

**SECTION SEVEN -  
Miscellaneous**

## **POLICY 7.1      Gambling Policy**

### **PREAMBLE**

Addiction to gambling has become a problem for a significant number of persons and for enough proportion of the population that it warrants our attention as a faith community. In their pastoral letter, *The False Eden of Gambling*, the Alberta bishops spoke of the moral aspects of this form of “recreation” both for the gambler and for those who profit from gambling.

(<http://www.wcr.ab.ca/WCRThisWeek/Stories/tabid/61/entryid/121/Default.aspx>)

This source of revenue has proven so successful that all provincial and territorial governments across Canada have accepted some form of gambling in their jurisdictions. Casino gambling, VLTs and high-stakes bingo are the cause of untold hardship for a minority of patrons who find themselves addicted to this form of “entertainment”, leading to the loss of jobs, house and home, and in dire circumstances, life itself.

- The government of Alberta funnels a portion of the earnings from gambling into the provincial treasury, where it is undistinguished from all other revenues, and from whence it is distributed to all ministries of the government. Total revenues in the provincial treasury in 2008 were \$39.582B, of which \$2.220B was garnered from gambling, or 5.6%. That proportion has risen since then, so that now (2010) the government of Alberta profits more from gambling revenue than from oil sands royalties.
- The Alberta Lottery Fund, which supports many community initiatives, invites charities and other non-profit societies to apply for funds which can be used for praiseworthy purposes. As a result, the government is able to demonstrate that gambling is “good” for society, and that any negative effects are offset by the benefits.

The Alberta bishops have been consistent in pointing out the contrary. Gambling is not a neutral activity. While the end product of assisting worthwhile projects is positive, the means taken to achieve that end are not justified.

### **POLICY**

Given that background, and consistent with the other dioceses in Alberta, the following is the policy of the Archdiocese of Grouard-McLennan on the matter of accessing funds derived from gaming in the Province of Alberta:

- ❖ **No parish or other Catholic organization is to apply for funding from the provincial government through any program that receives its revenue from the Alberta Lottery Fund.**
- ❖ **No parish or other Catholic organization is to accept funds from parent organizations or other such community groups, where it is known that the fund was created in whole or in part from gambling activities such as casinos, VLT’s or high-stakes bingo.**

- ❖ **No parish or other Catholic organization is to volunteer to work at casinos or high-stakes bingo halls in order to raise funds for their projects, regardless of the benefit of the project to the Church or to other worthy beneficiaries.**

**PLEASE NOTE: Not included in this policy are:**

1. Lotteries, draws and bingos that are community-based and that benefit a local charity or charities (for example, a hospital foundation or public-service organization holding a dream-home lottery, or bingo as part of a parish fall supper).
2. Any attempt to address those who choose to take part in gambling activity as a participant. The intention of this policy is to address those Catholic parishes, groups, schools or other organizations who might seek to promote a good end but by making use of such questionable means.
3. While this policy is not directed at the participant in gambling activity, the leadership of this archdiocese cautions everyone concerning the risks involved in such activity. The Catechism of the Catholic Church §2413 does not condemn gambling as such, but provides some guidance as to its proper limits under justice. A good rule of thumb: essential needs should never be sacrificed to gambling activity, but only as much as might be considered discretionary (as much as one might spend on a night at the movie theatre).

Accepted by the College of Consultors on 16 February 2011

## **POLICY 7.2 The Archbishop's Dinner**

The Archbishop's Dinner (Dinner) is an annual **community building event** that may also serve as a fundraising event for the needs of the Archdiocese. It is an opportunity for parishioners to come together and enjoy an evening with the chief shepherd of the diocese. It is an enjoyable event when all share in the tasks and the fun of the event.

The intention is that the Dinner will be hosted once every five years in each deanery of the Archdiocese. The hosting schedule is directly related to the Archbishop's Canonical Visitations schedule and may be found in Policy 7.3.

The **responsibility for hosting an Archbishop's Dinner** lies primarily with the Deanery Pastoral Council. The preparations and organization are shared between the Deanery Pastoral Council's organizing committee and the Archdiocese. **All people involved in organizing the Archbishop's Dinner are encouraged to use the checklist that accompanies this policy.**

### **Timeline**

1. The Archbishop will consult with the Dean about ensuring the Archbishop's Dinner is on the agenda for a meeting of the Deanery Pastoral Council **at least one year** before the intended date of the dinner.
2. An organizing committee will be struck by the Deanery Pastoral Council **at least six months** before the intended date for the Dinner.
3. Promotional materials, such as posters and bulletin announcements, are created **at least three months** before the date of the Dinner.
4. Tickets are printed and distributed **at least two months** before the Dinner.
5. The event is **primarily a dinner, followed by the Archbishop as the guest speaker**. A suggested schedule for the event is 6:30 for drinks (cash bar), 7:00 for dinner, 7:45 for speech; 8:45 for any other activities and conclusion to the evening. The evening should conclude at about 9:30 p.m.
6. The organizing committee will inform the Finance Administrator of the requirement for liquor and gaming permits **at least three months** before the date of the dinner. The organizing committee will follow the directions of the Finance Administrator regarding the steps to take to obtain the necessary permit(s).

### **Organizing committee responsibilities**

1. The committee will provide the Archdiocesan Finance Administrator with the budget for the dinner before any expenditures are made. The ticket price is set at \$35.00, and is meant to cover the price of the meal and all other costs associated with the dinner.
2. The committee will confirm the date, including the start and end times, and select the parish for the Dinner.
3. In consultation with the Deanery Pastoral Council, the Archdiocesan Finance Administrator, and the selected parish, the committee will book the venue for the Dinner **at least four months** before the date of the Dinner. The Dinner **need not be held in a parish hall** if it is either too

small or otherwise inadequate for such an event. The committee may need to book a school gym or some other venue (which they may have to rent).

4. The committee will put together the Dinner program, taking into account the description above. The committee may wish to include **other fundraising activities** at the Dinner e.g. silent auction, live auction, 50/50 tickets, with the proceeds going to the needs of the Archdiocese. The committee will be responsible for arranging and executing any additional fundraising activities.
5. The committee will arrange for the design of the promotional materials and tickets, either alone or in consultation with the Executive Assistant to the Archbishop.
6. The committee will make arrangements for local advertising of the Dinner, distribution and sale of tickets, catering and serving of the meal (as required), decorations, and anything else related to the set-up and clean-up of the Dinner.
7. In consultation with the Archdiocesan Finance Administrator, the committee will collect all monies related to ticket sales and fundraising activities, and ensure that all Dinner expenses are appropriately receipted and accounted for.

#### **Archdiocese responsibilities**

1. **All expenses** associated with this event will be borne by the Archdiocese; the local deanery or parishes or organizing committee are not responsible for these expenses. Forward all receipts or bills to the Archdiocesan Finance Administrator.
2. The Chancery Office/Executive Assistant to the Archbishop will handle **the printing of tickets and posters**, and any advertising across the Archdiocese. As noted above, the organizing committee will provide the date, time, and venue of the Dinner to the Executive Assistant no later than three months before the date of the Dinner. The Archdiocesan Finance Administrator will verify the information on the ticket before signing off on the proof.
3. The Executive Assistant will ensure that all necessary equipment for the Archbishop's speech/presentation is available at the venue.

Accepted by the College of Consultors on 15 May 2010  
Amended by the College of Consultors on 14 February 2017  
Amended by the College of Consultors on 25 October 2017

## Checklist for the Archbishop's Dinner

Host Deanery:		Date of Dinner:	
<b>Deanery Pastoral Council</b>			
(✓)	<b>Task or activity</b>	<b>Timeline</b>	<b>Actual Date</b>
	Confirm with Archbishop that Dinner will be discussed at next meeting of the Council	≥ 12 months	
	Set up an organizing committee for the Dinner	≥ 6 months	
	Distribute tickets and posters	≥ 2 months ⇒	
<b>Organizing Committee</b>			
(✓)	<b>Task or activity</b>	<b>Timeline</b>	<b>Actual Date</b>
	Select the host parish and date for Dinner	≥ 5 months	
	Set a budget for the dinner and inform Finance Administrator	≥ 5 months	
	Book the venue for Dinner	≥ 4 months	
	Arrange details of meal (caterer, service, clean up)	≥ 4 months	
	Put together Dinner program, including fundraising activities	≥ 4 months	
	Confer with Finance Administrator about permits (liquor, gaming)	≥ 3-4 months	
	Provide Chancery with Dinner details (date, time, place)	≥ 3 months	
	Design poster and tickets for Dinner	≥ 3 months	
	Distribute tickets and posters, advertise locally	≤ 2 months	
	Ensure funds raised are collected and forwarded to Finance Administrator	≤ 2 months	
	Provide receipts for all expenditures for Dinner to Finance Administrator	Ongoing, until one month after Dinner	
<b>Archdiocese/Chancery</b>			
(✓)	<b>Task or activity</b>	<b>Timeline</b>	<b>Actual Date</b>
	Print posters and tickets for Dinner	3 months	
	Ensure equipment for Dinner presentation is at venue	≤ 1 week	

October 2017

## **POLICY 7.3      Canonical Visitations**

[\(top\)](#)

### **Sources**

*Ceremonial of Bishops*, Part VIII, Chapter 2, Pastoral Visitation, pp. 324-325

*Directory for the Pastoral Ministry of Bishops*, Chapter VIII, Section 3, The Pastoral Visit, pp. 249-252

*Pastores Gregis*, John Paul II (2003), §46

*Code of Canon Law*, cn. 396

### **Purpose of the Pastoral Visitation**

In the interest of promoting a good and proper relationship between the archbishop and the many parishes, missions and communities in the Archdiocese, the Archbishop will conduct an official visitation of all of the communities in the Archdiocese once every five years.

While there is some formality of structure and goals, the spirit of canonical visits is one of fraternity and pastoral care. This is a privileged opportunity for the Archbishop to exercise his ministry as pastor of the whole Archdiocese.

**Prior to the visitation** taking place, the Archbishop will meet with the members of the Deanery Pastoral Council to plan the visitation, so as to include all of the parishes and missions, and to make the visitation as fruitful as possible. As well, the Chancellor and the Archdiocesan Finance Administrator will make every effort inspect the parish instruments mentioned in Policy 3.1.5.

### **Opening of the Visitation**

The Deanery Pastoral Council meets in the home church of the deanery.

Celebration (as in *Ceremonial of Bishops*)

- choir dress
- dean greets the bishop
- crucifix; sprinkler
- archbishop prays before the Blessed Sacrament
- opening prayer by dean
- reading from Scripture
- bishop greets the assembly; provides agenda; calendar of pastoral visits; short allocution

**Meeting of Deanery Pastoral Council** will follow immediately upon the above celebration and any reception that may have been planned.

**In the course of the visitation**, the Archbishop will seek to accomplish the following in the parishes:

- to meet with the parish priest and his associates or lay pastoral animators, to discuss challenges and successes in the apostolate;
- to meet with the Deanery Pastoral Council;
- to meet with the individual Parish Pastoral Councils and/or Parish Finance Committees, where these exist;

- to meet with any parish groups as may be arranged, such as the CWL, Knights of Columbus, Social Justice Committee, Mouvement des Femmes Chrétiennes, etc.;
- to meet with the staff and children in the local Catholic schools, as may be arranged
- celebrate Confirmation and any other sacraments (such as anointing of sick, in a communal celebration, nursing homes or private residences)

A closing ceremony and reception will end the visitation, at which the archbishop will provide a report of the visitation.

## **PASTORAL VISITATION AND ARCHBISHOP'S DINNER**

### **By Year and By Deanery**

<b>Year</b>	<b>Visitation (Spring)</b>	<b>Dinner (Fall)</b>
1	Deanery 3 (Grande Prairie)	Deanery 1 (McLennan)
2	Deanery 4 (Slave Lake)	Deanery 2 (Peace River)
3	Deanery 5 (High Level)	Deanery 3 (Grande Prairie)
4	Deanery 1 (McLennan)	Deanery 4 (Slave Lake)
5	Deanery 2 (Peace River)	Deanery 5 (High Level)

Accepted by the College of Consultors on 16 February 2011

Amended by the Curia on 07 January 2016

Amended by the Curia on 06 October 2016

**220. The Nature of the Pastoral Visit.** "A Bishop is obliged to visit the diocese annually, either in whole or in part, so that he visits the entire diocese at least every five years either personally or, if he has been legitimately impeded, through the coadjutor Bishop, an auxiliary, Vicar general, episcopal Vicar, or another presbyter". [*Code of Canon Law*, c. 396 § 1.]

The pastoral visit is one of the ways, confirmed by centuries of experience, through which the Bishop maintains personal contact with the clergy and with other members of the People of God. It is an occasion to rejuvenate the energies of those engaged in evangelization, to praise, encourage and reassure them. It is also an opportunity to invite the faithful to a renewal of Christian life and to an ever more intense apostolic activity. The pastoral visit helps the Bishop to evaluate the effectiveness of the structures and agencies designed for pastoral service, taking account of the circumstances and difficulties of the task of evangelization, so as to determine more accurately the priorities and the means required for overall pastoral provision.

The pastoral visit is therefore an apostolic activity to be carried out by the Bishop in true pastoral charity, which reveals him to be the principal and visible foundation of the unity of the particular Church.[cf. SECOND VATICAN ECUMENICAL COUNCIL, Dogmatic Constitution on the Church *Lumen Gentium*, 23.]

For the communities or institutions visited by the Bishop, it is an event of grace, reflecting in some measure that great visit with which the "chief Shepherd" (1 *Pet* 5:4) and Guardian of our souls (1 *Pet* 2:25), Jesus Christ, has visited and redeemed his people (*Lk* 1:68).

[cf. John Paul II, Post-Synodal Apostolic Exhortation *Pasta res Gregis*, 46.]

"Persons, Catholic institutions, and sacred things and

places, which are located within the area of the diocese " [cf. *Code of Canon Law*, cc. 397 § 1, 259 § 2 (concerning the frequency of visits to the seminary), 305 § 1 (on visits to associations), 683 § 1 (on visits to works entrusted to religious), 806 (concerning visits to Catholic schools)] *are subject* to ordinary episcopal visitation, including autonomous monasteries and the houses of religious institutes of diocesan rite. So too are churches and oratories of pontifical rite, with due regard for the limitations indicated by canon law.[cf. *Code of Canon Law*, cc. 397 § 2, 615, 628 § 2, 637, 683.]

**221. *The Procedure for a Parish Pastoral Visit.*** In making a pastoral visit, the Bishop should seek to accomplish the following, if time and local circumstances permit:

- a) to celebrate Mass and preach the Word of God;
  - b) to confer the sacrament of confirmation with due solemnity, within Mass if possible;
  - c) to meet the pastor and the other clerics who assist in the parish;
  - d) to have meetings with the pastoral council or, if one does not exist, with the faithful who collaborate in diverse apostolates (clerics, religious and members of societies of apostolic life and the laity) and with associations of the faithful;
  - e) to have a meeting with the parish finance council;
  - j) to have a meeting with children, youth and young adults who are receiving catechetical instruction;
  - g) to visit the school and other Catholic institutions dependent on the parish;
  - h) to visit some of the sick in the parish, insofar as it is possible.
- The Bishop may also choose to be present among the faithful in other ways, considering local custom and apostolic

opportunities: for example, with young people at cultural or sporting events, or in the company of workers and in conversation with them.

During a pastoral visit, the Bishop should be sure to examine the *administration and maintenance* of the parish, including places of worship, liturgical vessels and appointments, parish registers and other goods. Nevertheless, some aspects of this task may be left to the Vicars forane or other suitable clerics [Cf. *Code of Canon Law*, c. 555 § 4] just before or after the visit, so that the Bishop can concentrate on personal meetings during the visit itself, as befits a true Shepherd. [cf. John Paul II, Post-Synodal Apostolic Exhortation *Pastores Gregis*, 46.]

**222. *Preparation for the Pastoral Visit.*** The pastoral visit should be organized well in advance, and the faithful should receive suitable preparation through a special series of talks and sermons on themes concerning the nature of the Church, hierarchical communion, and the episcopate. Pamphlets could be issued and other means of social communication could also be employed for this purpose. In order to highlight the spiritual and apostolic dimension, the pastoral visit may be preceded by a *parish mission* [cf. *Code of Canon Law*, c. 770] intended to reach all parishioners, whatever their social level, including those who have fallen away from the practice of the faith.

The Bishop should also make suitable preparation for the visit by *informing himself in advance* of the socio-religious situation of the parish. Such information could prove useful to him and to the relevant diocesan offices in forming a true picture of the state of the parish community and in making appropriate provision.

**223. The Demeanour of the Bishop during the Visit.** As in every exercise of his pastoral ministry, the Bishop should conduct himself with simplicity and kindness during a parish visit, giving an example of devotion, charity and poverty: all virtues which, together with prudence, should distinguish a Pastor of the Church. The Bishop esteems the pastoral visit as *quasi anima episcopalis regiminis*, an extension of his spiritual presence among his people.

With Jesus the good Shepherd as his model, he should present himself to the faithful not "in lofty words or wisdom" (1 Cor 2: 1), nor with an air of mere mechanical efficiency, but rather clothed in humility and goodness, always interested in the individual person and capable of listening and making himself understood.

In the course of the visit, the Bishop should take care not to burden the parish or the parishioners with *unnecessary expenses*. [Cf. JOHN PAUL II, Post-Synodal Apostolic Exhortation *Pastores Gregis*, 46 w. Cf. *Code of Canon Law*, c. 398.] This does not prevent them, however; from organizing simple festivities as a natural consequence of their Christian joy and an expression of affection and esteem for their Pastor.

**224. Conclusion of the Visit.** After each parish visit, it is recommended that the Bishop prepare a record of the visit that has taken place, expressing appreciation for the various pastoral activities and offering recommendations for certain improvements in the life of the parish, with special reference to the state of divine worship, to pastoral work and any other important initiatives.

## **POLICY 7.4.1    Protection of Personal Information in Archived Records and Documents** [\(top\)](#)

The Archives of the Archdiocese of Grouard-McLennan are the repository for all archdiocesan and parochial documents, dating back to the erection of the Apostolic Vicariate of Athabasca-Mackenzie. The personal information in these documents, including copies of parishes' sacramental registers, is protected by provisions in the *Code of Canon Law* (canon law) and the *Personal Information Protection Act* (PIPA) of Alberta.

In the Archdiocese of Grouard-McLennan, there is an archivist who is delegated to carry out the preservation and ordering of sacramental and historical records.

### **Canon law and personal information**

Under canon law, the bishop of the local Church is responsible for safeguarding all documents related to the "spiritual and temporal affairs" of the diocese and its parishes (c.486). With respect to the release of personal information in these diocesan documents, c.487 §2 states that "Interested parties have the right to obtain personally or through a proxy an authentic written copy or photocopy of documents which by their nature are public and which pertain to their personal status."

The bishop is also responsible for the care and protection of documents in the archives of the cathedral, parochial and all other churches in the diocese (c.491, §1). In addition, c.491, §2 says "The diocesan bishop is also to take care that there is an historical archive in the diocese and that documents having historical value are diligently protected..." §3 of the canon provides that access to the documents in parish and historical archives is governed by "the norms established by the diocesan bishop..."

### **PIPA and archived documents in the Archdiocese of Grouard-McLennan**

PIPA limits the release of documents containing personal information to the individual named in the document, except: (1) if the record that contains the information has been in existence for more than 100 years; (2) if the individual identified in the record has been dead for at least twenty years; or, (3) the individual identified in the record has given consent to the disclosure.

The Archbishop of Grouard-McLennan will allow access to the historical documents in the Archives where he is satisfied that there is a legitimate research interest and/or purpose.

### **Sacramental records and certificates requests**

If a person is seeking information about a sacrament performed in a parish, quasi-parish or mission of the Archdiocese, she or he should first contact the parish where the sacrament was performed. The usual fee for a duplicate certificate is \$10 (cf. Policy 3.5.1) If the parish is closed, then she or he can submit a *Certificate Request Form* to the archivist. Please contact the Chancery to obtain the form. In cases of a closed parish, the \$10 fee for a duplicate certificate applies. For other requests for duplicate certificates from the Archives of the Archdiocese there is a \$25 fee. **For certificates being requested to meet Church requirements, such as in view of marriage, there is no re-issuance fee, whether the certificate is provided by the parish or by the Archives.**

PIPA also applies to sacramental certificates. That means, a parish or the Archives of the Archdiocese can release certificates only to the person or people named in the certificate, as having received the sacrament, or to another individual, with the written consent from the named person or people. This includes certificates of minors. A parent or legal guardian may make the request for a certificate on behalf of the minor named in the certificate only where the minor is under the age of 12 years or otherwise deemed unable to understand the nature of the request.

Sacramental certificates may also be released when they meet the other criteria described in PIPA: (1) the sacramental record is at least 100 years old; or, (2) the individual or individuals named in the sacramental record has been dead for at least twenty years.

### **Requests for historical documents for research purposes**

If a person is seeking historical information and/or documents, for personal or non-personal research purposes, an application may be made to the Archdiocese, using form 7.4.a, *Archives Research Request Form*. It is important that the applicant give as much detail about the research as possible.

In these circumstances, canon law, including diocesan norms on access, and PIPA will be applied to the decision whether to permit access.

Please see Policy 7.4.2 Archives access for research purposes for details.

Approved for promulgation by the College of Consultors on 26 January 2016  
Amended by the Curia 14 September 2016  
Amended by the Council of Priests on 25 October 2016

## **POLICY 7.4.2 Archives Access for Research Purposes**

As described in Policy 7.4.1 Protection of Personal Information in Archived Records and Documents, the Archives of the Archdiocese of Grouard-McLennan are the repository for all archdiocesan and parochial documents, dating back more than one hundred and fifty years. The Archbishop of Grouard-McLennan will allow access to these historical documents where he is satisfied that there is a legitimate research interest and/or purpose.

Please note that access to the Archives will usually be limited to the provision of documents and not include physical entry to or the examination of documents in the Archives.

### **Genealogical research**

People conducting genealogical research often seek access to sacramental records in the Archives of the Archdiocese and/or one or more of its parishes. The *Personal Information Protection Act* (PIPA) of Alberta limits disclosure of documents containing personal information to: (1) documents that have been in existence for more than 100 years; and, (2) documents for an identifiable individual who has been dead for at least 20 years. If the records sought meet these provisions, an application may be submitted as outlined below.

### **Indian Residential Schools research**

People with a personal interest in documents related to the Indian Residential Schools that were run by the Church in Grouard, Joussard, Sturgeon Lake, Assumption, Fort Vermilion and Wabasca, are invited to make an application to the Archdiocese of Grouard-McLennan as outlined below.

The Archdiocese encourages people who are conducting non-personal document searches related to the Indian Residential Schools (IRS) that were operated by the Oblates of Mary Immaculate and the Archdiocese to contact the National Centre for Truth and Reconciliation (NCTR) at the University of Manitoba. The Archdiocese provided the NCTR with copies of all the IRS documents in its Archives.

The researcher may apply to access the Archives in order to view the original document or documents found at the NCTR, by submitting Form 7.4.c.

### **Other research**

If a person is seeking documents while conducting research on other subjects than those described above, he or she is welcome to submit an application, as outlined below.

### **Application to access the Archives**

A person who is seeking access to historical documents in the Archives must submit an *Archives Research Request Form* (see Form 7.4.a). It is important that the applicant give as much detail about the research as possible. This will allow the archivist to respond in an accurate and timely way.

If the archivist is able to identify documents that meet the request, and the Archbishop gives his permission to allow access, the applicant will receive an e-mail or letter which will outline the documents and/or information available and quote the applicable fee. When the fee has been paid,

copies of the listed documents and/or information will be sent to the applicant and/or the applicant will be given an appointment to visit the Archives and conduct the approved research.

### **Statement of Compliance**

Those who are given permission to access historical documents in the Archives will be required to sign the *Statement of Compliance* (see Form 7.4.b). This form outlines the norms governing access to and use of material from the Archives of the Archdiocese of Grouard-McLennan.

### **Use beyond research and private study**

Archived documents may still be subject to copyright law and you must seek permission, in writing, of the Archbishop of Grouard-McLennan if you intend to use any of the documents you obtain for purposes beyond research and private study. This would include reproducing the document for any purpose or so that it can be viewed by people other than the researcher. Some examples would be: in a publication such as a book, newsletter, newspaper, journal article, pamphlet, or brochure; on a website, CD-ROM, DVD or other electronic/digital format; in an academic paper or a curriculum aid; or, an artistic or commercial exhibition or display.

Please also ensure that you properly cite the Archives of the Archdiocese of Grouard-McLennan as the source of any information you use in a publication.

Promulgated by the Council of Priests and College of Consultors on 26 January 2016



## Archdiocese of Grouard-McLennan – Archives Research Request Form

Form 7.4.a

To provide services to all researchers, the following procedures have been adopted for the receipt of and response to research requests:

**1. Complete the Research Request Form on this page.**

Submit one request at a time. Do not send another research request before receiving a reply.

- **Document and photograph requests should identify the parish or town name and the timeframe or period concerned.**
- **Historical** research requests should be clearly written with a specific question.

**2. Archives staff will review the request.**

Requests are processed in the order they are received; **most requests will be answered within two to four weeks.**

**3. You will receive an e-mail, fax or letter with information regarding [research fees](#) and how to pay them.**

Prepayment of any research fees specified in that e-mail is required. Research fees are non-refundable and do not guarantee that relevant information will be found. In most cases, you will be asked to pay \$10 per document and will receive digital copies, not paper ones.

**NB:** If you would like a copy of a Sacrament Certificate, please use the Request for a Sacrament Certificate form.

### Requester Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Town/City:** \_\_\_\_\_ **Prov.:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**e-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Town/City:** \_\_\_\_\_ **Prov.:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**e-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Request Type**

- |   |   |
|---|---|
| <input type="checkbox"/> Document(s)                    | <input type="checkbox"/> Parish history                 |
| <input type="checkbox"/> Photograph(s)                  | <input type="checkbox"/> General historical information |
| <input type="checkbox"/> Not sure                       | <input type="checkbox"/> Map, site plan, etc.           |
| <input type="checkbox"/> Correspondence, journals, etc. | <input type="checkbox"/> Other: _____                   |

**Request Details**

Please provide relevant information concerning your research and interest in the Archdiocese of Grouard-McLennan – Archives holdings. Please be as concise and specific as possible. Requests that do not indicate what specific information you seek cannot be answered and will be returned. Please attach additional pages, as needed.

**(1) Type of Document:** \_\_\_\_\_  
**Date related to document:** \_\_\_\_\_  
**Location related to document:** \_\_\_\_\_  
**Other details:** \_\_\_\_\_

**(2) Type of Photograph:** \_\_\_\_\_  
**Date related to photograph:** \_\_\_\_\_  
**Location related to photograph:** \_\_\_\_\_  
**Other details:** \_\_\_\_\_

**(3) Research Question:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I confirm that the above information is correct and I understand that there may be a fee related to my request.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Archdiocese of Grouard-McLennan – Archives Statement of Compliance**

Form 7.4.b

### **Relevant Provisions of Canon Law (Canons 486-491)**

“All diocesan and parochial documents must be protected with the greatest care” (c.486 §1)

“...no one may licitly enter (the archive) without the permission either of the bishop or of both the moderator of the curia and the chancellor” (c. 487 §1)

“It is not permitted to remove documents from the archives, except for a brief time only and with the consent either of the bishop or both the moderator of the curia and the chancellor”. (c. 488)

“The diocesan bishop is also to see that there is an historical archive in the diocese in which documents having historical value are diligently preserved and systematically arranged.” (c. 491 §2)

“In order to inspect or remove the acts and documents spoken of in 1. and 2. above, the norms established by the diocesan bishop are to be observed.” (c. 491 §3)

### **Policy Norms**

**Norm 1:** The foregoing requirements of Canon Law relating to access to the Archives of the Archdiocese of Grouard-McLennan will be diligently observed at all times.

**Norm 2:** The *Personal Information Protection Act* of Alberta will be scrupulously applied when considering the release of documents or records that contain any information about individuals.

**Norm 3:** All persons proposing to use the Archives of the Archdiocese for purposes of research must provide in advance a completed form 7.4.a *Research Request* in which the purpose of the research and the type of documents being sought are fully disclosed.

**Norm 4:** No research is to proceed until the foregoing request has been authorized by the Archbishop, or the moderator of the Curia and the Chancellor, and the researchers have signed the Form 7.4.b *Statement of Compliance*.

**Norm 5:** The Archivist must be present at all times when researchers are at work in the Archives and must be satisfied at all times that their research is fully in keeping with their request. The Archivist has the right to intervene in the research, and even halt it, to assure that compliance is being observed.

**Norm 6:** The Archdiocese shall be compensated for the time required by the Archivist to locate requested documents, copy documents, and in any other way assist the work of researchers.

**Statement of Compliance**

(to be signed and dated by each researcher separately)

**I have carefully read the entire foregoing document and I agree to comply with it in each and every part. In the case of disagreement with a decision of the archivist, I agree to abide by that decision unless and until altered by the Archbishop or the Chancellor.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

Accepted by the College of Consultors on 11 May 2011  
Amended by the College of Consultors on 26 January 2016



**Archdiocese of Grouard-McLennan – Archives**  
**Request for Documents related to**  
**Indian Residential Schools**

Form 7.4.c

Researchers seeking access to documents related to Indian Residential Schools, for non-personal reasons, may apply to access the originals of any copies housed at the National Centre for Truth and Reconciliation (NCTR) at the University of Manitoba.

**Request procedure:**

1. Complete and submit the following Research Request Form.
2. Document and photograph requests must be identified with the id used by the NCTR.
3. Archives staff will review requests for completeness and to confirm the originals are accessible.
4. Requests will be forwarded to the Archbishop for his decision.
5. All requests will receive an e-mail or letter informing of the decision of the Archbishop to permit access to the originals.
6. Approved requests may also include research fees and provide information on when and how to pay them.

**Requester Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Reason for Request**

I am seeking to access original documents related to Indian Residential Schools in the Archdiocese of Grouard-McLennan because:

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**Original Documents Being Sought**

**(Please attach relevant documentation from the NCTR)**

**Indian Residential School(s):**

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**Documents:**

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**Photographs:**

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I confirm that the above information is correct and I understand that there may be a fee related to my request. I understand that I must seek permission from the Archbishop of Grouard-McLennan if I intend to use any of the documents I obtain for purposes beyond research and private study.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **POLICY 7.5 Cemeteries**

In the teachings of the Catholic Church, “burying the dead” is understood to be one of the seven corporal works of mercy (Mt. 25: 31-46). For millennia, the Catholic cathedral and parish church have usually included a cemetery, consecrated ground for the interment of deceased Catholic faithful. The *Code of Canon Law* requires that “the Church have its own cemeteries wherever this can be done” (cn. 1240 §1) and that “particular law...determine appropriate norms on the discipline to be observed in cemeteries, especially regarding the protecting and fostering of their sacred character.” (cn. 1243).

In addition to the canonical guidelines, provincial and municipal government laws, bylaws and regulations further determine how the Archdiocese operates and maintains its cemeteries. This policy has been enacted to better define the roles of the Archdiocese, parishes, and, where applicable, municipal and provincial governments in the operation and maintenance of the cemeteries of the Archdiocese.

### **Cemeteries in the Archdiocese**

The Archdiocese of Grouard-McLennan, under the name “La Corporation Épiscopale Catholique Romaine de Grouard”, is the owner of 30 cemeteries, 22 of which are active cemeteries. The Archdiocese does not directly operate the active cemeteries. These cemeteries are operated by the associated parish, or by a community-based non-profit society (community operator) or a municipal government.

The inactive cemeteries are maintained by the Archdiocese.

### **Responsibilities of cemetery owners under Alberta law**

The Alberta *Cemeteries Act* and *General Regulation* define and describe the responsibilities of cemetery owners. This policy is intended to incorporate these legal requirements and any additional duties arising from the teachings and practices of the Catholic Church.

The cemetery owner is, among other things, responsible for:

- keeping the cemetery in good order and repair;
- assuring the proper disposition of human remains or cremains in the cemetery;
- ensuring that burials are conducted in a decent manner;
- ensuring that a cemetery is laid out in such a manner as to provide for adequate walks and roadways, and grave lots of adequate size to accommodate burials;
- ensuring that the cemetery layout facilitates the keeping of records and the finding of graves;
- maintaining a plan of the cemetery that facilitates the keeping of records and the finding of graves.

The cemetery owner is authorized to:

- lease plots for burials of human remains or cremains;
- collect funds for perpetual care of burial plots;
- make rules for burials in the cemetery.

### **Responsibilities of parish cemetery operators**

The Archdiocese has created a set of regulations for parish operators of a cemetery (see Appendix A).

Among other things, the Archdiocese requires the parish operator of a cemetery to:

- maintain a Register of Burials, according to the instructions of the Chancellor;
- maintain the cemetery plan, updating after every sale and burial;
- adopt a set of bylaws that govern the operation of that parish's cemetery (see Appendix B);
- collect and keep on file government-issued burial permits related to all burials in the cemetery.

Further, the Archdiocese authorizes the parish operator of a cemetery to:

- collect sale/lease payments for burial plots (subject to Policy 3.1.7);
- collect payments for perpetual care fund (subject to Policy 3.1.7).

### **Responsibilities of other cemetery operators**

For administration purposes, all of the cemeteries in the Archdiocese are the responsibility of the parish in whose boundaries they are located. Where local circumstances permit, the Archdiocese contracts with municipal governments to operate local cemeteries, which may or may not belong to an active parish.

Where local circumstances necessitate or at the request of a parish or other community members, the Archdiocese may contract with a community non-profit society (community operator) to operate a local cemetery. Although each contract accounts for the local circumstances and needs, in general, the Archdiocese requires the community operator of a cemetery to:

- be an incorporated<sup>1</sup> non-profit society in accordance with the *Societies Act* of Alberta;
- maintain the cemetery plan, updating after every lease assignment and burial;
- adopt a set of bylaws that govern the operation of the cemetery (see Appendix C). Please note that these **are not** the bylaws required to incorporate under the *Societies Act* of Alberta;
- provide information to the responsible parish priest to allow for the maintenance of a Register of Burials, according to the instructions of the Chancellor;
- collect all government-issued burial permits related to all burials in the cemetery and forward them to the responsible parish priest with other burial information for the Register of Burials.

Accepted by the College of Consultors 02 May 2012

Amended by the Curia on 07 January 2016

Amended by the College of Consultors on 12 June 2018

Amended by the College of Consultors on 11 June 2019

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<sup>1</sup> As described in section 3-19 in the *Societies Act* of Alberta.

# **Appendix A        Regulations - Parish Cemeteries in the Archdiocese of Grouard-McLennan**

## **1. Definitions**

In this policy the word, term or expression:

- a) “Administrator” means the Finance Administrator of the Archdiocese of Grouard-McLennan.
- b) “Cemetery” means a property duly designated by the Archdiocese and/or registered by the Province of Alberta for the interment of the deceased or in which human remains have been interred in the past.
- c) “Chancellor” means the Chancellor of the Archdiocese of Grouard-McLennan.
- d) “Columbarium” means a structure designed for storing of the ashes of human bodies or other human remains that have been cremated.
- e) “Cremains” means the cremated remains of a human body.
- f) “Lessee” means the person who has applied for and has been granted a lease for the interment of human remains or cremains in a cemetery.
- g) “Mausoleum” means a structure wholly or partly above the ground level and designated for the burial or storage of human bodies.
- h) “Operator” means a Committee of a Parish, Quasi-parish or Mission duly appointed or elected by the Parish, an individual or group of individuals appointed and confirmed; or a Municipal Government who has been duly authorized, through the execution of a written agreement, to manage the cemetery.
- i) “Owner” means: La Corporation Épiscopale Catholique Romaine de Grouard.
- j) “Plot” means a portion of land in the cemetery, numbered and marked on a cemetery plan and registered in the cemetery files of the Operator.

## **2. Duties of the Operator**

On behalf and under the supervision of the Owner, the Operator of a cemetery or cemeteries has the following duties and responsibilities.

**2.1** To issue a lease to an applicant for the right to occupy a cemetery plot, a space in a columbarium or a chamber in a mausoleum pursuant to the *Alberta Cemeteries Act*, the *Alberta Cemetery Regulation 249/98* and any regulations duly established by the Owner and the Operator.

**2.2** To keep and maintain a clear and orderly plan of the Cemetery and all records held in connection with the management of the Cemetery.

**2.3** To maintain a record of all burial plots and burial documentation of persons buried in the cemetery or mausoleum or placed in a columbarium. The record of burial or placement must include the name of the deceased, the Lessee of the plot, date of burial or placement and other records as may be required by the Administrator. A copy of such records shall be submitted to the Chancellor on or prior to January 31<sup>st</sup> of each year.

**2.4** To collect any lease fees and perpetual care fees as may be established by the Operator or the Owner. (cf. Policy 3.1.7)

**2.5** To enforce all obligations of the *Cemeteries Act*, being Chapter C-3, of the Revised Statutes of Alberta and *General Regulation*, being Alberta Regulation 249/98, and any amendments thereto.

**2.6** To adopt and enforce a policy or bylaw which will augment and respect the regulations established by the Archdiocese of Grouard-McLennan Cemeteries policy. (see Appendix B).

This policy or bylaw will include, but not be restricted to, specific regulations pertaining to the following:

- a) Establishment of fees for the issuance of leases and perpetual care of plots.
- b) The placement of any permanent memorial tribute, grave cover, fences, trees, shrubs, or natural flowers on a burial plot.
- c) Requirements of the Lessee for the care and maintenance of a cemetery plot(s).
- d) Protocol for the contravention of Provincial Statutes and Regulations pertaining to the operation of a cemetery, the Archdiocesan Cemetery Policy and/or the Operator's policy or bylaw.
- e) The allowance or restriction of a columbarium or mausoleum in a cemetery.

**2.7** To submit a draft copy of its proposed policy or bylaw pertaining to the development and operation of a cemetery to the Administrator prior to its final adoption by the Operator.

**2.8** To submit any subsequent proposed amendment, addition or change to the Operator's policy or bylaw to the Administrator for approval.

### **3. Miscellaneous Regulations**

**3.1** All plots shall remain the property of the Owner. The Operator shall not have the authority to sell, transfer or otherwise issue a Certificate of Title for any portion of the cemetery.

**3.2** The Lessee shall not be allowed to transfer a lease for an unoccupied plot to another person unless such transaction is registered by the Operator in compliance with this policy. In the event of a cancellation of a lease, pursuant to the Lessee's request, any lease fees paid to the Operator will be returned to the Lessee.

**3.3** When a plot becomes vacant by the removal of the human remains therein, the land may be reverted to the Operator at the Lessee's discretion.

**3.4** No person shall be allowed to inter human remains in a cemetery until the following statutes and regulations have been complied with:

- a) The provisions of the *Public Health Act* of the Province of Alberta;
- b) The provisions of the *Cemeteries Act* of the Province of Alberta; and,
- c) The provisions of the *Vital Statistics Act* of the Province of Alberta.

**3.5** Normally, a Catholic cemetery is intended for Catholics and members of their immediate family. Any exceptions will be reviewed on a case-by-case basis by the Ordinary of the Archdiocese of Grouard-McLennan.

**3.6** By Church directives, cremated remains shall be interred in a duly designated cemetery. Cremated remains shall not be scattered in the cemetery or at any other location.

**3.7** Only human remains shall be buried in the cemetery. Under no circumstance will animals be allowed to be buried in the cemetery.

**3.8** The maximum number of human remains or cremains allowed on a plot shall be:

- a) one human remain and/or four cremains, or
- b) two human remains

**3.9** An Operator who seeks to add a columbarium to a cemetery must submit a written application to the Ordinary of the Archdiocese of Grouard-McLennan, following Policy 3.4.2. The application should include reasons for seeking to make the addition.

**3.10** An Operator who seeks to add a mausoleum to a cemetery must submit a written application to the Ordinary of the Archdiocese of Grouard-McLennan, following Policy 3.4.2. The application should include reasons for seeking to make the addition.

**3.11** All monuments, inscriptions and graphics thereon shall be compatible with the faith of the Catholic Church. The placement of a monument or plaque on a plot will be subject to the permission and approval of the Operator.

**3.12** The Owner, its agents or employees shall not be responsible for any injury caused to any person who enters a cemetery or for any damage to any plot, memorial, monument or any other structure located within any cemetery unless such injury or damage occurs as a result of the gross negligence of the Owner, its agents or employees.

Any conflict between this policy and the bylaws of an Operator will be resolved by the Administrator.

## **Appendix B      Sample Bylaws for Parish Cemeteries in the Archdiocese of Grouard-McLennan**

### PARISH CEMETERY BYLAWS

WHEREAS Catholic cemeteries in the Archdiocese of Grouard-McLennan are owned by “La Corporation Épisiscopale Catholique Romaine de Grouard” and are operated by local parishes; and

WHEREAS the Archdiocese has promulgated Policy 7.5 Cemeteries which provides a description of the standards and regulations for the operation of all cemeteries under its authority; and

WHEREAS the Cemetery Committee of \_\_\_\_\_ Parish at \_\_\_\_\_, Alberta, was established to regulate, oversee and control the operations of the \_\_\_\_\_ Cemetery.

NOW THEREFORE, the Cemetery Committee of \_\_\_\_\_ Parish enacts as follows:

#### **1. Definitions**

In this policy the word, term or expression:

- a) “Administrator” means the Financial Administrator of the Archdiocese of Grouard-McLennan
- b) “Cemetery” means a property duly designated by the Archdiocese and/or registered by the Province of Alberta for the interment of the deceased or in which human remains have been interred in the past.
- c) “Chancellor” means the Chancellor of the Archdiocese of Grouard-McLennan.
- d) “Columbarium” means a structure designed for storing of the ashes of human bodies or other human remains that have been cremated.
- e) “Cremains” means the cremated remains of a human body.
- f) “Lessee” means the person who has applied for and has been granted a lease for the interment of human remains or cremains in a cemetery.
- g) “Mausoleum” means a structure wholly or partly above the ground level and designated for the burial or storage of human bodies.
- h) “Operator” means a Committee of a Parish, Quasi-parish or Mission duly appointed or elected by the Parish or a Municipal Government who has been duly authorized, through the execution of a written agreement, to manage the cemetery.
- i) “Owner” means: La Corporation Épisiscopale Catholique Romaine de Grouard.
- j) “Plot” means a portion of land in the cemetery, numbered and marked on a cemetery plan and registered in the cemetery files of the Operator.

#### **2. Duties of the Operator**

**2.1** Issue a lease to an applicant for the right to occupy a cemetery plot, a space in a columbarium or a chamber in a mausoleum pursuant to the *Alberta Cemeteries Act*, the *Alberta Cemetery Regulation 249/98* and any regulations duly established by the Owner and the Operator.

**2.2** Keep and maintain a clear and orderly plan of the Cemetery and all records held in connection with the management of the Cemetery.

**2.3** Maintain a record of all burial plots and burial documentation of persons buried in the cemetery, including the name of the deceased, the Lessee of the plot, date of burial and other records as may be required by the Administrator. A copy of such records shall be submitted to the Chancellor on or prior to January 31<sup>st</sup> of each year.

**2.4** Publish a “Schedule of Fees” and collect any lease fees and perpetual care fees as may be established by the Operator. (cf. Policy 3.1.7)

**2.5** Enforce all obligations of the *Cemeteries Act*, being Chapter C-3, of the Revised Statutes of Alberta and *Alberta Regulation 249/98* and any amendments thereto.

**2.6** Submit proposed amendments, additions or changes to this bylaw to the Administrator for review and approval.

### **3. Miscellaneous Regulations**

**3.1** All plots shall remain the property of the Owner. The Operator shall not have the authority to sell, transfer or otherwise issue a Certificate of Title for any portion of the cemetery.

**3.2** The Lessee shall not be allowed to transfer a lease for an unoccupied plot to another person unless such transaction is registered by the Operator in compliance with this bylaw. In the event of a cancellation of a lease, pursuant to the Lessee’s request, any lease fees paid to the Operator will be returned to the Lessee.

**3.3** When a plot becomes vacant by the removal of the human remains therein, the land may be reverted to the Operator at the Lessee’s discretion.

**3.4** No person shall be allowed to inter human remains in a cemetery until the following statutes and regulations have been complied with:

- a) The provisions of the *Public Health Act* of the Province of Alberta;
- b) The provisions of the *Cemeteries Act* of the Province of Alberta; and,
- c) The provisions of the *Vital Statistics Act* of the Province of Alberta.

**3.5** Normally, a Catholic cemetery is intended for Catholics and members of their immediate family. Any exceptions will be reviewed on a case by case basis by the Ordinary of the Archdiocese of Grouard-McLennan.

**3.6** By Church directives, cremated remains shall be interred in a duly designated cemetery. Cremated remains shall not be scattered in the cemetery or at any other location.

**3.7** Only human remains shall be buried in the cemetery. Under no circumstance will animals be allowed to be buried in the cemetery.

**3.8** The maximum number of human remains or cremains allowed on a plot shall be:

- a) one human remain and/or four cremains, or
- b) two human remains

**3.9** All monuments, inscriptions and graphics thereon shall be compatible with the faith of the Catholic Church. The placement of a monument or plaque on a plot will be subject to the permission and approval of the Operator.

**3.10** The Owner, its agents or employees shall not be responsible for any injury caused to any person who enters a cemetery or for any damage to any plot, memorial, monument or any other structure located within any cemetery unless such injury or damage occurs as a result of the gross negligence of the Owner, its agents or employees.

**3.11** This bylaw comes into effect on the date of the final passing thereof.

#### **4. Monuments**

**4.1** The burial plot lessee shall have the right to erect a monument or grave plaque on a plot, subject to the permission of the Operator. Specifications of the proposed monument or grave plaque outlining the material, height, size of base and inscription must be submitted to the Operator for approval before ordering and/or installation of the monument or plaque. Only one monument shall be allowed per plot. A maximum of four (4) grave plaques shall be permitted per plot.

**4.2** All monuments must be made of granite, marble, limestone, bronze or other resilient materials as may be approved by the Operator. Plastic, fiberglass or wood monuments shall not be permitted in the cemetery, except crosses of wood pre-approved by the Operator.

**4.3** Monuments shall be placed on a concrete sidewalk, where available, or on a concrete, marble or granite base located at the head of the plot. Monument bases shall be no wider (side to side) than the plot width minus 15.24 cm (6 inches).

**4.4** All monuments, inscriptions and graphics thereon shall be compatible with the faith of the Catholic Church.

**4.5** The maximum height of any monument shall be one (1) metre.

**4.6** Full length grave covers shall not be allowed.

**4.7** Grave plaques shall be no greater than 35.5 cm (14 inches) wide (top to bottom) and no wider (side to side) than 60.96 cm (24 inches).

**4.8** Temporary monuments and grave plaques shall be permitted on a plot for a maximum period of **one year** from the date of interment. After which period, the burial plot lessee will be required to remove such temporary items from the plot.

**4.9** Should any monument or other structure placed on or erected in the cemetery be deemed by the Operator to be in a state of disrepair, the Operator shall require the burial plot lessee to either repair or remove it from the burial plot.

#### **5. Maintenance of Plots**

**5.1** No permanent memorial tribute (other than a monument or grave plaque), shrubs, trees, hedges or natural flowers shall be allowed on a burial plot in the cemetery.

**5.2** Notwithstanding article 5.1, the burial plot lessee shall be allowed to place temporary memorial tributes on a burial plot for a maximum period of six (6) months following the date of interment. Such tributes shall be attached to the monument or firmly anchored in the ground to prevent displacement by the wind.

**5.3** To ensure neatness and order in the cemetery, the Operator shall have the authority to remove any “rubbish” placed upon a plot which is considered to be unsightly or is interfering with the practical maintenance of the cemetery.

**5.4** Fences, railings, concrete walls and similar enclosures shall not be erected on any plot.

## **6. Columbarium**

[Cemeteries that do not have a columbarium]

**6.1** The addition of a columbarium requires the approval of the Owner. The application for adding a columbarium will be made in accordance with the Regulations of the Owner (Policy 7.5, Appendix A).

[Cemeteries that have a columbarium]

**6.1** No more than two persons’ cremated remains may be placed in one columbarium niche.

**6.2** Urns for cremains must be pre-approved by the Operator for placement before purchase. This is to ensure the selected urn will fit into the niche.

**6.3** Inscription on the niche is included in the lease price. Inscriptions consist of surname, Christian name(s) and dates of birth and death. No other information will be inscribed on a niche. The font and style of inscriptions is the sole decision of the Operator.

## **7. Mausoleum**

**7.1** The addition of a mausoleum requires the approval of the Owner. The application for adding a mausoleum will be made in accordance with the Regulations of the Owner (Policy 7.5, Appendix A).

## **8. Protocol for Contraventions of these Bylaws**

**8.1** Should the burial plot lessee be in contravention of any requirement of these bylaws or the *Alberta Cemeteries Act* or *General Regulations*, the Operator shall serve notice in writing to the burial plot lessee at the last known address and/or to an immediate family member of the deceased, requesting that remedial action be taken by a specified deadline.

Any conflict between this policy and the bylaws of an Operator will be resolved by the Administrator.

# Appendix C      Sample Bylaws for Cemeteries of the Archdiocese of Grouard-McLennan Operated by a Community Operator

## CEMETERY BYLAWS

WHEREAS Catholic cemeteries in the Archdiocese of Grouard-McLennan are owned by “La Corporation Épisopale Catholique Romaine de Grouard” and are operated by local parishes or community operators; and

WHEREAS the Archdiocese has promulgated Policy 7.5 Cemeteries which provides a description of the standards and regulations for the operation of all cemeteries under its authority; and

WHEREAS the community operator, \_\_\_\_\_ Parish at \_\_\_\_\_, Alberta, was established to regulate, oversee and control the operations of the \_\_\_\_\_ Cemetery.

NOW THEREFORE, the community operator, \_\_\_\_\_ of \_\_\_\_\_ Cemetery enacts as follows:

### 1. Definitions

In these bylaws, the word, term or expression:

- a) “Administrator” means the Financial Administrator of the Archdiocese of Grouard-McLennan
- b) “Cemetery” means a property duly designated by the Archdiocese and/or registered by the Province of Alberta for the interment of the deceased or in which human remains have been interred in the past.
- c) “Chancellor” means the Chancellor of the Archdiocese of Grouard-McLennan.
- d) “Columbarium” means a structure designed for storing of the ashes of human bodies or other human remains that have been cremated.
- e) “Cremains” means the cremated remains of a human body.
- f) “Lessee” means the person who has applied for and has been granted a lease for the interment of human remains or cremains in a cemetery.
- g) “Mausoleum” means a structure wholly or partly above the ground level and designated for the burial or storage of human bodies.
- h) “Operator” means a duly incorporated society per the *Societies Act* of Alberta who has been duly authorized, through the execution of a written agreement, to manage the cemetery.
- i) “Owner” means: La Corporation Épisopale Catholique Romaine de Grouard.
- j) “Plot” means a portion of land in the cemetery, numbered and marked on a cemetery plan and registered in the cemetery files of the Operator.

### 2. Duties of the Operator

**2.1** Issue a lease to an applicant for the right to occupy a cemetery plot, a space in a columbarium or a chamber in a mausoleum pursuant to the *Alberta Cemeteries Act*, the *Alberta Cemetery Regulation 249/98* and any regulations duly established by the Owner and the Operator.

**2.2** Keep and maintain a clear and orderly plan of the Cemetery and all records held in connection with the management of the Cemetery.

**2.3** Furnish all necessary and required details to the responsible parish priest so that a record of all burial plots and burial documentation of persons buried in the cemetery, including the name of the deceased, the Lessee of the plot, date of burial and other records as may be required by the Administrator is properly maintained according to the policies and practices of the Owner.

**2.4** Publish a “Schedule of Fees” and collect any lease fees and perpetual care fees as may be established and provided periodically to the Owner by the Operator.

**2.5** Enforce all obligations of the *Cemeteries Act*, being Chapter C-3, of the Revised Statutes of Alberta and *Alberta Regulation 249/98* and any amendments thereto.

**2.6** Submit proposed amendments, additions or changes to this bylaw to the Administrator for review and approval.

### **3. Miscellaneous Regulations**

**3.1** All plots shall remain the property of the Owner. The Operator shall not have the authority to sell, transfer or otherwise issue a Certificate of Title for any portion of the cemetery.

**3.2** The Lessee shall not be allowed to transfer a lease for an unoccupied plot to another person unless such transaction is registered by the Operator in compliance with this bylaw. In the event of a cancellation of a lease, pursuant to the Lessee’s request, any lease fees paid to the Operator will be returned to the Lessee.

**3.3** When a plot becomes vacant by the removal of the human remains therein, the land may be reverted to the Operator at the Lessee’s discretion.

**3.4** No person shall be allowed to inter human remains in a cemetery until the following statutes and regulations have been complied with:

- a) The provisions of the *Public Health Act* of the Province of Alberta;
- b) The provisions of the *Cemeteries Act* of the Province of Alberta; and,
- c) The provisions of the *Vital Statistics Act* of the Province of Alberta.

**3.5** Normally, a Catholic cemetery is intended for Catholics and members of their immediate family. Any exceptions will be reviewed on a case by case basis by the Ordinary of the Archdiocese of Grouard-McLennan.

**3.6** By Church directives, cremated remains shall be interred in a duly designated cemetery. Cremated remains shall not be scattered in the cemetery or at any other location.

**3.7** Only human remains shall be buried in the cemetery. Under no circumstance will animals be allowed to be buried in the cemetery.

**3.8** The maximum number of human remains or cremains allowed on a plot shall be:

- a) one human remain and/or four cremains, or
- b) two human remains

**3.9** All monuments, inscriptions and graphics thereon shall be compatible with the faith of the Catholic Church. The placement of a monument or plaque on a plot will be subject to the permission and approval of the Operator.

**3.10** The Owner, its agents or employees shall not be responsible for any injury caused to any person who enters a cemetery or for any damage to any plot, memorial, monument or any other structure located within any cemetery unless such injury or damage occurs as a result of the gross negligence of the Owner, its agents or employees.

**3.11** This bylaw comes into effect on the date of the final passing thereof.

#### **4. Monuments**

**4.1** The burial plot lessee shall have the right to erect a monument or grave plaque on a plot, subject to the permission of the Operator. Specifications of the proposed monument or grave plaque outlining the material, height, size of base and inscription must be submitted to the Operator for approval before ordering and/or installation of the monument or plaque. Only one monument shall be allowed per plot. A maximum of four (4) grave plaques shall be permitted per plot.

**4.2** All monuments must be made of granite, marble, limestone, bronze or other resilient materials as may be approved by the Operator. Plastic, fiberglass or wood monuments shall not be permitted in the cemetery, except crosses of wood pre-approved by the Operator.

**4.3** Monuments shall be placed on a concrete sidewalk, where available, or on a concrete, marble or granite base located at the head of the plot. Monument bases shall be no wider (side to side) than the plot width minus 15.24 cm (6 inches).

**4.4** All monuments, inscriptions and graphics thereon shall be compatible with the faith of the Catholic Church.

**4.5** The maximum height of any monument shall be one (1) metre.

**4.6** Full length grave covers shall not be allowed.

**4.7** Grave plaques shall be no greater than 35.5 cm (14 inches) wide (top to bottom) and no wider (side to side) than 60.96 cm (24 inches).

**4.8** Temporary monuments and grave plaques shall be permitted on a plot for a maximum period of **one year** from the date of interment. After which period, the burial plot lessee will be required to remove such temporary items from the plot.

**4.9** Should any monument or other structure placed on or erected in the cemetery be deemed by the Operator to be in a state of disrepair, the Operator shall require the burial plot lessee to either repair or remove it from the burial plot.

#### **5. Maintenance of Plots**

**5.1** No permanent memorial tribute (other than a monument or grave plaque), shrubs, trees, hedges or natural flowers shall be allowed on a burial plot in the cemetery.

**5.2** Notwithstanding article 5.1, the burial plot lessee shall be allowed to place temporary memorial tributes on a burial plot for a maximum period of six (6) months following the date of interment. Such tributes shall be attached to the monument or firmly anchored in the ground to prevent displacement by the wind.

**5.3** To ensure neatness and order in the cemetery, the Operator shall have the authority to remove any “rubbish” placed upon a plot which is considered to be unsightly or is interfering with the practical maintenance of the cemetery.

**5.4** Fences, railings, concrete walls and similar enclosures shall not be erected on any plot.

## **6. Columbarium**

[Cemeteries that do not have a columbarium]

**6.1** The addition of a columbarium requires the approval of the Owner. The application for adding a columbarium will be made in accordance with the Regulations of the Owner (Policy 7.5, Appendix A).

[Cemeteries that have a columbarium]

**6.1** No more than two persons’ cremated remains may be placed in one columbarium niche.

**6.2** Urns for cremains must be pre-approved by the Operator for placement before purchase. This is to ensure the selected urn will fit into the niche.

**6.3** Inscription on the niche is included in the lease price. Inscriptions consist of surname, Christian name(s) and dates of birth and death. No other information will be inscribed on a niche. The font and style of inscriptions is the sole decision of the Operator.

## **7. Mausoleum**

**7.1** The addition of a mausoleum requires the approval of the Owner. The application for adding a mausoleum will be made in accordance with the Regulations of the Owner (Policy 7.5, Appendix A).

## **8. Protocol for Contraventions of these Bylaws**

**8.1** Should the burial plot lessee be in contravention of any requirement of these bylaws or the *Alberta Cemeteries Act* or *General Regulations*, the Operator shall serve notice in writing to the burial plot lessee at the last known address and/or to an immediate family member of the deceased, requesting that remedial action be taken by a specified deadline.

## **POLICY 7.6      Policy for Websites and Other Internet-based Media**

### **SUMMARY**

1. Parishes are responsible for ensuring the content of websites and Facebook accounts are kept up to date and meet minimum standards. Parishes are authorized to remove content that offends these standards, including comments on social media accounts.
2. Notification of the taking and use of photographs, digital images, and similar collection of personal information must be clearly stated in promotional materials for archdiocesan and parish events. Posters with the same notification must be prominently displayed at archdiocesan and parish events.
3. The Archdiocese encourages parishes to use open-source website platforms and pay minimal fees to create and host a website. The parish priest is responsible for ensuring the maintenance of and access to the parish website and social media accounts.
4. Account names and passwords are to be secured and be known by the parish priest, his authorized parish delegates, and the Communications Officer of the Archdiocese.

### **FORMS**

Sample Consent and Permission Forms

### **RELATED POLICIES**

N/A

The Archdiocese has developed this policy to assist parishes, quasi-parishes and missions (hereinafter “parishes) with effective management of internet-based media.

#### **1. Responsibility for websites and social media**

The parish priest is responsible for ensuring that the parish website, social media accounts, as well as other parish publications, are established and managed in compliance with this policy.

The Communications Officer of the Archdiocese is responsible for ensuring the Archdiocese’s website, social media accounts and all other archdiocesan publications, are managed in compliance with this policy. The Communications Officer is responsible for monitoring parish websites, social media accounts and publications and reporting any concerns directly to the parish priest.

#### **2. Content of websites and social media**

The Archdiocese posts all types of information on its website, <https://archgm.ca>, including the Archbishop’s monthly pastoral letter, policies and procedures, parish contact information, pastoral initiatives, and more. It is also available for promoting parish and other Catholic events.

The rule of thumb for websites and social media is not to post anything that would not be published in the parish Sunday bulletin or the Archdiocesan newsletter, *the Northern Light*. All items posted on the

archdiocesan website have been approved by the Vicar General. All items posted on parish websites and social media accounts must be approved by the parish priest (this includes missions.)

**a. Responsibility for content**

The parish priest is responsible for ensuring that the content of the parish website and social media accounts are kept up-to-date.

The Communications Officer of the Archdiocese is responsible for ensuring that the content of the archdiocesan website and social media account are kept up-to-date.

**b. Minimum standards for social media**

It is understood that the principal purpose of social media like Facebook is to encourage conversations. People often “like”, “share” and comment on posts. Therefore, employees of the Archdiocese, in the chancery and in parishes, must be responsible and charitable in their use of official social media. (They should also be charitable in their use of personal social media.)

The parish priest is responsible for ensuring that persons with direct responsibility for parish social media accounts regularly monitor the accounts and ensure content meets minimum standards. These standards include but are not limited to ensuring that content:

- does not contain offensive language (e.g. profanities, demeaning or derogatory words, personal insults)
- does not become an argument between individuals
- is not blasphemous or derogatory towards our Lord and/or the Church
- does not contain confidential or proprietary information
- is not in contravention of copyright laws

Comments and posts that the responsible person determines to be offensive are to be removed immediately. If the person is not sure whether to remove or amend content, she or he should consult the parish priest and/or the Communications Officer.

**c. Taking and using photographs**

*This policy on photographs applies to use of images in digital and hard copy media produced by the Archdiocese and parishes.*

The personal privacy of individuals is to be respected when photographs are taken at archdiocesan and parish events, such as Mass, the annual Pilgrimage, and parish picnics.

At all archdiocesan and parish-organized celebrations, liturgical and social, and public events under the auspices or promoted by the Archdiocese and parishes, there must be written notification that photographs will be taken which may later be used in various media at the discretion of the Archdiocese and its parishes.

Announcements, posters, invitations and other promotional materials for archdiocesan and parish events shall include statements about the taking and use of photographs. There must also be posters, prominently displayed in one or more locations within the venue of the celebration or event, that notify participants and guests of the taking of photographs.

Sample wording for event promotional materials and venue posters: *“Personal information, including but not limited to photographs and digital images, and video and audio recordings, may be collected at this event and then later used and disclosed at the discretion of the Archdiocese of Grouard-McLennan and its parishes.”*

For images that prominently feature one or more individuals, express verbal consent from the individual(s) shall be obtained by the person capturing the image. The express verbal consent of one parent or guardian must be obtained for such images of individuals under the age of 12 years.

Written permission for use is required when the Archdiocese or a parish uses images in its social media and any other publications that come from an external source. [See Appendix A for a template form.]

### **3. Management of websites and social media accounts**

It is important that parish websites and social media accounts not be attached to a person. Parishes that have or propose to have a website or social media accounts must have a dedicated parish email account that gives priests and their delegates access to them. The email account and password will be known by the parish priest and his delegates, and the Communications Officer of the Archdiocese.

#### **a. Websites**

Parishes are encouraged to use open-source platforms for websites.

Parishes that use or plan to use websites shall ensure that the Communications Officer of the Archdiocese has the site URL and the name and contact information of the person responsible for its operation.

#### **b. Social media accounts**

The Archdiocese requires that all parishes who make use of social media accounts ensure that:

- the parish priest has given permission to set up the account in the name of the parish and has the necessary sign-in information for the account.
- the parish priest has authorized people to post to the account in the name of the parish. The parish priest may authorize as many people as he deems necessary for the maintenance of the account.
- the user name and password for the account are provided to the Communications Officer of the Archdiocese and that the Archdiocese is one of the Administrators named on the account
- minimum standards for acceptable use are provided to the person or people responsible for the posted content and to the Archdiocese
- the person or people responsible for the account monitor it on a regular (at least weekly) basis, to ensure the content meets minimum standards.

### **4. Safekeeping of account names and passwords**

The account names and passwords for parish email, websites and social media accounts are confidential and limited to the parish priest, the people he delegates to maintain the website and social media accounts, and the Communications Officer of the Archdiocese.

Every parish should have a hard copy of the account names and passwords which is stored in an accessible but private place in the parish office. The parish priest will choose the location and inform his delegates and the Communications Officer of the Archdiocese of it.

Accepted by the College of Consultors on 13 November 2012

Amended by the Curia on 07 January 2016

Amended by the College of Consultors on 25 October 2016

Amended by the College of Consultors on 23 January 2018

Amended by the College of Consultors on 15 June 2021

**PERMISSION TO USE PHOTOGRAPHS FORM**

Name			
Address			
Phone		email	

I, \_\_\_\_\_, hereby grant permission to

\_\_\_\_\_

[Name of Parish]

of \_\_\_\_\_

[Address of Parish]

to publish, copy, and reproduce all images from parish events and activities of which I am the legal copyright owner.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_