

MONUMENT REGULATIONS

Effective January 1, 2020

Table of Contents

1) 1. DEFINITIONS.....	3
2) 2. GENERAL	4
2.1 Approved Materials	4
2.2 Approval Process	4
2.3 Condition to Install Monument	4
2.4 Monument Placement on Lot	4
2.5 Foundations	5
2.6 Maximum Monuments	6
2.7 Responsibility for Damage	6
2.8 Authority for Monument Placement	6
2.9 Installation	6
2.10 Statues and Vases	6
2.11 Notification and Responsibility	7
2.12 Surnames and Name Placement	7
2.13 Responsibility for Monument	7
2.14 Non-Interment Memorization	7
2.15 Removal of Monuments	7
2.16 Cremains in Monuments	7
3) 3. SPECIFICATIONS.....	8
3.1 General	8
3.2 Flat Monuments	8
3.3 Pillow Monuments	8
3.4 Upright Monuments	9
3.5 Footstone Monuments	9
3.6 Field of Honour Section	10
3.7 Cremated Human Remains Sections	10
3.8 Communal Graves	11
4) 4. PRE-POURED CONCRETE RIBBONS/STRIPS	11
5) 5. COLUMBARIA	11

5.1 Columbarium #1, 3, 4, 5, 7 and 8	11
5.2 Columbarium 2	12
5.3 Columbarium 6	12
6) 6. NON-STANDARD MONUMENTS	12
7) 7. NON-COMPLIANCE OF MONUMENT REGULATIONS.....	12
8) 8. CENTRAL FEATURE MONUMENT	13
9) 9. DRAWINGS	14
Appendix A – Upright Monuments	14
Appendix B – Pillow Monuments	15
Appendix C – Field of Honour Headstone	16
Appendix D – Flat Markers/Monuments	17
Appendix E – Placement of Monuments on Full Size Lots	18
Appendix F – Statue/Vase Placement	19
Appendix G – Foundation on Un-level Ground	20

1. DEFINITIONS

- (a) Adult means a person ten (10) years of age and older
- (b) Base means a Rock Pitch or smooth edge structure of granite or marble with a smooth top and bottom which is placed on the Foundation and upon which a Monument, or Plinth, is placed
- (c) Bronze means a metal consisting of alloy content being: not less than 85 - 88% Copper, not less than 4.5 - 6% Tin, not more than 5 - 6% Zinc, not more than 2 - 5% Lead, not more than 1 - 2% all other metals
- (d) Child means a person over five (5) years of age and under ten (10)
- (e) Cremation means a human body reduced to ash and mineral compound
- (f) Concrete Ribbon means a cast-in-place concrete pad of varying length covering more than one lot set at level and upon which Bases and/or Monuments are placed
- (c) Flat Monument means a structure of granite, marble, or bronze that is flush with the ground and inscribed with lettering and/or art work
- (d) Footstone Monument means a Flat Monument placed at the foot of a lot
- (e) Foundation means a pre-poured or cast-in-place concrete pad or granite pad set level and upon which a base and/or a Monument is placed
- (g) Headstone means a Monument placed at the head of a lot
- (h) Infant means a person five (5) years of age and under
- (i) Interment Rights means leave and license as per City of Medicine Hat Bylaw 3121, granted by the City to a person to allow the interment of human remains or cremated human remains in a designated grave site, columbarium or mausoleum in accordance with the Bylaw #3121.
- (j) Licensee means a person who has been granted the Interment Rights by the City for one or more lots within the cemetery
- (k) Monument means a memorial structure of granite, marble, or bronze inscribed with such lettering and/or artwork as may be desired by the Licensee of the Interment Rights of a lot. Engraving on memorials are to be free from any language that has the ability or is perceived to have the ability to be considered hate speech, feature racial or ethnic slurs, or words considered or deemed inappropriate either in the present or past.

- (l) Pillow Monument means a rectangular, or sloped structure of granite, marble or bronze inscribed with lettering and/or art work as may be desired by the Licensee of the Interment Rights of a lot
- (m) Plinth means a Rock Pitch or smooth edge structure of granite or marble that is installed between the Monument and Foundation to allow for additional memorialization
- (n) Rock Pitch means the rough granite on the circumference of the Monument, Plinth, or Base
- (o) Upright Monument means a generally rectangular shaped upright structure of granite, marble, or bronze inscribed with lettering and/or art work as may be desired by the Licensee of the Interment Rights of a lot

2. GENERAL

2.1 Approved Materials

Monuments are to be constructed of granite, marble, bronze or other similar material as per City of Medicine Hat Cemetery Bylaw #3121.

2.2 Approval Process

- No Monument may be placed, altered or removed from any lot until the appropriate permit form and fees have been submitted to Hillside Cemetery and approved by the Cemeteries Services Foreman.
- All applications for Monuments must be made on the permit forms available from the Cemetery Office.
- Applications shall be submitted to the cemetery office during normal office hours only.
- Payment of the Monument fee is due at the time the application is made or within time specified on an invoice.
- Upon approval and installation, a copy shall be returned to the applicant.

2.3 Condition to Install Monument

The standard price of a lot must be paid in full prior to the placement of a Monument.

2.4 Monument Placement on Lot

- All Foundations and Monuments must be confined within the boundaries of the respective lots.
- All Monuments must be placed in proper alignment consistent with grave Monuments on adjacent lots.
- All Monuments placed at the head of the lot (Headstone) must be installed facing the centre of the lot.
- All Monuments placed at the foot of the lot (Footstone) must be installed facing away from the centre of the lot.

2.5 Foundations

- 4 inch/10 cm minimum thickness and is restricted to the maximum width of a lot(s)
- No Foundation(s) may be placed, altered or removed without the written approval of the Cemeteries Services Foreman.
- Foundations will be placed/installed only by Hillside Cemetery Staff
- Fees must be paid prior to placement.
- The Foundation under a Monument must allow for a **minimum of 3 in (8 cm) exposed concrete/granite**, around the Monument or Base. This is measured from the furthest, most outside edge of the Base or Monument.
- **1/8 in (4 mm) spacers will be required** between the Base and Foundation to allow cemetery staff to lift the Base if needed for grave preparation.
- When a lot is sold back to the City and a Foundation has to be moved off the site, a fee will be deducted from the lot return amount.

(a) Concrete Foundations

- A concrete Foundation produced and installed by Hillside Cemetery is guaranteed from structural defects for one year from the date of installation.
- Any Foundation not produced by Hillside Cemetery, are subject to the warranty of the producer and not Hillside Cemetery.
- Any damage caused by the installation of the Base or Monument is the responsibility of the installer.

(b) Granite Foundations

- Granite Foundations are to be delivered to the rear of the cemetery shop with the name of the client clearly identified on the Foundation. The Base and Headstone for that client will be retained by the Monument Company, off cemetery grounds, until the Foundation is installed.
- All granite Foundations must have all edges sawn straight. No rock pitching.
- A granite Foundation, not supplied by the City, is the responsibility of the Licensee of the Interment Rights for any theft, vandalism or damage incurred through normal cemetery operations. This includes Foundations that are stored for later placement on cemetery grounds.
- Due to the slippery surface, the granite Base for a Monument must be installed within two weeks of the granite Foundation. The Monument Company will be notified weekly as to which Foundations have been installed. The tall flagging may temporarily be used during the winter for public safety reasons.

Table 1: Foundation Sizes

Lot Size	Maximum Width
Full Size	26 in (91.5 cm)
Infant/Child	24 in (61 cm)
Cremation and Footstones	20 in (51 cm)

2.6 Maximum Monuments

- No more than two Monuments may be placed upon a single standard lot.
- If there is a Headstone placed on the lot, the second Monument must be a Footstone.

2.7 Responsibility for Damage

- The Licensee of the Interment Rights or Monument purchaser is liable and responsible for any damages caused to Monuments placed on a lot; including that of theft or vandalism. Hillside Cemetery and the City of Medicine Hat shall not be liable for any theft or vandalism to a Monument, Plinth, Base, or Foundation.

2.8 Authority for Monument Placement

- The Licensee or designate of a lot(s) is the decision-maker.
- Persons other than the Licensee, make Monument placement applications at their own risk.
- The City does not accept responsibility for resolving family disputes.

2.9 Installation

- Installation of Flat Monuments and Foundations will not be permitted between November 1 and April 30, due to unfavourable weather conditions.
- If weather permits, cemetery staff will complete installations at their discretion.
- Installations not completed prior to the cut-off date shall be installed prior to June 21 the following year.
- Installation of Footstones and Foundations for Monuments shall not take place until the gravesite is suitably landscaped.

2.10 Statues and Vases

- All vases and statues must be permanently attached, make up part of the Monument, and positioned so that no part extends beyond the length or width of the Base nor extends above the total Monument height prescribed in these regulations.
- Attached statues and vases must be constructed of non- breakable material
- Vases must be of a permanent finish that will not wear, chip or deteriorate under normal cemetery conditions
- Any vases which are deteriorated or damaged may be removed at the City's sole discretion.
- Statues and vases shall not be placed on Foundations. The exception is the Field of Honour where vases may be attached on the continuous Concrete Ribbon/strip Foundation on the north side of all Headstones.
- Metal vases that use a tab to slide under the Monument to hold the vase in place are not permitted.

2.11 Notification and Responsibility

- Anyone carrying out any Monument work in Hillside Cemetery shall advise the cemetery office upon arrival.
- Any damages to the cemetery grounds or fixtures are the responsibility of the damager. Restoration and repair must be completed to the satisfaction of the Cemeteries Services Foreman.

2.12 Surnames and Name Placement

- The surname inscribed on a Monument must match the Cemetery's burial records.
- If a request for a different surname inscription is requested, the recorded name must either be legally changed or appear elsewhere on the inscription (legal name may appear in smaller font or in parenthesis).
- If a Monument is marking more than one grave, it is the responsibility of the person making the application to ensure the inscription corresponds with the correct sides or location of the burials.

2.13 Responsibility for Monument

- The City accepts no responsibility for normal wear/deterioration of the Monuments or markers due to normal wear or deterioration.
- Minor chipping of the Base of the Monuments from turf mowing or grave preparation operations is considered normal wear/deterioration.

2.14 Non-Interment Memorization

- If a Monument is installed or altered for a person not interred in the Cemetery, the inscription must clearly indicate that no burial has taken place.

2.15 Removal of Monuments

- The City may, at its sole discretion, remove and dispose of any Monument, structure, or fixture if it becomes unsightly or is deemed unsafe to the public and/or cemetery staff.
- A written notification will be sent by Hillside Cemetery to the last known address of the Licensee or next-of-kin prior to work being completed. If no response is received after a 60 day waiting period, it will be removed. If it is a safety issue it will be removed and stored immediately.

2.16 Cremains in Monuments

- If a Monument is designed to receive the interment of cremated remains, the Cemetery Services Foreman must give approval of interment prior to placement.
- When the interment of cremains takes place, a cemetery employee must be present and an administrative fee will apply.

2.17 Regulations will be reviewed every 5 years

3. SPECIFICATIONS

3.1 General

Definitions:

- (a) Length shall mean the left to right measurement of the Monument as it would face the lot
- (b) Width shall mean the measurement of the Monument, as it would face the lot, from the head to the foot of the lot
- (c) Height shall mean the measurement of the Monument from the Foundation to the highest portion of the top of the Monument. This measurement shall include all Bases and/or Plinths

3.2 Flat Monuments

- The top of a Flat Monument must be aligned with the level of the ground in which it is set.
- Bronze Flat Monuments must be set in/on a suitable Foundation.
- A Flat Monument must be placed in a concrete Foundation with a minimum of **3 in (8 cm)** of concrete surrounding the perimeter of the Monument or be part of a complete granite Monument where at least **3 in (8 cm)** of granite around the perimeter is unmarked.
- No statues or fixtures (other than approved bronze plaques) shall be permitted on any Flat Monument. Photos must be flush mounted and not sit above the surface of the monument.

Table 2: Maximum Size of Flat Monuments

Type	Length	Width
Single Headstone	42 in (107 cm)	18 in (45 cm)
Double/Multiple Headstone	See Note below	18 in (45 cm)
Infant/Child Headstone	20 in (50 cm)	12 in (30 cm)
Single Footstone	24 in (61 cm)	14 in (35 cm)
Infant/Child Footstone	20 in (50 cm)	12 in (30 cm)

Note: Maximum Length will be determined by the number of lots the Monument is intended to service. At no time may the Foundation exceed the combined total Width of the lot(s)

3.3 Pillow Monuments

- The top of a Pillow Monument is inscribed with lettering and/or artwork chosen by the Licensee of the Interment Rights.
- May or may not be set on a granite or marble Base/Plinth.
- Must be set on a Foundation projecting **3 in (8 cm)** on all sides of the Pillow Monument or Base/Plinth.
- Shall be placed only at the head of the lot.

Table 3: Maximum Size of Pillow Monuments (including Rock Pitch edge)

Type	Length	Width	Height including base (measured vertically from the Foundation)
Single	42 in (107 cm)	20 in (50 cm)	16 in (41 cm)
Double or Multiples	See Note below	20 in (50 cm)	16 in (41 cm)
Infant/Child	30 in (76 cm)	18 in (46 cm)	16 in (41 cm)

Note: Maximum Length is determined by the number of lots the Monument is intended to service. At no time may the Foundation exceed the combined total Width of the lot(s)

3.4 Upright Monuments

- Must be placed only at the head of the lot.
- May or may not be set on a granite or marble Base/Plinth.
- If a granite or marble Base/Plinth is used, the Foundation will project no less than **3 in (8 cm)** on each side of the Base/Plinth
- No portion of an Upright Monument/Base/Plinth shall protrude beyond **3 in (8 cm)** inside the outer limits of the Foundation
- Width shall be relative to Height at a rate of **2 in (5 cm) thickness per 1 ft (30 cm) of Height** i.e. 8 in Width/48 in. Height. Minimum thickness of 4 inches.
- For stability, the surface contact of the bottom of the Monument must equal at least 80% of the Width and Length of the Monument
- Any Upright Monument erected must have the Base and Monument joined, front and back, by use of a non-permanent setting compound
- Monuments cannot be permanently attached or pinned to the Foundation.

Table 4: Maximum Sizes for Upright Monuments_(including Rock Pitch edge)

Type	Length	Width	Height (measured vertically from the Foundation)
Single	42 in (107 cm)	20 in (50 cm)	48 in (122 cm)
Double or Multiples	See Note below	20 in (50 cm)	48 in (122 cm)
Infant/Child	30 in (76 cm)	18 in (46 cm)	48 in (122 cm)

Note: Maximum Length will be determined by the number of lots the Monument is intended to service. At no time may the Foundation exceed the combined total Width of the lot(s)

3.5 Footstone Monuments

- The top of a Footstone Monument must be aligned with the level of the ground in which it is set.
- Bronze Flat Monuments must be set in/on a suitable Foundation.
- A Footstone Monument must be placed in a concrete Foundation or constructed of granite with a minimum concrete/granite surrounding perimeter of **3 in (8 cm)**.

- No vases, statues or other adaptations for flowers are allowed on Footstones.
- No Footstone(s) shall be placed until all casket interments are completed in the lot.

Table 5: Maximum Size of Footstone Monuments

Type	Length	Width
Adult Footstone Monument	24 in (61 cm)	14 in (35 cm)
Infant/Child Footstone	20 in (50 cm)	12 in (30 cm)

3.6 Field of Honour Section

- All Monuments placed in the Field of Honour shall be constructed of Barre or Stanstead Grey Granite with ‘all-steeled’ finish.
- Upright Headstone Monuments are to have an oval top.
- Field of Honour Monuments may not be set on a granite or marble Base/Plinth.
- Monuments must be set in a 48 in (122 cm) x 20 in (50 cm) concrete Foundation.
- Footstones must be flush mounted in a concrete Foundation or constructed of granite, projecting a minimum **3 in (8 cm)** of concrete/unmarked granite on all sides of the Monument.
- Headstones shall be installed with the stone **21 in (81 cm)** above grade.
- War Graves Commission Headstones shall not be painted, have pictures, or be altered in any way.
- One family member may be additionally memorialized on a Field of Honour Headstone however, the veteran must always be the highest name and the engraving consistent.

Table 6: Maximum size of Field of Honour Monuments (including rough edge)

Type	Length	Width	Height
Upright Headstone	15 in (38 cm)	3 in (8 cm)	39 in (99 cm)
Flat Footstone	24 in (61 cm)	14 in (35 cm)	

3.7 Cremated Human Remains Sections

- All Cremation lots are 3 ft (91 cm) x 3 ft (91 cm).
- Cremated lots must have Flat Monuments.
- The top of a Flat Monument must be aligned with the level of the ground in which it is set.
- Bronze Flat Monuments must be set in/on a suitable Foundation.
- A Flat Monument must be placed in a concrete Foundation or constructed of granite, projecting a minimum **3 in (8 cm)** of concrete/unmarked granite on all sides of the Monument.
- Vases in a Flat Monument section must be able to be lowered to almost flush with the surface of the Monument when not in use and preferably be part of the Monument.
- If vases are additional to a Monument, the appropriate amount of concrete Foundation will be added at an additional charge. Vases are only allowed on the left side of the Monument.
- Any other adaptations to the Monument to hold objects such as flowers or lights are not permitted.

- If the Monument is entirely granite, including the border, and is the maximum length allowed, the inscription shall be laid out in a manner that would allow a vase to still be installed on the left side as part of the Monument allowing a 3 inch border.
- If the Monument is made of granite or bronze and it is set in concrete allowing a 3 inch border, if a vase is placed, the Monument shall be of a size to still allow a 3 inch border once the vase is placed.

Table 7: Maximum size of Flat Monuments Located in Cremated Human Remains Sections (Without 3 in (8 cm) border)

Type	Length	Width
Single Headstone	28 in (71 cm)	14 in (35 cm)
Multiple lots	See note below	14 in (35 cm)

Note: Maximum Length will be determined by the number of lots the Monument is intended to service. At no time may the Foundation exceed the combined total Width of the lot(s)

3.8 Communal Graves

- Infant communal graves can be marked with Flat Monuments only, no vases allowed.
- The first Monument on the grave will be at the top and any additional Monuments will be placed proceeding to the foot of the lot with the lot divided equally in quarters

Table 8: Maximum size of Flat Monuments for Communal Graves Sections (Without 3 in (8 cm) border)

Type	Length	Width
Flat Monument	20 in (50 cm)	12 in (30 cm)

4. PRE-POURED CONCRETE RIBBONS/STRIPS

- Monuments are restricted to a size that allows **3 in (8 cm)** of exposed concrete around the entire limits of the memorial Monument whether it is a smooth or Rock Pitch surface.
- Only a permit fee will be applied as Foundation fees have been paid at the time of the lot purchase.

5. COLUMBARIA

5.1 Columbarium #1, 3, 4, 5, 7 and 8

- Individual niche shutters are approximately 12 in (30 cm) x 12 in (30 cm).
- For font and spacing of engraving refer to the Cemeteries Services Foreman. The dash between years is the only space that can be replaced with artwork (subject to approval).
- Engraving is the only method to be used for memorialization.
- Final engraving draft must be approved and signed off by the Cemeteries Services Foreman before engraving to ensure specification have been met.
- No plaques, vases or similar material are to be attached to the Columbarium in any manner.
- Niches cannot be sold back to the City of Medicine Hat once the engraving has been started.

- Errors made in the engraving process are not the responsibility of Hillside Cemetery.
 - There are no spare shutters to redo engravings if an engraving mistake occurs. When a columbarium is purchased, the monument company may order additional shutters at their expense and hold an inventory.
- The Cemeteries Services Foreman is to be advised, in writing, of any work to be done on the Columbarium 24 hours prior to work starting.
- Any damages to the Columbarium as a result of work performed by the engraver shall be repaired within 30 days at the expense of the engraver to the satisfaction of the Cemeteries Services Foreman.

5.2 Columbarium 2

- Niches are to be memorialized with star granite and bronze wreath 10 in (25.4) x 7 in (18 cm), Catalogue Number WH107.
- Only niche plate wreaths are permitted and must be inspected by the Cemeteries Services Foreman before installation.
- The wreath can have a bud vase.
- Installer is responsible for any damages to the niche cover from installation

5.3 Columbarium 6

- Individual niche shutters are approximately 13.75 in (35 cm) x 13.75 in (35 cm).
- All regulations in section 5.1 also apply to Columbarium 6.

6. NON-STANDARD MONUMENTS

- A request for any Monument or Foundation that does not conform to these regulations must be submitted, in writing, to the Cemeteries Services Foreman. The submission must have a detailed description of the request including drawing and dimensions.
- Written approval must be granted prior to any work proceeding.
- Previous Monuments installed at Hillside Cemetery do not act as precedence for any future work.

7. NON-COMPLIANCE OF MONUMENT REGULATIONS

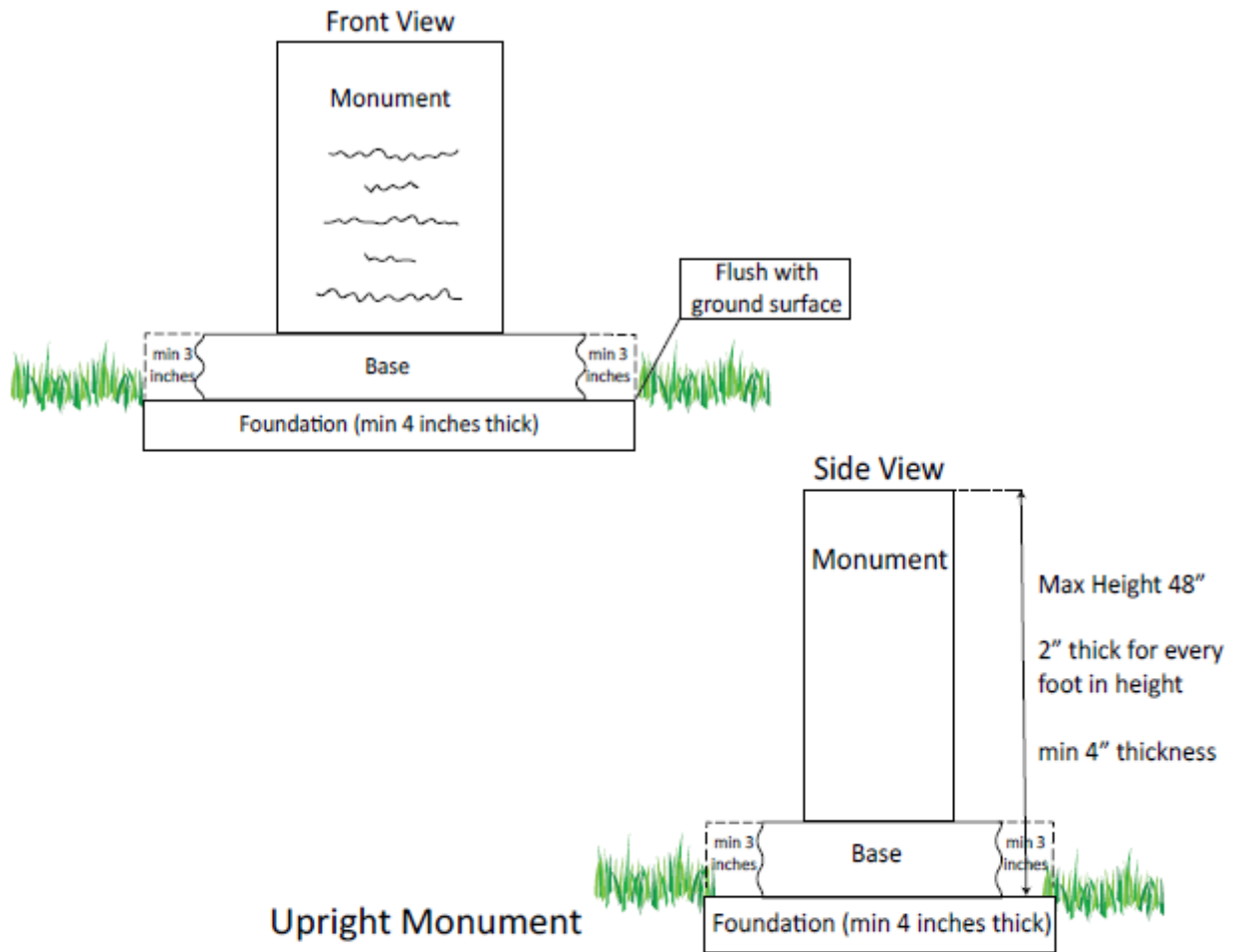
- Failure to follow any of the above regulations (after 90 days notification by the Cemeteries Services Foreman) will result in the removal, without exception, of the Monument or Foundation by cemetery staff.
- Deficiencies in a Foundation will result in its replacement, by cemetery staff, with a product of their choice. A service invoice will be billed to the monument company.
- If the Monument does not correspond to the measurements applied for in the permit, it shall be treated as non-compliant even if the permit was approved when submitted.

8. CENTRAL FEATURE MONUMENT

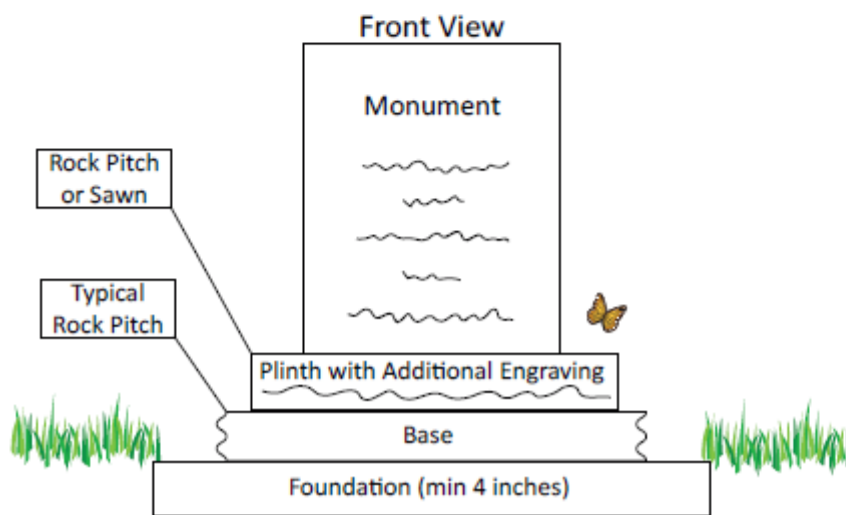
- Monuments designed to be a central feature may be exempt from the size restrictions for marking individual graves.
- All such Monuments shall require prior written approval from the Cemetery Services Foreman (or designate) to determine the aesthetic suitability, overall stability and resistance to vandalism.
- The City reserves the right to set a minimum standard for the Foundation.
- The parties making application for the Monument shall pay any design or consulting fees necessary to ensure a maintenance-free permanent Foundation.

9. DRAWINGS

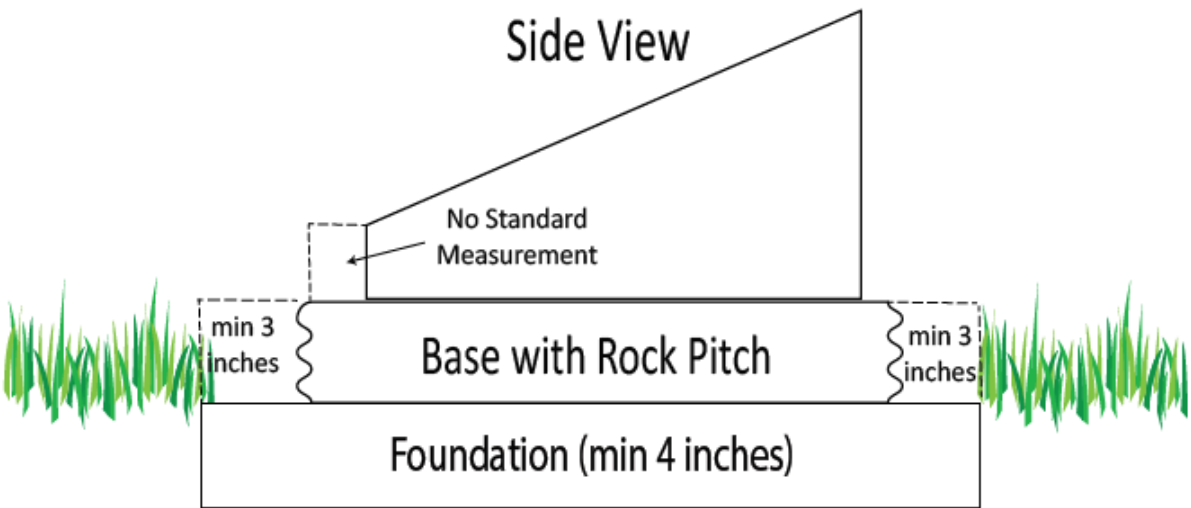
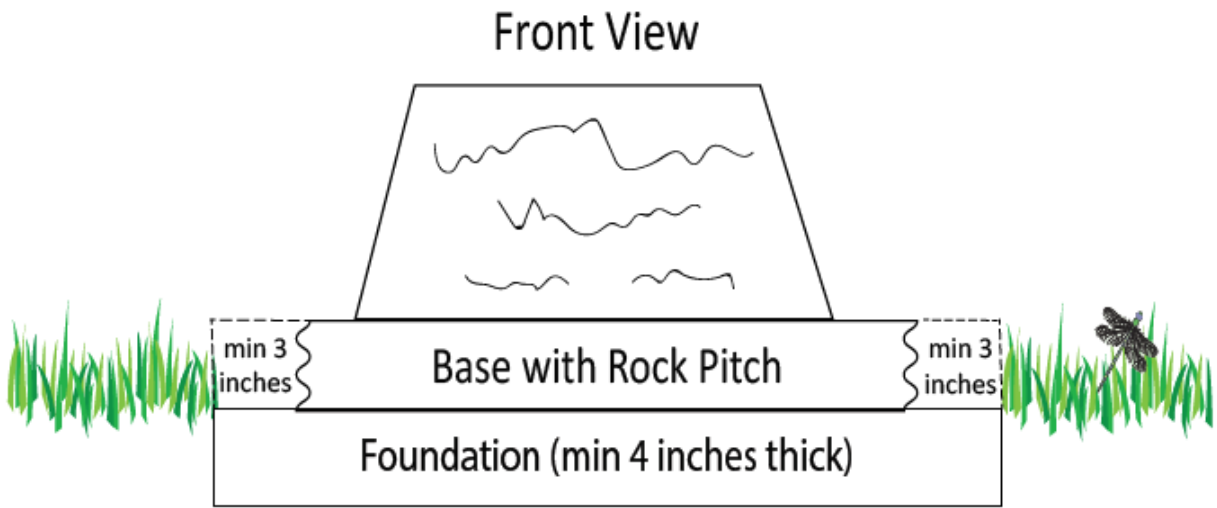
Appendix A – Upright Monuments



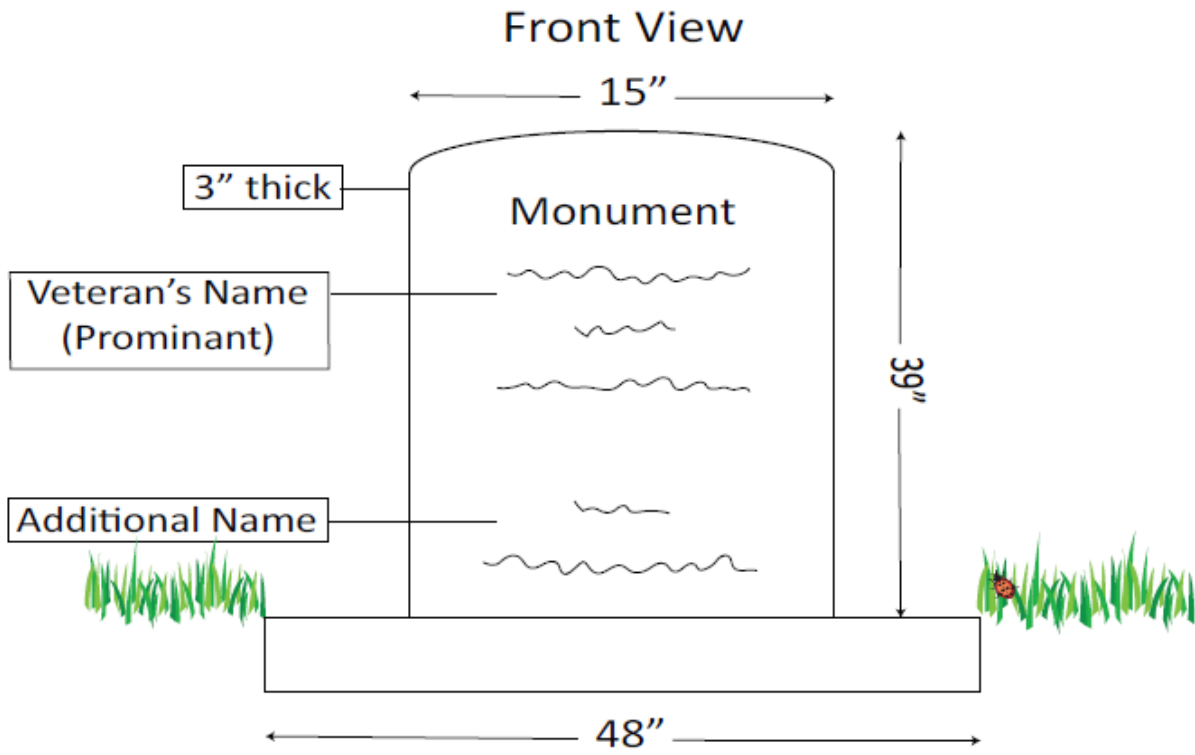
Upright Monument with Plinth



Appendix B – Pillow Monuments

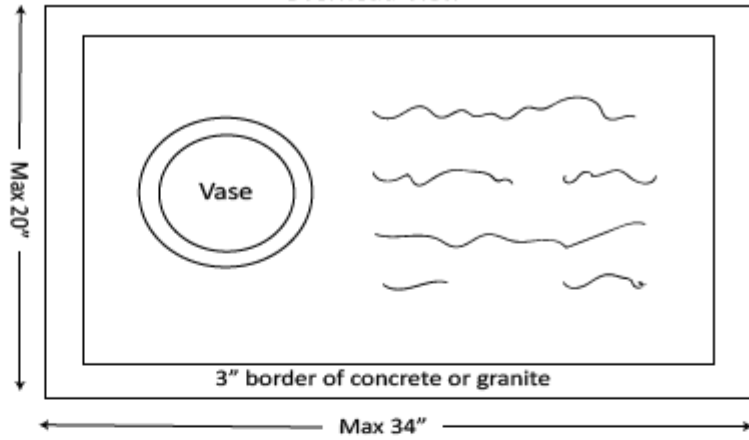


Appendix C – Field of Honour Headstone

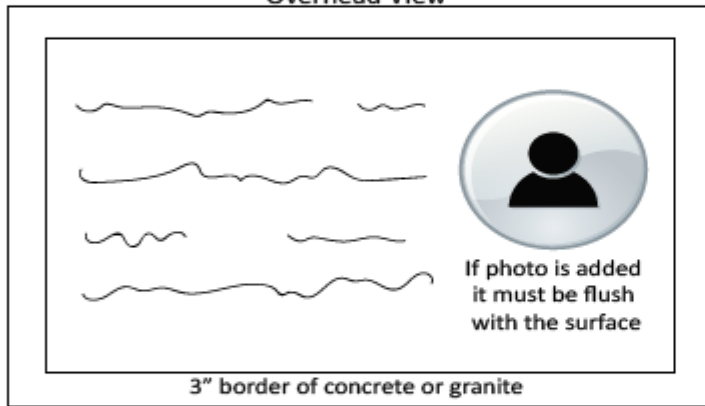


Appendix D – Flat Markers/Monuments

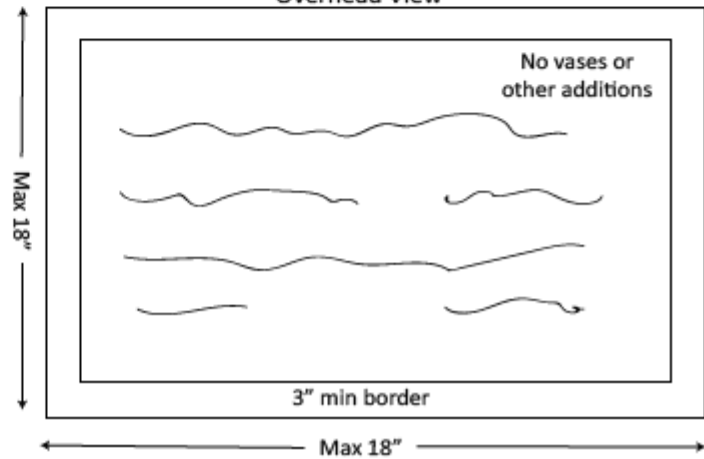
Cremation Flat Marker Section
Overhead View



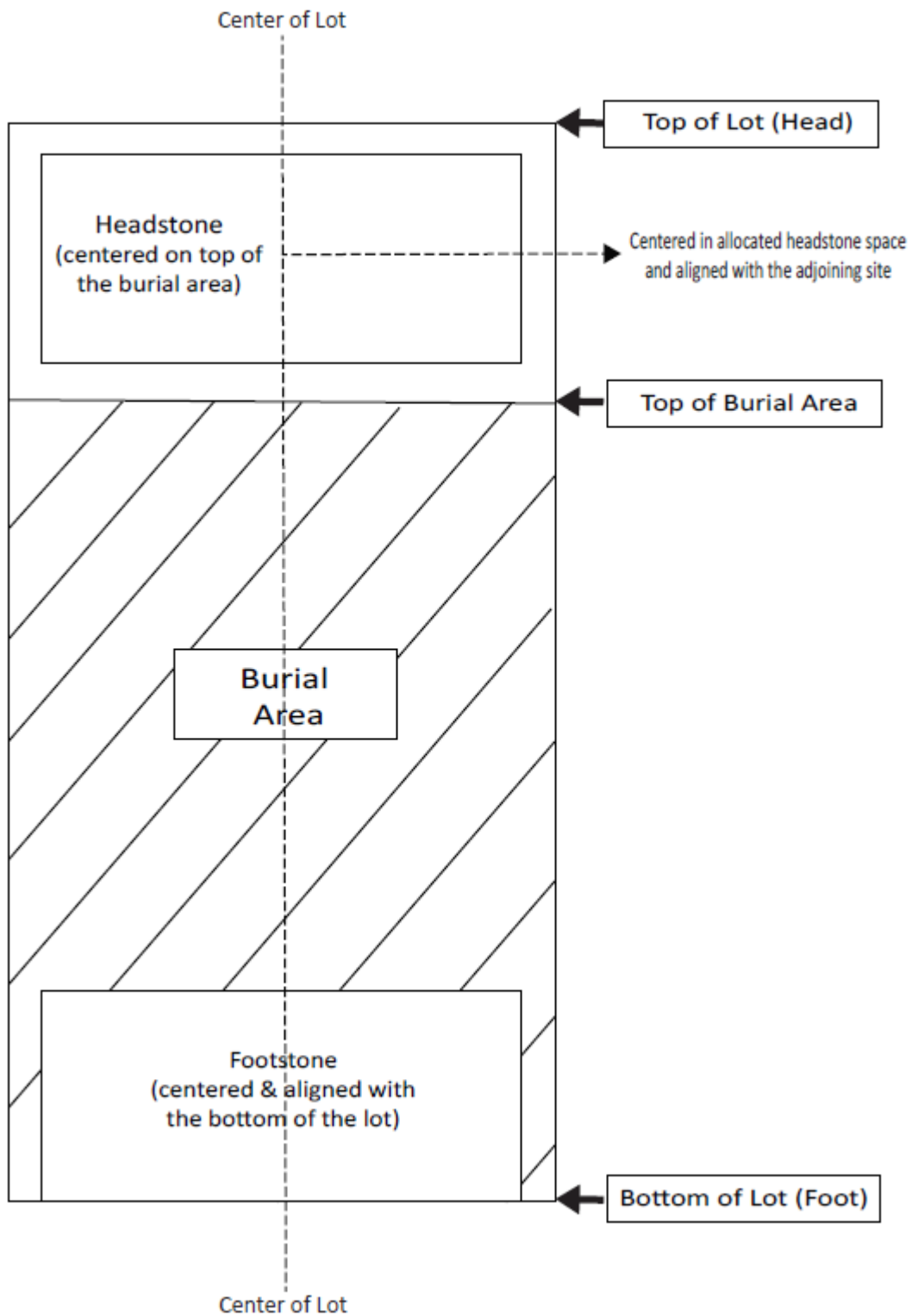
Flat Marker
Overhead View



Communal Grave Flat Monument
Overhead View

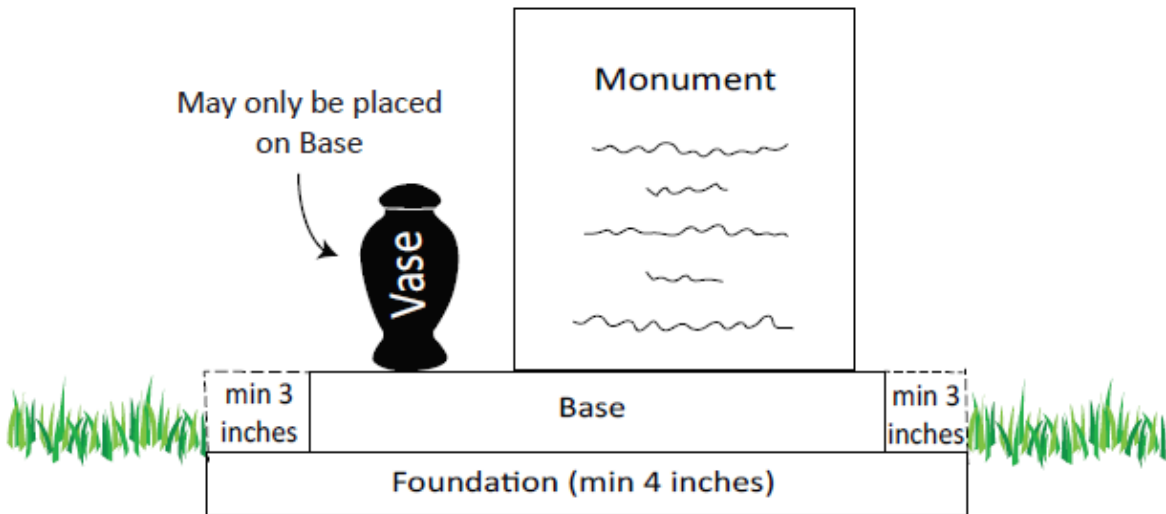


Appendix E – Placement of Monuments on Full Size Lots

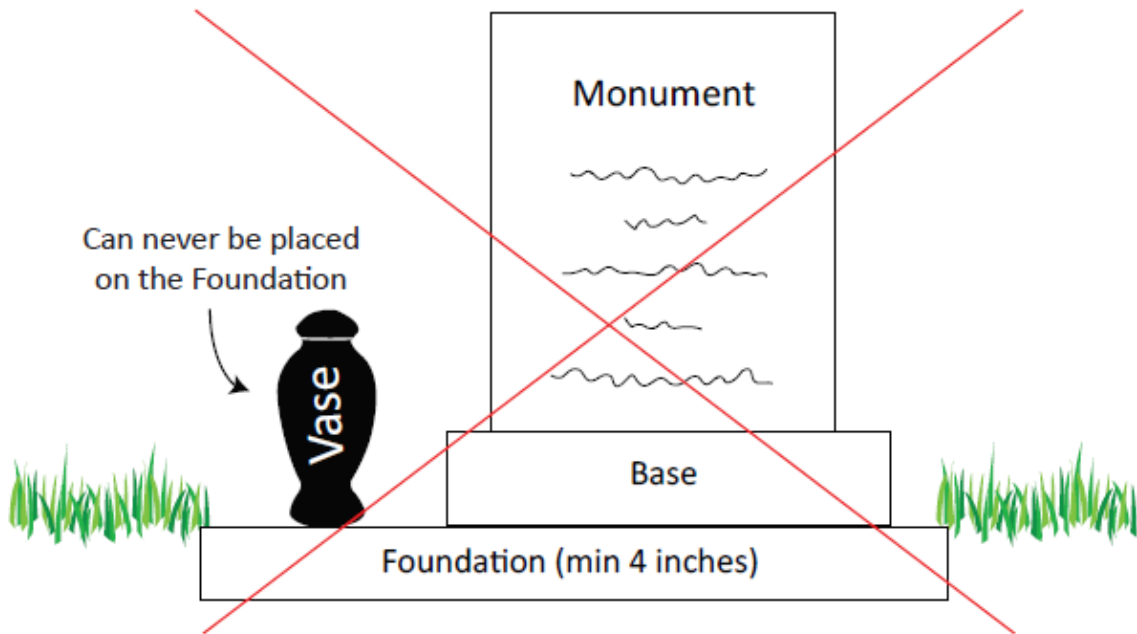


Appendix F – Statue/Vase Placement

Correct Front View



Incorrect Front View



Appendix G – Foundation on Un-level Ground

Foundation remains level
regardless of slope of grade

