



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