



CITY OF
Lethbridge

**Mountain View Cemetery, St. Patrick's Cemetery
& Archmount Cemetery**

**Rules and Regulations Regarding Monuments
(Markers, Tablets, Plaques, & Ribbons) - Erection Of, Size, Materials, & Design**

Effective November 1, 2010

1. A permit for all memorialization is required at the office **prior to installation or changes** as set out in "Schedule G – Monument Type & Designated Block and Schedule E - Fees" of the City of Lethbridge Cemetery Bylaw. **Advance notice to the cemetery foreman or designate would be appreciated when possible so the location can be marked.**
2. Monuments shall be constructed of Bronze, Granite or Marble.
3. Memorialization must be in good taste and not considered offensive.
4. Clarification and interpretation of the specifications are at the discretion of the Director if contradictory opinions arise.
5. The City of Lethbridge is not responsible for any errors on monuments or memorialization.
6. Continuous concrete foundations are concrete strips set flush with the surrounding ground the complete length of a row to accommodate the setting of monuments.
7. In areas where a monument is set on a continuous foundation, a minimum of 2 inches of foundation will extend beyond the length of the monument to the plot edge, and a minimum of 3 inches of foundation will extend at the front and back of the monument.
8. All Bronze for plaques or ribbons placed on City of Lethbridge owned Columbarium Units and City of Lethbridge owned Monuments for memorialization must carry a certificate of warranty as to 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;
9. To ensure the consistent application of the following specifications, all measurements are described as follows:
 - **Length** shall mean the measurement of the monument as it would face the plot measured from left to right.
 - **Width** shall mean the measurement of the monument as it would face the plot measured from the head of the plot towards the foot of the plot.
 - **Height** shall mean the measurement of the monument from the concrete foundation to the highest portion of the top of the monument. This measurement shall include all bases placed to elevate the monument.

Monuments Defined

1. FLAT MONUMENTS

A flat monument shall mean a monument of approved granite, marble or bronze inscribed with such lettering as may be desired by the owner of the burial rights and approved by the Director. The face of the monument shall be aligned with the level of the ground in which it is set. A bronze flat monument must be set in/on a suitable concrete, granite or marble foundation protruding a minimum of 3" on all sides of the monument. A foundation installed as a border for a granite monument or a marble monument must have a minimum of 2 inches surrounding all sides.

Additional flat monuments may be installed in flat monument sections to identify the interment of cremated remains provided all the flat markers on the plot are poured and set in one continuous concrete pad. All flat monuments set in concrete shall have a minimum of 3 inches of concrete on all sides of the monument

Archmount Cemetery - Flat Monuments Only Size (including foundation)

PLOT	Length (Maximum)	Width (Maximum)	Thickness (Minimum)
Single Plot	42"	20"	3"
Multiple Plots	**	20"	3"
Babyland Plot	34"	20"	3"

** Maximum length will be determined by the number of plots the monument is intended to service. At no time may the monument exceed the combined total width of the plot.

Mountain View & St. Patrick's Cemeteries - Flat Monuments Only Size (including foundation)

PLOT	Length (Maximum)	Width (Maximum)	Thickness (Minimum)
Single Casket Section Double Depth Casket Section	48"	26"	3"
Multiple casket plots	**	26"	3"
Babyland Section	32"	24"	3"
Single Cremation Section Mountain View Cemetery Blk 24 Single Plot Multiple Plots	32" **	24" 24"	3" 3"
Double Cremation Section Mountain View Cemetery Blk 32 Single Plot Multiple Plots	48" **	26" 26"	3" 3"

**Maximum length will be determined by the number of plots the monument is intended to service. At no time may the monument exceed the combined total width of the plot.

2. PILLOW MONUMENTS

A pillow monument shall mean a flat, sloped section of granite or marble set so that the highest portion of the top of the pillow shall **not be more than 16 inches** measured vertically from the concrete foundation, and inscribed with such lettering as may be desired by the owner of the burial rights and approved by the Director. The pillow may or may not be set on a granite or marble base. If a granite or marble base is used, it shall project not less than 3" on all sides of the pillow and be of a thickness not greater than 8", and not less than 3". All pillow monuments with or without marble or granite bases shall be set on a concrete foundation that projects a minimum of 3" on all sides of the pillow. The foundation will be set to ground level.

Foundation Size for Pillow Monuments

PLOT	Length (Maximum)	Width (Maximum)	Thickness (Minimum)
Single or Double Depth Casket Sections	48"	26"	3"
Multiple casket plots	**	26"	3"
Babyland Section	32"	24"	3"
Single Cremation Section Mountain View Cemetery Blk 24	32"	24"	3"
Single Plot	**	24"	3"
Multiple Plots			
Double Cremation Section Mountain View Cemetery Blk32	48"	26"	3"
Single plot	**	26"	3"
Multiple plots			

**Maximum length will be determined by the number of lots the monument is intended to service. At no time may the monument exceed the combined total width of the plot.

3. UPRIGHT MONUMENTS

An upright monument shall mean a section of granite or marble set so that the highest portion of the top of the monument shall not be more than 36 inches, except upright monuments in Blocks 27, 28, 29, and 31 which may be a **maximum height of 48 inches**, measured vertically from the concrete foundation, and inscribed with such lettering as may be desired by the owner of the burial rights and approved by the Director. The monument may or may not be set on a granite or marble base. If a granite or marble base is used, it shall project not less than 3" on all sides of the monument and be of a thickness not greater than 8", and not less than 3". **The monument base in Blocks 27, 28, 29, and 31 may be a maximum of 44 inches.** All upright monuments with or without marble or granite bases shall be set on a concrete foundation project a minimum of 3" on all sides of the monument. The foundation will be set to ground level.

Additional upright monument may be installed on plots in upright sections to identify the interment of cremated remains, provided, all monuments on the plot are set on one continuous foundation, and a minimum of 4" clearance from the edge of the monuments to the edge of the foundation is maintained on all sides.

Foundation Size for Upright Monuments

PLOT	Length (Maximum)	Width (Maximum)	Thickness (Minimum)
Single or Double Depth Casket Sections	48"	26"	3"
Multiple casket plots	**	26"	3"
Babyland Section	32"	24"	3"
Single Cremation Section Mountain View Cemetery Blk 24	32"	24"	3"
Single Plot	**	24"	3"
Multiple Plots			
Double Cremation Section Mountain View Cemetery Blk32	48"	26"	3"
Single plot	**	26"	3"
Multiple plots			

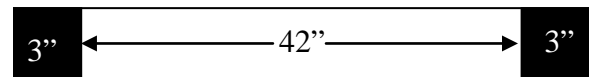
**Maximum length will be determined by the number of lots the monument is intended to service. At no time may the monument exceed the combined total width of the plot.

Quick Reference for Upright Monuments – Includes Diagrams

1. Please note “A **permit** for all Memorialization is required at the office **prior to installation or changes** as set out in Schedule E of the City of Lethbridge Cemetery Bylaw.”
2. These diagrams are intended to be used in conjunction with the complete regulations document and the Cemetery Bylaw.
3. These measurements are for Single, Double Depth Casket Sections and Block 32 our Double Cremation Section (*please reference complete regulations for Babyland and Single Cremation Sections as well as for width & thickness specifications*).
4. All measurements must encompass the most outer edge of the monument.
5. Height where upright monuments are allowed – 36” except in Blocks 27, 28, 29, 31, 32 & 33 where 48” is allowed.
6. Maximum length will be determined by the number of plots the monument is intended to service. At no time may the monument exceed the combined total width of the plot.
7. All monuments with or without a marble or granite base must have a minimum of 3” on all sides of the monument.

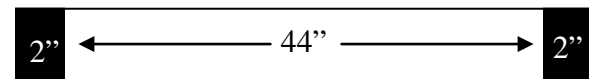
Maximum’s for Upright Monuments – Single Plot

Stone – Maximum Width 20”
 Maximum Length – 42” plus 3” border
 required on either end = 48”



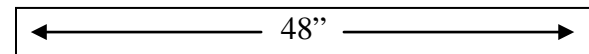
Monument (Additional 1” Border)

Base – Maximum Width 22”
 Maximum Length – 44” plus 2” border
 required on either end = 48”



Base (Allows for the 2” Border)

Foundation
 Maximum Length – 48”
 Maximum Width – 26”



Foundation (Poured or on Continuous)

Maximum’s for Upright Monuments – Double Plot

Stone – Maximum Width 20” (26” - 3” on each of the front & back)
 Maximum Length – 88” (additional 1” on either end to equal required 3” = total 96”)
 3” [42 + 2 + 2 + 42 = 88”] 3”

Base (not compulsory) – Maximum Width 22” (26” – 2” on each of the front & back)
 Maximum Length – 92” (2” border on either end = total 96”)
 2” [44 + 2 + 2 + 44 = 92”] 2”

Foundation
 Maximum Length – 96” (2 x 48”)
 Maximum Width – 26”

4. FOOTSTONES

Footstones will be permitted in sections of the cemeteries open for burials prior to 1958 (Plan 1, Blocks A to G and up to and including Block 12). The footstones shall be made of granite, placed at the foot of the plot and set flush with the surface of the ground. The maximum size will be 24" long and 16" wide with no foundation.

Blocks sold prior to 1958 - No Foundation

PLOT	Length (Maximum)	Width (Maximum)	Thickness (Minimum)
Single	24"	16"	3"

5. FIELD OF HONOUR MONUMENTS

The Field of Honour Committee has made the request to help keep the Field of Honour monuments uniform in appearance. The monuments in Blocks 16 and 30 will be a sloping grey granite monument, a size of 17" long, 12" wide, 3" high at front and 7" high at back, with a smooth vertical edge that will accommodate an inscription.

Veteran's Inscription on the marker must be in either English or French and follow the following guidelines:

- Veteran's name and initial
- Rank (Optional)
- Military decoration (Optional)
- Unit or service with engraved badge of service (Optional)
- Age, Date of Birth, Date of Death
- A Latin Cross, Star of David or any other symbol denoting religious denomination of regulation size (Optional)
- Other suitable inscription such as, Rest in Peace, Forever Remembered, etc.

Spouse Inscription is only permitted on the front vertical edge of the marker and may include:

- Given names,
- Date of birth,
- Date of death

No defacement or alterations to the markers will be permitted, such as the addition of pictures, plaques, badges, other objects or other insignia.

Flower Vases:

- Flower vases for Blocks 16 and 30 shall be metal smooth four-sided vases, dark grey or black in color
- Only one permanent vase will be permitted with each headstone
- The vase shall be installed on the continuous concrete foundation on the **North** side of all markers
- Vases can be either anchored to the concrete foundation or have the anchor strap extend under the headstone.

Blocks 16 and 30 on Continuous foundation

PLOT	Length (Maximum)	Width (Maximum)	Thickness
Veteran	17"	12"	3" Front 7" Back

6. COLUMBARIUM BRONZE MEMORIALS – UNITS C1, C2, C3 AND C4

- Only Bronze Plaques will be allowed to memorialize interments on these units.
- All Bronze must carry a certificate of warranty as to alloy content.
- Maximum size for single niche plaque shall not exceed 11½” x 11½”
- Maximum size for double niche plaque shall not exceed 11½” x 23” (must cover 2 niches)
- All plaques must be bolted to the columbarium granite face.
- The use of a Bronze vase will be allowed.
- Vases shall be bolted to or be cast with the bronze plaque.
- The use of other decorations or attachments is not permitted.
- The plaque supplier shall be responsible for the installation of the plaque.
- If, during the installation of the plaques, the columbarium is damaged, the installer shall be responsible to repair, or replace the damaged area to the satisfaction of the City.
- A monument permit will be required for all plaques placed on a Columbarium door. The permit will include the size of the plaque, verification of required alloy content and the signature of the owner accepting responsibility to maintain the plaque.
- A permit fee as set forth in Schedule “E” of this Bylaw will apply to all plaques.
- Contracts signed after January 1, 2000 will include the permit fee, a completed permit form will be required at the time of installation of a plaque.

7. COLUMBARIUM - UNITS C5, C6, C7 AND C8 (ENGRAVING DIRECTLY ON GRANITE FACE)

- The door of each unit will be used to engrave the desired memorial.
- Engraving is the only method to be used for memorialization.
- No coloring or blackening of letters will be allowed.
- Any damage to a columbarium unit as a result of work performed by the engraver or his employee shall be repaired at the expense of the engraver within 30 days and to the satisfaction of the Director.
- Niches sold back to the city once engraving has been started will be charged the current cost of a door replacement.
- *All lettering is to be done in Press Condensed Roman Font or a Font that closely matches it.*
- One inch of space must be left on all sides of the door's edges.
- *Font & space sizes may range to accommodate the best fit of names, dates & memorialization*
- Memorialization may include a language other than English but must conform as closely as possible to the Press Condensed Font.
- A small ribbon vase appliqué (must not be bolted or screwed onto face) may be placed in the lower left-hand corner (1 ½ inches wide and 3 ½ inches long in size).
- A portrait may be placed in the upper right-hand corner and may be either etched or in a porcelain in an oval appliqué (maximum size 2 ½ inches wide by 3 1/8 inches long).
- Further personalization will be permitted as space permits.

8. BRONZE RIBBON - CITY OWNED MEMORIAL MONUMENTS

A Bronze Ribbon may be placed on a City owned memorial monument after a completed contract of purchase of space has been signed with the City. The Bronze Ribbon shall require the same alloy content as previously described.

MEMORIAL SPACE	Height	Width	Thickness
Single	2"	10"	

9. BRONZE PLAQUE/RIBBON

A bronze plaque or ribbon may be placed on an existing monument requiring all conditions of the Cemetery By-Law.

VASES ON MONUMENTS

1. GENERAL

- Vases will be permitted in the cemetery provided that they are not of glass, pottery or other brittle material and that they conform to the size specified below and that they are anchored and maintained as specified below.
- Vases must be so placed that there is a concrete or granite foundation at least 3" wide between any part of the vase and the edge of the turf. This 3" clearance must extend vertically. The edge of the vase retaining ring should be of a minimum of 2" from the edge of the turf.
- Vases in a flat monument section must be such that they can be recessed flush with the surface of the monument when not in use.
- Vases must be of a permanent finish that will not wear, chip or deteriorate under normal cemetery conditions.
- Any company installing monuments with vases in the cemetery must be prepared to provide that City with a ten (10) year maintenance warranty on the vase and its installation at no cost to the City.
- Any vases which are deteriorated or damaged may be removed at the Directors discretion.

2. FIELD OF HONOUR

- Vases for Blocks 16 and 30 shall be metal smooth four-sided of a dark grey or black colour. Only one vase is allowed per monument. Vases shall be installed on the continuous foundation on the north side of the monument. Vases can be either anchored to the concrete foundation or have an anchor strap extend under the monument.

3. ADD ON VASES

- A small concrete block with a vase in the center will not be allowed.
- Plot owners will be required to add a vase to an existing monument and all conditions of the Cemetery By-Law and Monument Procedures will apply.

SCHEDULE G

MONUMENT TYPE AND DESIGNATED BLOCK

MONUMENT STRUCTURE DESIGNATION	BLOCK
<p>1. Upright, Flat or Pillow</p>	<p><i>Mountain View Cemetery</i> A - B - C - D - E - F - G 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 17 - 18 - 19 - 24 - 25 - 26 - 27 - 28 - 29 - 31 - 32 - 33 - 34</p> <p><i>St. Patrick's Cemetery – All</i></p>
<p>2. Flat <i>ONLY</i></p>	<p><i>Mountain View Cemetery</i> 13 - 14 - 15 - 20 - 21 - 22 - 23</p> <p><i>Archmount Cemetery</i> Christus, Masonic, Meditation, Devotion, Parklawn, LDS, Babyland</p>
<p>3. Field of Honour Approved Design Only</p>	<p><i>Mountain View Cemetery</i> 16 – 30</p>
<p>4. Bronze Plaque/Ribbon <i>ONLY</i></p>	<p>City owned monuments, Scatter Garden Monument, Columbaria</p>
<p>5. Bronze Plaque/Ribbon</p>	<p><i>Archmount Cemetery</i></p> <p><i>St. Patrick's Cemetery</i></p> <p><i>Mountain View Cemetery</i> All Blocks with the exception of the Field of Honour - Blocks 16 and 30</p>