

**CONSOLIDATED COPY**

*June 29, 2015*

**CITY OF MEADOW LAKE**

**CEMETERY BYLAW**

**BYLAW NO. 11/2010**

with amendments up to and including Bylaw No. 8/2015 passed June 22, 2015 and Bylaw No. 12/2017 passed November 27, 2017.

by City Council.

=====

**NOTE:**

All persons making use of this consolidation are reminded that this document has no legal status, that the amendments have been embodied for convenience of reference, and that the original bylaws should be consulted for all purposes of interpretation and application of the law. **Red highlighted entries indicate the amendments to the bylaw.**

=====

**CITY OF MEADOW LAKE  
BYLAW NO. 11/2010  
CEMETERY BYLAW**

A BYLAW OF THE CITY OF MEADOW LAKE TO PROVIDE REGULATIONS  
FOR THE USE, CARE AND MAINTENANCE OF WOODLAWN CEMETERY

The Council of the City of Meadow Lake, in the Province of Saskatchewan, enacts as follows:

PART 1 - SCOPE

1. This Bylaw shall be cited as the "CEMETERY BYLAW".
2. This Bylaw shall apply only to the burial of dead human remains in Woodlawn Cemetery, the location and plan of which is attached hereto as "APPENDIX A" of this Bylaw, and the regulations pertaining to the operation of the Cemetery and the enforcement of regulations as set out in this Bylaw and attached appendices.

PART 2 - DEFINITIONS

1. For the purpose of this Bylaw, the following definitions shall apply:
  - (a) ALLEY - an area, three meters in width running north and south to provide vehicular access to lots.
  - (b) BLOCK - means a subdivision of the Cemetery containing twenty (20) lots.
  - (c) BURIAL VAULT - a strength-tested vault or cover that will withstand the weight of 10,000 pounds, with or without a floor, placed over a casket interred in a grave for burial.
  - (d) CEMETERY - means Woodlawn Cemetery as defined in "Appendix A" of this Bylaw.
  - (e) CITY MANAGER - shall mean the City Manager appointed by the City Council and for the purposes of this Bylaw shall include any person appointed by the City Manager from time to time, to act on his/her behalf in the administration of this Bylaw.
  - (f) **COLUMBARIUM – Means a structure or building designed for the purpose of storing the ashes of human remains which have been cremated.**
  - (g) COUNCIL - means the Council of the City of Meadow Lake.
  - (h) CREMAINS - means the remains of a body that has been cremated.
  - (i) DEEP GRAVE - means a grave with a minimum depth of 2.8 metres.
  - (j) GRAVE, STANDARD DEPTH - means a grave approximately 2 metres in depth.
  - (k) GRAVE COVER - means a cover of fiber glass, plastic, marble, granite or concrete placed over the interred remains.

- (l) GRAVE MARKER - means a flat or upright marker bearing the name of the interred deceased person for memorial purposes.
- (m) GRAVE STONE - means an upright marble, granite, stone or concrete monument erected on any lot or plot for memorial purposes.
- (n) LOT - means a subdivision of land for the purpose of a single burial as shown in Appendix A.
- (o) **NICHE – Means an individual unit in a columbarium.**
- (p) PLOT - means a subdivision of a block containing two or more lots
- (q) SECTION - means a subdivision of land containing more than one block.
- (r) CITY - means the City of Meadow Lake, Saskatchewan.
- (s) WALKWAY - means an area of two meters in width running east and west between blocks.

### PART 3 - BURIAL SECTION

Sections of the Cemetery shall be set out for burials as follows:

1. Block one (1) to seventy-two (72) shall be cited as the OLD SECTION.
2. Blocks seventy-three (73) to one hundred sixty-eight (168) shall be cited as the NEW SECTION.

### PART 4 - GRAVES, BURIALS AND RESERVATIONS

1. A person may reserve a lot or lots by paying in full at City Hall, the purchase price as set out in "APPENDIX B", the schedule of fees for land and services, attached to and forming part of this Bylaw. The lot or lots shall be reserved for the use of the party who has paid the purchase price, a member of the party's family, or for a burial upon his/her instructions of an heir for a period of twenty (20) years after date of purchase. At the expiration of twenty (20) years, the City shall contact the party or his/her heirs to determine if they desire to renew the reservation for unused lot or lots. If, after using every possible means to contact the party or his/her heirs, the City fails to establish contact, the City may, by publishing notice in two issues of a local newspaper, cancel the reservation and make it available to the public.
2. A grave may be used for the burial of two bodies with the first body placed at the depth of a deep grave and the second body at the depth of a standard depth grave as defined in Part 2 - Definitions, paragraph 1. A lot may also be subdivided in two for infant burials in blocks designated by Council for this purpose.
3. Cremains may be interred in a section of the cemetery designated by Council for that purpose or in an occupied grave at a minimum depth of .6 metres (2 feet). The City may also construct above ground columbariums for the placement of cremains.
4. A purchaser of a lot or lots desiring to transfer ownership rights to another party must make written application for approval to the City before transfer will be validated.

5. A purchaser wishing to transfer ownership rights back to the City of Meadow Lake may do so by making written application to the City of Meadow Lake. In exchange for the ownership rights, the original purchaser shall receive a payment not to exceed the original purchase price.

#### PART 5 - TRAFFIC

1. Vehicles being operated within the confines of the Cemetery shall not travel at a speed greater than twenty (20) kilometers per hour.
2. No person, except those employed in the performance of their duties shall drive a vehicle on any part of the Cemetery other than on a roadway provided for that purpose.

#### PART 6 - GRAVE MARKERS AND GRAVE COVERS

1. Grave covers will not be permitted in any section of the Cemetery except those already in place or where a family has a lot or lots covered. The unused lot may be covered after it has been used. **Upon removal by any party, a grave cover shall not be replaced, and any new markers must comply with the regulations set out in this bylaw.**
2. In the OLD SECTION, flat and upright grave markers of granite, marble, ionite or any durable, non-corrosive material may be installed.
3. In the NEW SECTION, only flat grave markers of granite, marble, ionite or any durable, non-corrosive material may be installed.
4. Grave markers shall be placed at the head of the grave on an approved base in a straight, continuous row. Flat grave markers shall be installed on an approved base such that the highest point of the marker shall be no higher than the surface of the ground. The City reserves the right to adjust any grave marker that is installed improperly and forward any charges to the registered installer of the marker.
5. Any group, individual or company wishing to install a marker must first acquire an installation permit from the City of Meadow Lake, attached to and forming part of this Bylaw as "APPENDIX C". This permit must be completed in full and returned to City Hall prior to installation of the marker.
6. The City of Meadow Lake reserves the right to remove any grave cover that:
  - a) is deemed unsightly and
  - b) is at least 10 years old and is damaged

and shall only do so after no less than 60 days written notice to a known family member. The grave cover shall be treated as a disposable item and shall be disposed of in a manner consistent with the common disposing practices of the City of Meadow Lake.

7. Individual grave markers shall not exceed 36 inches in length and 24 inches in width, and the base shall have a minimum thickness of 2 inches. Double width grave markers shall not exceed 72 inches in length and 24 inches in width.
8. **Columbarium plaques must not exceed 11" in height or width on the west columbarium units and must not exceed 10" in height or width on the east columbarium units.**

**PART 6B - MEMORIAL BENCHES**

1. **Any group, individual or company wishing to install a memorial bench must first acquire an installation permit from the City of Meadow Lake, attached to and forming part of this Bylaw as "APPENDIX D". This permit must be completed in full and returned to City Hall prior to installation of the bench.**
2. **The location of the memorial bench shall be determined by the City and the installation shall be supervised by the City.**
3. **All costs associated with the installation of a memorial bench will be the responsibility of the applicant, based on the current purchase price from the supplier.**
4. **All benches placed in the Cemetery by the public shall be at their own risk. The City will not accept responsibility for damaged or missing benches.**
5. **The City shall have the right to refuse a memorial bench installation request if all available installation sites have been filled.**

**PART 7 - INTERMENT**

1. Any person applying for interment in the Cemetery shall furnish the City Manager with such particulars as he/she may require for the purpose of maintaining the records.
2. The funeral home or family desiring to have a grave dug shall notify the City Manager and make arrangements for the purchase of a lot (unless a lot has already been purchased) and pay for the opening and closing of the said grave. This notice shall be given no less than 48 hours in advance of the interment. If proper notification is not given, an additional fee of \$300.00 will be charged. In the case of graves being required for a Saturday, Sunday or Monday burial, notification shall be provided no later than 2:00 p.m. on the preceding Thursday.
3. Interment may take place between the hours of 8:00 o'clock in the morning and 4:00 o'clock in the afternoon on any day except Saturday, Sunday and Statutory Holidays. Special arrangements for burials after 4:00 o'clock or on Saturdays, Sundays or holidays must be made at City Hall.
4. **The City shall provide a lot only, without charge, for the burial of persons whose funeral expenses are paid by another Government Agency.**
5. It shall be compulsory that a burial vault be used in the interment of all deceased persons in the cemetery excepting those that have been cremated.

**PART 8 - GENERAL REGULATIONS**

1. Whenever a body is permanently disinterred from a grave and the grave is vacated, ownership rights of the lot so vacated shall revert to the City of Meadow Lake.
2. No fences, decorative rock, or boundary markers shall be permitted around a grave or grave marker.

3. All persons employed in the construction and/or installation of burial vaults, grave markers or in doing any other work on lots or graves in the Cemetery shall be subject to the direction and control of the City Manager, and in the case of any such person or persons refusing to obey the directions or orders of the City Manager, the City Manager shall be empowered to remove such person or persons from the Cemetery.
4. The City shall have the right to remove all flowers and wreaths, natural or artificial, from any grave thirty days after their placement thereon.
5. All items placed in the Cemetery by the public shall be at their own risk. The City will not accept responsibility for damaged or missing items.
6. No stand, holder, base or other receptacle for flowers or plants, ornaments, solar lights, wind chimes or hangers deemed to be unsuitable and a hindrance to the maintenance of the Cemetery shall be permitted.
7. The City shall have the right to remove from any lot weeds, grass or any article which is deemed unsightly.
8. The City Manager, or any City employee in his charge, shall be empowered to remove from the Cemetery any person or persons disturbing the quiet and good order of the Cemetery by noisy or improper conduct or language.
9. All work in the immediate vicinity that may disrupt the quiet and good order of the Cemetery shall cease while mourners are present at a burial service being conducted at the Cemetery.
10. No person shall write upon, mark, scratch, deface or injure any lot, grave marker, fence, building or any structure in or around the Cemetery. Any person found guilty of such damage shall be responsible for the cost of repairing the damage and be subject to the penalty imposed in Part 9 of this Bylaw.
11. All notices and communications required to be given to purchasers of a lot or lots, or their heirs, may be delivered either in writing by Registered Mail to their last known address or given verbally by the City Manager in the presence of another person and shall be considered sufficient evidence that such notices have been given.
12. In the event of the consecration of any part of the Cemetery by any religious denomination holding property therein, such act of consecration shall not be held to invest the said religious body with any exclusive rights and powers of jurisdiction either spiritual or temporal, within the Cemetery, and such religious body shall be subject to the rules and regulations governing the Cemetery.

#### PART 9 - PENALTY

Any person found guilty of an infraction of this Bylaw or any part thereof, shall be liable on summary conviction, to the penalties prescribed by the General Penalties Bylaw of the City of Meadow Lake.

#### PART 10 - REPEAL

Bylaw #4/2006 is hereby repealed.

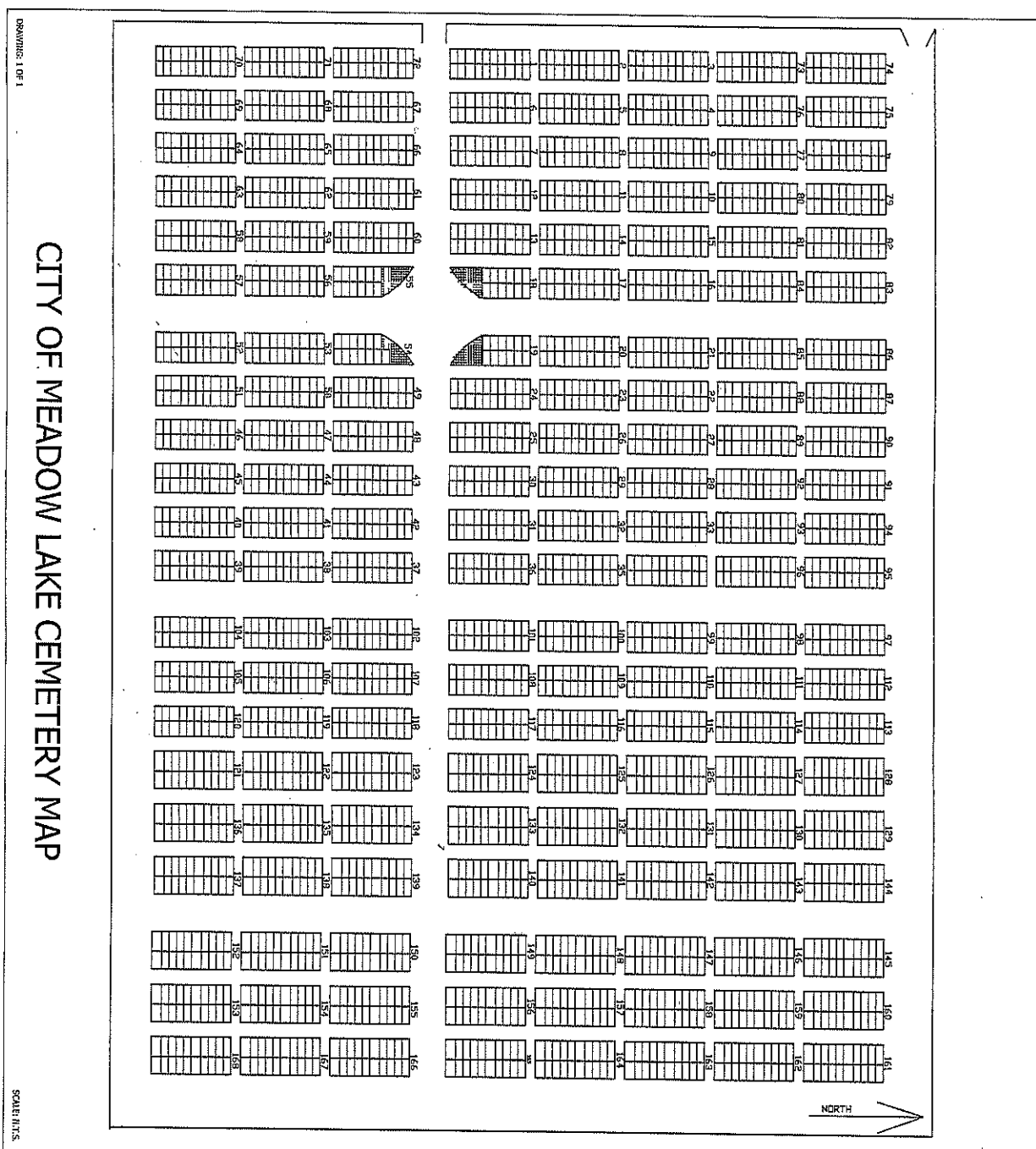
Introduced and read a first time this 22<sup>nd</sup> day of November, 2010.  
Read a second time this 22<sup>nd</sup> day of November, 2010.  
Read a third time this 22<sup>nd</sup> day of November, 2010 and adopted.

---

City Clerk

---

Mayor



# APPENDIX "A"

CSO

**APPENDIX "B"**  
**SCHEDULE OF FEES**  
**EFFECTIVE DECEMBER 1, 2010**

1.	Fee for single lot	\$400.00
2.	Fee for half lot (infant)	\$200.00
3.	Fee for opening and closing a standard depth grave (on weekdays)	\$400.00
4.	Fee for opening and closing a deep grave (weekdays)	\$450.00
5.	Fee for opening and closing a standard depth grave (on Saturdays, Sundays or Statutory Holidays or after hours on weekdays)	\$600.00
6.	Fee for opening and closing a deep grave (on Saturdays, Sundays or Statutory Holidays)	\$650.00
7.	Fee for burial of cremains	\$ 75.00
8.	Burial Vault	\$250.00
9.	Burial Vault for out-of-City use	\$275.00
10.	Columbarium Niche (includes interment and marker installation)	\$850.00
11.	Fee for installation of grave marker (base included)	\$150.00
12.	Fee for second and additional Columbarium interments	\$ 50.00
13.	Disinterment	\$500.00
14.	Fee for providing less than 48 hours notice of a burial	\$300.00

**SCHEDULE OF FEES EFFECTIVE JANUARY 1, 2018**

<b>Item or Service</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Plot and Niche Sales (Fees may be prepaid)</b>			
Single Adult Plot	525.00	650.00	775.00
Half Plot (Infant)	250.00	300.00	350.00
Columbarium Niche (includes 1st interment and marker installation)	850.00	875.00	900.00
<b>Interment Fees (Fees payable at time of service)</b>			
Fee for opening and closing a standard depth grave	425.00	450.00	475.00
Fee for opening and closing a deep grave	480.00	525.00	540.00
Additional surcharge for opening and closing a standard depth grave on weekends, statutory holidays, or after 4:00 p.m. on weekdays	250.00	275.00	300.00
Fee for burial of cremains	75.00	75.00	75.00
Additional surcharge for burial of cremains on weekends, statutory holidays, or after 4:00 p.m. on weekdays	112.50	125.00	137.50
Fee for additional interment of cremains in a columbarium niche	50.00	50.00	50.00
<b>Miscellaneous Fees</b>			
Burial Vault	290.00	315.00	340.00
Burial Vault for out-of-City use	315.00	340.00	365.00
Disinterment	850.00	900.00	950.00
Fee for installation of grave marker (base included)	175.00	200.00	225.00
Fee for providing less than 48 hours notice of a burial	300.00	300.00	300.00

\*GST is applied to all rates, PST is applied to Burial Vaults

Appendix "B" to be part of and attached to Bylaw #11/2010

City of Meadow Lake  
Woodlawn Cemetery

Memorial Installation Permit

Name of Deceased: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Location of Memorial: Lot \_\_\_\_\_ Plot \_\_\_\_\_ Block \_\_\_\_\_

Memorial:

Length: \_\_\_\_\_ inches, Width: \_\_\_\_\_ inches, Height: \_\_\_\_\_ inches

Material: Lonite \_\_\_\_\_ Other \_\_\_\_\_

Marble \_\_\_\_\_ Identify \_\_\_\_\_

Granite \_\_\_\_\_

Memorial Base:

Length: \_\_\_\_\_ inches, Width: \_\_\_\_\_ inches, Height: \_\_\_\_\_ inches

Material: Lonite \_\_\_\_\_ Other: \_\_\_\_\_

Marble \_\_\_\_\_ Identify \_\_\_\_\_

Granite \_\_\_\_\_

Concrete \_\_\_\_\_

I, the undersigned, have been assigned the responsibility of installing a memorial for the above noted grave. I have read all appropriate bylaws of the Town of Meadow Lake and shall install only monuments that conform to this bylaw and agree to install this monument in accordance with installation requirements as outlined in the bylaw.

Date: \_\_\_\_\_ 20\_\_ Fee: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

*For office Use:*

Type of Memorial is allowed in this section of the Cemetery: \_\_\_\_\_

The fees (if applicable) have been paid: \_\_\_\_\_

Date: \_\_\_\_\_ 20\_\_ Authorized: \_\_\_\_\_

The memorial has been installed in accordance with all bylaws: \_\_\_\_\_

This installation has been inspected and Approved: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ 20\_\_ Inspected By: \_\_\_\_\_

Appendix "C" to be part of and attached to Bylaw #11/2010

cal.

**APPENDIX "D"**

**City of Meadow Lake  
Woodlawn Cemetery**

***Memorial Bench Installation Permit***

Name of Deceased: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Location Requested: \_\_\_\_\_

Memorial Bench Specification Requirements

All benches to be placed within the City of Meadow Lake Woodlawn Cemetery must meet the following requirements:

Dimensions: 59" L x 24" W x 30-3/4" H (150cm L x 61cm W x 78cm H)

Design: The appearance and materials of the bench must match, as closely as possible, those set out in the attached specification sheet.

Base: All benches are to be fastened to a concrete base. If there is no pre-existing base present, the responsibility for its installation will fall to the applicant.

I, the undersigned, have been assigned the responsibility of installing a memorial bench for the above noted individual. I have read all appropriate bylaws of the City of Meadow Lake and shall install only a bench that conforms with this bylaw and in accordance with the installation requirements listed therein. I understand that I am responsible for all costs associated with the purchase and installation of the memorial bench, and that the City will not be responsible for any damages or theft of the memorial bench.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

## APPENDIX "D"

### SPECIFICATION SHEET



#### Bench Features

- Environmentally responsible – 100% recycled plastic slats
- Arms and legs are made from Powder Coated Aluminum
- Smoothly contoured seat and backrest
- UV, moisture and fading resistant Requires no painting or polishing
- Resistant to chips, cracks, rust and peeling
- Durable products with a long life-cycle (20years -25 years)
- Easy to clean and Virtually maintenance-free
- Withstands extreme weather conditions and temperatures that suitable for year-round use

#### Dimension

- 59" L x 24" W x 30-3/4" H
- (150cm L x 61cm W x 78cm H)

#### Weight

- 117 lbs (53kg.)

#### Includes

- Mounting hardware for concrete installation