

Cemetery Services

Contents

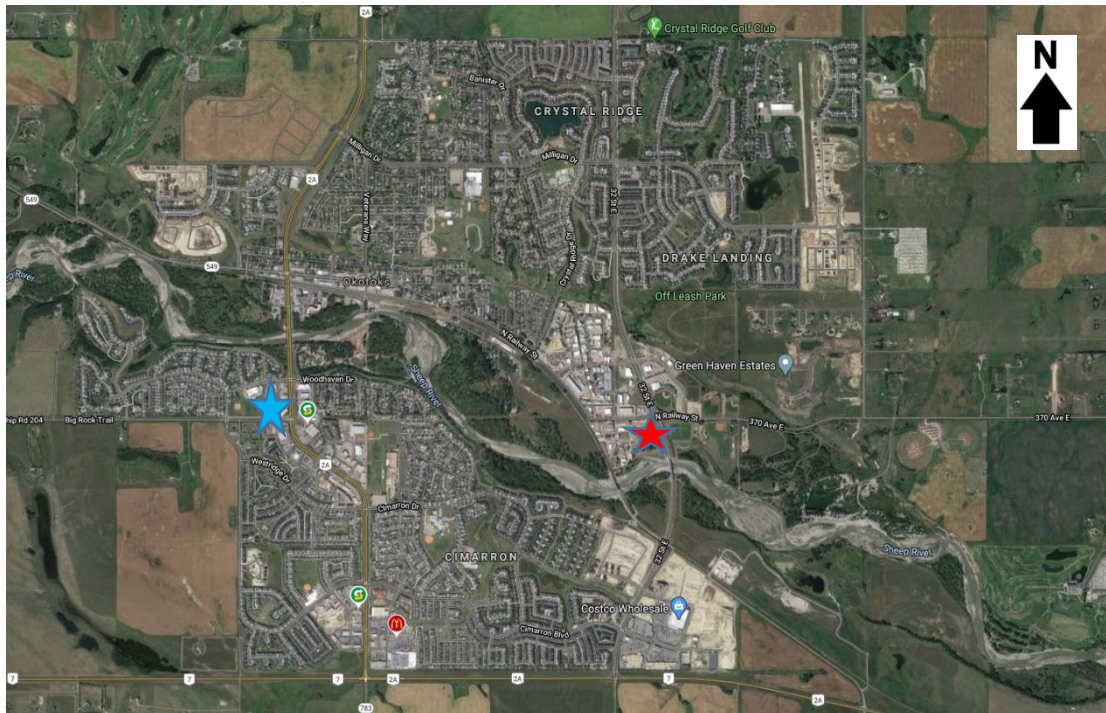
General Information.....	2
Cemetery Layout.....	3
Burial Plot Options.....	4
Columbaria Options.....	6
Big Rock Scattering Garden.....	7
Interment Guidelines.....	8
Disinterment.....	10
Memorialization without Interment.....	10
Purchasing an Interment Space.....	11
Cemetery Garden Descriptions.....	12
Other General Information.....	16
Okotoks Cemetery History.....	16
Cemetery Contract Sales and Service.....	17
Monument Permit Application.....	18
The Town of Okotoks Cemetery Monument/Marker Guidelines.....	19
Columbarium Niche Door Engravings.....	21
Memorial Marker Notes.....	21
Cemetery Rates and Fees.....	24
Contact Us.....	24

General Information

The Okotoks cemetery is located at **30 Westland Street**, on the corner of Big Rock Trail and Westland Street. The main entrance off Westland Street. A locked gate at the entrance from Big Rock Trail is opened during interment services.

Buying the right interment space (burial plot, columbarium niche, or scattering cremains) is important if you want to make sure there is a convenient resting place for loved ones and family members to pay tribute to and visit the deceased. There are a number of options when it comes to the type of interment space when planning the interment of a casket or an urn. We can help you choose an interment space whether this is a pre-need decision (to prepare in advance) or an at-need (immediate need).

Note: Human remains and cremains are permitted to be interred (placed) in the Okotoks cemetery (no pets). The Town does not sell caskets, vaults, urns, or memorial markers.



Town of Okotoks Cemetery Location ★

Cemetery Administration Office ★

Rates and Fees

Cemetery rates and fees are posted on the Town's website:

okotoks.ca/your-services/residential-services/cemetery

Sales and Forms

Sales and service form, memorial marker permit form, monument specifications, and memorialization donation form (tree/bench) are located at the end of this document. Information is also available by contacting the Cemetery office or visiting the website. See details below.

Contact Information

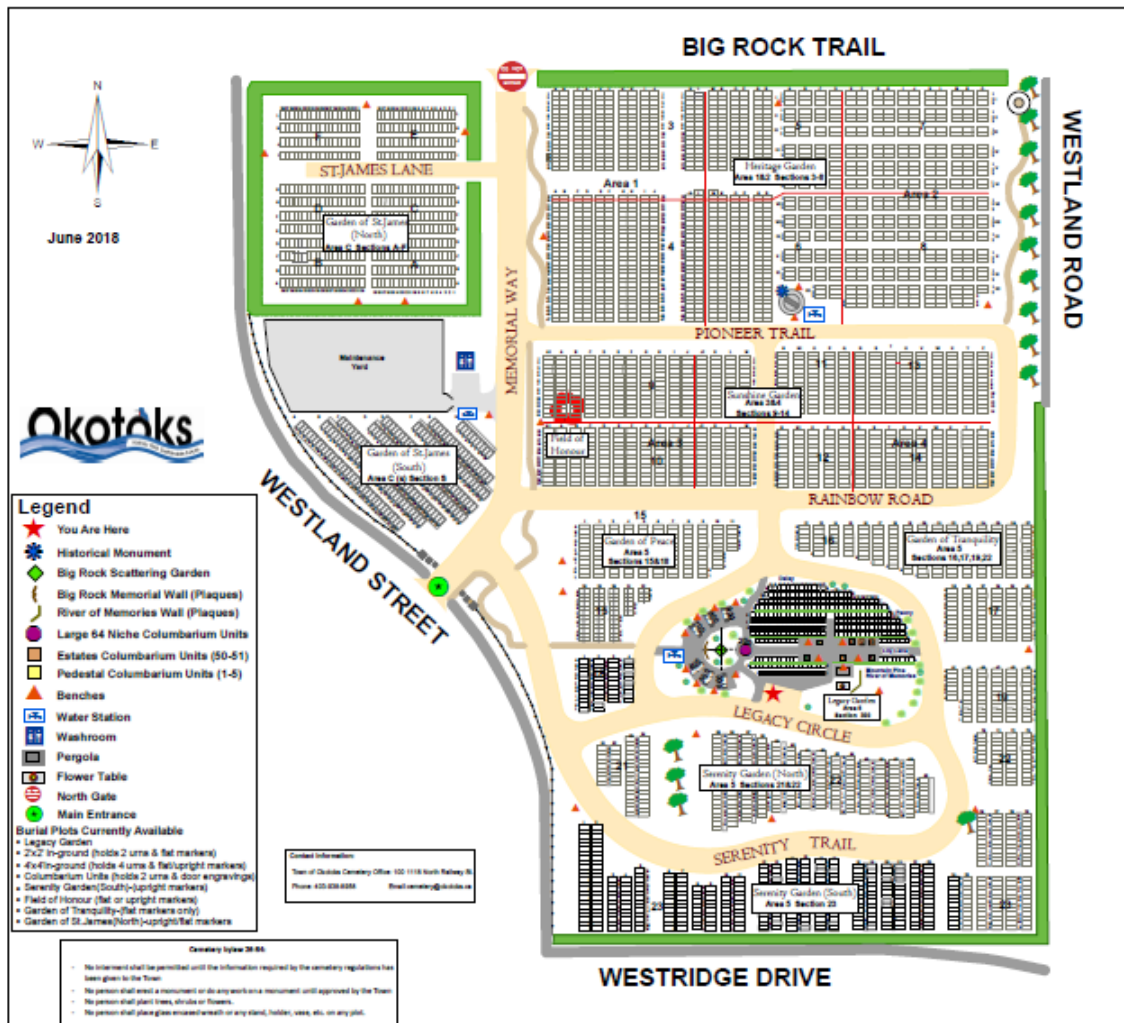
Cemetery Office

Operations Centre | 100 - 1118 North Railway Street

Monday – Friday, 7:30 a.m. – 4 p.m.

403-938-8958 | cemetery@okotoks.ca | okotoks.ca/cemetery

Cemetery Layout

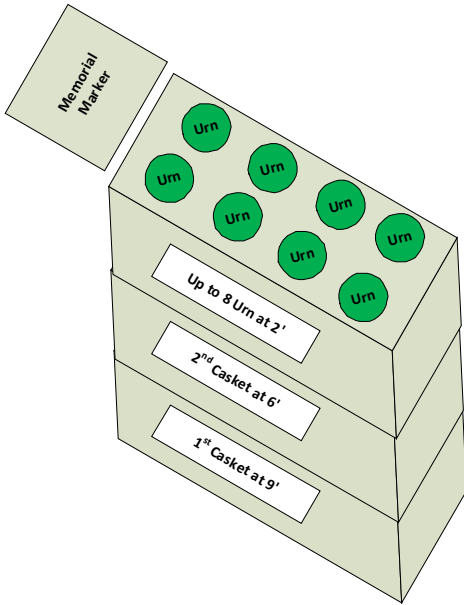


Burial Plot Options

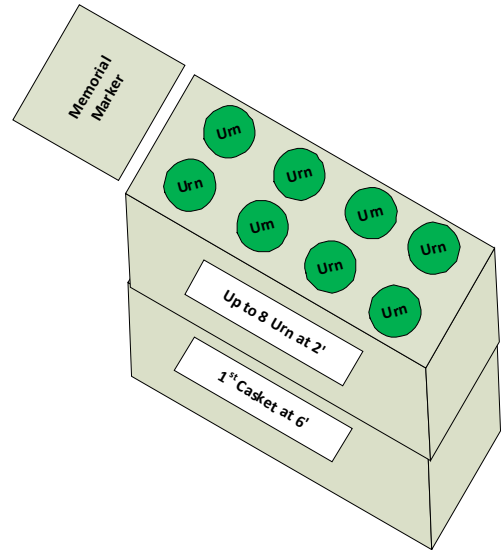
4' x 8' Size Plot

Note: one headstone can be installed at head of plot and one footmarker can be installed at foot of plot.

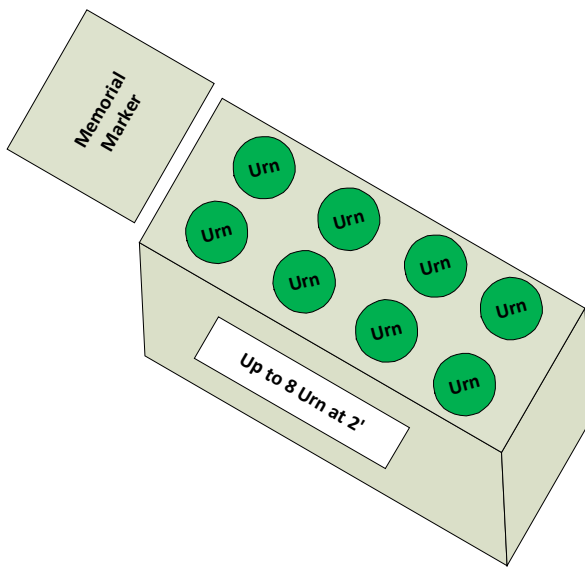
2 caskets and up to 8 urns



1 casket and up to 8 urns

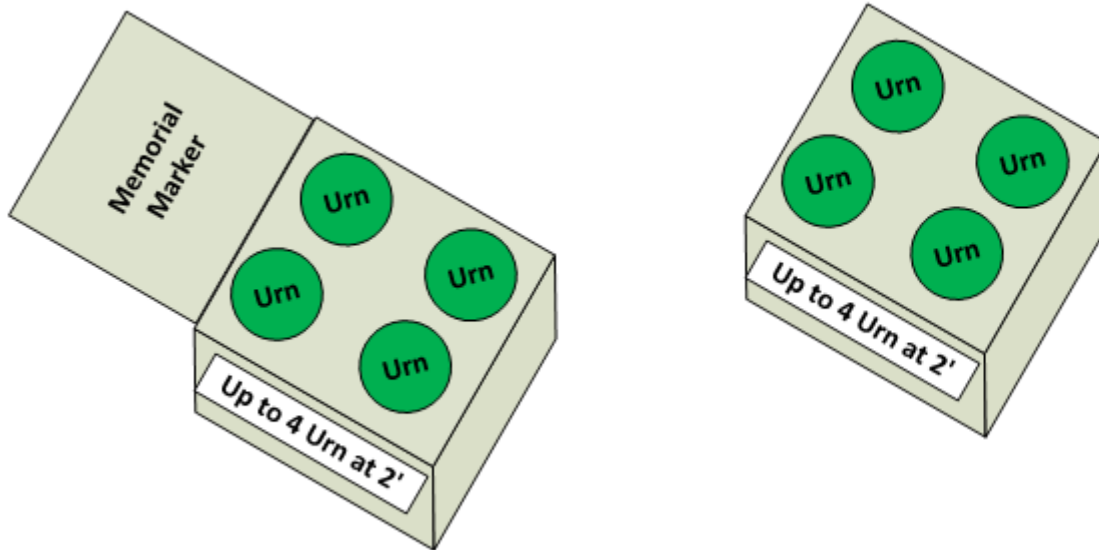


No casket, but up to 8 urns



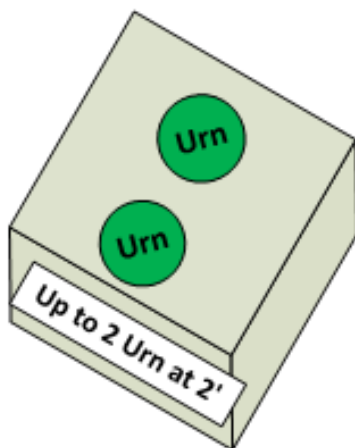
4' x 4' Size In-Ground Plot

Note: included with concrete ribbon to install upright marker or without concrete ribbon for flat marker to be installed in center of plot



2' x 2' Size In-Ground Plot

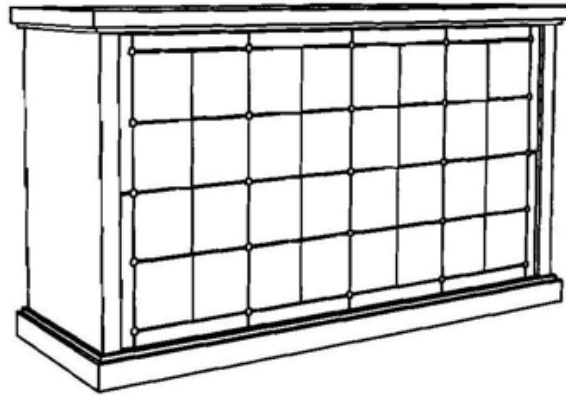
Note: marker to be installed in center of plot



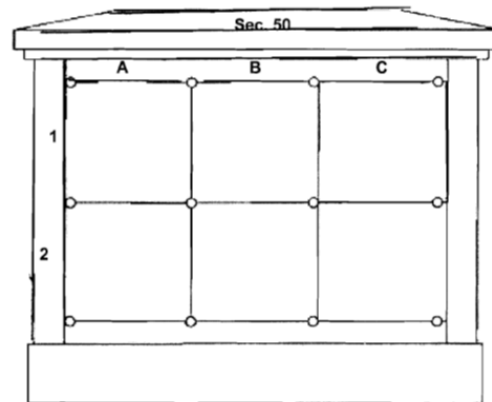
Columbaria Options

Note: All niches in one columbarium unit are completely sold out before the Town starts selling in the next columbarium unit.

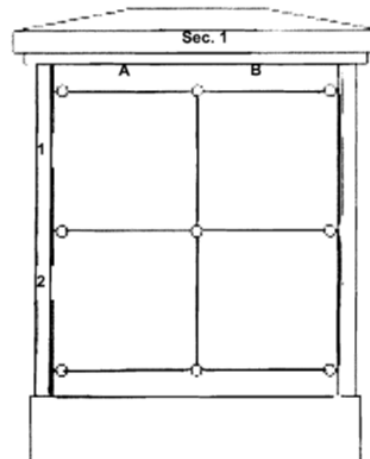
Large 64 niche unit: 32 niches on both sides – east and west facing. Each columbarium has a name engraved at the end of the unit: Lilac, Ash, Spruce, Elm, Maple or Oak. Each niche is 12" High, 12" wide and 16" deep. The niche is big enough to hold 2 standard size urns. There are 3 different prices: top row is most expensive and bottom row is least expensive.



Estate Unit: with 12 niches; 6 niches on each side – facing north and south. Units are #50 and #51. Each niche is 12" High, 12" wide and 12" deep. The niche is big enough to hold 2 standard size urns.



Pedestal Unit: with 8 niches; 4 niches on each side – facing north and south. Each niche is 12" High, 12" wide and 12" deep. The niche is big enough to hold 2 standard size urns.

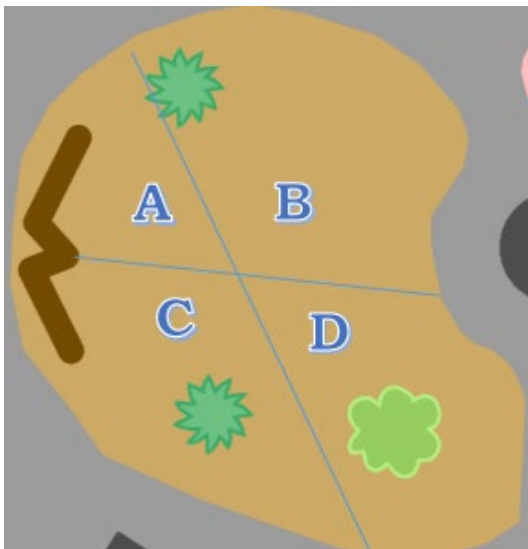


Big Rock Scattering Garden

General Information

This garden is divided into 4 quadrants; A, B, C, D. The Town is currently selling and scattering in quadrant A. When A is filled, we will move to B, then C, then D. There will be approximately 25 scattering in each quadrant.

- Scattering is permitted annually from May 1 to October 31.
- There are no pre-need sales for scattering spaces in this garden.
- Only human cremains are permitted to be interred in the Okotoks cemetery (no pets)
- A Burial Permit and/or a Cremation Certificate must be provided to the Town Cemetery Administrator prior to scattering of cremains. This document can be obtained from the Funeral Home or Crematorium that handled the arrangements.
- In memory of your loved one, a plaque can be purchased from the Town and installed on the memorial wall beside the Big Rock Scattering Garden.
- All plantings in the garden are planted and maintained by the Town. Cremated remains cannot be scattered on flowers, plants or on any other site at the cemetery. Cremated ash is harmful to plant life. The high pH of cremated ash does not allow for the beneficial nutrients within to become available for plant life. In addition, the excessively high sodium (salt) content of cremated ash can damage the plant.



Scattering Procedures

The following procedures help the Town maintain a high level of aesthetics in our scattering garden.

- Town cemetery maintenance staff will rake back mulch in the quadrant that is currently being used and dig a small hole for the placement of cremains.
- A small flag or marker will be placed on the opening so family members or funeral homes can find the scattering location.
- Family members or Funeral Home will place/pour the cremains in the opening.
- Family members can rake soil back over the cremains.
- Cemetery staff will check that soil is raked back over the remains and will rake mulch back over the soil.
- After 72 hours, Town staff will remove any fresh flowers or mementos placed in the scattering garden by family or friends. The Town reserves the right to remove inappropriate materials of any kind at any time.
- The Town will keep the scattering garden weed free. The soil will be turned and mixed as needed.

Interment Guidelines

- An interment is permitted when the burial plot or columbarium niche owner (legal rights owner or his/her legal representative, executor or next of kin) completes an application (Sales and Service form), shows proof of plot or niche paid in full, provides a burial permit, a cremation certificate or other documents that may be required by the Town or Province of Alberta at least 2 business days' prior to the date of interment.
- All casket interments must be arranged by a Funeral Home. The Town does not have lowering devices. Funeral Homes must contact the cemetery administrator with regards to interments.
- Cemetery maintenance crew will not start closing the burial plot or columbarium niche until all family members leave the burial site. Family members may return after the closing is completed.
- Interments maybe permitted on weekends, late week days, statutory or declared holidays, subject to payment of applicable fees.
- A caretaker will be at the cemetery from the time a procession enters until it leaves the cemetery.
- An invoice will be sent to the purchaser (burial rights owner) after the interment takes place and then the purchaser will have 30 days to pay in full.

Columbarium Niche Interments

The large 64-niche units, Estate units and Pedestal units can hold up to 2 standard size urns in each niche. Large unit niches are 11" H x 11" W x 15.5" deep, smaller unit niches are 11" x 11" x 11". Granite doors are engraved by Sunset Memorial & Stone Ltd. in Calgary.

Customers/owners of these columbarium niches must contact Sunset directly to order and pay for the engraving (403-243-3393). The Town of Okotoks will remove the door, courier it to Sunset for engraving and then re-install the engraved door at no extra cost.



Unit 200, the round unit, is the oldest columbarium unit in the cemetery and is **completely sold out**. This niche is big enough to hold up to 3 standard size urns.

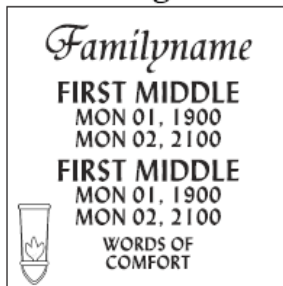
Parklawn Granite & Bronze Ltd. in High River engraves these columbarium doors.

Customers/owners of a columbarium niche in this unit must contact Parklawn directly to order and pay for the engraving (403-652-2904). The Town of Okotoks will remove the door for engraving and re-install the engraved door at no extra cost.

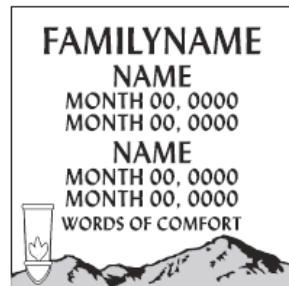


Samples of Door Engravings

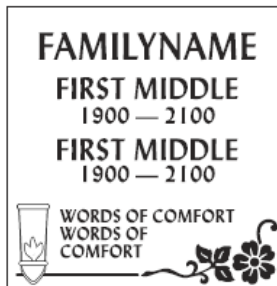
Monogram



Mountain



Wild Rose



Simple

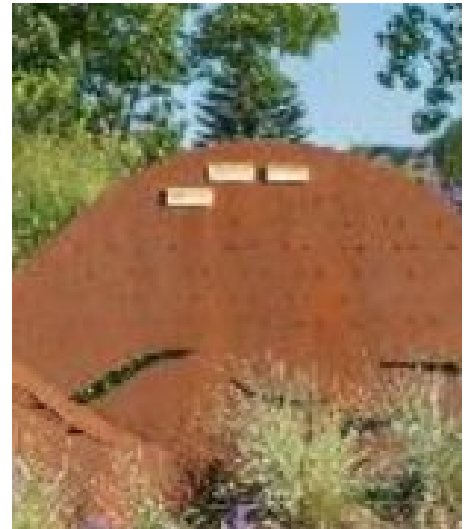


Disinterment

- A disinterment of remains shall not take place until a permit for disinterment is issued by the Director of Vital Statistics (<https://www.alberta.ca/permit-exhume-body.aspx>) and delivered to the cemetery administrator.
- No Provincial permit is required for the disinterment of an urn.
- Disinterment of a body must be attended by the funeral home requesting the service.
- The Town will be responsible for opening a burial plot for disinterment only to the top of the casket. A funeral director will be responsible for the removal of human remains.
- Disinterment of caskets in the lower level of a double depth burial plot will be charged double the regular disinterment fees as well as the cost of supplying grave shoring.

Memorialization without Interment

River of Memories Wall in Legacy Garden



Plaques are installed on this wall for those cremains or remains that are placed elsewhere in the world, but remembered here in a cemetery setting and include a perpetual cemetery record. The plaque is created with the deceased name, date of birth and date of death and installed by the Town. The Town assumes no responsibility for damages or loss due to vandalism. No flowers or other items are permitted to be attached to the memorial walls. All items will be removed without notice.

Purchasing an Interment Space

Burial Plot, Columbarium Niche or Scattering Creains

- After a plot or niche is chosen and the Sales and Service form is completed, an invoice will be sent to the purchaser. The purchaser must make payment in-full within 30 days.
- Payment can be made at the Municipal Center at #5 Elizabeth Street with any form of payment (debit, credit, cash, cheque) or at the Cemetery Office at 1118 North Railway Street by cheque or cash only.
- After payment is made, the plot/niche owner will receive a Burial Deed (Certificate of Exclusive Right of Burial). This document confirms payment and shows the interment space location number (Area __, Section __, Row __ Plot __).
- This document must be kept in a safe space and presented at the time of interment.



Resale of Burial Plot or Columbarium Niche

The purchaser/owner cannot sell his/her interment space on the open market. If there are no urn interments and no engravings on the door, the owner can sell the niche back to the Town of Okotoks at 85% of current day price. A letter must be sent to the cemetery administrator requesting to sell their plot/niche back to the Town and stating the plot/niche owner name, the plot/niche location number, and then date and sign the letter.

Navigating the Cemetery Grounds

- The main entrance is off Westland Street.
- The cemetery is divided into ten different gardens (signage installed throughout the cemetery). See descriptions of these gardens in this document.
- Roads are all named with signage.
- A cemetery map is posted in Legacy Garden, beside the Spruce columbarium unit.
- An outdoor washroom is located along Memorial Way (east of the maintenance yard).

Cemetery Garden Descriptions

Garden of St. James



Purchased from the Roman Catholic Church in the 1960's, we are currently selling 4' x 8' size burial plots in this garden. Upright, pillow or flat markers are permitted, but there are no existing concrete ribbons to install markers on top of. Memorial markers are all facing north. Due to road proximity at the entrance, the first 10 burial plots in Section E, Rows I & J will have memorial markers installed back to back (markers will face north or south).

Garden of Eternity



This is the newest Garden in the cemetery located just south of the maintenance yard. It has 4' x 8' size burial plots. We will start selling in this garden after all plots in the Garden of St. James North are sold out.

Concrete ribbons are installed at the head of every burial plot to install memorial markers on top of (upright, pillow or flat). Memorial markers face east & west.

Heritage Garden



All burial plots in this garden are sold. This is the oldest garden in the cemetery. Memorial markers are facing east.

Due to a Town Hall fire in the early 1930's, cemetery files were burnt. There are many unknown burial plots in this garden.

Historical Monument in Heritage Garden



This large monument was donated by the Okotoks Historical Society. It commemorates the unmarked graves of those who were buried in the cemetery over 100 years ago. It is the community's way to pay homage to those who once graced the community. For more information visit okotoks.ca or contact Marie Wedderburn at wedderburnmarie@yahoo.ca or Karen Peters at kjp123321@yahoo.com.

Field of Honour



Documentation to prove veteran status must be provided to the Town Cemetery Administrator prior to buying a burial plot in this garden. The veteran cost for a burial plot is 50% of regular cost. Interment fees and all other fees are at regular cost. For more information on Veterans see lastpostfund.ca/EN/funeral.php, Toll Free: 1 (800) 465-7113, or email info@lastpost.ca

There are 4' x 8' size burial plots in this garden. Caskets and urns can be interred. Both the veteran and his/her spouse can be interred in one burial plot. There are no existing concrete ribbons to install markers on. Memorial markers are facing east. Memorial markers must be the Last Post design (grey granite).

Sunshine Garden



There are only a few burial plots left for sale in this garden. The 4' x 8' size plots have no existing concrete ribbons to place markers on. Memorial markers are facing east.

Garden of Peace



The Garden of Peace has a flat marker section (4' x 4' and 4' x 8' size plots) and a newer section (4 x 8 plots) with concrete ribbons to install upright monuments on. The older (north rows) of are all sold out. Markers are facing east. Four rows in the south of this garden are new. We are not selling in these rows yet. Memorial markers will be installed back to back facing east and west.

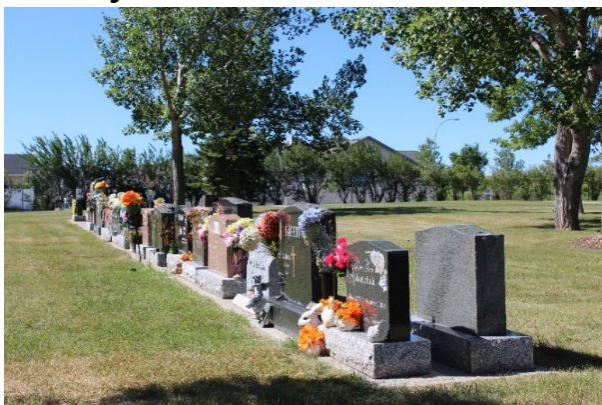
Garden of Tranquility



There are 4' x 8' size burial plots in this garden. Only flat markers are permitted and they must be installed level with the ground. There are no concrete ribbons. Markers are facing east. Double depth casket interments are not permitted along the fence (rows 27, 40, 49, 73). This is due to a drainage issue.

No flower vases, hangers, or other memorabilia is permitted in this flat marker garden.

Serenity Garden North



Serenity Garden North is sold out. The 4' x 8' size burial plots have concrete ribbons to place markers. Markers are installed back to back on the ribbon facing east or west.

Serenity Garden South



We are currently selling 4' x 8' size burial plots in this garden and all rows have concrete ribbons to place markers on. Markers are installed back to back on the ribbon facing east or west.

Double depth casket interments are not permitted along the fence (row 29).

Legacy Garden



We are currently selling 2' x 2' plots, 4' x 4' plots, columbarium niches and scattering cremains in this garden. Some plots have existing concrete ribbons to install memorial markers on. Some plots permit flat markers only (installed in center of plot).

Markers face east in the 4' x 4' size plots in the north row plots A, B, C, and D. All other plots have markers facing either north or south.

Other General Information

- The general maintenance of the cemetery is done by Parks staff. In order to allow for proper mowing, maintenance and keeping the cemetery attractive, clean and consistent with other cemeteries, we ask all residents and visitors to follow the rules when it comes to items being placed on or around the burial sites. Items that become tattered, torn, sun bleached, or in disrepair will be removed as per the cemetery bylaw to keep the cemetery attractive and peaceful.
- Annually, between May and October there is a full time cemetery maintenance person at the cemetery.
- An annual cemetery cleanup is done every spring before Mother's Day. This notice is posted in the Western Wheel and on the Town website.
- Bi-annually, there is a Cemetery Open House in August or September (posted in the Western Wheel & on the Town website).
- Please go to the Town website to view information on cemetery walking tours:
www.okotoks.ca/cemetery
- Sunset Memorial & Stone made a video of the Okotoks cemetery in 2018. Please go to the website to view www.okotoks.ca/cemetery
- View cemetery information about cemeteries in Alberta at <http://www.qp.alberta.ca/documents/Acts/C03.pdf> and http://www.qp.alberta.ca/documents/Regs/1998_249.pdf

Okotoks Cemetery History

The Okotoks cemetery was established in 1889 on one acre of land and owned by St. Luke's Presbyterian Church. The Roman Catholic Church owned one acre of land west of this cemetery.

In 1914, the Town bought the cemetery from the Presbyterian Church. Then, in the 1960's the Town bought the Roman Catholic cemetery. Today, the cemetery is ~10.5 acres with over 5,000 burial plots, Columbarium units, a Scattering Garden, and Memorial Walls.

The cemetery is filled with colorful flowerbeds, mature trees, park benches, a pergola, a stone table, water stations, an outdoor washroom and various wildlife that gives the cemetery a beautiful, serene park-like setting and definitely creates a peaceful final resting place for loved ones.

Cemetery Contract Sales and Service

Date of Order: _____

Purchaser Details: Surname: _____ Given Names: _____ Address: _____ Province: _____ Postal Code: _____ Phone Number: _____ Email Address: _____ Name(s) to be written on Burial Deed: _____ Next of Kin Name: _____ Ph: _____ Email: _____ Burial plot/niche is also reserved for (names): _____ Signature of Purchaser: _____	
Type of Sales/Service: <input type="checkbox"/> Burial Plot Purchase <input type="checkbox"/> Columbarium Niche Purchase <input type="checkbox"/> Casket Interment <input type="checkbox"/> Cremation Interment <input type="checkbox"/> Scattering of cremains <input type="checkbox"/> Disinterment <input type="checkbox"/> Transfer of Ownership <input type="checkbox"/> Buyback plot/niche _____ Casket Size _____ Urn Size	
Description of Plot/Columbarium Niche/Scattering Garden: <input type="checkbox"/> Single Depth Casket <input type="checkbox"/> Double Depth Casket <input type="checkbox"/> Scattering Garden <input type="checkbox"/> Cremation (2'x 2') <input type="checkbox"/> Cremation (4' x 4') <input type="checkbox"/> Cremation (4' x 8') <input type="checkbox"/> Columbarium (Sm. Unit) <input type="checkbox"/> Columbarium (med. Unit) <input type="checkbox"/> Columbarium (larger Unit)	
Burial Plot/Columbarium Niche Information: Garden Name: _____ Burial Plot: Area _____, Section _____, Row _____, Plot _____ Date of Interment: _____ Time of Interment: _____ Type of outer liner: _____ Previous Interments in this plot/niche (names): _____ Location of previous casket and/or urns on this plot: _____ Marker Section (flat, upright, columbaria): _____ Existing Markers: _____	
Deceased Information: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Surname: _____ Given Names: _____ Last Address: _____ Date of Birth: _____ Place of Birth: _____ Date of Death: _____ Representative Authorizing Interment: Surname: _____ Given Names: _____ Address: _____ Phone Number: _____ Email: _____ Relationship to Deceased: _____ Relationship To Plot/Niche Owner: _____ Representative Signature: _____	
Funeral Home: _____ Officiating Personnel: _____ FH Address: _____ Ph: _____ Email: _____	
Summary of Charges: Burial Plot/Niche _____ Open and Close for Interment _____ Double Depth Interment _____ Late Business Day fee (Casket or urn Inter) _____ Weekend fee (Casket Or Urn inter) _____ Other fee _____ <div style="text-align: right; margin-top: 10px;"> Subtotal _____ GST _____ Total _____ </div>	Additional Notes: _____ _____ _____ _____ _____ _____ _____ _____

This information is being collected under section 33© of the Freedom of Information and Protection of Privacy Act (FOIPP). Should you have any questions regarding FOIPP please contact the FOIPP Coordinator at foip@okotoks.ca or 403-938-8944.

Monument Permit Application

Date of Order:

The Town of Okotoks requires that a permit be filed prior to a monument being erected, inscriptions added, monuments resurfaced, monuments re-highlighted, and any other work done in the cemetery. A 48 hour notice must be given to the Town Cemetery Administrator prior to the date of any work being done.

The owner of a monument must sign this statement showing that the owner assumes responsibility to maintain the monument, or gives the Town of Okotoks the right to remove the monument should it fall into a state of disrepair. I, the Undersigned, am aware of my responsibility as the owner of the monument described herein.

Name of Deceased: _____ Date of Death: _____
 Send Invoice to: _____ Date (estimation) Monument to be installed: _____

Name of Plot/Niche Owner: _____ Email Address: _____
 Mailing Address: _____ Province: _____
 Postal Code: _____ Phone #: _____
 Signature of Owner or Executor or Next of Kin Ordering Marker/Monument: _____

Name of Monument Company: _____ Email Address: _____
 Mailing Address: _____ Province: _____ Postal Code: _____
 Phone #: _____ Officiating Personnel (Print): _____ Signature: _____

Application to:
 Install Monument/Footstone
 Engrave Granite Face or Niche Door (No Permit Fee Required)
 Make Alternations to Existing Monument (No Permit Fee)
 Remove/Replace Monument (No Permit Fee)
 Remove Monument Permanently (No Permit Fee)

Burial Plot/Columbarium Niche Location:
 Garden Name: _____
 Burial Plot: Area ____, Section ____, Row ____, Plot ____

Marker, Monument or Niche Information	Type	Material	Extras
	<input type="checkbox"/> Flat	<input type="checkbox"/> Bronze	<input type="checkbox"/> Vase
	<input type="checkbox"/> Pillow	<input type="checkbox"/> Granite	<input type="checkbox"/> Picture
	<input type="checkbox"/> Upright	<input type="checkbox"/> Marble	<input type="checkbox"/> Other
	<input type="checkbox"/> Columbarium Door	<input type="checkbox"/> Other	

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 monuments. This measurement shall include all bases placed to elevate the monument.

All measurements in Inches:	Monument Size:	Length _____	Width _____	Height _____
	Base Size:	Length _____	Width _____	Height _____
	Foundation Size:	Length _____	Width _____	Height _____

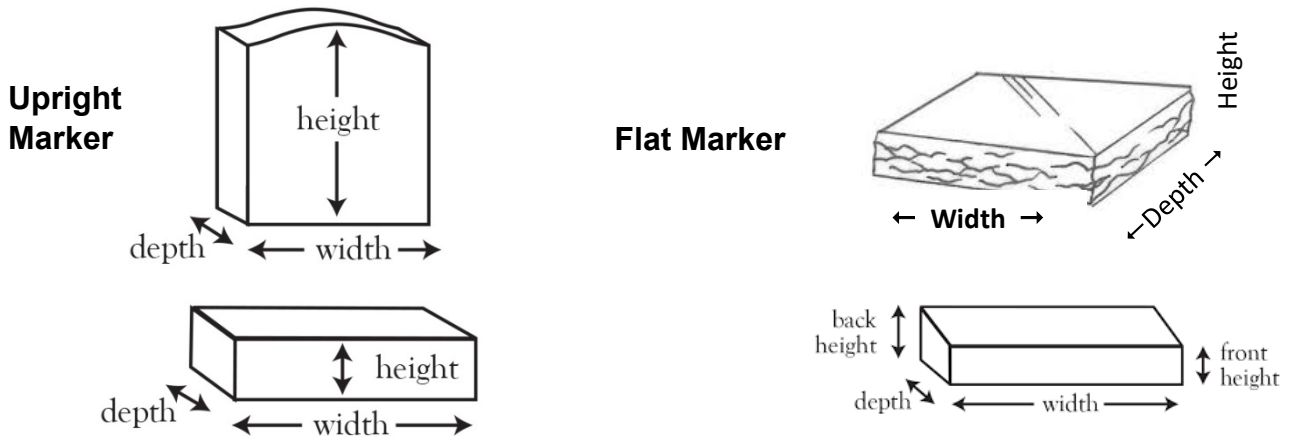
Remarks: _____

For Office Use only:
 Permit Signed & sent to Monument Company Work Order Issued Billing Req. Revenue Tracking Laserfiche
 Stone Orchard Payment Rec'd Marker Installed copy stored
 Cemetery Office Admin: _____ Approved Signature: _____ Date: _____
 Cemetery Maintenance: _____ Permit Fee: _____ (+GST)

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The Town of Okotoks Cemetery Monument/Marker Guidelines

The Town of Okotoks does not sell monuments. The monument company you choose must contact the Town for a marker permit. There are sections of the cemetery that permit the installation of upright monuments, and other sections that permit flat (flush with the ground) markers. These are sizes permitted.



Flat Marker Section		
Burial Plot	Marker Maximum Size W x D x H	Notes
Single Casket Plot	44" x 32" x 4"	Installed flush with the ground, concrete border is not mandatory.
Side by side plots – Companion plots	50" x 32" x 4"	Installed flush with the ground. A concrete border is not mandatory. Traditionally the husband is on the left and wife on the right (when viewing from the foot of the burial plot).
Cremation (size 4' x 4' plots)	24" x 18" x 4"	Must be centered on the plot and must be installed flush with the ground. A concrete border is not mandatory.
Cremation (size 2' x 2')	12" x 9" x 4"	Must be centered on the plot and must be installed flush with the ground. A concrete border is not mandatory.
Foot marker	24" x 18" x 4"	Foot markers are flat markers at the foot end of the plot and must be installed centered at the food end and flush with the ground. A concrete border is not mandatory.
Field of Honour	44" x 32" x 4"	The traditional Stanstead Grey/Sawn finish only and must be installed flush with the ground.
Field of Honour – Foot Marker	24" x 18" x 4"	As of 2018, the traditional Stanstead Grey/Sawn finish only and must be installed centered at the food end and flush with the ground.

Upright Monument on Ribbons		
Burial Plot	Marker Maximum Size W x D x H	Notes
Single Casket Plot	44" x 14" x 48"	Concrete ribbons are 36" wide (looking from the end of the strip). Monuments are placed back to back along this strip. The height measurement must include the base.
Side by side plots - Companion plots	50" x 14" x 48"	Concrete ribbons are 36" wide (looking from the end of the strip). Monuments are placed back to back along this strip. The height measurement must include the base. Traditionally the husband is on the left and wife on the right (when viewing from the foot of the burial plot).
Cremation (size 4' x 4' plots)	36" x 10" x 30"	This height includes the base height. These are not back to back markers.
Upright Monument without Ribbons		
Burial Plot	Marker Maximum Size W x D x H	Notes
Single Casket Plot	44" x 18" x 48"	Must have a concrete foundation installed flush with the ground and the height measurement must include the base
Side by Side Plots	50" x 18" x 48"	Must have a concrete foundation installed flush with the ground and the height measurement must include the base
Field of Honour	44" x 18" x 48"	The traditional Stanstead Grey/Sawn Finish only. Height measurement includes the base

Columbarium Niche Door Engravings

- There are no permit fees for shipping a columbarium door for engraving, but a marker permit must be completed and sent to the Town cemetery administrator for cemetery records.
- Unit 200 niche doors are engraved by Parklawn Granite in High River.
- All other columbarium doors are (in all other units), are engraved by Sunset Memorial & Stone in Calgary.
- All columbarium door engravings are similar/consistent. Parklawn Granite and or Sunset Memorial will contact the Town for design approval before engraving.

Memorial Marker Notes

- The decision of installing a monument is entirely up to the family. There is no timeframe.
- Monument/ markers are permitted to be installed between May 1 and October 31 each year (except on concrete ribbons – permitted all year round).
- Monument companies deliver and install monuments/markers at the Okotoks cemetery.
- Plot/Niche owners or monument companies shall obtain a permit from the Town and provide a two business days' notice prior to the date of installation.
- All Town of Okotoks **full size** burial plots will accommodate only **one** headstone and **one** flat foot marker per plot.
- On cremation in-ground burial plots (2' x 2' & 4' x 4') only **one** marker permitted per plot: flat markers to be installed in the center of plot and upright markers on the concrete ribbon (4x4)
- All monuments/markers must be of granite, marble, limestone or bronze unless otherwise approved by the Town.
- No in-ground vase or photos are permitted on or around a foot marker installation as they may get broken by mowing/maintenance equipment.
- No work shall be done on any monument/marker without the permission of the Town.
- Monuments/markers are placed in the cemetery at the owner's risk. The Town assumes no responsibility for damages or loss due to vandalism, natural erosion or during maintenance.
- No burial plot owner/legal representative shall allow any monument/marker to be in a state of disrepair. If left in a state of repair after being notified, the Town may remove the marker.
- After an interment (within 7 days), items affixed to the outside of the niche (except for flowers in the attached niche vase holders) or left on the ground will be removed without notice.



Town of Okotoks

Memorialization Services

Date of Order: _____

The Town of Okotoks is pleased to offer a Memorial purchase/donation or lease program as a means for loved ones to be remembered while giving back to the community. See Rates and Fees Bylaw for prices.

Choose the Item(s):

Bench Donation Bench Lease Bench Plaque Tree Donation Tree Plaque Memorial Wall Plaque

Purchaser/Donor Details:

Name _____ Address _____

Email: _____ Phone # _____

In Memory of _____ Location Request _____

Signature of Purchaser/Donor: _____ Date: _____

Bench

- Basic bench outside of cemetery (purchase, install and maintain for the life of the bench)
- Upgrade bench outside of cemetery (purchase, install and maintain for the life of the bench)
- Existing bench outside of cemetery (maintain for life of bench)
- Existing bench upgrade bench outside of cemetery (maintain for the life of bench)
- Lease (for 10 years) existing bench inside of cemetery (includes plaque purchase, install and maintain)

Tree donation/purchase (includes purchase, plant and maintain)

* Note: all donated trees will be planted in the spring of the following year or order.

Plaques for bench, tree or memorial wall (if a plaque is vandalized or goes missing, the Town is not obligated to replace it)

- Memorial wall plaque (includes purchase and installation)
- Bench Plaque – Cast or Etched Bronze (Includes purchase and install)
- Tree Plaque - Cast or Etched Bronze (Includes purchase and install)

Please check the tree(s) you choose to purchase. Memorial trees are 40-60 mm caliper. For assistance in selection please contact the Town's urban forester 403-995-6333

- Tatarian Maple Siberian Larch Linden Bur Oak Douglas Fir Elm Ohio Buckeye White Ash
- Paper Birch Silver Cloud Maple Japanese Tree Lilac Cut-Leaf Weeping Birch
- Spruce (White or Colorado Blue) Pine (Lodgepole, Scotch, Ponderosa, Limber, Bristlecone)

An income-tax deductible receipt is provided for all memorial donations (plaques not included). Cheques for memorial donations and purchases are to be made payable to the Town of Okotoks. The Town will assume ownership of the bench or tree and its maintenance for the life of the donated item.

Office Use Only: Parks Staff who met with donor: _____ Revenue Tracking Updated _____

Item ordered (tree, bench, plaque) Billing Requisition Issued payment Received Laserfiche updated

This information is being collected under section 338 of the Freedom of Information and Protection of Privacy Act (FOIPP). Should you have any questions regarding FOIPP please contact the FOIPP Coordinator at foip@okotoks.ca or 403-938-8944.

Bench Options

Basic outside cemetery



Upgrade outside cemetery - black



Upgrade in cemetery



Upgrade outside cemetery - log planks



Bench or Tree Plaque Options

Turnaround time is usually 3 weeks from order date

Cast

BRONZE

Etched

BRONZE

Bench Plaque

_ Cast Bronze: non Serif Font, size 2 3/4" x 10", maximum 200 +/-
 _ Etched Bronze: non Serif Font, size 2 3/4" x 10", maximum 200 +/-

Tree Plaque

_ Cast Bronze: non Serif Font, size 6" x 12", maximum 400 +/-
 _ Etched Bronze: non Serif Font, size 6" x 12", maximum 400 +/-

Text for Bench Plaque or Tree Plaque (see # of characters permitted above)

Memorial Wall Plaque - See example on right
 (Turnaround time is usually 3 weeks from order date)



Bronze Plaque, Palatine Font, Size 6.1" x 1.6", maximum # of characters for name is 18 and maximum # of characters for date is 38. Write text for plaque in box below.

Deceased Name (full name) _____

Date of Birth _____ Date of Death _____



Town of Okotoks Parks
 Office Hours Mon. to Fri. 7:30 AM to 4:00 PM
 403-938-8958 okparks@okotoks.ca

Cemetery Rates and Fees

For the latest fees, please refer to page 16 of the [Fees, Rates and Charges Bylaw 09-23](#).

The Okotoks Cemetery Resident Boundary Map aligns with the boundaries used by the Province of Alberta's Vital Statistics department. The purchaser of a burial plot, columbarium niche, scattering of cremains, or a memorial wall plaque shall be deemed as:

***"Resident"** means; a person who is within the boundaries of the MD Foothills County, a current property owner within this service area or have lived within this service area for 10 consecutive years and currently resides elsewhere. A resident outside of Okotoks, but within the boundaries of the MD Foothills County Town boundaries, must show proof of residency (ie. utility bill)

***"Non-resident"** means any other person who resides beyond the geographical boundaries of the MD Foothills County

Contact Us

Cemetery Office Administrator
Town of Okotoks Operations Centre | 100, 1118 North Railway Street
Monday – Friday, 7:30 a.m. -4 p.m.
403-938-8958 | cemetery@okotoks.ca | okotoks.ca/cemetery