



EXECUTIVE COMMITTEE

Monday, December 16, 2019, to commence immediately following the City Council meeting
Council Chambers, (Public)
Scoop Lewry Room (In-Camera)
2nd Floor, City Hall

1. CALL TO ORDER

2. REPORTS

- a. Cemetery Monument Regulations, EC-2019-0273

3. CONFIDENTIAL MATTERS

- a. Confidential Matter, EC-2019-0272

The confidential matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 17(1)(d) and Section 18(1)(b).

- b. Confidential Matter, EC-2019-0281

The confidential matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 16.

- c. Confidential Verbal Matter

The confidential matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 17(1)(b)(i) and (ii).

d. Confidential Procedural Matter

The confidential procedural matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 15.

e. BACK TO OPEN SESSION

4. ADJOURNMENT



City of Moose Jaw

COMMUNICATION # EC-2019-0273

TITLE: Cemetery Monument Regulations

TO: Executive Committee

FROM: Department of Parks and Recreation

DATE: December 5, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT the Monument Regulations for the Rosedale Cemetery and Moose Jaw Cemeteries be approved substantially in the form attached.

TOPIC AND PURPOSE

Requesting the approval of the amended Monument Regulations for the Rosedale Cemetery and Moose Jaw Cemeteries.

BACKGROUND

The Moose Jaw Cemeteries (Old & New) located at 1005 Caribou Street East and the Rosedale Cemetery located at 1804 Caribou Street West are operated and maintained by the Parks and Recreation Department.

The Monument Regulations were first implemented in 1999 and last updated in 2013 to allow the memorialization of an additional person (spouse or children/grandchildren) on the Veteran's monuments in the Old and New Veterans' Sections of the Rosedale Cemetery.

The last updates to the Monument Regulations were presented to City Council for approval, therefore, it was decided to follow the same process for the proposed updates.

DISCUSSION

The Parks and Recreation Department is proposing that the existing Monument Regulations be updated to reflect the current standards and practices regarding monuments at the Cemeteries and to improve the formatting for better clarity and consistency.

The following is a summary of the changes between the current Monument Regulations and the updated Monument Regulations:

- Monuments on community graves are now permitted.
- Maximum total height restriction is now 36" for base, sub-base (if applicable) and monument.
- A permit is now required for any alteration to a monument including inscriptions of additional names. Previously inscriptions didn't require a permit.
- Permits can only be submitted by monument companies, not families.
- The Monument Permit Application is now attached to the regulations.
- Now allow for an urn inside of a monument.
- Added clauses regarding the process and regulations for Columbarium and Scattering Garden memorialization.
- Updated risk management practices as monument companies now required to hold a City of Moose Jaw business license and must provide a letter of good standing with the Workers' Compensation Board and a minimum of \$5 million in commercial liability insurance coverage with the City of Moose Jaw named as additional insured.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The proposed Monument Regulations were reviewed by the City Solicitor's Office and were also provided to the Parks and Recreation Advisory Committee for input.

COMMUNICATION PLAN

The new Monument Regulations will be published on the City of Moose Jaw website and provided to local funeral homes and monument installation businesses.

STRATEGIC PLAN

The report supports the strategic objective of Entrepreneurial Civic Administration as the regulations were updated to provide better clarity for customers and to reflect current business practices.

BYLAW OR POLICY IMPLICATIONS

The updated Monument Regulations reflect the updates that have been proposed in Bylaw No. 5611, The Cemetery Bylaw.

OTHER CONSIDERATIONS/IMPLICATIONS

There is no financial or privacy implications, official community plan implementation strategies or other considerations.

PUBLIC NOTICE

Public Notice pursuant to the Public Notice Policy is not required.

PRESENTATION

VERBAL: The Director of Parks and Recreation will provide a verbal presentation and will be available to answer any questions related to the report.

ATTACHMENTS

1. Proposed Monument Regulations – Rosedale Cemetery and Moose Jaw Cemeteries
2. Existing Monument Regulations – Rosedale Cemetery and Moose Jaw Cemeteries

REPORT APPROVAL

Written by: Derek Blais, Director of Parks and Recreation
Kendra Watterson, Cemetery Administration

Reviewed by: Tracy Wittke, Assistant City Clerk
Raelynne Mechelse, Legal Counsel

Approved by: Jim Puffalt, City Manager

Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

Report Approval Details

Document Title:	Cemetery Monument Regulations - EC-2019-0273.docx
Attachments:	- - MONUMENT REGULATIONS.doc - MonumentRegulations APPROVED May 21 2013.pdf
Final Approval Date:	Dec 10, 2019

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Jim Puffalt



Fraser Tolmie

Monument Regulations



Rosedale Cemetery & Moose Jaw Cemeteries

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CITY OF MOOSE JAW CEMETERY MONUMENT REGULATIONS

Definitions

In these regulations:

“Bylaw” means The Cemetery Bylaw;

“Cemetery Office” means the office located within the Parks & Recreation Department at City Hall;

“ornament(s)” includes flower holders or vases, solar lights, crosses, statues and any other decorative item that meets the requirements under section 20) 2. of these regulations.

Words or expressions defined in section 2 of the Bylaw have the same meaning in these regulations.

General Cemetery Monument Regulations

Work Initiated Before Approval

The City accepts no responsibility for any monument work initiated prior to the approval of the monument permit application. Any monument installed prior to approval are subject to removal by Cemetery staff. The City is not responsible for any monuments constructed/ordered before approval of the permit.

Authorization

The Licensee or their Authorized Decision-Maker shall be the authority with respect to the requested placement of a monument on a grave. The City does not accept any responsibility for resolving disputes between surviving family members or friends resulting from the placement of a monument.

Hours of Installation

Only monument work approved by a monument permit application submitted to the Cemetery Office shall be carried out. Any work to be carried out other than during normal business hours of the Cemetery as listed in the Bylaw, requires approval of the Director.

Monument Permits

The City of Moose Jaw Monument Permit Application (“Form A”), is required for the installation or any physical alteration of a foundation, base, sub-base or monument.

Alterations include but are not limited to:

- the addition of a vase;
- the inscription of additional names; or
- the addition of a cast bronze plaque.

Monument Permit Applications shall be submitted by a monument company and must be signed by the Licensee or their Authorized Decision-Maker.

In the case of a social services or community grave where the City retains the ownership of the

grave, Monument Permit Applications shall be signed by the Authorized Decision-Maker of the deceased.

Monument Permit Fee

Monument permit fees shall be established as follows:

- one (1) permit fee for installation in blocks without existing foundation; and
- one (1) permit fee for installation in blocks where the foundation is supplied by the City (*Blocks 36, 38, 39 and 40 of Rosedale and Block 12 of Moose Jaw New*).

Monument Permit Applications for alterations to existing foundations, bases, sub-bases or monuments shall be charged the fee for installation in blocks without existing foundation.

The payment of the monument permit fee is due at the time application is made.

Monument Companies

Companies installing monuments in City Cemeteries are required to provide the City with the following:

- City of Moose Jaw business license;
- letter of good standing from the Workers Compensation Board; and
- proof of a Commercial Liability Insurance policy in the amount of \$5 Million with the City of Moose Jaw named as an additional insured.

Monument Installations

The installation of monuments where a casket burial has taken place must wait a minimum of (1) year before placing a monument unless there is an existing foundation supplied by the City. This allows the ground to settle and be topped up as required.

Unless authorized by the Director, alterations to an existing monument require that all current monument regulations be met and must include a foundation, base and monument.

The monument company is responsible for the installation of all foundations, bases, sub-bases, monuments, cast bronze plaques, vases, and any other monument work.

All persons employed in the erection of monuments or in doing any other work on a grave or plot in the Cemeteries, shall be subject to the direction and control of the Cemetery Supervisor and shall be responsible for the cost of restoration or repair of any damages to the Cemetery grounds or fixtures resulting from their actions.

No person shall place or erect any monument or marker or make any alterations to any structure in the Cemeteries unless the following conditions have been met:

- Monument Permit Application has been submitted to the City and approved;
- the Cemetery Supervisor has flagged the center of each grave location for the monument is to be installed.

Monuments are placed in the Cemetery at the risk of the Licensee or the applicant. The City accepts no responsibility for theft or damage resulting from vandalism.

The City accepts no responsibility for degrading of markers and monuments due to normal wear or

deterioration.

Flagging Graves for Installation

Cemetery staff will flag the location for new markers/monuments within seven (7) business days of the application being approved. *(Subject to weather and cemetery conditions)*

Monument Assembly

Any monument erected must have the base and monument joined, front and back, by use of a non-permanent setting compound. Monuments cannot be permanently attached or pinned to the concrete foundation.

Monument Inscriptions

The name(s) inscribed on the front a monument must match the name(s) corresponding to the Cemetery records for burials and reserves in the grave(s).

Inscriptions on the back of monuments are subject to the following:

- only short verses and/or one (1) small message is permitted;
- only one (1) surname is permitted; and
- no reference to date of birth or death permitted.

Inscriptions are subject to any exceptions identified within the Monument Regulations.

Memorialization of Social Services Graves

Monuments are permitted on social services graves without recovery of the previous forgiven license fee.

Monuments placed on double depth social services graves must have room to accommodate the name of the second individual interred within the grave.

Memorialization of Individuals Not Buried in the Cemetery

Where a monument is to be erected or altered as a memorial to a person not interred in the Cemetery, the Registration Record Form ("Form B"), must be completed and submitted to the Cemetery Office.

Fees for the registration of monument inscriptions for persons buried elsewhere are applicable as per the current Cemetery Rates and Fees.

The monument permit fee (without foundation) is applicable for the alterations to the monument.

Additional Inscriptions on Monuments

At the request of the Licensee or the Authorized Decision-Maker, the names of individuals buried in the plot may be added to the front of an existing monument. A Monument Permit Application must be completed and submitted to the Cemetery Office.

The monument permit fee (without foundation) is applicable for the alterations to the monument.

Sub-Bases

Sub-bases are not permitted in areas of the Cemetery where pillow/sloped monuments are required such as Block 40, Block 14 and Block 20 (Lots 1 – 79).

Only one (1) sub-base is permitted and must meet the following requirements:

- must be installed between the existing base and the monument;
- can be the same size as the base, but not larger than the existing base;
- the base, sub-base and monument must not exceed a total height of 36";
- rock-pitched sides are not required but the original base must be rock-pitched; and
- sub-base must be made of granite.

Removal of Monuments

No monument may be moved or removed from or within the Cemetery without an Authorization to Remove Monument form ("Form C"), being completed by the Licensee or their Authorized Decision-Maker and provided to the Cemetery Office.

Footstones and Cornerstones

Footstones and cornerstones are generally not permitted.

Matching footstones are permitted on existing family plots where one or more footstones presently exist. New installations must be same size, shape and colour to match the existing and require a foundation. There must be a 6" border on all four sides of the footstone around the foundation. If adding or altering more than one (1) footstone, a continuous strip foundation is recommended.

No cornerstone(s) indicating the boundaries of any grave or plot shall be permitted, except where the boundaries of any grave currently exist.

Ornaments on Graves

Ornaments are not permitted in Old Veteran Sections, Blocks 10 (Lot 8 & 8A), Block 11 (Lots 184-193) and Block 11A.

Ornaments may be permitted in all other Cemetery sections outside of the Old Veteran Sections, so long as they meet the following requirements:

- they must be made of a durable material;
- they must be permanently secured to the base, sub-base or monument;
- they must not overhang edges of base;
- they must be permanently affixed and positioned so that no part extends beyond the length or width of the base;
- marble or granite vases shall be restricted to a minimum thickness of 1" at any point; and
- vases are not permitted to be more than 6" higher than a monument with a total height limit of 36" from the ground.

Pictures and Photographs

Pictures are to be countersunk to a depth that leaves approximately 1/8" extending from the face or front of a monument, securely fastened and completely sealed with monument setting compound. The use of frames, covers or fasteners are not permitted.

Plaques

Only cast bronze plaques or scrolls with cast letters are permitted, provided they are secured in a manner that ensures they will not separate from the monument, base or sub-base.

Urn Inside Monument

Cremated remains in an urn can be interred inside of a monument, base or sub-base.

Only one (1) urn is permitted within the headstone area.

The monument would need to comply with the current monument regulations and a Monument Permit Application would need to be completed, submitted and approved prior to installation.

Columbarium Memorialization

Memorialization is permitted on the front of the niche and will be standardized. The cost of memorialization is in addition to the license fee per the Cemetery Rates. Memorialization arrangements are to be made by contacting the Cemetery Office.

A niche cannot be engraved for preneed purchase except in the case of a double memorial where one interment has already taken place. A niche cannot be returned to the City if engraved.

Columbarium vases and installation must be arranged directly with the Cemetery Office. Cost will be in addition to the license fee and memorialization fee.

Scattering Garden Memorialization

Scattering garden memorialization is permitted by way of a plaque being installed on the ends of the North and South outdoor columbaria facing the Scattering Garden. Plaques will be standardized, and the cost is in addition to the scattering fee per the Cemetery Rates.

Memorialization plaque orders are to be arranged by contacting the Cemetery Office.

Monument Maintenance

The Licensee or the Authorized Decision-Maker shall have the right and obligation to preserve and maintain any monument placed in the Cemetery under the terms pursuant in the Bylaw and these monument regulations which may be amended by City Council from time to time.

The City shall not be liable for the loss of or damage to any monument, marker, or other object located in the Cemetery and reserves the right to temporarily move or remove any monument or marker for the purposes of performing necessary maintenance and/or for opening graves.

Should any permanent marker or monument placed in the Cemeteries be in a state of disrepair, the following steps will be taken:

- the Director will give notice in writing to the Licensee or next of kin to have the monument or marker repaired within 90 (ninety) days from the date of the said notice;
- should the owner fail to comply with the notice, the Director or their designate will determine the course of action;
- if repair is not possible, the monument or pieces of the monument will be buried within the Cemetery and the Cemetery will record this action.

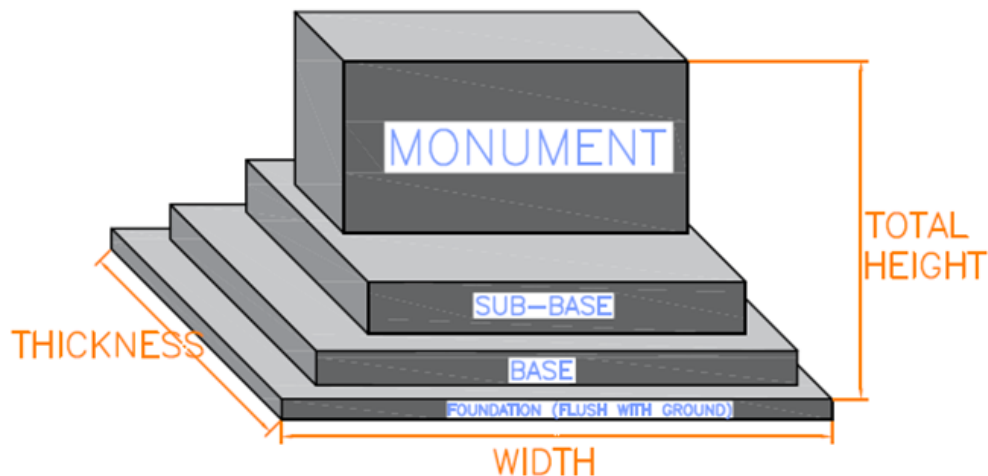
Monument Regulations for Rosedale Cemetery

Blocks 1-9

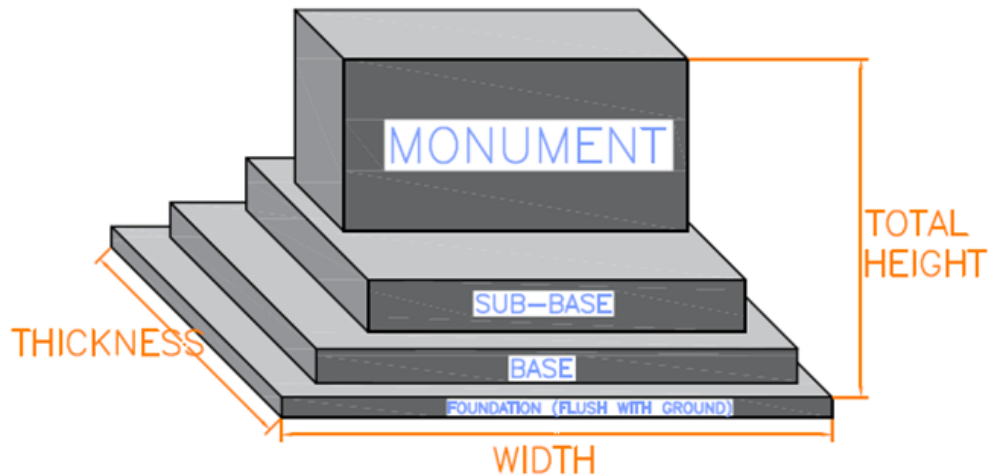
Block 10 (Lots 1-7 and 9-15)

Block 11 (Lots 1- 169)**Blocks 15-19****Blocks 21-23**

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Max 4'0" wide -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -Min 6" high -Granite -Rock pitched on all 4 sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all 4 sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all exposed sides -min 3" between bases 	<ul style="list-style-type: none"> -Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than the base -Cast bronze plaques are permitted to be installed on top of the base but cannot overhang the base <p><u>Upright Monuments</u> -Min 1'0" wide x 3" thick x 1'0" high</p> <p><u>Sloped Monuments</u> -Min 1'0" wide x 1'0" thick x 6"/4" slope</p> <p><u>Flat Monuments</u> -Min 1'0" wide x 1'0" thick x 4" high</p> <p>Total height of the base, sub-base, and monument must not exceed 36"</p>

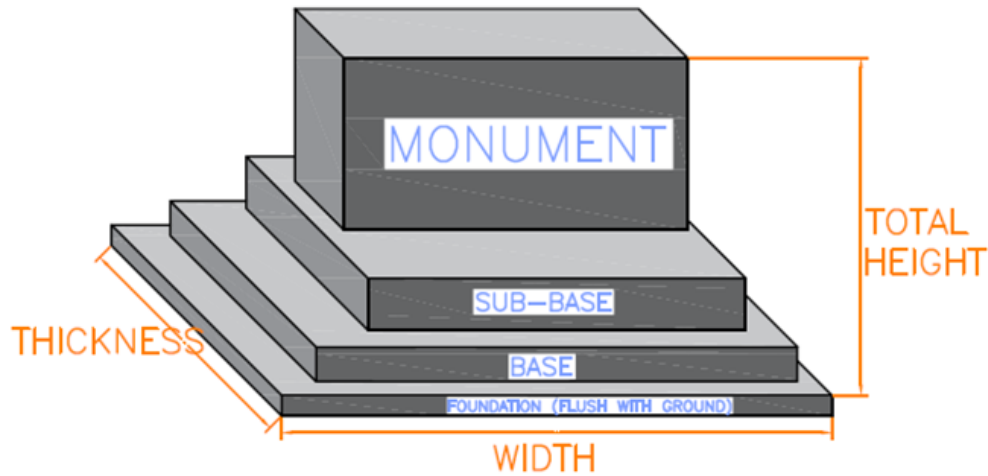
**Block 12****Block 13****Block 24****Block 25**

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Max 3'9" wide -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -Min 6" high -Granite -Rock pitched on all 4 sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all 4 sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all 4 sides -min 3" between bases 	<ul style="list-style-type: none"> -Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than the base -Cast bronze plaques are permitted to be installed on top of the base but cannot overhang the base <p><u>Upright Monuments</u> -Min 1'0" wide x 3" thick x 1'0" high</p> <p><u>Sloped Monuments</u> -Min 1'0" wide x 1'0" thick x 6"/4" slope</p> <p><u>Flat Monuments</u> -Min 1'0" wide x 1'0" thick x 4" high</p> <p>Total height of the base, sub-base, and monument must not exceed 36"</p>

**Block 14**

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
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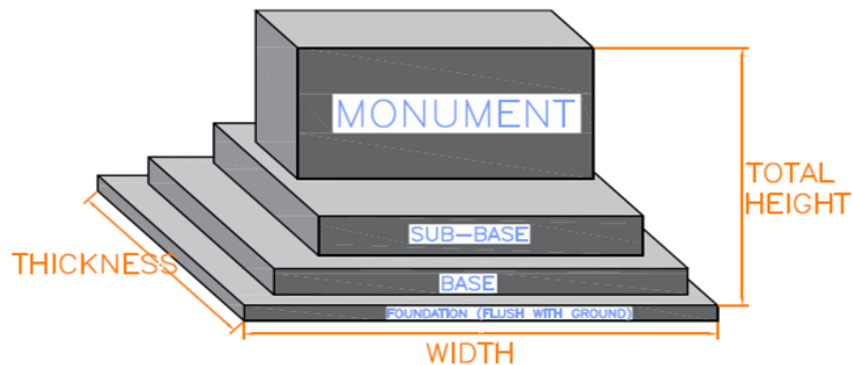
<ul style="list-style-type: none"> -Max 4'0" wide -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -Min 6" high -Granite -Rock pitched on all 4 sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all 4 sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all 4 sides -min 3" between bases 	<ul style="list-style-type: none"> -Only sloped monuments accepted -Granite or marble -Cannot be larger than the base -Min 1'0" wide x 1'0" thick -Sloping must be 6"/3" up to 8"/5" -Exception is an open book bible design slope of 8" varying to 9" x 5" varying to 6" <p>Sub-bases are not permitted</p>
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Block 20

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
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<ul style="list-style-type: none"> -Max 4'0" wide -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -Min 6" high -Granite -Rock pitched on all 4 sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all 4 sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all exposed sides -min 3" between bases 	<p><u>Lots 1 – 79</u></p> <ul style="list-style-type: none"> -Only sloped monuments accepted -Granite or marble -Cannot be larger than the base -Sloping must be 6"/3" up to 8"/5" -Exception is an open book bible design slope of 8" varying to 9" x 5" varying to 6" <p>Sub-bases are not permitted</p> <p><u>Lots 80 – 237</u></p> <ul style="list-style-type: none"> -Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than the base -Cast bronze plaques are permitted to be installed on top of the base but cannot overhang the base <p><u>Upright Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 3" thick x 1'0" high <p><u>Sloped Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 1'0" thick x 6"/4" slope <p><u>Flat Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 1'0" thick x 4" high <p>Total height of the base, sub-base, and monument must not exceed 36"</p>
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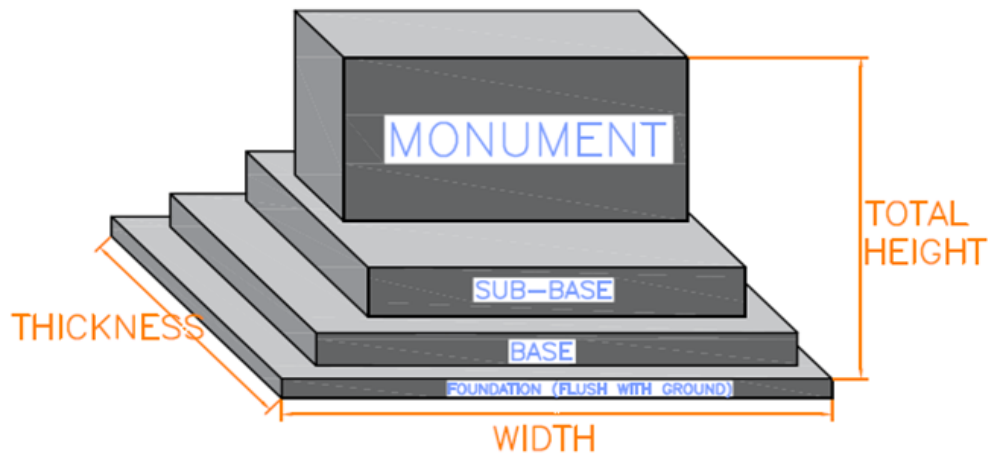


Block 36

Block 38

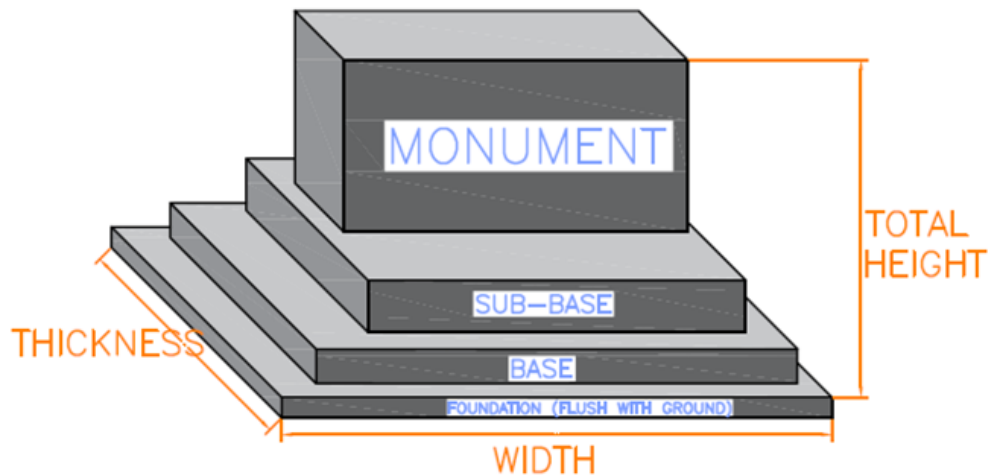
Block 39

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
-Existing foundation is provided -4'0" wide -2'0" thick	-Min 6" high -Granite -Rock pitched on all 4 sides -Set 6" from the front of the foundation with a min of 3" border on each side and 1" on the back except last monument of each foundation strip must have 6" border on the exposed end	-Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than the base -Cast bronze plaques are permitted to be installed on top of the base but cannot overhang the base <u>Upright Monuments</u> -Min 1'0" wide x 3" thick x 1'0" high <u>Sloped Monuments</u> -Min 1'0" wide x 1'0" thick x 6"/4" slope <u>Flat Monuments</u> -Min 1'0" wide x 1'0" thick x 4" high Total height of the base, sub-base, and monument must not exceed 36"

**Block 40**

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
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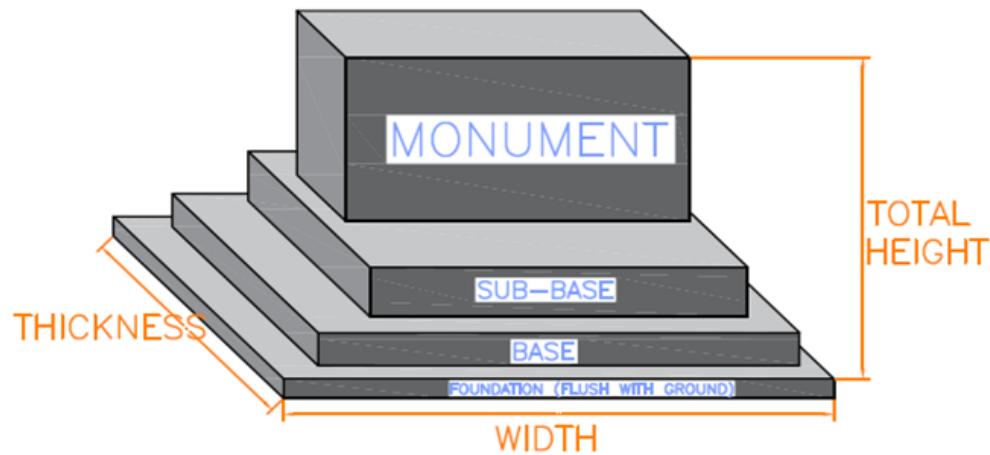
-Existing foundation is provided -4'0" wide -2'0" thick (Level A and B combined)	-Min 6" high -Granite -Rock pitched on all 4 sides -Centered on the foundation over the grave -Set 6" from front of foundation with a min of 3" border on each side and 1" on back except at the end of the strip foundation which must have 6" border on exposed end	-Only sloped monuments accepted -Granite or marble -Only 1 monument permitted per grave -Cannot be larger than the base -Min 1'0" wide x 1'0" thick -Sloping must be 6"/4" up to 8"/5" -Exception is an open book bible design slope of 8" varying to 9" x 5" varying to 6" Sub-bases are not permitted
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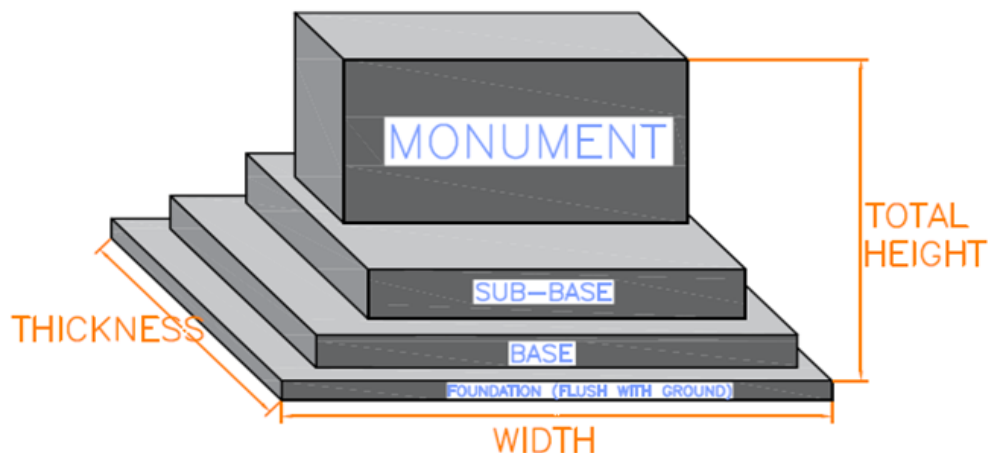
Veterans' Graves
Block 10 (Lots 8 and 8A)
Block 11 (Lots 184-201)

Block 11A

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Max 4'0" wide -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -No base is permitted 	<ul style="list-style-type: none"> -Only upright monuments accepted -Barre grey granite -Tablet must be 15" wide x 3" thick x 39" high (32" above the ground) -Allows for memorialization of 1 person other than the veteran, (such as their spouse, child or grandchild), by allowing a cast bronze plaque or inscription to be installed on the front or back of the upright tablet, if space permits -Such plaque or inscription may include the name, year of birth, and year of death of the memorialized person -A standard font must be used.


Veterans' Graves
Block 37

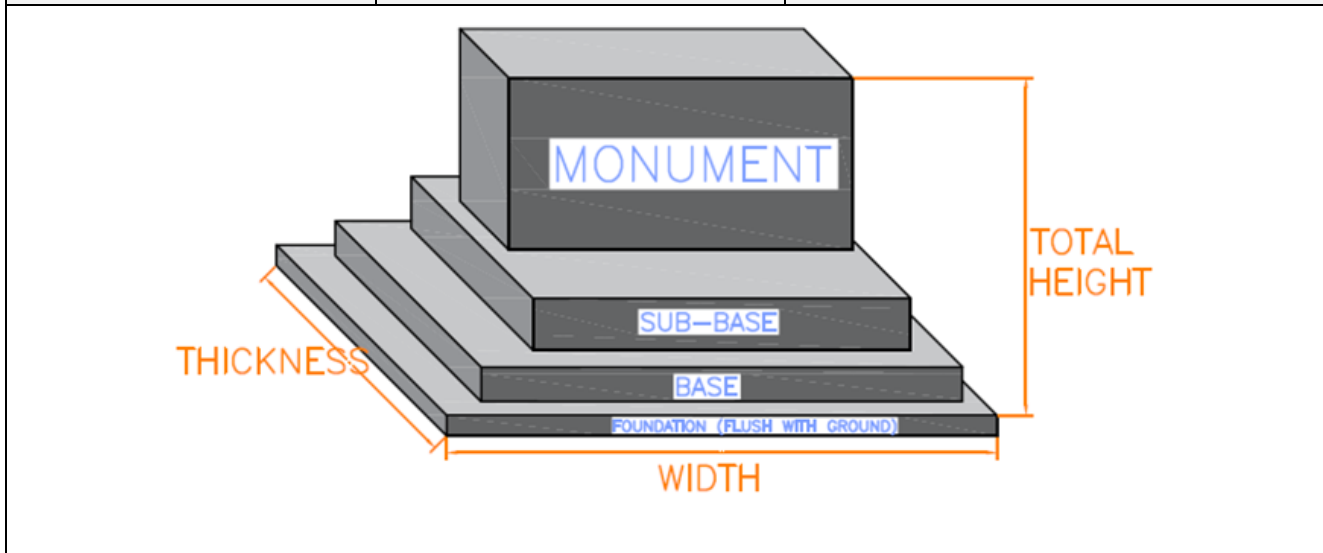
<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Existing foundation is provided -4'0" wide -2'0" thick 	<ul style="list-style-type: none"> -Min 4" high -Granite -Rock pitched on all 4 sides -Centered on the foundation over the grave -Set 6" from front of foundation with a min of 3" border on each side and 1" on back except at the end of the strip foundation which must have 6" border on exposed end 	<ul style="list-style-type: none"> -Only sloped monuments accepted -Barre grey granite <u>Single Grave</u> <ul style="list-style-type: none"> -Min 1'8" wide x 1'0" thick x 6"/4" slope <u>Double Grave</u> <ul style="list-style-type: none"> -Min 2'6" wide x 1'0" thick x 6"/4" slope -Inscription on the veteran monument must include the veteran's rank, unit served in, service number, and a Latin cross or emblem of armed forces -Inscription on spouse monument is freedom of choice -The memorialization on the veteran monument of one person (such as, their spouse, child, or grandchild) other than the veteran is permitted by allowing a cast bronze plaque or inscription to be installed on the top of the base -Photos are permitted to be placed on the monument so long as they comply with the conditions set out in these monument regulations.



Children's Graves

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
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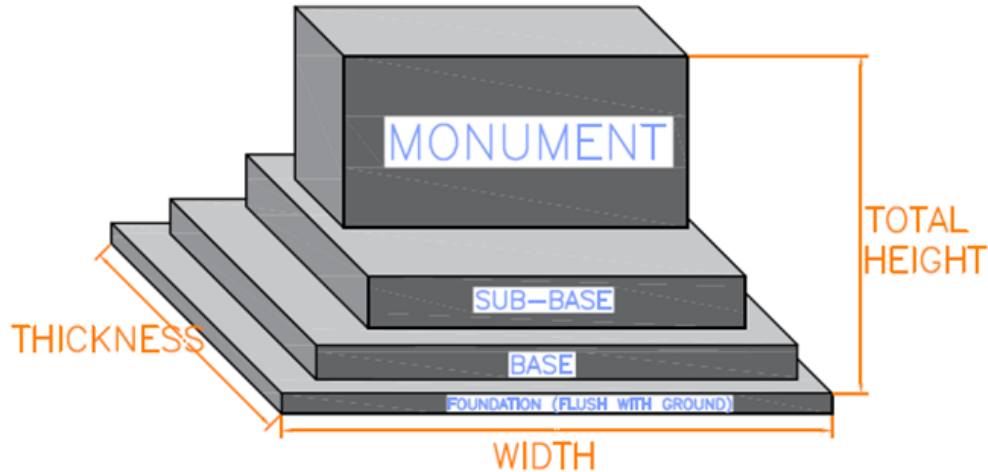
<ul style="list-style-type: none"> -Max 2'0" wide -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -Min 4" high -Granite -Rock pitched on all 4 sides -Max 1'6" wide -Max 1"0" thick -Max 6" border on all 4 sides 	<ul style="list-style-type: none"> -Upright and sloped monuments accepted -Granite or marble -Cannot be larger than the base -Cast bronze plaques are permitted to be installed on top of the base but cannot overhang the base <p><u>Upright Monuments</u> -Min 1'0" wide x 3" thick x 8" high</p> <p><u>Sloped Monuments</u> -Min 1'0" wide x 8" thick x 6"/3" slope</p> <p>Total height of the base, sub-base, and monument must not exceed 36"</p>
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Community Graves

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
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<ul style="list-style-type: none"> -Must not be greater than the width of grave it is serving -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -Min 6" high -Granite -Rock pitched on all 4 sides 	<ul style="list-style-type: none"> -Only sloped monuments accepted -Granite -Must have space to accommodate the names of all 8 children interred -Cannot be larger than the base -Min 1'0" wide x 1'0" thick -Sloping must be 6"/4" up to 8"/5" -Exception is an open book bible design slope of 8" varying to 9" x 5" varying to 6"
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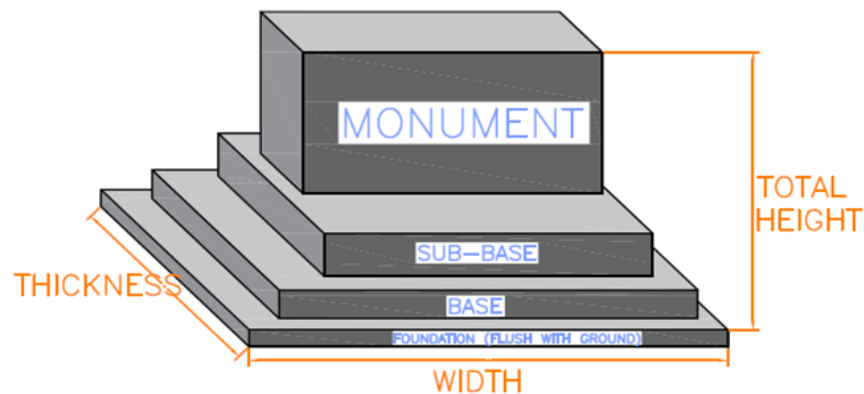


A monument on a community grave automatically becomes the sole property of the City of Moose Jaw, and as such is governed by applicable City and Cemetery rules and regulations.

Monument Regulations for the Moose Jaw Cemeteries – Old and New

All Sections with the Exception of the Veterans' Section – Block 12

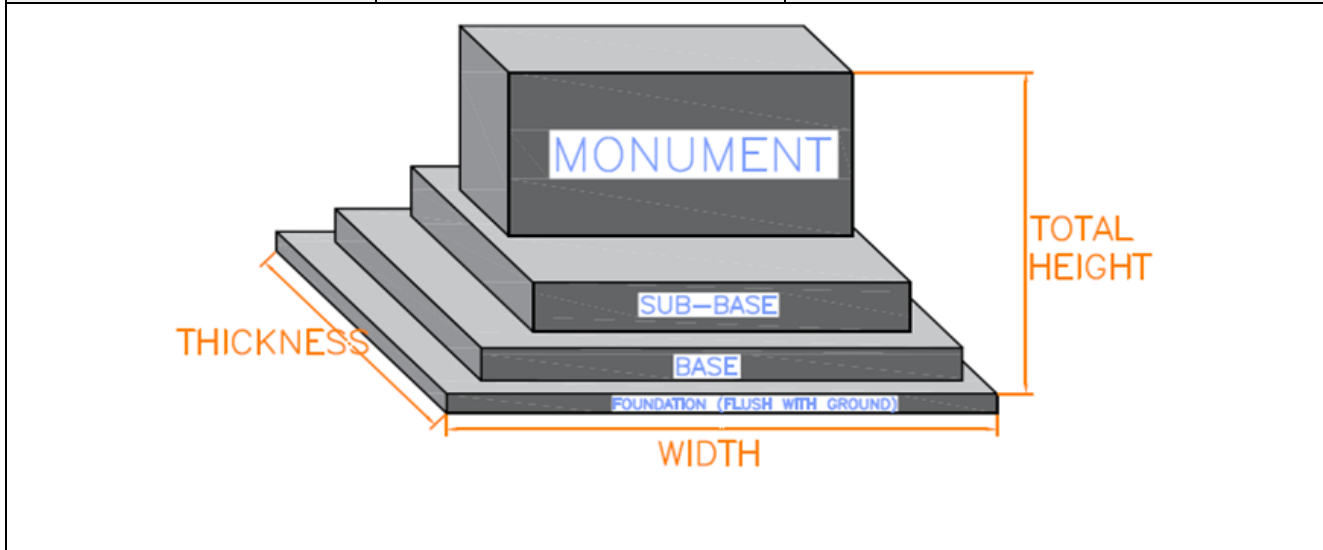
<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Must not be greater than the width of grave it is serving -Must contact the Cemetery Office to determine width of the grave before completing Monument Permit Application (Form "A") -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -Granite -Rock pitched on all 4 sides <p><u>Regular Graves</u></p> <ul style="list-style-type: none"> -Min 6" high <p><u>Children's Graves</u></p> <ul style="list-style-type: none"> -Min 4" high <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all 4 sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all 4 sides -min 3" between bases 	<ul style="list-style-type: none"> -Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than the base <p><u>Regular Graves</u></p> <ul style="list-style-type: none"> -Cast bronze plaques are permitted to be installed on top of the base but cannot overhang the base <p><u>Upright Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 3" thick x 1'0" high <p><u>Sloped Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 1'0" thick x 6"/4" slope <p><u>Flat Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 1'0" thick x 4" high <p><u>Children's Graves</u></p> <p><u>Upright Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 3" thick x 8" high <p><u>Sloped Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 8" thick x 6"/3" slope <p><u>Flat Monuments</u></p> <ul style="list-style-type: none"> -Min 1'0" wide x 1'0" thick x 4" high <p><i>Total height of the base, sub-base, and monument must not exceed 36"</i></p>



Veterans' Graves
Block 12

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
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-Existing foundation is provided	-No base is permitted	-Only upright monuments accepted -Barre grey granite -Tablet size must be 15" wide x 3" thick x 39" high (32" above the ground)
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CITY OF MOOSE JAW **FORM A** **MONUMENT PERMIT APPLICATION**

Date: _____

Name of Monument Company: _____

Phone and/or Email: _____

**The Applicant certifies that he or she is the current owner/licensee of the burial plot or is the authorized decision-maker as per The Funeral and Cremation Services Act.*

Applicant's Name: _____

Phone and/or Email: _____

Signature of Applicant

Location of Monument:

Cemetery: _____ Block: _____ Lot: _____ Grave(s): _____

Foundation: Width: _____ Thickness: _____ Height: _____
(left to right) (front to back) (top to bottom)

Base: Width: _____ Thickness: _____ Height: _____
(left to right) (front to back) (top to bottom)

Monument: Width: _____ Thickness: _____ Height: _____
(left to right) (front to back) (top to bottom)

Inscribed Name(s): _____

Description of Monument: _____

For Office Use Only:

Application Received: _____ Application Approved: _____
Date Date

Permit Fee: _____ Cemetery Authorized Signature _____

- ☐ Input in Cemetery system (Stone Orchard)
- ☐ Yellow copy to Cemetery
- ☐ Invoiced

**CITY OF MOOSE JAW
FORM B
REGISTRATION RECORD APPLICATION**

of Person Buried / Scattered Elsewhere

Deceased Information

Last Name		Given Names		Also Known As		Maiden Name	
Street Address			City			Prov.	Postal Code
Date of Birth		Place of Birth (name of city, town, village or R.M.)		Date of Death		Place of Death (name of city, town, village or R.M.)	
Gender	Age	Marital Status	Occupation		Religious Denomination		

Burial Information

Date of Interment		Burial Type [] Regular [] Cremation	
Location of Burial			
Grave Location for Memorialization of Deceased [] Rosedale [] Moose Jaw Old [] Moose Jaw New		Block	Grave
Comments [] Headstone Engraving [] Memorialization Plaque [] Niche Engraving			

NEXT OF KIN OF DECEASED / GRAVE OWNER

Last Name		Given Names		Relationship to Deceased	
Street Address		City	Prov.	Postal Code	Phone No.

I submit herewith application for a record of registration as set forth above and accept responsibility for payment of all charges relating to this application.

Date	Signature of Next of Kin / Grave Owner
FOR OFFICE USE ONLY	
Receipt No. _____	Registration Fee for person buried elsewhere \$ _____ GST \$ _____ TOTAL \$ _____
Payment Made [] Plot Book [] Entered in Stone Orchard []	

CITY OF MOOSE JAW

FORM C

AUTHORIZATION TO MOVE OR REMOVE MONUMENT

I _____, being the owner or authorized
(Print Name)
Representative of the owner, hereby authorize

(Monument Company)

to move/remove from _____ Cemetery the monument located
on Block _____ Lot _____ Grave(s) _____
bearing the name(s) of _____

Details:

(Date)

(Signature)

.....
It is required that you forward a copy of this authorization to the Cemetery Office (cemetery@moosejaw.ca)
prior to removal.

REVISED April 18, 2013 - Amending April 5, 1999 Monument Regulations respecting Revisions to Veterans' Sections
Attachment to Parks & Recreation Advisory Committee Minutes May 8, 2013
APPROVED by City Council MAY 21, 2013

Monument Regulations for Moose Jaw (Old & New) & Rosedale Cemeteries

CITY OF MOOSE JAW

CEMETERY MONUMENT REGULATIONS POLICY

1) MONUMENTS

a) Style of Monument

- Freedom of Choice except in designated areas. Must conform to material and size regulations.
- Sloped Monuments mandatory in Block 14, 20 (Lots 1-79), 37, 40.
- Veteran Upright Mandatory in old Veteran Sections- Block 10 Lots 8, 11, and 11A.

b) Material

- Granite or marble
- No bronze scroll plates
- Bronze Plaque permitted provided they are secured in a manner that ensures they will not separate from the monument.

c) Size

- Must conform to size of grave(s) and cannot be larger than the granite base.
- Must conform to minimum size standard of 1.0' x 3" x 1.0' for upright and 1.0' x 6/4 for sloped

2) BASE

Material

- Granite, rock pitched on all four sides

Size

- 6" high except 4" for child graves and veterans section 37
- Must conform to foundation border requirements

3) FOUNDATIONMaterial

- Concrete or granite
- Minimum 3" thickness

4) NUMBER OF MONUMENTS PER GRAVE

Where a continuous pour foundation is in place on a family plot, more than one monument will be permitted within the total length of the foundation less 6" on all exposed sides; 3" on sides adjacent to another continuous pour foundation and 1" on back to back continuous pour foundations. Must conform to minimum size standards

5) INSCRIPTIONS ON BACK OF MONUMENTS

- Verse and or small message is permitted
- Only one (1) surname is permitted
- No reference to date of birth or death permitted except as part of message

- Exception to the above will be Memorialization of one person (spouse or children/grandchildren) other than the Veteran, to be inscribed on the front or back of the Upright Tablets in the OLD Veteran's Section, if there is room on the monument. (Name, Year of Birth, Year of Death) (A standard font would be used.)
(See Section 14 below)

(OLD Veteran's Section – Blocks 10 (Lot 8 & 8A), 11, & 11A – Rosedale)

6) MEMORIALIZATION OF INDIGENT GRAVES

As required by the Cemetery Act the City of Moose Jaw will supply the grave and perpetual care. Monuments are permitted on indigent graves without recovery of the previous forgiven License Fee.

It is noted that prior to a supplementary burial (unless also indigent) taking place in an indigent grave the current License Fee for perpetual care and use of grave must be paid.

7) MONUMENT PERMIT FEE

Two monument permit fees shall be established. One without foundation and one with foundation supplied by City.

8) INSCRIPTIONS FOR INDIVIDUALS NOT BURIED IN CEMETERY

Will be permitted, however it is required that the relevant information be registered in the cemetery records and the monument permit fee without foundation is applicable.

9) ADDITIONAL INSCRIPTIONS ON MONUMENTS

At the request of the owner or his/her representative the names of individuals buried in the plot may be added to the front of an existing monument. There is no fee.

10) REMOVAL OF MONUMENTS FROM CEMETERY

No monument may be removed from the cemetery without the City of Moose Jaw receiving written notification including authorization from the owner.

11) PERPETUAL CARE

A grave without perpetual care paid may have a permit issued for installation of a monument.

It is noted that outstanding perpetual care will be collected on used graves, within a family plot, at the time of the next burial.

12) MONUMENT PERMIT

Is required for any installation of a monument or physical alteration of the monument, base, or foundation including the addition of a vase.

No work or installation shall be commenced without a permit being issued.

13) FOOTMARKERS:

Not permitted except:

Matching footstones permitted on existing family plots where one or more footstones presently exist. New installations must be same size, shape and color to match existing.

**14) ADDITIONAL MEMORIALIZATION IN VETERANS' SECTIONS
OF ROSEDALE CEMETERY:**

- Allow Memorialization of one person (spouse or children/grandchildren), other than the Veteran, in the OLD and NEW Veterans' Sections.
- Allow Memorialization of one person (spouse or children/grandchildren), other than the Veteran, by allowing a Cast Bronze Plaque or Inscription to be installed on the top of the bases of the Pillow Monuments in the OLD and NEW Veterans' Sections.
- Allow Memorialization for one person (spouse or children/grandchildren), other than the Veteran, to be inscribed on the front or back of the Upright Tablets in the OLD Veteran's Section if there is room on the monument. (Name, Year of Birth, Year of Death) (A standard font would be used.)
- Allow photos on Veteran's Pillow Monuments in both the OLD and NEW Veterans' Sections.

FACT SHEET #1

March 17, 1999

**MONUMENT REGULATIONS FOR
MOOSE JAW CEMETERY**

FOUNDATION:

- Concrete or granite
- Minimum of 3" thickness
- Installed flush with ground centred on graves it is serving
- Not greater than width of grave(s) it is serving x 2'6"

BASE:

- Granite, rock pitched on all four sides
- Must adhere to "border" regulations (ie: 6" on all exposed sides)

MONUMENT:

- Freedom of choice
- Granite or marble
- Must conform to size of grave(s) and cannot be larger than base
- Minimum size 1'0" x 3" x 1'0"
- Centred on grave or graves it is to serve

NUMBER OF MONUMENTS/CONTINUOUS FOUNDATION:

Where a continuous pour foundation is in place on a family plot, more than one monument will be permitted within the total length of the foundation less 6" on all exposed sides.

BRONZE PLAQUES:

Must be fastened to front of monument or top of base. Monument permit required, as this is a physical alteration to existing monument.

FOOTMARKERS:

Not permitted except:

Matching footstones permitted on existing family plots where one or more footstones presently exist. New installations must be same size, shape and color to match existing.

FACT SHEET #2

March 17, 1999

MONUMENT REGULATIONS FOR ROSEDALE CEMETERY

BLOCKS 1 - 25, 36, 38, 39

EXCEPT THE FOLLOWING:

BLOCK 14

BLOCK 20, LOTS 1 - 79

ALL CHILD GRAVES

OLD VETERAN SECTIONS Block 10 lots 8, 11, and 11A

FOUNDATION:

- Maximum 4'0" x 2'6" except
 - Block 12, 13, 14, 23, 24 & 25 which is 3'9" x 2'6"
 - Block 36, 38, 39 which is 4'0" x 2'0" (existing)
- Concrete or granite, minimum 3" thick

BASE:

- 6 inches high
- **Single Foundation:**
 - Must have a 6" border on all four sides
- **Back to Back Existing Continuous Foundation:**
 - Set 6" from front of foundation with a minimum of 3" border on each side and 1" on back except last monument of each strip must have 6" border on the exposed end.
- **Continuous Foundation**
 - Must have 6" border on all exposed sides and minimum 3" between monuments

MONUMENT:

- Freedom of choice except:
 - 1) Block 14, 20 Lots 1-79 which are sloping (6" x 3" up to 8" x 5" except "open book Bible" design slope of 8" varying to 9" x 5" varying to 6")
 - 2) Children's Graves (attached sheet)
 - 3) Old Veteran's Graves (attached sheet)
- Minimum size 1'0" x 3" x 1'0" for upright monuments
- One (1) surname may be placed on the back of upright monuments only

VASE:

- Must be placed on base, must not overhang edges of base

FOOTMARKERS:

- Not permitted

FACT SHEET #3

March 17, 1999

**MONUMENT REGULATIONS FOR
ROSEDALE CEMETERY****CHILD GRAVES****FOUNDATION:**

- Maximum 2'6" x 2'
- Concrete or granite, minimum 3" thick

BASE:

- Maximum 1'6" x 1'0"
- 4" high

MONUMENT:

- Freedom of choice
- Minimum 1'0" x 3" x 1'0"

FOOTMARKERS:

- Not permitted

VASE:

- Must be placed on base, must not overhang edges of base

FACT SHEET #4

March 17, 1999

**MONUMENT REGULATIONS FOR
ROSEDALE CEMETERY****BLOCK 37 - NEW VETERAN SECTION & VETERAN CREMATION****FOUNDATION:**

- Existing 4'0" x 2'0"

BASE:

- 4 inches high
- Set 6" from front of foundation and centred on grave with minimum 3" border on each side and 1" on back except the last monument on strip must provide a 6" border on exposed side.

MONUMENT:

- Single - 1'8" x 1'0" x 6/4" sloped style
- Double - 2'6" x 1'0" x 6/4" sloped style
- Inscription to include: rank, unit served in, service #
- Inscription of Latin cross or emblem of armed forces
- Inscription on spouse monument freedom of choice

FOOTMARKER:

- Not permitted

VASE:

- Must be placed on base, must not overhang edges of base

**ADDITIONAL MEMORIALIZATION IN VETERANS' SECTIONS
OF ROSEDALE CEMETERY:**

- Allow Memorialization of one person (spouse or children/grandchildren), other than the Veteran, in the OLD and NEW Veterans' Sections.
- Allow Memorialization of one person (spouse or children/grandchildren), other than the Veteran, by allowing a Cast Bronze Plaque or Inscription to be installed on the top of the bases of the Pillow Monuments in the OLD and NEW Veterans' Sections.
- Allow photos on Veteran's Pillow Monuments in both the OLD and NEW Veterans' Sections.

FACT SHEET #5

March 17, 1999

**MONUMENT REGULATIONS FOR
ROSEDALE CEMETERY****OLD VETERAN GRAVES
BLOCKS 10 (LOT 8 & 8A), 11, & 11A****Monument style:**

- 15"x 3" x 2'6" Upright Headstone of light grey granite above the ground with the top slightly rounded, erected in a permanent concrete foundation deep enough to avoid displacement by frost.

VASE(s):

- Not permitted

FOOTMARKERS:

- Not permitted

**ADDITIONAL MEMORIALIZATION IN VETERANS' SECTIONS
OF ROSEDALE CEMETERY:**

- Allow Memorialization of one person (spouse or children/grandchildren), other than the Veteran, in the OLD and NEW Veterans' Sections.
- Allow Memorialization of one person (spouse or children/grandchildren), other than the Veteran, by allowing a Cast Bronze Plaque or Inscription to be installed on the top of the bases of the Pillow Monuments in the OLD and NEW Veterans' Sections.
- Allow Memorialization for one person (spouse or children/grandchildren), other than the Veteran, to be inscribed on the front or back of the Upright Tablets in the OLD Veteran's Section if there is room on the monument. (Name, Year of Birth, Year of Death) (A standard font would be used.)
- Allow photos on Veteran's Pillow Monuments in both the OLD and NEW Veterans' Sections.

FACT SHEET #6

March 17, 1999

**MONUMENT REGULATIONS FOR
ROSEDALE CEMETERY****BLOCKS 40 - CREMATION SECTION**

(FOUNDATION EXISTING – 3'9" x 2'0" GRAVE)

FOUNDATION:

- Existing 3'9" x 2'0"/each cremation grave for A & B combined

BASE:

- 6 inches high
- Set 6" from front of foundation with a minimum of 3" border on each side and 1" on back except end of strip monument must have 6" border on exposed end

MONUMENT:

- Sloped
- 6" x 4" up to 8" x 5"
- Except monuments of the "open book or Bible" design may have a slope of 8" varying to 9" x 5" varying to 6"
- Minimum size 1'0" x 3" x 6/4"

FOOTMARKERS;

- Not permitted

VASE:

- Must be placed on base, must not overhang edges of base

LASTPOST DEFINITION OF VETERAN (& OURS)

- Vet of 1st or 2nd World War
- Vet of Korean War
- Special force designated to Korean War but did not actually go
- Someone on disability Pension through Veteran's Affairs
- Served in the Canadian or Allied Forces

P:\Parks & Recreation\RecShare\Files\C-1-Administration\Reports\2013\MONUMENT Regs\REVISED-MonumentRegulationsApril5,1999-VETERANS Sections May 8 2013-**APPROVED May 21 2013**.doc