



EXECUTIVE COMMITTEE

Monday, January 27, 2020, 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-2020-0023
- b. City Council – Local Improvement Policy, EC-2019-0186

3. CONFIDENTIAL MATTERS

- a. Confidential Matter, EC-2020-0030

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.

- b. Confidential Matter, EC-2020-0031

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 21.

- c. 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.

d. BACK TO OPEN SESSION

4. ADJOURNMENT



City of Moose Jaw

COMMUNICATION # EC-2020-0023

TITLE: Cemetery Monument Regulations

TO: Executive Committee

FROM: Department of Parks and Recreation

DATE: January 13, 2020

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 proposed Monument Regulations were brought forward at the December 16, 2019 Executive Committee meeting and were tabled pending input from funeral homes and monument companies.

On December 17, 2019, the Parks and Recreation Department distributed an email requesting feedback on the proposed Monument Regulation amendments to two (2) funeral homes and six (6) monument installation companies. A copy of the email is included in Attachment 3.

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.

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.

The following is a summary of the feedback received from local businesses regarding the proposed monument regulations:

- Multiple monument installers inquired if there would now be a fee for inscriptions added after monuments are installed. The City indicated that a monument permit and applicable fee is required when names are being added, however not when the date of death is being added. The wording in the monument permit application section was updated to make this clearer.
- A monument installer requested the City to consider adding 2 inches to the width of monuments for child graves. The City reviewed the suggestion and determined that the increase would not affect the mowing around the monuments therefore the previous dimensions have been updated.
- A monument installer commented that the \$5 million commercial liability insurance requirement is high and that they only carry \$2 million in coverage.
- A monument installer indicated that obtaining the signature of an applicant on the Monument Permit form can sometimes be a challenge.
- A monument installer inquired if monuments containing urns must follow the size requirements of regular monuments. The City indicated yes and inquired if this would cause any issues. The installer did not reply.

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 inches for base, sub-base and monument. These restrictions are consistent to other cemeteries across the province and allows the City to safely move monuments and properly maintain around them.
- A permit is now required for the inscriptions of additional names on a monument. Previously inscriptions didn't require a permit. The permit allows the City to ensure proper records are kept when names are added after the monument has been installed.
- Permits can only be submitted by monument companies, not families. This is to ensure the work is being completed by professional installers with required insurance and licenses in place.
- The Monument Permit Application is now attached to the regulations.

- Urns are allowed inside of a monument which is a practice permitted in other cemeteries.
- Clauses regarding the process and regulations for columbarium and scattering garden memorialization have been added for clarity.
- Updated risk management practices as monument companies are now required to hold a City of Moose Jaw business license, 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 drafted in conjunction with the City Solicitor's Office and input was also solicited from the Parks and Recreation Advisory Committee.

As per the request of City Council, Administration also sought feedback from local funeral homes and monument installation companies.

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
3. December 17, 2019 Emails requesting Feedback from Local Funeral Homes and Monument Companies

REPORT APPROVAL

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

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

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-2020-0023.docx
Attachments:	- Attachment 1.pdf - Attachment 2.pdf - Attachment 3.pdf
Final Approval Date:	Jan 20, 2020

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



Tracy Wittke



Jim Puffalt



Fraser Tolmie

ATTACHMENT 1

Proposed Monument Regulations
Rosedale Cemetery and Moose Jaw Cemeteries

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.

A Monument Permit Application is not required if only a date of death is being engraved for an existing name on a monument.

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

Monument installation must wait a minimum of one year after a casket burial has taken place in the grave to allow the ground to settle and be topped up as required. The exception is in blocks where foundation is supplied by the City.

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 where 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 existing 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. If installed on the top of the base, cannot overhang the 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 columbarium niches and the cost 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 purposes 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 must be arranged directly with the Cemetery Office. Cost will be in addition to the license fee and memorialization fee per the Cemetery Rates.

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

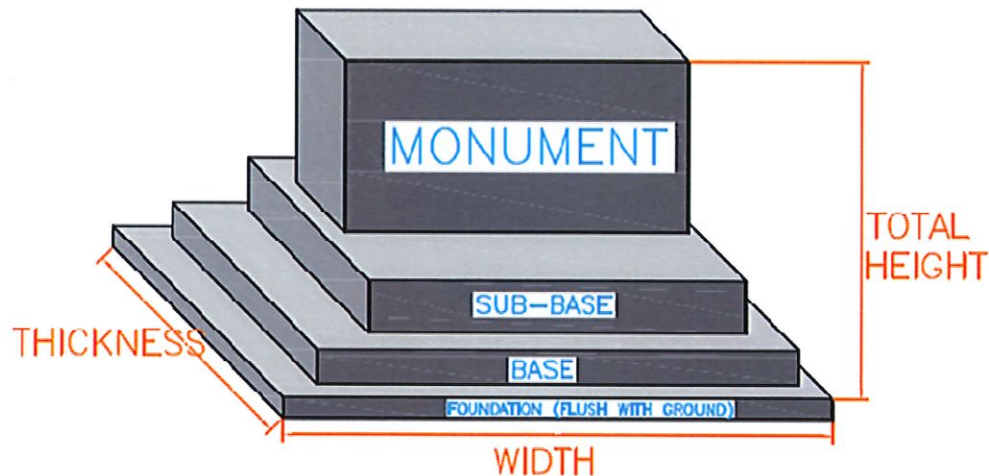
Block 10 (Lots 1-7 and 9-15)

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 four sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all four 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 <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><i>Total height of the base, sub-base, and monument must not exceed 36"</i></p>



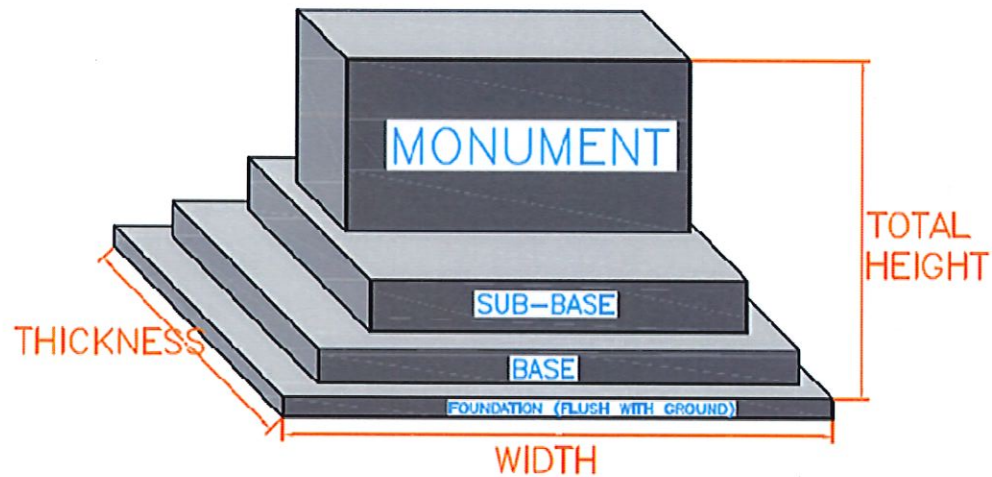
Block 12

Block 13

Block 24

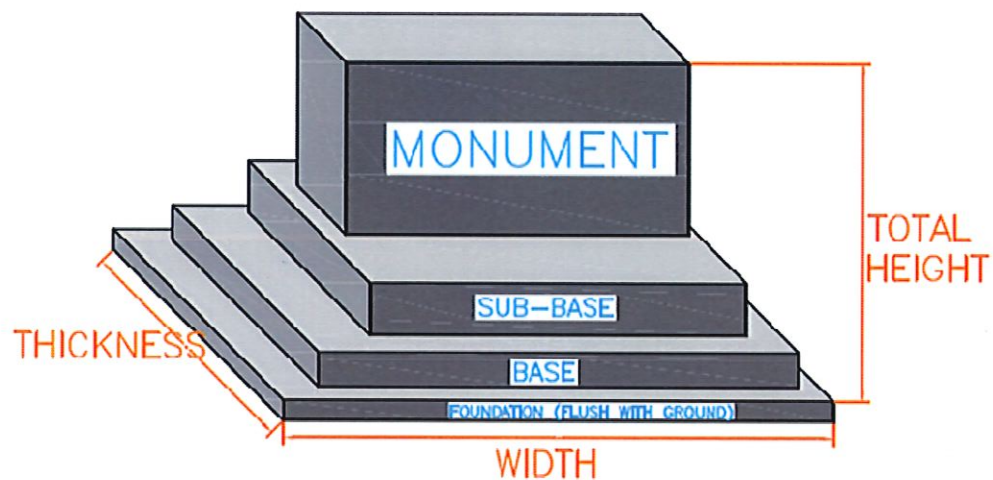
Block 25

<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 four sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all four sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all four 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>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>



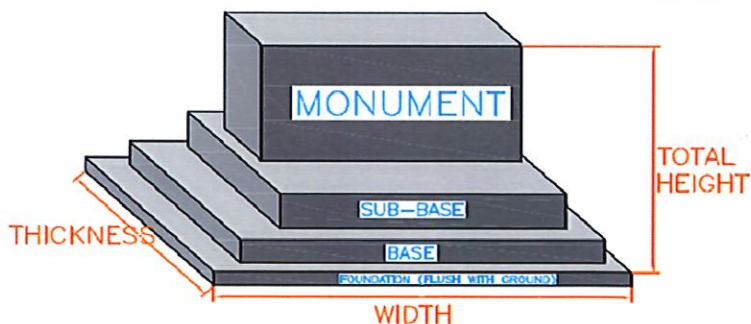
Block 14

<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 four sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all four sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all four sides -min 3" between bases 	<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>



Block 20

<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 four sides <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all four 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 <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>

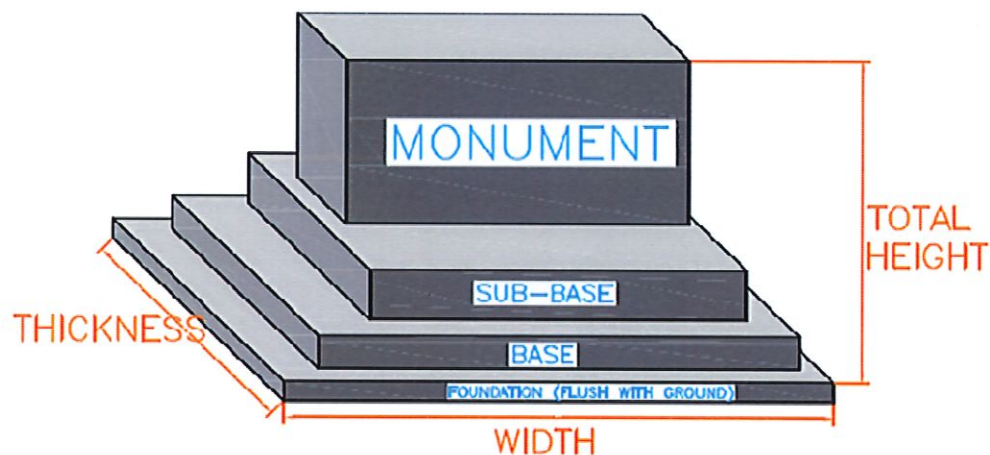


Block 36

Block 38

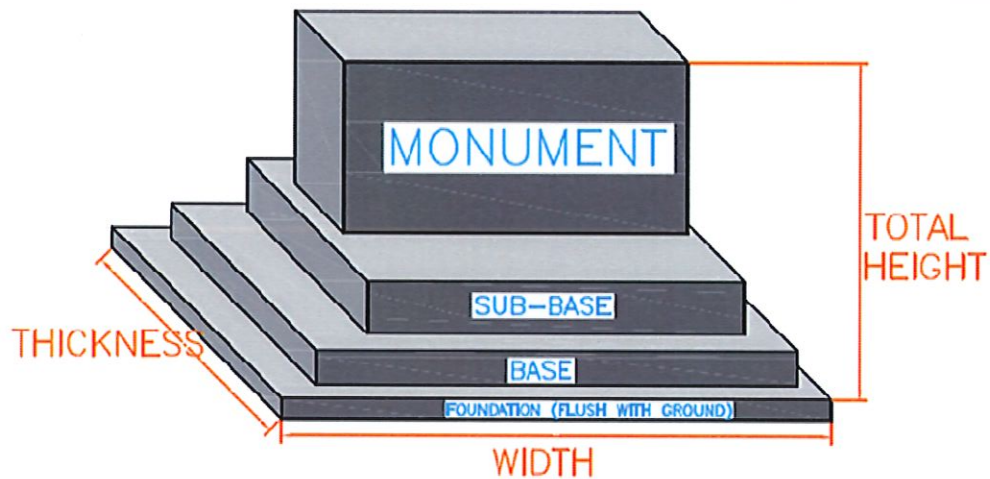
Block 39

Foundation	Base	Monument
<ul style="list-style-type: none"> -Existing foundation is provided -4'0" wide -2'0" thick 	<ul style="list-style-type: none"> -Min 6" high -Granite -Rock pitched on all four 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 	<ul style="list-style-type: none"> -Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than 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>



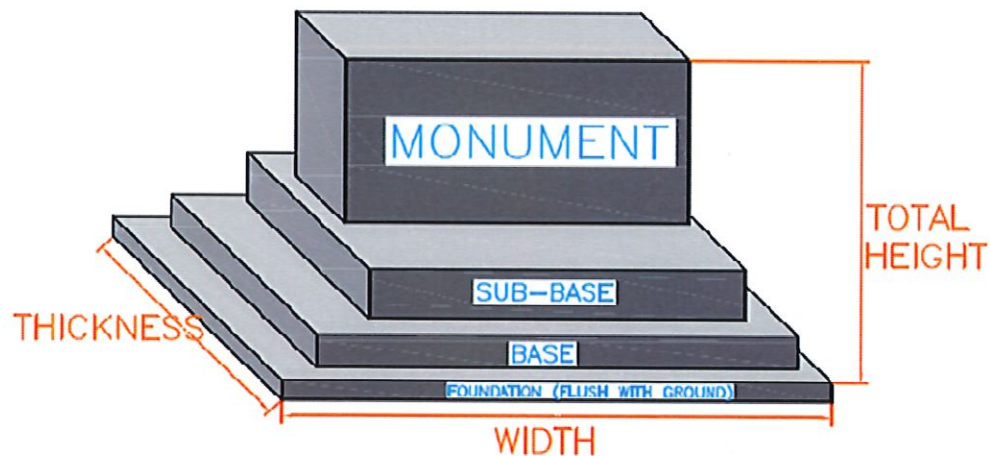
Block 40

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Existing foundation is provided -3'9" wide -2'0" thick 	<ul style="list-style-type: none"> -6" high -Granite -Rock pitched on all four 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 -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" <p><i>Sub-bases are not permitted</i></p>



Veterans' Graves
Block 10 (Lots 8 and 8A)
Block 11 (Lots 184-201)
Block 11A

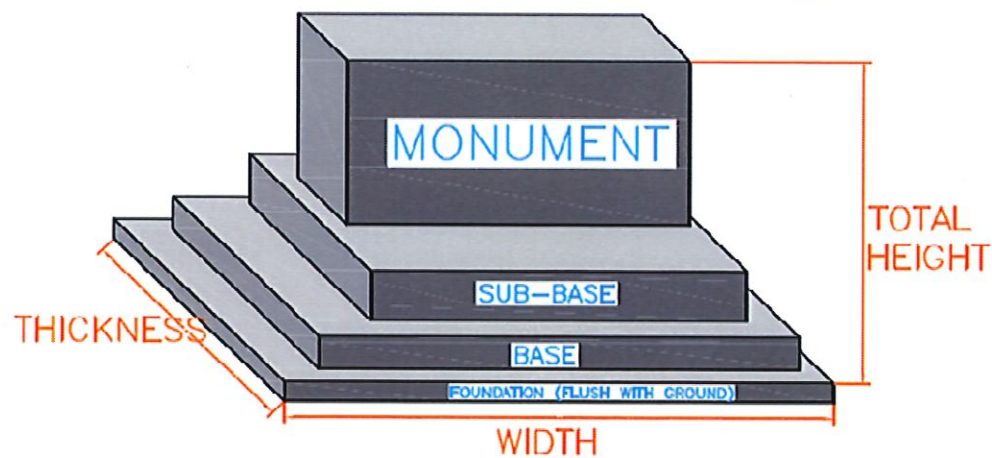
<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Max 4'0" wide -Max 2'6" thick -Concrete or granite -Min 3" high -Installed flush with ground -Centered on the grave(s) 	<ul style="list-style-type: none"> -No base is permitted 	<ul style="list-style-type: none"> -Only 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.



Veteran Graves

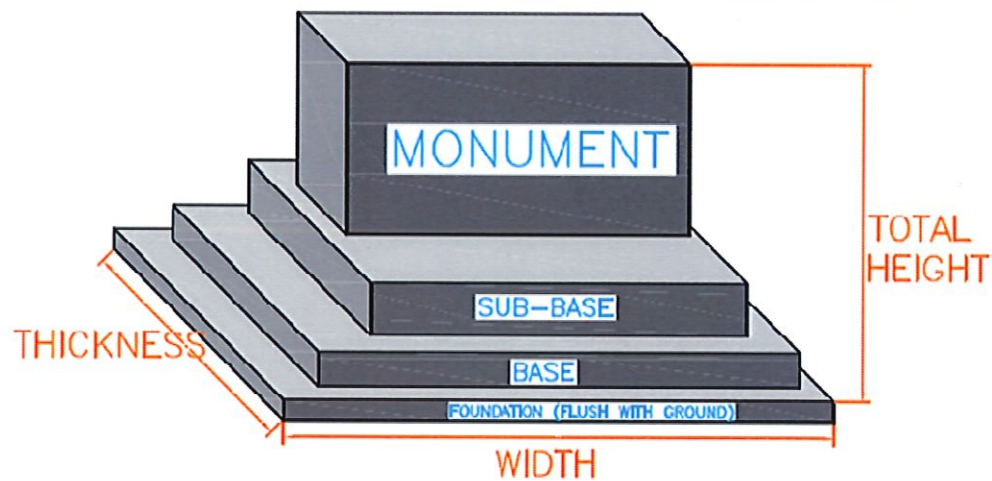
Block 37

Foundation	Base	Monument
<p>-Existing foundation is provided</p> <p>-4'0" wide</p> <p>-2'0" thick</p>	<p>-Min 4" high</p> <p>-Granite</p> <p>-Rock pitched on all four sides</p> <p>-Centered on the foundation over the grave</p> <p>-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</p>	<p>-Only sloped monuments accepted</p> <p>-Barre grey granite</p> <p><u>Single Grave</u></p> <p>-Min 1'8" wide x 1'0" thick x 6"/4" slope</p> <p><u>Double Grave</u></p> <p>-Min 2'6" wide x 1'0" thick x 6"/4" slope</p> <p>-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</p> <p>-Inscription on spouse monument is freedom of choice</p> <p>-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</p> <p>-Photos are permitted to be placed on the monument so long as they comply with the conditions set out in these monument regulations.</p>



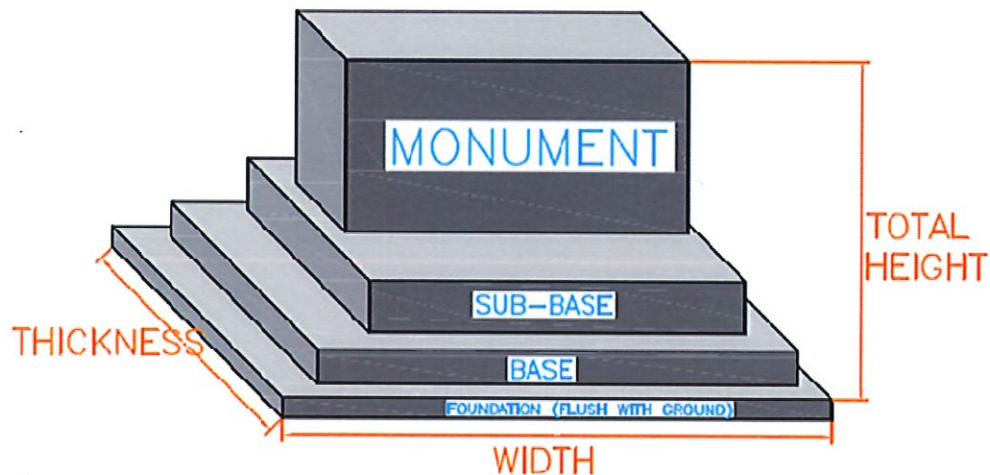
Children's Graves

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
<ul style="list-style-type: none"> -Max 2'6" wide -Max 2'0" 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 four sides -4" border on all four sides 	<ul style="list-style-type: none"> - Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than 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><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>



Community Graves

Foundation	Base	Monument
<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 four sides -6" border on all four 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"

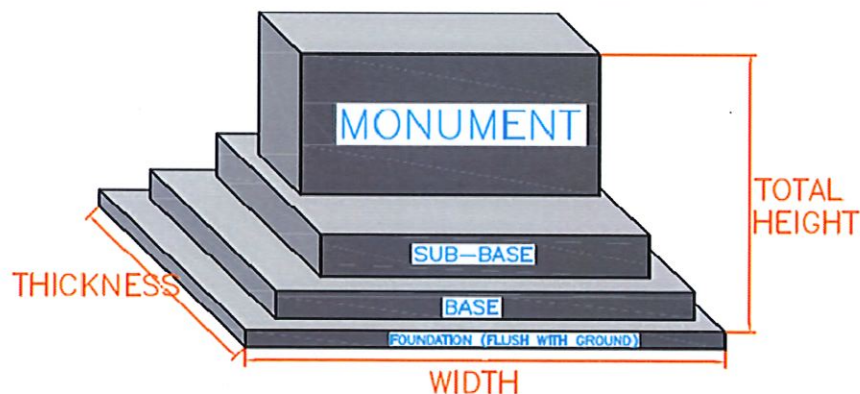


A monument on a community grave automatically becomes the sole property of the City of Moose Jaw, and as such is governed by applicable City and Cemetery rules and regulations.

Monument Regulations for the Moose Jaw Cemeteries – Old and New

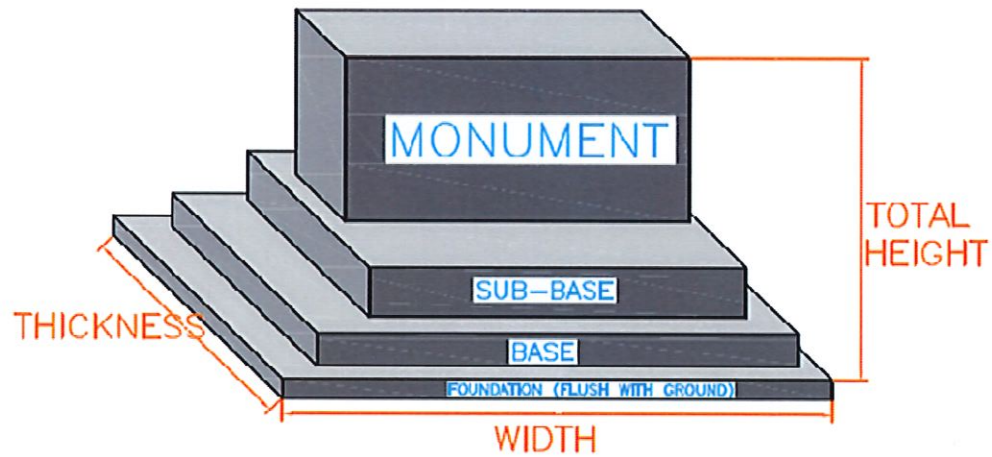
All Sections with exception of Moose Jaw New Block 12 - Veteran Section

<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 four sides <p><u>Regular Graves</u></p> <ul style="list-style-type: none"> -Min 6" high <p><u>Single Foundation</u> (Covers only 1 grave)</p> <ul style="list-style-type: none"> -6" border on all four sides <p><u>Continuous Foundation</u> (Covers multiple graves)</p> <ul style="list-style-type: none"> -6" border on all four sides -min 3" between bases <p><u>Children's Graves</u></p> <ul style="list-style-type: none"> -Min 4" high -4" border on all four sides 	<ul style="list-style-type: none"> -Any monument style accepted (upright, sloped, flat) -Granite or marble -Cannot be larger than the base <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>Regular Graves</u></p> <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>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>Total height of the base, sub-base, and monument must not exceed 36"</p>



**Moose Jaw New
Block 12 - Veteran Section**

<u>Foundation</u>	<u>Base</u>	<u>Monument</u>
-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)



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 the monument located on

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

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.

ATTACHMENT 2

Existing Monument Regulations

Rosedale Cemetery and Moose Jaw Cemeteries

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

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

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) FOUNDATION

Material

- 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.

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

**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

REVISED April 18, 2013 - Amending April 5, 1999 Monument Regulations respecting Revisions to Veterans' Sections
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APPROVED by City Council MAY 21, 2013

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

REVISED April 18, 2013 - Amending April 5, 1999 Monument Regulations respecting Revisions to Veterans' Sections
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APPROVED by City Council MAY 21, 2013

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.

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

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

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**

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

ATTACHMENT 3

Dec. 17, 2019 Emails Requesting Feedback from Local Funeral
Homes and Monument Companies

From: Derek Blais
Sent: December 17, 2019 12:14 PM
Cc: Cory Oakes; Kendra Watterson; Raelynn Mechelse
Subject: Feedback Required - Proposed Cemetery Bylaw and Monument Regulations

Good Afternoon,

The Parks and Recreation Department is currently finalizing amendments to the existing Cemetery Bylaw and Monument Regulations for the Moose Jaw and Rosedale Cemeteries. The City of Moose Jaw Cemetery Bylaw was last updated in 1987 and the Monument Regulations were last updated in 2013.

As part of the process, City Council has asked that we request feedback from our local funeral homes therefore I have attached both the existing and proposed Cemetery Bylaw & Monument Regulations for your review and feedback. A summary of the changes is also provided below.

The intent of the amendments is to update the wording to reflect our current practices and to improve the formatting of the documents.

We are required to submit the final reports to City Council on January 3rd for discussion at the January 13th meeting therefore we ask that all feedback be provided by email to dblais@moosejaw.ca by the end of the business day on January 2nd, 2020. The feedback will either be incorporated into the final drafts or provided to City Council as information when discussing the Bylaw and Regulations. We may also follow-up on any items that require clarification. If nothing is received by the deadline, we will assume that there is no feedback.

The following is a summary of the changes to the Cemetery Bylaw:

General Administration

- Existing Bylaw has winter & summer burial hours while the proposed Bylaw has daily burial hours which apply year-round. **(New)**
- Public hours of the cemetery are included. **(New)**
- Clause added regarding "events" in the cemetery at the discretion of the Director. **(New)**

Fees and Charges

- The Cemetery no longer allows payment plans on any cemetery services. **(Updated to reflect current practice)**
- The proposed Bylaw specifies that all fees are payable prior to a burial taking place. **(Updated to reflect current practice)**

Sale of Interment Rights

- No person can purchase more than 8 graves without Director's approval. **(New)**

Sale of Niche Interment Rights

- This section has been added to reference the columbaria which were installed in 2002, 2009 and 2018. **(Updated to reflect current practice)**

Perpetual Care of Graves

- The reference in the existing Bylaw section 4(4)(a) to perpetual care being paid annually is no longer applicable. Perpetual care is currently included in the fee paid when purchasing a grave. **(Updated to reflect current practice)**

Refund of Interment Rights

- Section 5. (2) of the existing Bylaw states the City shall refund the original purchase price for a returned grave but the cemeteries have been operating with a fee set on the Cemetery Rates sheet that states refunds are 75% of the current license fee. This was implemented as an incentive to return unused graves. With cemetery rates increasing annually, refunds were much higher than the amount of the original purchase price. The Department will delete this fee from the cemetery rates and have incorporated a new clause in the Bylaw whereby 85% of the original grave or niche licence fee will be refunded when returning a grave/niche to the City. The 15% holdback is the administration fee. **(New)**

Casket Interments

- Section 6. (6) of the existing Bylaw refers to double depth burials and only allowing 2 burials within one grave. 2 caskets are no longer permitted in a single grave but up to 7 burials are permitted within 1 regular grave (1 casket and up to 6 cremations). **(Updated to reflect current practice)**

Cremated Remains Interments

- Section 7. (2) of the existing Bylaw refers to scattering ashes on a grave which is no longer permitted. Scattering of ashes is only permitted in the Scattering Garden. **(Updated to reflect current practice)**
- Regular graves now allow up to 6 cremated remains to be interred into the grave. **(Updated to reflect current practice)**

Disinterment's

- Section 10. (1) of the existing Bylaw indicates plot owner permission is required while the proposed Bylaw requires the Authorized Decision Maker's permission to disinter. **(New)**
- Section 10. (2) of the existing Bylaw indicates that grave ownership reverts to the City after disinterment. This is not applicable as the owner would have to transfer ownership back to the City. **(Updated to reflect current practice)**
- Added wording in proposed Bylaw stating that disinterment's from double depth grave or burials more than 50 years ago are not permitted. **(Updated to reflect current practice)**

Indigent Interments

- Removed all references to the term "indigent" in the proposed Bylaw as the definition of "indigent" can be construed as offensive to many people. Indigent interments are referred to as Social Services Interments in the proposed Bylaw. **(New)**

Community Graves

- Section 9. (1) of the existing Bylaw refers to children's community graves. As of 1999 burials in community graves were no longer permitted. **(Updated to reflect current practice)**
- Section 9. (3) of the existing Bylaw which restricts monuments or markers on special graves is no longer applicable as memorialization on community graves is now permitted. **(Updated to reflect current practice)**

Other

- Section 14. (b) of the existing Bylaw is no longer applicable as the current practice allows monuments on graves in which perpetual care is not paid, such as indigent graves. **(Updated to reflect current practice)**
- Sections 14 and 15 of the existing Bylaw will now be covered in the Monument Regulations, not in the Cemetery Bylaw. **(New)**

The following is a summary of the changes to the 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 require to hold a City of Moose Jaw business license and must provide a letter of good standing with the Worker's Compensation Board and a minimum of \$5 million in commercial liability insurance coverage with the City of Moose Jaw named as additional insured. This is consistent with the practice used for other contracted work at City parks & facilities.

Thank you in advance for your cooperation and we look forward to maintaining our positive working relationships into the future.

Happy Holidays.

Derek



Derek Blais
Director, Parks & Recreation

City of Moose Jaw | 228 Main St. N | Moose Jaw SK | S6H 3J8 | www.moosejaw.ca



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From: Derek Blais

Sent: December 17, 2019 12:13 PM

Subject: Feedback Required - Proposed City of MJ Monument Regulations

Good Afternoon,

The Parks and Recreation Department is currently finalizing amendments to our Monument Regulations for the Moose Jaw and Rosedale Cemeteries which were last updated in 2013.

As part of the process, City Council has asked that we request feedback from local monument installation companies therefore I have attached both the existing and proposed Monument Regulations for your review and feedback. A summary of the changes is also provided below.

The intent of the amendments is to update the wording to reflect our current practices and to improve the formatting of the document.

We are required to submit the final reports to City Council on January 3rd for discussion at the January 13th meeting therefore we ask that all feedback be provided by email to dblais@moosejaw.ca by the end of the business day on January 2nd, 2020. The feedback will either be incorporated into the final drafts or provided to City Council as information when discussing the updated Regulations. We may also follow-up on any items that require clarification. If nothing is received by the deadline, we will assume that there is no feedback.

The following is a summary of the changes to the 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 require to hold a City of Moose Jaw business license and must provide a letter of good standing with the Worker's Compensation Board and a minimum of \$5 million in commercial liability insurance coverage with the City of Moose Jaw named as additional insured. This is consistent with the practice used for other contracted work at City parks & facilities.

Thank you in advance for your cooperation and we look forward to maintaining our positive working relationships into the future.

Happy Holidays.

Derek



Derek Blais
Director, Parks & Recreation

City of Moose Jaw | 228 Main St. N | Moose Jaw SK | S6H 3J8 | www.moosejaw.ca



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City of Moose Jaw

COMMUNICATION # EC-2019-0186

TITLE: City Council – Local Improvement Policy

TO: Executive Committee

FROM: Department of Engineering Services

DATE: September 30, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT Council adopt the Local Improvement Policy, substantially, in the form attached as Schedule "A".

TOPIC AND PURPOSE

To provide City Council with information and a Policy to consistently govern the use of Local Improvement Programs (LIP) in the City of Moose Jaw.

BACKGROUND

Local improvements are a mechanism afforded under *The Local Improvements Act 1993*, whereby, municipalities can charge owners for infrastructure improvements adjacent to the property based on the property lot frontage.

The process laid out in legislation is administratively cumbersome. This includes the submission of an application and review by the Saskatchewan Municipal Board and the creation of a Uniform Rates Bylaw by the municipality to support the costing and billing of properties for the associated infrastructure work.

While there are different types of LIP's, one of the key aspects is that they can be 'petitioned out'; meaning that if the majority of affected property owners are not in favour of the infrastructure work, it does not happen (and the associated administrative effort is wasted). The Act does have a provision where the municipality may proceed without the 'opt out'. However, that is in cases where it is believed to be in the best interests of the Community and in practice, generally related to health and safety issues such as watermain.

Municipalities across the Province use, or have used, LIP's for a variety of infrastructure work. Generally, municipalities have moved away from this practice as completing

infrastructure work under this process is administratively cumbersome with no guarantee it will happen.

Moose Jaw in the past has used LIP's. Most recently, the Cast Iron Watermain Replacement considered this as a portion of the funding for this project. In 2016, a referendum was put to vote on the issue and the community overturned the use of that particular LIP funding model. There are also several outstanding LIP requests that have been put on hold while the community and the City determine how to fairly and effectively use this funding mechanism for infrastructure. These include: Coteau Street East from 7th Ave. SE to 9th Ave. NE, 5th Ave. SW from Couteau St. W to Lillooet St. W, 9th Ave. NE from Fairford St. E to Stadacona St. E, and Caribou St. E from 11th Ave. NE to Highway #1.

The strength of the proposed Policy is that it offers a pre-screening opportunity before the lengthy process of petitioning and petitioning out is engaged. The major consideration of most property owners is the individual costs they will bear as a result of proposed work. The initiating petition for a resident proposal for a local improvement, as an example, does not include any reference to costing. Yet the most frequent reason for a subsequent petition against the work being undertaken is the cost it will bear as a result of the work.

Under existing legislation, an initiating petition from residents requires those residents declaring a desire for a particular type of work to be done – paving an unpaved street as an example. When residents are approached to sign such a petition, they often have no idea the cost they might bear as a result. Rather, significant administrative work is completed to scope out the costs, after which residents can then petition against that work taking place.

By providing a pre-screening opportunity to neighbourhoods, in particular, proponents for a particular project will have a realistic view of their individual cost obligations. In this way residents will be in a much better position to provide informed consent when they agree to sign a petition to have work completed. The same would be true in situations where City Council might decide to initiate a project.

DISCUSSION

The goal of the Policy is to outline who, under what conditions, what and when an LIP can be used. Several parameters and considerations that could be used to inform a Policy were considered in the review leading up to this report

- Who can initiate the LIP, options included the City, City Council and/or adjacent property owners?
 - General feedback was that all parties should have the ability to initiate the LIP.
- Should the LIP be used for infrastructure renewal, new infrastructure, or all infrastructure?
 - General feedback was that LIP's should be used for new infrastructure.
- Should the LIP be use for infrastructure that meets current standards? Does not meet standards or exceeds standards?

- General feedback was that LIP's should be used for infrastructure that does not meet current standards.
- Should condition rating of infrastructure be considered in the use of an LIP?
 - General feedback was that condition should not play a role in the use of LIP's.
- How are costs allocated; who pays for the LIP? Should the property owners pay the full costs? Should there be cost sharing with the City or should the City pay its portion for any City-owned frontage?
 - General feedback was that the City should pay its portion for any City frontage.
- What budget should be used for the City's portion of the LIP? New one-time budget? Existing maintenance budget? Land fund budget?
 - General feedback was that new budget should be identified and used.

Given the time-consuming nature of the formal application and the uncertainty about support from adjacent property owners, a pre-screening process was considered. This would allow information exchange with owners and provide a gauge of interest among impacted property owners to determine if the majority would like to see the LIP. This is outlined in the following procedure:

- Submission of scope (description and location) and application.
- Engineering Department review for eligibility.
- Engineering provides estimate and pre-screening petition form.
- Signatures collected from impacted property owners in support of LIP.
- If support for LIP is adequate, the formal LIP process is initiated and included in City budget.

This process would apply to all LIP's; City Council or property owner initiated.

In considering payment options, the Policy includes a financing option on the same terms as a service connection (put on to taxes at 4% over 7 years).

OPTIONS TO RECOMMENDATION

- Do not adopt the Policy and to not pursue the use of LIP's.
- Make changes to the proposed Policy.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Stakeholder communications are outlined in the attached Policy.

COMMUNICATION PLAN

A Public Service Announcement will be issued outlining the particulars of the Policy once City Council approves the Policy.

The Communication Plan on the LIP is included in the attached Policy.

STRATEGIC PLAN

Aligns with infrastructure priorities.

BYLAW OR POLICY IMPLICATIONS

This report creates a new Policy on the use of LIP's for infrastructure.

FINANCIAL IMPLICATIONS

This will vary by year and uptake on the Policy, the timing to coordinate with annual budget, which will impact the delivery schedule for approved LIP's.

OTHER CONSIDERATIONS/IMPLICATIONS

There are no privacy implications, official community plan or other considerations.

PUBLIC NOTICE

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

PRESENTATION

VERBAL: The Director of Engineering Services will provide a brief overview of the report.

ATTACHMENTS

- i. Council Local Improvement Policy

REPORT APPROVAL

Written by: Josh Mickleborough, Director of Engineering Services
 Reviewed by: Tracy Wittke, Assistant City Clerk
 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:	Council Local Improvement Policy .docx
Attachments:	- Local Improvement Policy_2020.01.22.pdf
Final Approval Date:	Jan 23, 2020

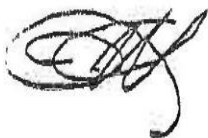
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Josh Mickleborough was completed by workflow administrator Maureen Latta

Josh Mickleborough



Tracy Wittke



Jim Puffalt



Fraser Tolmie



CITY OF MOOSE JAW

POLICY: Local Improvement Policy	Effective Date:
SECTION: ENGINEERING	Prepared by:
Resolution:	

PURPOSE:

The purpose of this policy is to establish parameters and conditions for the use of Local Improvement Programs (LIP). Establishing what types of work are eligible and a procedure to screen for property owner support.

SCOPE:

This policy applies to all residents, Administration and City Council in the use of LIP's.

POLICY

All LIP's must conform to the requirements of *The Local Improvement Act, 1993*. This includes formal approval by City Council and review and approval by Saskatchewan Municipal Board (SMB). This policy establishes criteria for using LIP's in the City of Moose Jaw, how cost and budget is allocated for the work, and an application process that ensures property owner support.

Initiation – an application for an LIP can be initiated by: City Council, adjacent property owners or City Administration.

Eligible work – under this policy the approved uses for the LIP funding model are:

- 1) New infrastructure
- 2) Existing infrastructure that does not meet current standards

Standards, practice and expectations for infrastructure change over time. The intent of this policy is to provide a mechanism to allow for existing areas and sub-division meet current practices and standards.

New infrastructure - infrastructure that has not existed since the time of development (or has been removed and is not included in the asset inventory). i.e. a sidewalk not on one side of an existing roadway, or the absence of water or sewer in a right of way.

Existing infrastructure not meeting current standards – infrastructure that does not meet current engineering standards. i.e. a gravel road in the city, or a narrow road.

Under this policy the condition of infrastructure is not considered, condition of infrastructure is addressed through the asset management plan and established condition targets and level of service.

The LIP is not intended to support or offset cost or impacts of new development.

This policy is to be used in conjunction with other policies and Bylaws.

Costs – the costs are to be allocated in accordance with *The Local Improvement Act, 1993* based on ownership and frontage calculations.

Administration will maintain a Uniform Rates Bylaw of unit rates for standard infrastructure. The rates will be used in the estimate provided to applicants and in the application to SMB.

Budget - The intent of this policy is that LIP's funding does not interfere with capital maintenance budgets and asset management plans. The use of LIP's is to provide a mechanism to improve infrastructure in an area.

New budget will be identified to support the implementation of the LIP, this will be done in conjunction with the regular budget process unless that schedule would cause undue delays, in which case a report will be taken to City Council.

Payment options include lump sum or financing with the City of 4% for seven years.

The implementation (construction) of a successful LIP will be from one to two years from the date of application. This takes into account budget approvals, variability SMB review periods, tender periods and construction seasons.

Procedure

1. Pre-screening LIP request – submission of scope, location and description of work.
2. Review and evaluation of LIP Pre-screening for Eligible Work. (2 weeks)
3. If work is eligible an Application Petition form will be provided to applicant (this includes an estimate and unit rates for work). If work is not eligible a letter declining the LIP will be issued. (3 weeks)
4. If 50% or greater of property owners impacted sign the Application Petition acknowledging a willingness to pay the associated the costs, the budget process and the formal legislative process will be initiated. (4 weeks)
5. If applicable the City portion of funding will be included in the following years budget submission to City Council. (or a report will be taken to City Council)
6. The information and data required for the formal LIP will be compiled and the application drafted. (2 months)
7. The formal application will be submitted to SMB. SMB will conduct their review and process. (estimated at 2 months)