



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