

**CONSOLIDATED COPY**

*which includes:*

**Bylaw No. 9/2010**

**CITY OF YORKTON  
SASKATCHEWAN**

**BYLAW NO. 14/2009**

**A BYLAW OF THE CITY OF YORKTON TO PROVIDE FOR THE CONTROL AND  
TO REGULATE THE OPERATION OF CEMETERIES WITHIN THE CITY LIMITS**

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The Council of the City of Yorkton enacts as follows:

**I. DEFINITIONS**

1. This Bylaw shall be known as “The City of Yorkton Cemetery Bylaw”.
2. Unless the context otherwise requires:

“**Caretaker**” shall mean the person placed in charge of the day-to-day operations of the Cemetery.

“**Cemetery**” shall mean any area set aside and/or used for the burial of human remains.

“**Columbarium**” means a structure or building in a Cemetery designated for the purpose of storing or interring cremated human remains in sealed compartments or niches”

“**Council**” shall mean the Council of the City of Yorkton.

“**Deferred Payment Plan**” means an option to pay for the purchase of cemetery plots/niches over a specified period of times, rather than full payment at the time of purchase. The Deferred Payment Plan is only available for pre-need purchases. Payment in full is required before any product or service can be provided to the purchaser.

“**Director**” shall mean the Director of Leisure Services of the City of Yorkton.

“**Niche**” means each individual compartment in a columbarium to be used for the interment of cremated human remains.

“**Normal Cemetery Business Hours**” means weekdays, 9:00 a.m. to 12:00 noon; 1:00 p.m. to 4:00 p.m. excluding statutory holidays.

“**Normal Cemetery Visiting Hours**” means 8:00 a.m. to 6:00 p.m. from October 1 to March 31 and 8:00 a.m. to 9:00 p.m. from April 1 to September 30.

“**Owner**” shall mean the holder of a Cemetery Contract issued through the City of Yorkton.

“**Parks & Arena Manager**” shall mean the person placed in charge of day-to-day Administration of the City Cemetery.

“**Perpetual Care**” shall mean the leveling of the ground of each lot, seeding, watering and cutting the grass as required, and generally keeping the Cemetery in good order and repair. Notwithstanding the foregoing, it shall not include maintenance, repair or replacement of markers, tombstones, monuments of other like structures except as specifically provided by this Bylaw.

## **II. GENERAL SUPERVISION**

1. All the powers granted to the Director, Parks & Arena Manager and/or Caretaker shall be subject to the regulations and control of the City Council.
2. It shall be the duty of the Parks & Arena Manager to keep the grounds within the confines of the designated cemetery area in good order and to see that all workmen employed either directly or indirectly perform the duties assigned in a satisfactory manner.
3. All funerals in the Cemetery shall comply with the provisions of *The Public Health Act, The Vital Statistics Act, and The Cemeteries Act, 1999* of the Province of Saskatchewan, and with any regulations issued thereunder and as amended from time to time.
4. All funeral processions entering the Cemetery shall be under the supervision of the Cemetery Caretaker.
5. The Director, under the direction of the City Manager, shall furnish Council with a written report at the end of each year, of all interments, disinterments and removals for the year, and shall keep and maintain a complete set of records of all transactions in connection with the operation of the Cemetery.
6. The Council of the City of Yorkton, through the City Manager, reserves the right to temporarily suspend or modify any regulations where literal interpretation may appear to create undue or unnecessary hardship.

## **III. CEMETERY LOTS**

1. The area set aside for use as a Cemetery shall be properly divided into burial lots and plans prepared showing the location of such lots.
2. A plan of the Cemetery showing all grave locations thereon shall be open for inspection, free of charge, during normal cemetery business hours, at the office of the Cemetery Caretaker or the Leisure Services Department office.

3. All arrangements for sale of lots and/or services in the Cemetery shall be made through the City of Yorkton Department of Leisure Services.
4. Any person(s) who purchases cemetery lots utilizing Schedule “G” Cemetery Payment Plan shall also pay the Non-Refundable Deposit set out in Schedule “E”.
5. No person shall permit or allow interments to be made in any grave or graves for valuable consideration.
6. Any person, may upon application as provided for in Schedule “B” and the payment of the proper amount, secure the use of a single plot on the understanding that if remains are removed from the Cemetery or removed to another location, the City reserves the right to regain possession of the plot and apply the value of the plot on the costs of removal.
7. All charges in connection with the sale, use and care of graves, and/or other facilities which are or may in the future be offered in connection with the Cemetery operation shall be in accordance with Schedule “E” attached and forming part of this Bylaw, as said schedule may, from time to time, be amended by resolution of Council.
8. Owners of graves or plots shall be entitled to have them kept in proper order by the City upon paying the amount required pursuant to Schedule “E” attached hereto.
  - a. Perpetual care will apply to all graves sold henceforth.
9. Each standard plot can be used for a total of three interments, which can be a combination of the following:
  - a. One casket interment and two cremated remains interments (casket interment must be first)
  - b. Three cremated remains interments
10. Spousal ash remains may be interred within the Veterans plots in the Cemetery.
11. Interment of children 1 to 10 years of age must be in a standard plot. Infants are defined at 0 to 1 year of age and can be interred in an infant plot.
12. Notwithstanding subsection III. (9), the Director may in his or her sole discretion, on written request, increase the number of interments permitted in a plot or niche, having regard to such considerations as the circumstances surrounding the death, the relationship with the deceased, continuity of monuments and landscaping, and any other relevant factor under the circumstances.

#### **IV. INTERMENTS**

1. The owner(s) of a plot and/or niche, or authorized decision-maker thereof shall, prior to any interment:
  - a. Provide to Leisure Services a properly authorized burial permit or cremation certificate.
  - b. Complete and submit Schedule "B" - City of Yorkton Cemetery Contract two business days prior to interment date during the period from October 15 to April 15 and one business day prior to interment date during the period April 16 to October 14.
  - c. Pay all required fees in full in accordance with Schedule "E"
  - d. No application or notice shall be received on Saturday, Sunday or on a Public or Statutory Holiday, except on production of a medical certificate that an early interment is desirable.
2. NO WORK SHALL BE UNDERTAKEN AT THE CEMETERY WITHOUT A WORK ORDER.
3. Interments outside normal Cemetery business hours shall be permitted only as authorized by the Director and on payment of the overtime charge set out in Schedule "E".
4. Except in the case of an emergency, all funeral processions shall depart the Cemetery no later than 4:00 p.m.
5. In the case of departures after 4:00 p.m., the funeral director will be charged the Late Fee as set out in Schedule "E".
6. For all casket interments, the use of vaults, with a base, shall be mandatory. Vaults are to be delivered to the Cemetery one (1) business day prior to the time set for the interment. Construction materials shall be restricted to fiberglass.
7. Every Contract issued in respect to any grave in the Cemetery shall be subject to the conditions that the owner, his heirs or legal representative, shall not use the grave or graves for any purpose other than burial ground for human bodies.
8. No grave for the burial of an adult shall be less than six feet in depth from the surface of the ground surrounding the grave, and no more than one body per grave shall be allowed.
9. The City, in issuing a contract for the use of a grave or graves, in accordance with Section IV.7 hereof, assumes, unless the Director of Leisure Services is legally directed to act otherwise by the owner and/or owners, or their legal heirs or representatives, that interments arranged through the Funeral Home or any other interested person are in the best interests of the holder of the Cemetery Contract.

## **V. INTERMENT OF INDIGENT PERSONS**

1. The Director shall provide interment rights free of charge for an unclaimed body or for a deceased indigent person where the City is instructed to provide interments rights free of charge pursuant to the provisions of *The Cemeteries Act, 1999* and any regulations thereto addressing the interment of indigent persons.
2. The interment of indigent persons shall occur in single plots, the location of which shall be within the sole discretion of the Director.
3. No one may install a memorial on a plot utilized for the interment of an indigent person until the Care and Maintenance Fee as set out in Schedule “E” has been paid.
4. No other interments will be permitted in a plot provided pursuant to this section until the plot price as set out in Schedule “E” has been paid.

## **VI. DISINTERMENTS**

1. The disinterment of human remains, other than of cremated remains, shall be permitted only by order of the Chief Coronor or upon issuance of a disinterment permit from the Minister of Health or his/her designate issued pursuant to an application under *The Public Health Act, 1994* and payment of the required fees as set out in Schedule “E”.
2. A person making an application pursuant to subsection (1) shall ensure that a funeral home representative is present during the disinterment for the handling and transportation of the human remains. City staff will only expose to the liner, or casket to a maximum depth of six feet. All handling of liners, casket or remains are the responsibility of the funeral director.
3. The disinterment of cremated human remains shall be permitted only by approval of the Director upon receipt of a written request and payment of the requisite fees as set out in Schedule “E”.

## **VII. TRANSFERS AND BUY BACKS**

1. Any request for transfer of ownership of a pre-arranged grave or graves must be made in writing, through the Leisure Services office at City Hall, and must be accompanied by the original contract before such request is accepted. All correspondence must include the complete name, address and telephone number of, both the seller and the purchaser, and be signed by both parties.
2. All transfers of ownership shall be subject to an administration fee as outlined in Schedule “E” attached hereto.
3. The City of Yorkton will not participate in any transfers of pre-arranged plots for those, which are currently held in inventory. Please refer to section V. 5. Below.

4. All requests for buy back must be submitted to the Leisure Services Office at City Hall using Schedule "D" Buy Back Request Form. Requests that are made by someone other than the original purchaser, must be accompanied by a Schedule "F" - Declaration of Kinship witnessed by a Commissioner for Oaths.
5. The City of Yorkton will buy back a grave/niche on the basis of 90% (ninety percent) of the original fees paid for the grave and perpetual care OR 30% (thirty percent) of the current combined grave and perpetual care fees; whichever is greater.

## **VIII. GENERAL REGULATIONS**

1. During a burial service, all work in the immediate vicinity of the City Cemetery shall be discontinued.
2. The City of Yorkton reserves the right to limit the number of services in any given morning or afternoon, so that the number of interments does not impact the City's commitment to fulfill the obligations of any interment.
3. In the event of the consecration of the said Cemetery or any part thereof, such act of consecration shall not be held to invest that religious body with any exclusive rights and powers or jurisdiction either spiritual or temporal.
4. The City or any official thereof shall not be held responsible for any mistakes resulting from lack of precise or proper instructions regarding the grave space where an interment is to be or has been made. Any additional costs incurred by the City of Yorkton to correct such errors will be charged out based on actual costs incurred by the City.
5. Funeral Directors shall have all contracts for interments in the Cemetery authorized by the owner of the grave in which such interment is to be made.
6. After the passing of this Bylaw, no border, fences, railing, trellises, coping, hedges, concrete or stone comers or iron posts shall be constructed in or around any lot or plot.
7. Borders, fences, railings, trellises, coping or hedges in existence before the passing of this Bylaw will be removed free of charge by the City upon request in writing.
8. Any border, fence, railing, coping, hedge or any other bounding or enclosing material installed before the passing of this Bylaw may be removed by the City, or by reason of neglect or age it becomes in a state of disrepair and the owner neglects or refuses to repair or remove the same within thirty (30) days after a notice in writing has been forwarded to him at his last known address.

9. No person shall enter upon any portion of the Cemetery, which is set apart for storage facilities without first having obtained the consent of the Director and/or his designate.
10. No liquor shall be permitted on the grounds, except for religious ceremony.
11. No vehicle shall travel in the Cemetery at a speed greater than twenty-five (25) kilometres per hour, provided however, the Director and/or his designate may in his discretion prohibit vehicular traffic where the condition of the roads and/or the weather conditions so warrant.
12. No person shall drive a vehicle over any part of the Cemetery except on the roadways, and no person shall ride a bicycle over the grave, nor lean same against any monument or marker, nor leave same on any grave for any period of time.
13. No animals shall be allowed in the Cemetery.
14. The Director and/or his designate or anyone under his charge, shall have power to remove from the grounds any person disturbing the quiet or good order of the Cemetery by noisy or improper conduct or language, or any person violating any of the provisions of this Bylaw.

#### **IX. MEMORIALS, MEMORIALIZATION AND FOUNDATIONS**

1. No monuments or markers for the purpose of designating graves shall be installed in the Cemetery until the following conditions have been met:
  - a) A rendering of the monument to be installed has been provided to the City of Yorkton;
  - b) A monument permit as provided for in Schedule "C" has been purchased and issued by the City of Yorkton;
  - c) The Cemetery Caretaker has been provided a copy of the paid monument permit; and
  - d) The Cemetery Caretaker has marked the centre of each grave location where the monument is to be installed.
2. All contractors installing monuments in the City Cemetery must possess a Yorkton Business License.
3. All maintenance and installation of monuments in the Cemetery shall take place during normal business hours. Special arrangements will be required for Saturday maintenance and installations.
4. All persons employed in the installation of monuments or in doing any other work on a grave or graves in the Cemetery, shall be subject to, all conditions stated in the Cemetery Bylaw. Any such persons refusing to abide by the regulations shall be removed from the Cemetery.

5. Any monument company, its employees, contracted employees thereof and/or authorized individuals carrying out any monument work in the Cemetery will advise the Cemetery caretaker upon arrival at the Cemetery and shall be responsible for the restoration or repair of any damages to the Cemetery grounds or fixtures resulting from their actions. The City of Yorkton will not be held responsible for any monument damages or repairs required due to improper installation of the above noted monument.
6. All monuments installed shall be constructed of granite, marble and/or bronze.
7. Other materials requested for monuments are subject to prior approval by the Director and/or his designate.
8. Foot markers must be flush with the surrounding soil surface and located at the foot of the grave, as determined by the Cemetery Caretaker.
9. Foundations must be flush with the surrounding soil surface and located at the foot of the grave, as determined by the Cemetery Caretaker.
10. Veterans markers shall be installed as per Veteran Affairs standards.
11. Infant graves can be marked with foot markers at the head or the foot of the grave as determined by the Cemetery Caretaker.
12. Any person making application for a monument permit is responsible to determine the width of the grave or graves to be marked for determining maximum length dimension.
13. The monument company will be responsible for cleaning and refurbishing the area around the marker to the satisfaction of the Parks & Arena Manager. The City shall not be responsible for any maintenance to the foundation after installation.
14. The die shall sit on a granite base laid on a concrete foundation, to be laid by the contractor, according to plot size specifications supplied by the Cemetery Caretaker.
15. Any monument or marker that varies in dimensions listed in this bylaw will be removed from the City Cemetery upon written notice of contravention. Dies shall not exceed the width or depth of the base.
16. Anyone wishing to place a monument of dimensions other than those stipulated, on a grave in the City of Yorkton Cemetery, may apply to the Director in writing for approval. The application must contain plans showing the exact dimensions and design of the proposed monument. The Director may approve or deny the application in his sole discretion.

17. The City of Yorkton reserves the right to assess an oversize monument fee on any monument deemed to cause undue hardship to the City of Yorkton Cemetery operation.
18. Ornaments, including flower holders or vases, crosses and statues, may be permitted on a burial plot as long as they meet the following requirements:
  - a) Unbreakable
  - b) Permanently secured to the base of the memorial
  - c) Does not exceed 36 centimetres in height; and
  - d) Does not project beyond a plumb line from the outside dimensions of the memorial base.
19. To preserve the proper appearance of the Cemetery, the Caretaker may remove any memorial or memorialization when it is objectionable or its removal is otherwise considered necessary by the Director. Any memorial or memorialization which has been removed will be kept in storage for 30 days.
20. The Caretaker will remove from any grave a funeral design or floral piece which has become wilted, or after a period of ten (10) days, whichever is sooner.
21. No grave or plot shall be decorated by its owner or owners or others interested therein with any trees, shrubs, or plants without written permission of the director. This shall not be deemed to prohibit the placing of cut flowers upon graves, as per Section IX.18 above.
22. All flower arrangements not permanently attached as per Section IX.18 above shall be removed no later than November 1 of each year. Notice of flower removal will be published two weeks prior to the deadline.

## **X. OFFENCES AND PENALTIES**

1. No person shall injure any shrub or tree or pick or destroy any flower, wild or cultivated, growing in the Cemetery.
2. No person shall write upon, mark, scratch or deface any monument, structure or fence in or around the Cemetery.
3. Any person who damages any grave, marker, monument, fence, building or other structure in the Cemetery shall be liable to the City for such damages, besides being guilty of a breach of this Bylaw.
4. No person shall remove or destroy or attempt to remove or destroy any remains put in any grave.
5. No person shall dig or open any grave or cause any graves to be dug or opened in any place within the City other than that now used and/or hereinafter appropriated for the purpose of a cemetery; nor shall any person inter or deposit or cause to be

interred or deposited any human remains in any grave within the City other than as prescribed in this bylaw.

6. Any person guilty of an infraction of the Bylaw or any part thereof shall be liable on summary conviction to the penalties prescribed in Section X.9. below.
7. No person shall engage or play at any game of sport or discharge any firearms (except at a Military Funeral) in the Cemetery, or unlawfully disturb persons assembled for the burial of the dead, or commit a nuisance, or behave in any indecent or unseemly manner at the Cemetery.
8. No atv's or snowmobiles shall be allowed within the limits of the City Cemetery
9. Any person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:
  - a) In the case of an individual, to a fine not exceeding \$2,000, or in default of payment, to imprisonment for a term not exceeding 90 days;
  - b) In the case of a corporation, to a fine not exceeding \$5,000

**XI. REPEALING BYLAW**

Bylaw No. 1/2004 passed on the 5<sup>th</sup> day of January 2004 and any amendments thereto are hereby repealed.

**XII. EFFECTIVE DATE OF BYLAW**

This Bylaw shall come into force and take effect on the day of final passing hereof.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

Introduced and read a first time this 11<sup>th</sup> day of May, A.D., 2009.

Read a second time this 11<sup>th</sup> day of May, A.D., 2009.

Read a third time and adopted this 11<sup>th</sup> day of May, A.D., 2009.

**SCHEDULE “A”  
MONUMENT SIZE RESTRICTIONS**

1. Double Upright Monuments
  - a) The die shall not exceed the dimensions of 6” thick by 36” wide by 22” high
  - b) The base shall not exceed the dimensions of 6” thick by 44” wide by 12” deep
  - c) The foundation shall not exceed the dimensions of 4” thick by 52” wide by 25” deep
  
2. Single Upright Monuments – 4 Foot Plots
  - a) The die shall not exceed the dimensions of 6” thick by 24” wide by 18” high
  - b) The base shall not exceed the dimensions of 6” thick by 32” wide by 12” deep
  - c) The foundation shall not exceed the dimensions of 4” thick by 40” wide by 25” deep
  
3. Single Upright Monuments – 3 Foot Plots
  - a) The die shall not exceed the dimensions of 6” thick by 18” wide by 18” high
  - b) The base shall not exceed the dimensions of 6” thick by 26” wide by 12” deep
  - c) The foundation shall not exceed the dimensions of 4” thick by 34” wide by 25” deep
  
4. Double Pillow Monument
  - a) The die shall not exceed the dimensions of 30” wide by 12” deep x 8” high
  - b) The base shall not exceed 38” wide x 17” deep x 6” thick
  - c) The foundation shall not exceed 4” thick by 44” wide by 25” deep
  
5. Single Pillow Monument – 4 Foot Plots
  - a) The die shall not exceed the dimensions of 24” wide by 12” deep x 8” high
  - b) The base shall not exceed the dimensions of 30” wide by 17” deep x 6” thick
  - c) The foundation shall not exceed the dimensions of 4” thick by 38” wide by 25” deep
  
6. Single Pillow Monuments – 3 Foot Plots
  - a) The die shall not exceed the dimensions of 18” wide by 12” deep x 8” high
  - b) The base shall not exceed the dimensions of 26” wide by 17” deep x 6” thick
  - c) The foundation shall not exceed the dimensions of 4” thick by 34” wide by 25” deep
  
7. Foot Markers

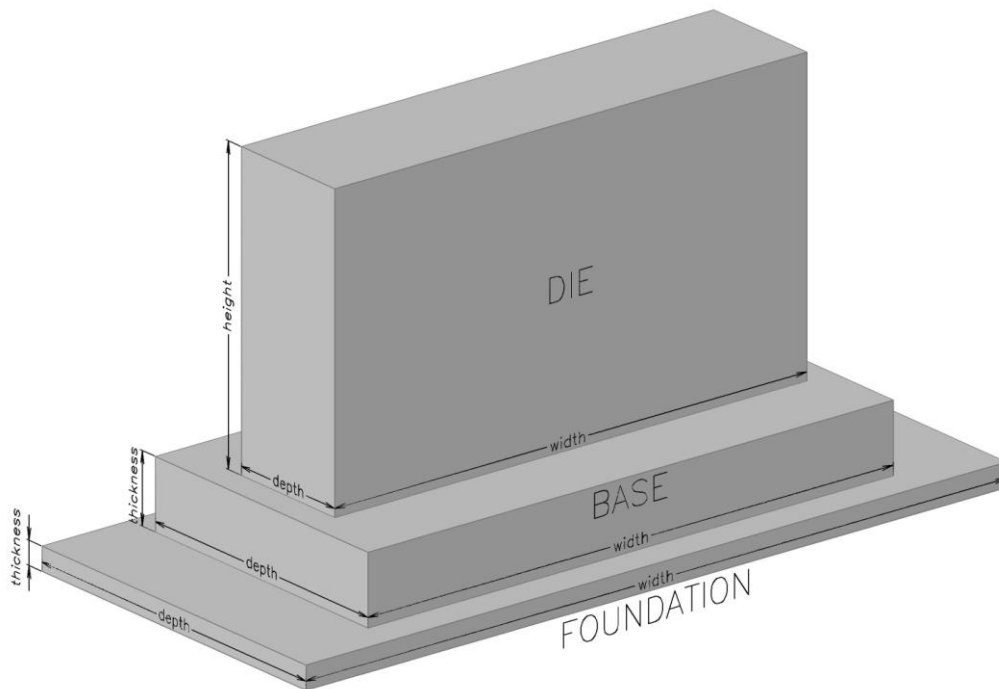
Shall not exceed the maximum dimensions of 24” wide by 12” deep
  
8. Double Flat Markers
  - a) Shall not exceed the maximum dimensions of 44” wide by 16” deep
  - b) The foundation shall not exceed the dimensions of 4” thick by 52” wide by 25” deep
  
9. Single Flat Markers – 4 Foot Plot
  - a) Shall not exceed the maximum dimensions of 24” wide by 16” deep
  - b) The foundation shall not exceed the dimensions of 4” thick by 32” wide by 25” deep
  
10. Single Flat Markers – 3 Foot Plot

- a) Shall not exceed the maximum dimensions of 20” wide by 14” deep
- b) The foundation shall not exceed the dimensions of 4” thick by 28” wide by 25” deep

11. Cross Markers

The monuments shaped into a cross which have any portion of the die length less than 13” or a thickness of less than 6” are not permitted.

12. Flat markers made of granite shall have a minimum thickness of 3”.



SCHEDULE "B"  
City of Yorkton  
CEMETERY CONTRACT

Name of Applicant/Executor \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

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

Subject to the provisions of the City of Yorkton Cemetery Bylaw, and to special conditions contained in the schedule thereof, and to resolutions of Council, application is hereby made for the lease of certain property located in Yorkton Cemetery, more particularly described as follows:

**Plots**

Single	Grave No. _____	Lot _____	Block _____	\$ _____
Double	Grave No. _____	Lot _____	Block _____	\$ _____
	Grave No. _____	Lot _____	Block _____	\$ _____
Three	Grave No. _____	Lot _____	Block _____	\$ _____
	Grave No. _____	Lot _____	Block _____	\$ _____
	Grave No. _____	Lot _____	Block _____	\$ _____

**Opening and Closing**

Opening	Grave No. _____	Lot _____	Block _____	\$ _____
Overtime	_____			\$ _____
Late Fee	_____			\$ _____
Vault Handling	_____			\$ _____
<b>TOTAL</b>				\$ _____

**Name of Deceased:**

Age: \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ stillborn

Date of death: \_\_\_\_\_

Resident: \_\_\_\_\_ Non-Resident: \_\_\_\_\_

Date of burial: \_\_\_\_\_

DATED AT YORKTON, SASKATHEWAN, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant/Executor

Funeral Home: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

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

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INSTALLATION OF MONUMENTS  
No monuments or markers for the purpose of designating graves shall be installed in the Cemetery unless such monuments or markers have first been submitted to and approved by the Superintendent and a permit issued for the installation of same.

**SCHEDULE "C"**  
**City of Yorkton**  
**CEMETERY MONUMENT PERMIT**

**No. 0000**

Permission is hereby granted to

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

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

To install a monument in Block \_\_\_\_\_ Lot \_\_\_\_\_ Grave \_\_\_\_\_

Grave Width: 4 foot \_\_\_\_\_ 3 foot \_\_\_\_\_

For \_\_\_\_\_

Monument Permit Fee \$ \_\_\_\_\_

**Monument Type:**

- \_\_\_\_\_ Double Upright Monument
- \_\_\_\_\_ Single Upright Monument (4')
- \_\_\_\_\_ Single Upright Monument (3')
- \_\_\_\_\_ Double Pillow Monument
- \_\_\_\_\_ Single Pillow Monument (4')
- \_\_\_\_\_ Single Pillow Monument (3')
- \_\_\_\_\_ Foot Marker
- \_\_\_\_\_ Double Flat Marker
- \_\_\_\_\_ Single Flat Marker (4')
- \_\_\_\_\_ Single Flat Marker (3')
- \_\_\_\_\_ Cross Marker

**Monument Dimensions:**

Die Measurement  
\_\_\_\_\_ thick x \_\_\_\_\_ long x \_\_\_\_\_ high

Base Measurement  
\_\_\_\_\_ thick x \_\_\_\_\_ wide x \_\_\_\_\_ deep

Foundation  
\_\_\_\_\_ thick x \_\_\_\_\_ wide x \_\_\_\_\_ deep

Are you applying for an oversize monument?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**Please Attach Rendering of Monument**

No monument or markers for the purpose of designating graves shall be installed in the Cemetery unless such monuments or makers have first been submitted to and approved by the Director and a permit issued for the installation of same.

As per City Bylaw No. 14/2009, any monument company, its employees, contracted employees thereof and/or authorized individuals carrying out any monument work in the City Cemetery must present this permit to the caretaker upon arrival at the Cemetery and shall be responsible for the restoration and repair of any damages to the Cemetery grounds or fixtures resulting from their actions. The City of Yorkton will not be held responsible for any monument damages or repairs required due to improper installation of the above noted monument.

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Database

Receipt No. \_\_\_\_\_

**SCHEDULE "D"**  
**CITY OF YORKTON CEMETERY**  
**BUY BACK REQUEST FORM**

Date of Request: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: # \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**SITE INFORMATION:**

Block: \_\_\_\_\_ Plot: \_\_\_\_\_ Grave(s): \_\_\_\_\_

Original Contract #: \_\_\_\_\_ Original Price Paid: \_\_\_\_\_

Site Inspection comments/diagram:

Buy Back Confirmation: Yes \_\_\_\_\_ No \_\_\_\_\_

If "No" reasons are listed as follows: \_\_\_\_\_

\_\_\_\_\_

Buy Back Price: \_\_\_\_\_ Cheque #: \_\_\_\_\_

Transfer Date: \_\_\_\_\_ Authorized by: \_\_\_\_\_

**SCHEDULE "E"**

**CEMETERY FEES & CHARGES 2009 – 2012**

2010 fees effective March 9, 2010

2011 and 2012 fees effective January 1

	2009 Fee	2010 Fee	2011 Fee	2012 Fee
<b>Plot Prices</b>				
Graves - per plot	690.00	725.00	760.00	800.00
Infant Community Grave	350.00	368.00	387.00	406.00
<b>Opening and Closing</b>				
Adult Interment	690.00	725.00	760.00	800.00
Cremation Interment	255.00	268.00	281.00	295.00
Child Interment (10 years and under)	0.00	0.00	0.00	0.00
<b>Columbarium</b>				
<b>Middle Three Rows</b>				
Single Niche	2,120.00	2,120.00	2,120.00	2,120.00
Double Niche	2,930.00	2,930.00	2,930.00	2,930.00
<b>Top Row &amp; Bottom Two Rows</b>				
Single Niche	1,800.00	1,800.00	1,800.00	1,800.00
Double Niche	2,450.00	2,450.00	2,450.00	2,450.00
<b>Overtime Charges</b>				
Late Fee (departure after 4 p.m.)	180.00	189.00	199.00	209.00
Saturday Funerals	320.00	320.00	320.00	320.00
Stat Holidays	860.00	860.00	860.00	860.00
<b>Removal of Remains</b>				
From Yorkton City Cemetery	945.00	945.00	945.00	945.00
Cremated Remains	350.00	350.00	350.00	350.00
<b>Monument Permits</b>	128.00	134.00	140.00	147.00
<b>Fibreglass Vault</b>				
Handling	85.00	85.00	85.00	85.00
<b>Oversize Monument Fee</b>				
Minimum Charge	380.00	500.00	500.00	500.00
<b>Care and Maintenance Fee</b>			25% of current plot price	
<b>Administrative Fee</b>	38.00/plot		45.00/plot 2010-2012	
Applies to private transfer of plot(s)				
See Bylaw #14/2009 Consolidated				
<b>Non-Refundable Deposit</b>			50.00/contract	

**SCHEDULE "F"**  
**DECLARATION OF KINSHIP**

In accordance with Section 52 of *The Cemeteries Act, 1999*.

I hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_.  
Relative Plot Owner

\_\_\_\_\_ **I wish to retain the burial lots known as**  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery

\_\_\_\_\_ **I wish to have the City of Yorkton buy back the burial lots known as**  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery  
Block \_\_\_\_\_ Plot \_\_\_\_\_ Grave \_\_\_\_\_ in the City of Yorkton Cemetery

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Address City, Province

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.

Sworn before \_\_\_\_\_  
A Commissioner for Oaths/Notary Public

Please place stamp here:

**SCHEDULE “G”  
CEMETERY PAYMENT PLAN**

**1. INTRODUCTION**

The purpose of this policy is to provide patrons with payment options when purchasing property at the City of Yorkton Cemetery.

**2. PURPOSE**

The implementation of a payment policy for the City of Yorkton Cemetery plot purchases will make pre-arranged purchasing more attractive for the general public while planning their estate. Patrons will have the option to pay the entire balance at the time of purchase or pay using a pre-authorized payment process. This is an easier commitment for patrons and provides them with an extra option at the time of purchase.

**3. PURCHASING PROPERTY**

City of Yorkton Cemetery Plots/Niches can be purchased at any time during the year. However, to make the purchase more attractive and affordable, a purchase plan may be required. Therefore administration shall use the process outlined below when selling Cemetery Plots/Niches.

**Option 1: Payment in Full**

City of Yorkton Cemetery Plots/Niches can be purchased by paying in full at the time of purchase. This can be done at the Leisure Services office at City Hall with payment being made by cheque, cash or credit card.

**Option 2: Payment Plan**

City of Yorkton Cemetery Plots/Niches can be purchased at any time by agreeing to the established payment plan. Upon receiving a request to purchase a plot/niche using the payment plan option, the following process will apply.

1. A down payment is required when the payment plan is established as follows:
  - i. Standard cemetery plot - 25% of the total plot purchase price plus a \$50.00 non-refundable deposit per contract
  - ii. Columbarium Niche – 10% of the total purchase price plus a \$50.00 non-refundable deposit per contract
2. A pre-authorization payment form is required to be completed and signed by the purchaser.
3. The maximum length for the payment plan will be two years from the date of down payment.
4. Any plot/niche fee price increases, as approved by Yorkton City Council, during the term of the agreement, will be automatically charged to the customer's account.
5. By providing a credit card (Master Card, Visa), the purchaser acknowledges that, at a minimum, equal monthly charges will be automatically applied to the credit card, unless otherwise indicated on the Agreement Form, until such time as the purchase is paid in full.

6. If the plot/niche is required for an interment prior to the final payment being made, the balance of the account shall be due and payable immediately.
7. The plot title will be transferred after the plot/niche is paid in full.

**4. REFUNDS**

Any requests to withdraw from the signed agreement will be processed in accordance with the City of Yorkton Cemetery Bylaw No. 14/2009. Any approved refunds will be equal to the total amount paid to date, less the non-refundable deposit.

**5. RESPONSIBILITY**

The Director of Leisure Services is responsible for the ongoing review and update of this policy.



# Payment Agreement

Customer Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

E-mail Address: \_\_\_\_\_

Cemetery Contract # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Payment dates & amount \_\_\_\_\_

Credit Card Type	Credit Card Number	Expiry Date	Financial Institution

### Conditions of Agreement

1. I hereby authorize the City of Yorkton to take automatic payments from my credit card as indicated above for the cemetery contract listed above. Payment for the first month is required at the time of the purchase, after which automatic payments will be processed on the last day of the month.

Note: Any plot/niche fee increases, as approved by Yorkton City Council, during the term of the agreement, will be automatically charged to the customer's account.

2. It is acknowledged that any request to withdraw from the signed contract will be processed in accordance with the City of Yorkton Cemetery Bylaw No. 14/2008. Any approved refunds will be equal to the total amount paid to date, less the non-refundable Administration Fee.

3. Payment rejected by the Credit Card Company due to expired card or exceeding credit card limits may result in termination of the agreement. All outstanding payments become due and payable immediately and subject to penalties.

4. In the event of a change in my credit card information, I/we will notify Leisure Services at 786-1750 at least 15 days prior to the next due date, for cancellation and to complete a new agreement form, providing the new credit card information.

5. The customer acknowledges the conditions of this agreement through receipt of a signed copy of this authorization.

Signature of Cardholder \_\_\_\_\_ Date: \_\_\_\_\_

***This personal information contained on this form will be used only for the purpose of registering, maintaining payment records, facilitation recreation programs and providing information on future recreation programs. If you have any questions about this collection, please contact Leisure Services, City of Yorkton, Box 400, Yorkton Saskatchewan, S3N 2W3 or telephone (306) 786-1750.***