

## POLICY 7.1      Gambling Policy

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### 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).

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

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[The following notes are intended to help each Deanery in planning for an Archbishop's Dinner. Please contact the Chancery Office if you have any concerns or suggestions.]

- The **responsibility for hosting an Archbishop's Dinner** lies primarily with the Deanery Pastoral Council. It is not for any one parish to bear alone, even though the dinner will take place in a particular parish. It should not be presumed in which parish or community in the Deanery the dinner will take place.
- The deanery pastoral council should assemble an **organizing committee** to make the local preparations and host the dinner: hall booking, local advertising and ticket sales, food and drink preparation, decorations, auction and/or prize items, sound system, and emcee.
- 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.
- **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 financial administrator.
- The Chancery Office will handle **the printing of tickets**, and any advertising across the archdiocese. The organizing committee and the archdiocesan financial administrator will verify the information on the ticket before signing off on the proof.
- This is a **fundraising dinner for the needs of the archdiocese**. The ticket price is set at \$25.00, but this is meant to cover the price of the meal and all other costs associated with the dinner. We ask the organizing committee to keep this in mind when selecting the venue and the menu and/or the caterer.
- The dinner **need not be held in a parish hall** if it is either too small or otherwise inadequate for such an event. You may need to book a school gym or some other venue (which you may have to rent).
- The organizing committee may wish to include **other fundraising ideas** at the dinner (silent auction, live auction, 50/50 tickets, etc.). It is up to this committee to decide upon and organize these. However, the proceeds from these must be for the Archdiocese, and not some other cause, worthy as it may be.

The Archbishop's Dinner is an opportunity for the parishes in the deanery 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.

## **POLICY 7.3      Canonical Visitations**

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### **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" .67<sup>8</sup>

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 principle and visible foundation of the unity of the particular Church.<sup>f</sup> 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 (d. 1 *Pet* 2:25), Jesus Christ, has visited and redeemed his people (*Lk* 1:68).<sup>680</sup>

"Persons, Catholic institutions, and sacred things and

<sup>678</sup> Code of Canon Law, c. 396 § 1.

<sup>679</sup> Cf. SECOND VATICAN ECUMENICAL COUNCIL, Dogmatic Constitution on the Church *Lumen Gentium*, 23.

<sup>680</sup> Cf. JOHN PAUL II, Post-Synodal Apostolic Exhortation *Pastorale Res Gregis*, 46.

places, which are located within the area of the diocese "681 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.<sup>682</sup>

**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

681 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).

682 Cf. *Code of Canon Law*, cc. 397 § 2, 615, 628 § 2, 637, 683.

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=" just before or after the visit, so that the Bishop can concentrate on personal meetings during the visit itself, as befits a true Shepherd.<sup>684</sup>

**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*? 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.

683 Cf. *Code of Canon Law*, c. 555 § 4.

684 Cf. JOHN PAUL II, Post-Synodal Apostolic Exhortation *Pastores Gregis*, 46.

685 Cf. *Code of Canon Law*, c. 770.

**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 modesty, 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*=" 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.

686 Cf. JOHN PAUL II, Post-Synodal Apostolic Exhortation *Pastores Gregis*, 46.  
w. Cf. *Code of Canon Law*, c. 398.

## **POLICY 7.4.1    Protection of Personal Information in Archived Records and Documents**

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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 Archive 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**

[\(top\)](#)

In the Archdiocese there are numerous cemeteries owned by the “La Corporation Episcopale Catholique Romaine de Grouard” and operated by Parishes, Missions or local municipalities via the execution of a formal agreement. The level of maintenance and order of these cemeteries varies among the different locations from a minimum level of care to well maintained properties. In order to encourage uniformity throughout the Archdiocese, it is deemed to be in the best interest of the Archdiocese to adopt minimum standards and regulations for the operation of all cemeteries located within its jurisdiction.

### **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) “Columbarium” means a structure designed for storing of the ashes of human bodies or other human remains that have been cremated.
- d) “Cremains” means the cremated remains of a human body.
- e) “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.
- f) “Mausoleum” means a structure wholly or partly above the ground level and designated for the burial or storage of human bodies.
- g) “Operator” means a Parish Pastoral Council, 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.
- h) “Owner” means: La Corporation Episcopale Catholique Romaine de Grouard.
- i) “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 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 Administrator on or prior to January 31<sup>st</sup> of each year.

**2.4** Collect any lease fees and perpetual care fees as may be established 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** The Operator shall adopt a policy or bylaw which will augment and respect the regulations established by the Archdiocese of Grouard-McLennan Cemeteries policy.

This 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, whether occupied or reserved by the Owner. Fees for perpetual care of plots shall be kept in a separate “Perpetual Care Fund” and used solely for the on-going maintenance of the cemetery.
- b) The placement of any permanent memorial tribute, grave cover, fences, trees, shrubs, or natural flowers on a burial plot. Consideration should be given to the size, type of material, location and method of construction of monuments, plaques and bases.
- c) Requirements of the Lessee for the care and maintenance of a cemetery plot(s). This will include restrictions for the location or placement of decorations or other items of tribute.
- d) Protocol for the application and enforcement of Provincial Statutes and regulations pertaining to the operation of a cemetery, the Archdiocesan Cemetery Policy and the Operator’s bylaws and policies.
- e) The allowance or restriction of a columbarium or mausoleum in a cemetery. Reference should be made to acceptable construction material, size, appearance and location of these structures.

**2.7** The Operator shall 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** Any subsequent amendment, addition or changes made to the Operator’s policy or bylaw shall require the prior approval of the Administrator.

### **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 deed 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 Cemetery Act of the Province of Alberta
- 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 policy comes into effect on the date of the final passing thereof.

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

Accepted by the College of Consultors 02 May 2012  
Amended by the Curia on 07 January 2016

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

[\(top\)](#)

The Archdiocese uses and encourages parishes to use the internet as a communication and community building tool. The archdiocesan website, <http://archgm.ca>, contains general information about the structure of the archdiocese, contact persons, ministries, and its programs and services. Also included in the web site are current news items, communiqués and posting of activities and events occurring throughout the Archdiocese.

Various departments and programs of the chancery, such as Stewardship and Youth Ministry, and several parishes use Facebook accounts to communicate directly and virtually immediately across the Archdiocese.

The Archdiocese has developed this policy to assist with effective management of internet-based media.

### **Websites and social media**

The rule of thumb for websites and social media such as Facebook and Twitter is not to post anything that would not be published in the parish Sunday bulletin or the Archdiocesan newsletter, the *ArchGM News*. All items posted on the archdiocesan website have been approved by the Archbishop. All items posted on parish websites and social media accounts should be approved by the parish priest (this includes missions.)

### **Policy for use of photographs**

This policy applies to the photographs that may be posted to the internet 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 Faith Rally, and parish picnics. **The Archdiocese prohibits the taking and posting of photos of anyone under the age of 18 years.** The Archdiocese further recommends the following guidelines for using photographs on websites and social media:

- in the announcements and invitations for archdiocesan and parish events, include statements about the taking and use of photographs;
- ensure that individuals who will be easily identifiable in any photo agree to having that photo posted on the internet; and,
- ensure that you have the permission of the photographer to post the photos.

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