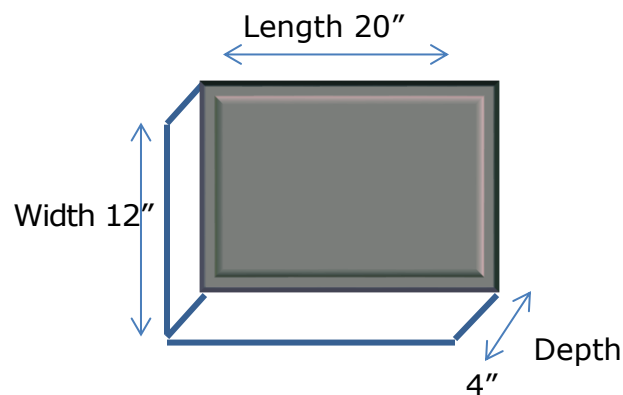
- Shall not exceed 26" length x 14" width
- Shall not be less than 4" in depth
- **For multiple burials of 4 (four) or 8 (eight) cremation interments all memorial tablets shall be no larger than 20" length x 12" width**
- Shall be properly set in concrete if required according to the specifications

## Double Plot Memorial Tablet Sizes

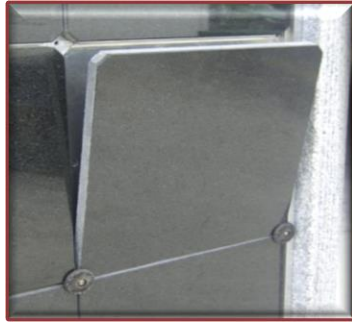
- Shall not exceed 36" length x 14 width" (3.5 sq. ft.) and shall be in place of a monument set at the head of the plot
- Shall be not less than 4" depth
- Shall be properly set in concrete if required according to the specifications
- Anything over 42" in length must include a concrete foundation with 10mm reinforcing steel

## FIELD OF HONOUR MEMORIAL TABLET

- The Memorial tablet shall be the Last Post design (grey granite)
- Size must be 20" length x 12" width and 4" depth
- Field of Honour memorial tablets do not need to be set in concrete or have a foundation



## COLUMBARIUM NICHE COVER



- The Columbarium niche cover for **columbarium A, B, and C** is made of black granite and is 11  $\frac{3}{4}$  "long x 11  $\frac{3}{4}$  " wide in size
- The Columbarium niche cover for **columbarium D and E** is made of black granite and is 12.25" in height (left and right sides) x 13" in width (top and bottom lengths) in size
- Any expense to have the niche cover engraved shall be covered by the owner of the niche
- The removal or installation of the niche cover must be done by administration
- The engraving must be done in the font of Modified Roman SR
- To avoid the cost of shipping, we highly recommend that all engravings for the niche cover be handled through our local Monument Company
- The owner may make arrangements to have the niche cover engraved just before a pre booked interment