

ENDERBY AND DISTRICT SERVICES COMMISSION

Tundra Baird
Brad Case

Herman Halvorson
Denis Delisle

AGENDA

DATE: August 6, 2020
TIME: 11:00 AM
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. CALL TO ORDER

THAT in accordance with Ministerial Order No. M192/20, *Local Government Meetings and Bylaw Process (COVID-19) Order No. 3*, the Enderby & District Services Commission resolves that this meeting shall be held without members of the public in attendance due to an inability to safely provide physical distancing given the size of Council Chambers;

AND THAT the Enderby & District Services Commission shall ensure openness, transparency, accessibility, and accountability in respect of the meeting by providing teleconference access for the public to hear and, during question period, be heard, by providing two seats reserved for media to attend in person, and by hearing written submissions from the public.

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of February 14, 2020 Page 1

4. NEW BUSINESS

Hourly Gazebo Rentals Page 4
Memo prepared by Chief Financial Officer dated June 16, 2020

Cemetery Regulation Bylaw Page 7
Memo prepared by Chief Financial Officer dated July 21, 2020

Enderby & District Museum Society Page 27
Correspondence dated February 25, 2020

5. PUBLIC QUESTION PERIOD

6. CLOSED MEETING RESOLUTION

Closed to the public pursuant to Section 90 (1) (k) of the *Community Charter*

7. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on February 14, 2020 at 8:30 a.m. in the Council Chambers of Enderby City Hall.

| | | |
|------------------------|------------------|------------------|
| <u>Members:</u> | Tundra Baird | City of Enderby |
| | Brad Case | City of Enderby |
| | Denis Delisle | Electoral Area F |
| | Herman Halvorson | Electoral Area F |

Staff: Tate Bengtson – Chief Administrative Officer, City of Enderby
 Jennifer Bellamy – Chief Financial Officer

APPROVAL OF AGENDA

The following item were added to the agenda under New Business:

- Zemla Family Legacy Fund

Moved by Herman Halvorson, seconded by Brad Case

“THAT the February 14, 2020 Enderby and District Services Commission agenda be approved as presented.”

CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of January 16, 2020

Moved by Brad Case, seconded by Denis Delisle

“THAT the minutes of the regular meeting of January 16, 2020 be adopted as presented.”

CARRIED

NEW BUSINESS

Riverside Park Diamond 5 Construction Proposal

Correspondence from Richard Vetter was read by Dave Lancaster supporting construction of a fifth ball diamond at Riverside Park. Discussion occurred about the next steps should construction proceed, as well as alternate locations, including Grindrod Park and Grindrod Elementary School grounds.

Moved by Brad Case, seconded by Herman Halvorson

“THAT the Enderby and District Services Commission explores a limited rehabilitation of the ball diamond at Grindrod Park in conjunction with Regional District of North Okanagan and community stakeholders;

AND THAT the Enderby & District Services Commission authorizes staff to proceed with detailed design of a fifth diamond at Riverside Park and report back with a detailed cost estimate and potential funding strategies.”

CARRIED

Soccer Camp Fee Reduction Request

Moved by Brad Case, seconded by Herman Halvorson

“THAT the Enderby and District Commission provides a grant in lieu of a fee reduction equivalent to 50% of the rental costs for the Lions Gazebo plus two ball diamonds for four days, valued at \$619.40, to the Shuswap Community Church soccer camp.”

CARRIED

Enderby Outdoor Pool Final Report

Moved by Brad Case, seconded by Denis Delisle

“THAT the Enderby Outdoor Pool Final Report be received for information.”

CARRIED

2020 Financial Plans

The Chief Financial Officer provided an overview of the proposed financial plans. It was noted that the estimate to retreat the wood at the Lions Gazebo came in lower than expected. Staff are looking to do the Lions Gazebo and the Muzebo for a total of \$17,500.

Moved by Brad Case, seconded by Herman Halvorson

“THAT \$9,500 for a detailed design for Diamond 5 at Riverside Park, funded through surplus, be added to the Parks & Recreation Financial Plan;

AND THAT the \$50,000 for the Lions Gazebo wood retreatment be reduced to \$17,500 and include the wood retreatment for the Muzebo;

AND THAT the Enderby and District Services Commission approves the 2020 Financial Plans as amended.”

CARRIED

Parks, Recreation and Culture Fees Bylaw

Moved by Denis Delisle, seconded by Brad Case

“THAT the Commission recommends that Council of the City of Enderby enacts the bylaw cited as The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020.”

CARRIED

Zemla Family Legacy Fund

Tundra Baird advised the Commission that the Zemla Family has donated funds for an unspecified community project and the Enderby Lions Club are looking for ideas. The Lions Club are holding the funds in trust until a project is identified.

PUBLIC QUESTION PERIOD

Jackie Pearase of the Enderby Rivertalk asked what the timeline is for the completion of the pool design. The Chief Administrative Officer expected the design to be completed and ready for presentation by late spring.

ADJOURNMENT

Moved by Brad Case, seconded by Denis Delisle

“THAT the February 14, 2020 regular meeting of the Enderby and District Services Commission be adjourned at 9:30 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 16, 2020
Re: Hourly Gazebo Rentals

Recommendation:

THAT the Commission recommends that Council enacts the attached bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1704, 2020".

Background/Discussion:

As more activities are being moved outdoors in response to COVID-19, inquiries have been received regarding hourly rentals at the gazebo. The current bylaw only allows for daily rentals of the gazebo, which is rented each weekend during a normal season for ball tournaments, weddings, and other larger events. Having hourly rates during a normal season would take away from the ability to provide daily rentals and revenue would be lost.

With the impact COVID-19 has on events, daily rentals of the gazebo likely will not be offered; however, providing hourly rentals could make use of the gazebo and open up opportunities for space for groups to hold outdoor activities.

The proposed hourly rate for the gazebo rental does not include use of the kitchen and is based on the cost to clean the washrooms, as the washrooms will need to be made available to the user group. The bylaw only provides this hourly rate for the 2020 season.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

**THE CORPORATON OF THE CITY OF ENDERBY
BYLAW No. 1704**

A bylaw to amend Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020

WHEREAS The Council of the Corporation of the City of Enderby has adopted "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020";

AND WHEREAS Council wishes to amend the fees;

NOW THEREFORE the Council of the Corporation of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1704, 2020".
2. Schedule "D" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" is deleted and Schedule "D" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this ___ day of ____, 2020.

READ a SECOND time this ___ day of ____, 2020.

READ a THIRD time this ___ day of ____, 2020.

ADOPTED this ___ day of ____, 2020.

Mayor

Corporate Officer

SCHEDULE "D" – PARK FEES

| Park Rates | |
|---|--------|
| Riverside Park – Youth (per day; includes ball diamond area) | 250.00 |
| Riverside Park – Adult / Commercial (per day; includes ball diamond area) | 500.00 |
| Gazebo | |
| Daily Rental | 120.00 |
| Hourly Rental* – only available until October 31, 2020 | 22.00 |
| Kitchen Damage Deposit (per rental) | 500.00 |
| Kitchen Clean-up (per rental) | 52.00 |
| Ball Diamonds | |
| Adult League Play (per hour/per field)** | 17.35 |
| Youth League Play (per hour/per field)** | 8.65 |
| | |
| Adult League Tournament (per diamond/per day) | 94.85 |
| Youth League Tournament (per diamond/per day) | 47.45 |
| Non-League (per diamond per day) | 94.85 |
| Additional maintenance staff for tournament play (per hour)*** | 41.15 |
| | |
| Funtastic | 416.00 |

*Hourly rental is only applicable to the gazebo and excludes the kitchen facilities.

**To be booked at half hour intervals

***Subject to staffing availability. Any overtime costs incurred will be in addition to this rate.

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 21, 2020
Subject: Cemetery Regulation Bylaw

Recommendation

THAT the Commission recommends that Council enacts the attached bylaw cited as "Enderby & District Cemetery Regulation Bylaw No. 1702, 2020";

AND THAT the Commission adopts the attached Niche Inscription Requirements as the memorial plan for the columbarium.

Background

With the upcoming addition of a columbarium in the cemetery, the Enderby & District Cemetery Regulation Bylaw requires an update to regulate the use and provide the fees that will be charged. In addition to the changes for the columbarium, the attached bylaw also incorporates some of the recommendations from the Cemetery Land Use Plan, several other clarifying changes and an update to the fees. The proposed changes are summarized below.

Columbarium

Wording throughout the attached bylaw has been revised to include the columbarium option for interments. There are two standard rate structures that are used for columbarium pricing: a tiered structure which is based on the sight level of the niche and a uniform flat rate which is applied to all the niches. A tiered structure normally applies a lower rate to the lower level tiers and the rate increases with higher levels. As the eye level is often in highest demand, a tiered approach would help manage the demand. The pricing structure included in Schedule "A" uses a tiered approach. If a uniform flat rate is desired, the fee for each niche would need to be \$600. Note that both fee structures presented are based on full cost recovery of the columbarium for the resident rates. The calculation for the non-resident rates is discussed in another section of this memo.

In addition to the lot fees, a minimum of 10% of the fee value must be charged and paid to the cemetery's care fund, as legislated under the *Cremation, Interment and Funeral Services Regulation*. A 10% care fund contribution has been included on the bylaw.

The fee for interment services (opening & closing) is based on direct cost recovery.

Staff recommend that the Commission provides specifications on memorial inscriptions on the niche plates. Section 2 of Schedule "B" has been added to provide overall direction on how

memorials are to look; however, as columbarium niches are so close together, requirements to create a uniform appearance are typical. Attached are niche inscription requirements that are consistent with other communities.

Other Fee Adjustments

Attached is a fee comparison with surrounding communities. Enderby's current rates for non-residents are significantly lower than the resident and non-resident rates elsewhere. Enderby and Area F taxpayers subsidize approximately 70% of the operating costs of the cemetery through property taxes, from which non-residents benefit. The proposed rates for non-residents have been increased to reflect full cost recovery. With the increase in the non-resident rates, a "former resident" definition has been added to the bylaw. Former residents meeting the criteria in the definition would qualify for resident rates. This provision is similar to nearby communities and provides former residents, who have been contributing to the costs of the cemetery over the years, the benefit of the resident rates.

A 5% increase is proposed for the remaining fees, which have not changed since 2017, although costs have increased. An additional 2% has been added for each subsequent year to keep up with inflation and ensure the taxation component remains proportionate.

Cemetery Land Use Plan Recommendations

The following recommendations have been included from the Cemetery Land Use Plan:

1. Moved the "Conduct in the Cemetery" section to the front of the bylaw as it addresses some of the most frequently asked questions about the cemetery.
2. Revised section 7(6) to provide better clarity to a Right of Interment as it is a right to use a lot rather than to provide ownership of a lot. Wording is consistent with other communities.
3. Improved clarity of section 10(7)(a) which refers to the maximum number of interments in a lot.
4. Added section 9(4), which affirms the City's ability to reclaim an unused lot. Wording is per Section 25 of the *Cremation, Interment and Funeral Services Regulation*.
5. Added a Memorial Specifications schedule (Schedule "B") to provide easier reference to this aspect of the regulation. This Schedule consolidates existing information and adds the following provisions:
 - a. Columbaria niche memorials.
 - b. New process for memorials to proactively require compliance with the bylaw. There have been issues with memorials exceeding size restrictions. To resolve this issue, a new process is proposed whereby the plans and specifications for the memorial must be approved by staff before the memorial is placed.
 - c. Removed the option to have a memorial span three burial lots. This provision is not used and it is not a common offering. A memorial of this size would also be difficult for staff to perform any leveling due to its weight.

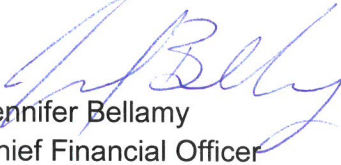
Other Improvements

1. Section 10(3) – Added an increased notice provision for winter interments. The proposed increase to the notice period is to help balance labour resources during the winter months where road snow removal takes priority. It also provides enough time for staff to do any snow clearing needed in the cemetery to prepare for the interment.

2. Section 12(2) –Although the City already has a right of passage over every lot in the cemetery in order to perform its obligations, this provision has been added to provide additional clarity. Wording is consistent with other communities.
3. Removed the Right of Interment Contract and Interment Authorization forms from the schedules in the bylaw. The information on these forms is required by, and must be consistent with, provincial legislation that changes from time to time and should not be a schedule to a bylaw, as it adds significant time to the process of authorizing an update to a form.

Once the Commission has made any amendments it wishes to the bylaw, the bylaw will be forwarded to Council for three readings and adoption. The columbarium is expected to be installed by the end of July, at which point sales can commence.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

CORPORATION OF THE CITY OF ENDERBY

BYLAW No. 15151702

A bylaw to regulate the operation and maintenance of Cliffside Cemetery

WHEREAS the Council of the City of Enderby may, by bylaw, in accordance with Section 8(3)(f) of the *Community Charter* ~~authorizes the City to,~~ regulate, prohibit and impose requirements in relation to cemeteries, crematoriums, columbariums and mausoleums and the interment or other disposition of the dead;

AND WHEREAS ~~the Corporation of~~ the City of Enderby has resolved to provide this service outside the City to Electoral Area “F” of the ~~North Okanagan~~-Regional District of North Okanagan;

AND WHEREAS the Board of the ~~North Okanagan~~-Regional District of North Okanagan, on December 19, 2009 has provided consent in accordance with Section 13 of the *Community Charter* subject to certain terms and conditions;

NOW THEREFORE, the Council of the ~~Corporation of the~~ City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited as the **“Enderby & District Cemetery Regulation Bylaw No. 15151702, 2020”**.

DEFINITIONS

2. In this bylaw unless the context otherwise requires;

“Care Fund” means a fund established and maintained by the City for the care and maintenance of the Cemetery;

“Caretaker” means the person or persons duly appointed or employed by the City from time to time as Caretaker of the Cemetery, and shall mean, in the absence of a specifically appointed Caretaker, the City of Enderby Chief Administrative Officer or designate;

“Cemetery” means land that is set apart or used as a place of burial of human remains or cremated remains and includes any incidental or ancillary buildings on the land;

“Cemetery Administrator” means the person duly appointed as such from time to time by ~~the City~~ Council, and for the purposes of administering the *Cliffside Cemetery* shall mean the Chief Administrative Officer of the City of Enderby, or designate;

“City” means the Corporation of the City of Enderby;

“Council” means the Council of the City of Enderby;

“Controlled Substance” means a “controlled substance” as defined and described in Schedules I, II, III and IV of the *Controlled Drugs and Substances Act*, as may be amended from time to time, ~~but does not include the trade or manufacture of a controlled substance that is permitted under the Act~~;

“Cremated remains” means human bone fragments left after human remains are cremated;

“Director” means a director under the *Business Practices and Consumer Protection Act*;

“Disinterment” means the removal, for the purpose of permanent relocation, of

- (a) human remains, and
- (b) the container, or any of the remaining container, holding the human remains, from the lot in which the human remains are interred;

“Exhumation” means the exposure and removal of interred human remains for the purposes of viewing or examination;

“Former Resident” means an individual who,

- a) was a legal and registered owner of property within the corporate limits of the City of Enderby or Electoral Area “F” of the Regional District of North Okanagan for a

- continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes application for a right of interment or interment, or;
- b) was a resident of the City of Enderby or Area “F” of the Regional District of North Okanagan for a continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes application for a right of interment or interment;

~~“Holiday” has the same meaning as in the *Interpretation Act* of the Province of BC;~~

“Holiday” means any day or part of a day as may be proclaimed from time to time as a holiday to be observed by the City, or otherwise in accordance with the *Interpretation Act RSBC 1996*;

“Human remains” means

- (a) a dead human body in any stage of decomposition, or
- (b) a body of a stillborn infant in any stage of decomposition, but does not include cremated remains;

“Infant” shall mean any person up to the age of one (1) year;

“Interment” means disposition by

- (a) burial of human remains or cremated remains,
- (b) entombment of human remains, or
- (c) inurnment of cremated remains;

“Interment Right Holder” means a person who owns a right of interment;

“Lot” means a space that is

- (a) in a place of interment, and
- (b) used or intended to be used for the interment of human remains or cremated remains under a right of interment;

~~“**Medical Health Officer**” shall mean the person duly appointed to act as Medical Health Officer within the City of Enderby and Area F of the North Okanagan Regional District.~~

“Memorial” means

- (a) a tombstone, monument, plaque or other marker on a grave or plot used to identify, or
- (a)(b) an inscription on a lot or memorialize a deceased person or stillborn child; niche front;

“Non-Resident” means a person who at the time of death did not qualify as a Resident as defined in this bylaw;

“Regional District” means the ~~North Okanagan~~ Regional District of North Okanagan; ~~having an office situated at 9848 Aberdeen Road, Coldstream, British Columbia;~~

“Resident” shall mean a person who at the time of death was a legal and registered owner of property within the corporate limits of the City of Enderby or Electoral Area “F” of ~~the Regional District of the North Okanagan Regional District~~, or alternately has resided within the corporate limits of the City of Enderby or Electoral Area “F” for not less than ninety (90) days prior to the date of death and shall include a Former Resident;

Those residents who may be required to be transferred from within the corporate limits of the City of Enderby or Electoral Area “F” of the Regional District of North Okanagan ~~Regional District~~, to enter an extended, intermediate, nursing or other such care facility for medical reasons, shall be considered a “Resident” under the terms of this definition.

“Right of Interment” means a right, in perpetuity, for the interment of human remains or cremated remains, in a lot;

“Stillborn infant” means a product of conception that underwent a stillbirth, as defined in the *Vital Statistics Act*.

CEMETERY DESIGNATION

3. (1) The following City owned land, commonly known as *Cliffside Cemetery*, is hereby set aside as a cemetery for the City of Enderby and Electoral Area “F” of the ~~North Okanagan~~ Regional District of North Okanagan:

- (a) *Block 6, District Lot 237, Kamloops Division of Yale District, Plan 423*
(169 Enderby-Grindrod Road, Enderby, BC).
- (2) The Cemetery shall be set apart and used as a place of burial of human remains or cremated remains and for purposes incidental and ancillary thereto, and for no other purposes whatsoever.
- (3) A copy of the plan of the Cemetery shall be filed with the Director, ~~*Business Practices and Consumer Protection Authority*~~ and copies shall also be kept available for public inspection at Enderby City Hall and at such other places as may be required or deemed necessary.
- (4) The City reserves the right to reconfigure or change the boundaries or grading of the Cemetery or change the locations of, or remove or re-grade any roads, driveways, walkways or landscaping or other cemetery improvements, subject to any approval required under ~~section 19 of the *Cremation, Interment and Funeral Services Act (Regulation 298/2004)*~~.
- (5) The Council of the City of Enderby is hereby continued as the Council of Cemetery Trustees to operate the Cemetery under this bylaw, with all such power and authority as is necessary to permit such operation.
- (6) Authority is delegated to the Cemetery Administrator to administer this bylaw in accordance with the duties and powers contained in this bylaw.

POWERS AND DUTIES OF THE CEMETERY ADMINISTRATOR

- 4. (1) The Cemetery Administrator shall be responsible for the overall management and operation of the Cemetery, including but not limited to:
 - (a) directing and supervising all City employees and workers in carrying out their duties under this bylaw, including, but not limited to, maintaining records, issuing permits, administering applications, maintaining and repairing cemetery lands and improvements, and the provision of cemetery services;
 - (b) ensuring the preparation and maintenance of all records required under this bylaw, the *Cremation, Interment and Funeral Services Act* and regulations and the *Business Practices and Consumer Protection Act* and regulations, for the proper and efficient administration and management of the Cemetery; ~~and~~

PUBLIC CONDUCT IN THE CEMETERY

Hours of Closure

- ~~5. (1) The Cemetery shall be open to the public only between the hours of 8:00 A.M. to the earlier of dusk or 9:00 P.M.~~
- (2) No person shall enter or remain in the Cemetery during the hours it is closed for public attendance without the permission of the Cemetery Administrator.
- ~~(3) Any person entering or present in the Cemetery at any time other than the hours of operation as specified in 5(1), without special permission of the Cemetery Administrator, shall be guilty of an offence under this bylaw and liable to its penalties.~~

Restrictions

- 6. (1) Boxes, shells, toys, wire screens, arbours, trellises, tripods, or any other objects are prohibited on any grave or lot with the following exceptions:
 - (a) tripods may be used to hold wreaths and sprays of flowers during Interment;
 - (b) cut and artificial flowers, wreaths, and floral offerings may be placed on graves, but may be removed by the Cemetery Administrator when their condition is considered to be detrimental to the appearance or proper maintenance of the Cemetery;
 - (c) metal or plastic vases which may be set by the Cemetery Caretaker flush with the ground.
- (2) No mausoleum or above-ground vault may be constructed or erected on any lot in the Cemetery.

- (3) No lot may be defined by fence, railing, coping, curbing, hedge or by any other marker except a memorial as permitted under this bylaw.
- (4) No lot may be decorated with trees, shrubs or plants, but may be decorated by placing cut flowers.
- (5) No person shall:
 - (a) destroy, mutilate, deface, injure or remove from the Cemetery any memorial, fence, gate or other improvements or structure; or
 - (b) deposit any rubbish or offensive matter or thing in the Cemetery.
- (6) No person shall carry on any business or calling in the Cemetery and, without limiting the foregoing, no person shall solicit orders for markers, tablets, memorials, funeral services or similar works or services within the Cemetery.
- (7) The Cemetery Administrator may cause the removal from a lot of any tree, ~~or shrub or other item~~ which the Cemetery Administrator considers is injuriously affecting any lot or road adjacent to a lot, or is otherwise in conflict with this bylaw.
- (8) No person shall:
 - (a) break, remove or displace rocks in any rock work;
 - (b) use or drive a vehicle on any road, path or walk in the Cemetery for any purpose other than attending or conducting a funeral or visiting a lot;
 - (c) operate or drive a vehicle of any kind in the Cemetery at a speed in excess of fifteen (15) kilometres per hour or upon or over any lot; or
 - (d) possess or consume alcoholic beverages, cannabis or ~~e~~Controlled ~~s~~Substances anywhere within the Cemetery.
- (9) All vehicles or funeral processions and their drivers on and after entering the Cemetery grounds shall be, at all times, subject to the reasonable directions and orders of the Cemetery Administrator.
- (10) Any person who disturbs the peace, quiet and good order of the Cemetery or otherwise causes a nuisance or behaves without proper decorum within the Cemetery, shall immediately leave the Cemetery when so directed by the Cemetery Administrator.
- (11) The carrying or discharge of firearms within the Cemetery is ~~absolutely~~ prohibited except by ~~special~~ permission of the City Cemetery Administrator for a military funeral.

INTERMENT RIGHT AGREEMENT

Application for Right of Interment

- 57.** (1) Every person who wishes to acquire one or more Rights of Interment for lots in the Cemetery shall make application to the City in accordance with subsection (2), enter into a *Right of Interment Contract* with the City and pay the applicable charges prescribed for that purpose in Schedule "GA" of this Bylaw.
- (2) Applications for one or more Rights of Interment shall be made to the Cemetery Administrator at City Hall during office hours, Monday to Friday, except Holidays, and shall include a statement of:
 - (a) the applicant's name and address;
 - (b) the name and address of the person or persons for which a Right of Interment is being acquired;
 - (c) if applicable, the date of death and time and date of the funeral for that person(s); and
 - (d) any other information that the Cemetery Administrator reasonably requests.
- (3) The Cemetery Administrator is authorized to enter into a *Right of Interment Contract* on behalf of the City, ~~substantially in the form of contract attached as Schedule "A" of~~

~~this bylaw in a form prescribed by the City~~, in respect of any unlicensed lot in the Cemetery, according to the scale of fees and charges specified in Schedule "GA" of this bylaw and subject to the provisions of this bylaw.

- (4) The Cemetery Administrator shall provide a copy of the *Right of Interment Contract*, to the applicant within 15 days of the applicant entering into such contract.
- (5) No person may acquire a Right of Interment to more than two (2) lots.
- (6) A Right of Interment:

~~(a) provides the Interment Right Holder with a right holder, a right in perpetuity to use, in compliance with this Bylaw, a lot for the interment and/or memorialization of human remains or cremated remains of an individual or individuals named on a Right of Interment Contract;~~

~~(b) in the lot specified, but shall does not vest in provide the Interment Right Holder right holder with any right, title to, ownership of, or interest in the land in the Cemetery or of a lot or therein or any other special privilege over any land in the Cemetery or any part thereof.;~~

~~(c) does not entitle a rights holder to require the City to perform an interment of human remains or cremated remains into a lot until the rights holder or their legal representative complies in all other respects with this Bylaw as it relates to the interment of human remains or cremated remains or the purchase and placement of a memorial, including and without limitations the payment of all fees.~~

Cancellation of Right of Interment

- 68.** (1) An Interment Right Holder may cancel a Right of Interment within 30 days of its purchase and obtain a full refund of fees paid where:
- (a) there were no interments in the lot;
 - (b) the Interment Right Holder or executor submits a written application to the Cemetery Administrator requesting cancellation of the Right of Interment;
 - (c) the original Right of Interment or license is surrendered; and
 - (d) the costs for removal of any memorial(s) are paid.
- (2) An Interment Right Holder may cancel a Right of Interment more than 30 days after its purchase and obtain a refund equal to the Total Fees less the Care Fund contribution where:
- (a) there were no interments in the lot;
 - (b) the Interment Right Holder or executor submits a written application to the Cemetery Administrator requesting cancellation of the Right of Interment and pays the Cancellation Fee prescribed in Schedule "GA" of this bylaw;
 - (c) the original Right of Interment or license is surrendered; and
 - (d) the costs for removal of any memorial(s) are paid.

~~Transfer of Right of Interment~~

7Transfers and Reclamation

- 9.** (1) A Right of Interment may be transferred by an Interment Right Holder to another person at the discretion of the Cemetery Administrator. -An application for transfer shall be made to the Cemetery Administrator along with:
- (a) payment of the transfer fee prescribed in Schedule "GA";
 - (b) payment of all outstanding cemetery charges and fees owed by the Interment Right Holder;
 - (c) payment of the difference between fees originally paid for the Right of Interment and those payable at the time of transfer;

- (d) provision of a statement setting forth full particulars as to the name and address of the person to whom the transfer is to be made, the consideration to be paid, if any, and such other information as the Cemetery Administrator may reasonably request; and
 - (e) the original Right of Interment or license is surrendered.
- (2) If a transfer of a Right of Interment is approved, the Cemetery Administrator shall:
- (a) record the details of the transfer in the City's records kept for that purpose; and
 - (b) either endorse the details of the transfer on the original ~~—Right of Interment~~Interment Contract and provide a copy to the applicant or enter into a new- *Right of Interment Contract* with the applicant.
- (3) No purported transfer or assignment of a Right of Interment shall be valid without first obtaining the approval of the Cemetery Administrator in accordance with the requirements of this bylaw.
- (4) Subject to the *Cremation, Interment and Funeral Services Act*, and upon approval of the Director, an interment right for an unused lot may be reclaimed and resold by the City if all of the following have occurred:
- (a) the owner of the right of interment is at least 90 years of age or, if living, would be at least 90 years of age;
 - (b) a period of at least 50 years has elapsed from the date the prior right of interment was sold;
 - (c) at least 90 days have passed since the date the City sent a notice of its intention to resell the right of interment to the last known address of the interment right holder and no response has been received; and
 - (d) the City has made diligent attempts to contact the interment right holder but is not able to locate or contact the interment right holder.

INTERMENT, DISINTERMENT AND EXHUMATION

Interment

- 810.** (1) All interments, disinterments, exhumations and funeral arrangements shall be made and carried out in strict compliance with the requirements of this bylaw, the *Cremation, Interment and Funeral Services Act*, the *Business Practices and Consumer Protection Act* and regulations, all other applicable bylaws, statutes and regulations and the directions of the Cemetery Administrator.
- (2) Every person wishing to obtain interment and other cemetery services for a deceased person shall obtain an Interment Authorization ~~substantially, in the~~ form contained in Schedule "B" of this bylaw prescribed by the City, and, for that purpose, shall:
- (a) make application at the office of the Cemetery Administrator during office hours, Monday through Friday, except Holidays, setting forth a statement of the name, age and date of death of the deceased, proposed date and time of Interment, and such other information as may reasonably be required; and
 - (b) pay the applicable interment charge prescribed in Schedule "GA" of this bylaw.
- (3) Application for interment must be made at least seventy-two (72) hours prior to the scheduled date of interment for interments between March 15 and October 15 and at least five (5) days for interments between October 16 and March 14.
- (4) The Cemetery Administrator shall not carry out, or permit the carrying out of an interment until such time as the Cemetery Administrator is in possession of the burial permit or cremation certificate received by the City as required under section 22 of the *Vital Statistics Act*.
- (5) Unless the written permission of the Cemetery Administrator is first obtained and any overtime charges specified in Schedule "GA" of the bylaw are paid, no interment shall be carried out:
- (a) except between the hours of 9:00 a.m. and 3:00 p.m.; or

- (b) on a Saturday or Sunday, a Holiday or any other day designated by the City as a Holiday;
- (6) No grave may be dug, opened or closed by any person other than a person authorized to do so by the Cemetery Administrator.
- (7) Every interment in the Cemetery shall comply with the following requirements:
 - (a) the maximum interments of human remains and cremated remains that may be permitted in each ~~grave space~~lot is as follows:
 - Single-Depth Human Remains Lot:
 - one (1) interment of human remains and no more than four (4) interments of cremated remains ~~in those areas of the cemetery that do not permit the, or~~
 - six (6) cremated remains where there is no interment of human remains.
 - Double-Depth Human Remains Lot:
 - ~~two (2) human remains.~~
 - ~~two (2) interments of human remains and no more than four (4) interments of cremated remains in lots approved and sold as double depth graves, or~~
 - ~~six (6) cremated remains in each grave space where there is no interment of human remains except in those areas of the cemetery reserved exclusively for the interment of cremated remains.~~
 - Cremation Lot - two (2) interments of cremated remains.
 - Columbarium Niche Lot – two (2) interments of cremated remains in a lot within those areas reserved exclusively for the interment of cremated remains.
 - (b) where two human remains are permitted to be interred in one lot, the first interment shall be at a lower depth than the second and each interment shall conform to the requirements of subsection (c);
 - (c) no interment after the first interment in any one lot shall be made so as to disturb or disinter the remains of a deceased person from the first interment.
 - ~~(d) every (d) all cremated remains shall be enclosed in an urn of a size that conforms with the lot specifications.~~
 - ~~(e) every in-ground interment of cremated remains shall be made in a cremation vault with a lid or in a container encased in concrete not less than 1.5 inches thick and shall be buried not less than two (2) feet deep, except where the concrete encased container of cremated remains is used as a foundation base or a tablet memorial installed on the lot according to the requirements of this bylaw;~~
 - (ef) a concrete or fibreglass reinforced polymer concrete (FRPC) grave liner shall be used for each interment, except where a concrete, fibreglass or steel vault is used, or cremated remains are interred according to the requirements of subsection (fg);
 - (fg) every grave liner or cremation vault used in the Cemetery shall be supplied by, and obtained from the City, and subject to payment of the applicable charge prescribed in Schedule “GA” of this bylaw.

Exhumation, Disinterment and Removal of Human Remains

- 911.** (1) No person may exhume, disinter or otherwise remove human remains from the place they are interred in the Cemetery without first:
- (a) obtaining all orders, approvals or consents required under the *Cremation, Interment and Funeral Services Act* and all other applicable statutes and regulations governing such exhumation, disinterment or removal;
 - (b) presenting such orders, approval or consents to the Cemetery Administrator for examination; and
 - (c) paying the applicable charges prescribed in Schedule “GA” of this bylaw.

- (2) Application for disinterment or exhumation shall be made and received by the Cemetery Administrator at least four (4) weeks prior to the disinterment or exhumation.
- (3) Every such exhumation, disinterment or removal of human remains shall be strictly subject to and in accordance with the restrictions and requirements of the *Cremation, Interment and Funeral Services Act* and regulations and all other applicable legislation.

CEMETERY CARETAKER

- 4012.** (1) A ~~cemetary~~ Caretaker may be appointed by the Cemetery Administrator, and the duties of a Caretaker so appointed shall be among other things to:
- (a) Dig and prepare, or cause to be dug and prepared, all lots required to be dug whenever requested to do so by the Cemetery Administrator or designate;
 - (b) Identify the correct lot and space (gravesite) as and when required;
 - (c) Install or remove memorial tablets, foundations and bases as and when required;
 - (d) Carry out, or cause to be carried out, the general work of the Cemetery to maintain it in a neat and tidy condition, including the maintenance of paths, gates, fences and other cemetery improvements;
 - (e) Maintain records and submit reports as required by the Cemetery Administrator;
 - (f) Complete such other work in relation to the Cemetery as may be from time to time directed by the Cemetery Administrator.

(2) The City, so as to ensure that cemetery operations can be performed in a safe, efficient and timely manner, shall at all times have a right of passage over every lot and the entire land of the Cemetery.

MEMORIALS

- 4413.** (1) No person ~~may~~shall install a memorial in the Cemetery without first making application to the Cemetery Administrator and paying the ~~fee~~fees prescribed in Schedule "CA" of this bylaw, ~~such fee to be deposited to the Care Fund.~~
- (2) Every installation of a memorial in the Cemetery shall be consistent with this Bylaw, including the specifications as described in Schedule "B".

CARE FUND

Deposit, Investment and Use of Funds

- 14.** (1) A Care Fund is hereby established to be known as the "Cliffside Cemetery Perpetual Care Fund" (hereinafter called "the fund") and the fund shall be administered in accordance with the requirements of the *Cremation, Interment and Funeral Services Act* to provide for the care and maintenance of the Cemetery.
- (2) The Chief Financial Officer for the City shall deposit into the fund all amounts received for that purpose on account of fees imposed for Rights of Interment and memorial installations as prescribed in Schedule "A" of this bylaw.
 - (3) Any money held by the City to the credit of the fund, together with interest earned on it, shall be credited to the fund operated and maintained under this bylaw.
 - (4) Money deposited in the fund, together with the income earned, shall be held in a separate account with a savings institution and the City may use the interest and dividend income earned by the fund only for the purpose of financing the care and maintenance services provided in respect of the Cemetery.
 - (5) Funds held in the fund must be invested only in accordance with the requirements of the *Cremation, Interment and Funeral Services Act* and the *Community Charter*.
 - (6) Every *Interment Right Contract* shall specify the amount payable in respect of the Care Fund.

GENERAL

Fees and Charges

- 15. (1) Every person who:
 - (a) obtains a Right of Interment for a lot in the Cemetery;
 - (b) installs or causes the installation of a memorial on a lot; or
 - (c) obtains any other cemetery good or service specified in Schedule "AG";
 shall pay the applicable fees and charges prescribed in Schedule "AG" for such right, good or service.
- (2) All fees and charges shall be paid at the time of obtaining the right, good or service.

OFFENCE AND PENALTY

- 16. (1) Without limiting Section 14.2, any person who wilfully:
 - (a) destroys, mutilates, defaces, injures or removes any memorial or other structure placed in the Cemetery or any landscaping, fence, railing or other work installed for the protection or ornament of the Cemetery;
 - (b) destroys, cuts, breaks or injures any shrub or plant;
 - (c) plays any game or sport or carries or discharges firearms, except at a military funeral;
 - (d) possesses or consumes alcoholic beverages, cannabis or controlled substances within the Cemetery;
 - (e) disturbs persons assembled for the purpose of an interment or funeral service;
 - (f) commits a nuisance or, at any time, behaves in an indecent and unseemly manner within the Cemetery;
 - (g) deposits any rubbish or offensive matter or thing in the Cemetery; or
 - (h) in any way violates any lot, memorial or other structure, improvement or landscaping in the Cemetery;
 shall be guilty of an offence under this bylaw and liable to its penalties.
- (2) Every person who contravenes or violates any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw, commits an offence and, upon conviction, shall be liable to a fine or penalty, upon conviction of up to \$10,000 and other penalties imposed under the *Offence Act*, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

REPEAL

- 17. Enderby and District Cemetery Regulation Bylaw 1515, 2012 and all amendments thereto are hereby repealed.

READ a FIRST time this ____ day of _____, 2020.

READ a SECOND time this ____ day of _____, 2020.

READ a THIRD time this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

Mayor

Corporate Officer

**CLIFFSIDE CEMETERY
SCHEDULE "A"
Fee Schedule**

| | Lot Fees | | | Care Fund Portion | | | Total Fees | | | | | |
|--------------------------------------|----------------|----------------|----------------|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Effective 2020 | Effective 2021 | Effective 2022 | Effective 2023 | Effective 2020 | Effective 2021 | Effective 2022 | Effective 2023 | Effective 2020 | Effective 2021 | Effective 2022 | Effective 2023 |
| CEMETERY LOTS | | | | | | | | | | | | |
| Adult | | | | | | | | | | | | |
| (Resident) | \$ 338.00 | \$ 344.75 | \$ 351.75 | \$ 358.75 | \$ 113.00 | \$ 115.00 | \$ 118.00 | \$ 120.00 | \$ 451.00 | \$ 459.75 | \$ 469.75 | \$ 478.75 |
| (Non Resident) | 1,130.00 | 1,150.00 | 1,180.00 | 1,200.00 | 377.00 | 384.00 | 394.00 | 400.00 | 1,507.00 | 1,534.00 | 1,574.00 | 1,600.00 |
| Child/Infant (up to 12 years) | | | | | | | | | | | | |
| (Resident) | 230.50 | 235.00 | 239.75 | 244.50 | 77.00 | 79.00 | 80.00 | 82.00 | 307.50 | 314.00 | 319.75 | 326.50 |
| (Non Resident) | 770.00 | 790.00 | 800.00 | 820.00 | 257.00 | 264.00 | 267.00 | 274.00 | 1,027.00 | 1,054.00 | 1,067.00 | 1,094.00 |
| Cremated Remains | | | | | | | | | | | | |
| (Resident) | 164.00 | 167.25 | 170.50 | 174.00 | 55.00 | 56.00 | 57.00 | 58.00 | 219.00 | 223.25 | 227.50 | 232.00 |
| (Non Resident) | 550.00 | 560.00 | 570.00 | 580.00 | 184.00 | 187.00 | 190.00 | 194.00 | 734.00 | 747.00 | 760.00 | 774.00 |
| Colunbarium Niche | | | | | | | | | | | | |
| (Resident) | 540.00 | 550.75 | 561.75 | 573.00 | 54.00 | 55.25 | 56.25 | 57.50 | 594.00 | 606.00 | 618.00 | 630.50 |
| Level II | 570.00 | 581.50 | 593.00 | 605.00 | 57.00 | 58.15 | 59.50 | 60.50 | 627.00 | 639.65 | 652.50 | 665.50 |
| Level III - V | 630.00 | 642.50 | 655.50 | 668.50 | 63.00 | 64.25 | 65.75 | 67.00 | 693.00 | 706.75 | 721.25 | 735.50 |
| (Non Resident) | 1,800.00 | 1,840.00 | 1,880.00 | 1,910.00 | 180.00 | 184.00 | 188.00 | 191.00 | 1,980.00 | 2,024.00 | 2,068.00 | 2,101.00 |
| Level II | 1,900.00 | 1,940.00 | 1,980.00 | 2,020.00 | 190.00 | 194.00 | 198.00 | 202.00 | 2,090.00 | 2,134.00 | 2,178.00 | 2,222.00 |
| Level III - V | 2,100.00 | 2,150.00 | 2,190.00 | 2,230.00 | 210.00 | 215.00 | 219.00 | 223.00 | 2,310.00 | 2,365.00 | 2,409.00 | 2,453.00 |

| | Effective 2020 | Effective 2021 | Effective 2022 | Effective 2023 |
|--|----------------|----------------|----------------|----------------|
|--|----------------|----------------|----------------|----------------|

CEMETERY SERVICES

Interment Services (Opening & Closing)

| | | | | |
|--|-----------|-----------|-----------|-----------|
| Adult | \$ 492.75 | \$ 502.50 | \$ 512.50 | \$ 522.75 |
| Child/Infant | 289.75 | 295.50 | 301.50 | 307.50 |
| Cremated Remains (Regular) | 231.75 | 236.50 | 241.25 | 246.00 |
| Cremated Remains (if covered with concrete) | 347.75 | 354.70 | 361.75 | 369.00 |
| Colunbarium Niche | 60.00 | 61.25 | 62.50 | 63.75 |
| Deeper Depth to Permit Second Burial in Same Grave (additional cost) | 191.25 | 195.00 | 199.00 | 203.00 |
| Premium/Overtime Charges | At cost | At cost | At cost | At cost |

SCHEDULE "A" - Continued

| | Effective 2020 | Effective 2021 | Effective 2022 | Effective 2023 |
|--|-------------------|-------------------|-------------------|-------------------|
| <u>Exhumation / Disinterment Services</u> | | | | |
| Adult | \$ 850.00 | \$ 850.00 | \$ 850.00 | \$ 850.00 |
| Child/Infant | 500.00 | 500.00 | 500.00 | 500.00 |
| Cremated Remains (Regular) | 400.00 | 400.00 | 400.00 | 400.00 |
| Cremated Remains (if covered with concrete) | 600.00 | 600.00 | 600.00 | 600.00 |
| Premium/Overtime Charges | At cost | At cost | At cost | At cost |
| <u>Memorial Installation</u> | | | | |
| Care Fund Contribution | 29.00 | 29.50 | 30.00 | 30.50 |
| Memorial Reinstallation | 85.50 | 87.25 | 89.00 | 90.75 |
| - Supplies / Materials | At cost | At cost | At cost | At cost |
| <u>SUPPLIES</u> | | | | |
| Grave Liner (Regular) | At cost | At cost | At cost | At cost |
| Grave Liner (Special - Small or Oversized) | At cost | At cost | At cost | At cost |
| Cremation Vault | At cost | At cost | At cost | At cost |
| <u>SUNDRY</u> | | | | |
| Transfer of Right of Interment | 29.00 | 29.50 | 30.00 | 30.50 |
| Cancellation of Right of Interment | 29.00 | 29.50 | 30.00 | 30.50 |
| <u>TAXES</u> | | | | |
| Provincial and Federal Taxes as legislated | | | | |

SCHEDULE "B"

MEMORIAL SPECIFICATIONS

1. No person may install a memorial in the Cemetery without first making application to the Cemetery Administrator and paying the prescribed fees.
2. Every memorial and installation thereof shall conform to the plan established for the lot and the section of the Cemetery in which the memorial is proposed to be installed specifically, and to the plan of the Cemetery generally.
3. No memorial shall be installed on a lot until:
 - a. Plans and specifications for the memorial, which fully describe a memorial's proposed size, design, material and inscription are submitted to the City by the applicant;
 - b. It is determined that the memorial described on the application complies with all the requirements of this Bylaw.
4. Each memorial shall be installed in a position on the lot according to that established by the City for memorials in the Cemetery and shall have its base set level and flush with the surface of the surrounding ground.
5. It is the responsibility of an interment rights holder, or the legal representative of the deceased, to make arrangements for the supply and installation of a memorial in the Cemetery. The City shall have no responsibility or obligation to place or install at the City's expense any form of temporary or permanent memorial.
6. Where it is determined that a memorial or its installation does not comply with this Bylaw, the City may, without prior notice, move and reinstall or permanently remove the memorial at the expense of the applicant.
- 2-7. No memorial other than a tablet-type memorial meeting the requirements of subsection ~~(3)6~~ may be installed on any lot in the Cemetery.
- 3-8. A permitted tablet-type memorial must be made of stone or bronze and conform to the following requirements:
 - a. The top surface ~~of~~ memorial tablets and concrete bases shall not exceed the following measurements:
 - (i) ~~on individual~~ Single or double ~~—~~ depth burial lots - 14 inches x 24 inches
 - (ii) companion-type memorials identifying two adjacent burial lots - 16 inches x 36 inches; or 13 inches x 44 inches
 - (iii) ~~companion-type memorials identifying three adjacent burial plots~~ - ~~16 inches x 96 inches; or 13 inches x 108 inches~~

(viii) on a burial lot containing an adult burial and cremated remains; - 14 inches x 24 inches
plus up to four (4) single cremation size; - 9 inches x 12 inches
or up to two (2) double cremation size - 12 inches x 20 inches

(vii) on a burial lot containing up to six (6) cremated remains:
up to six (6) single cremation size; - 9 inches x 12 inches
or up to three (3) double size cremation size - 12 inches x 20 inches

(viii) on a cremation only lot:
one cremation size; - 9 inches x 12 inches
or one companion size - 12 inches x 15 inches

(ix) companion-type memorials identifying two (2) adjacent cremation lots - 9 inches x 12 inches; or
12 inches x 20 inches

- b. Except as permitted otherwise in paragraph (c), each ~~bronze~~ memorial tablet shall be attached to a concrete base not less than three (3) inches thick with side surfaces true and perpendicular with the top surface of the attached tablet;
- c. A bronze memorial tablet may be smaller than its concrete base, provided the concrete base conforms to the size for the lot as required by paragraph (a), and provided the part of the base extending beyond the tablet does not exceed two (2) inches wide and has a smooth, slightly bevelled surface to shed water at its outer edges, and ~~shall have its top surface set level and flush with the surface~~depth of the surrounding ground~~concrete base shall not exceed four (4) inches;~~
- d. Each stone memorial tablet shall be not less than three (3) inches thick, shall have its side surfaces true and perpendicular with its top surface, and shall be set on a concrete base at least three (3) inches in thickness, and the base shall extend outwards not less than ~~two~~ (2) inches or more than four (4) inches from each side of the memorial;
- e. Inscriptions must be level with the top surface of memorial tablets except in the case of bronze tablets;
- f. Raised letters containing lead are not permitted on memorial tablets set with the top surface level with the surrounding ground.

~~9. (4) Each Columbaria Niche: A memorial tablet, other than taking the form of a cremation tablet, columbaria niche plate shall be installed in a position, subject to the niche plate size, have an inscription carved or engraved on the lot according to surface of the niche plate and shall be consistent with this Bylaw.~~

~~4.10. No memorial, inscription, engraving, or ornamentation or combination thereof that established by, in the opinion of the City for memorials in, is inconsistent with the dignity of adjacent lots, the Cemetery and shall have its base set level and flush with the surface of the surrounding ground; or community standards shall be placed on any memorial.~~

~~5.11. Except as permitted otherwise in subsection 6, cremation section 10, all memorials shall have top surfaces set level and flush with the surface of the surrounding ground;~~

~~6.12. On graves containing cremated remains, a memorial base which conforms to the requirements of subsection (3)(section 6(a)), and which supports either a stone or bronze tablet, may enclose one or two containers of cremated remains and shall have its top surface set level and flush with the surface of the surrounding ground;~~

~~7.13. No memorial tablet may be installed on any lot until the grave is occupied, except where it is a shared memorial with an adjacent occupied lot, and provided the single tablet so used is set so as to evenly span both lots.~~

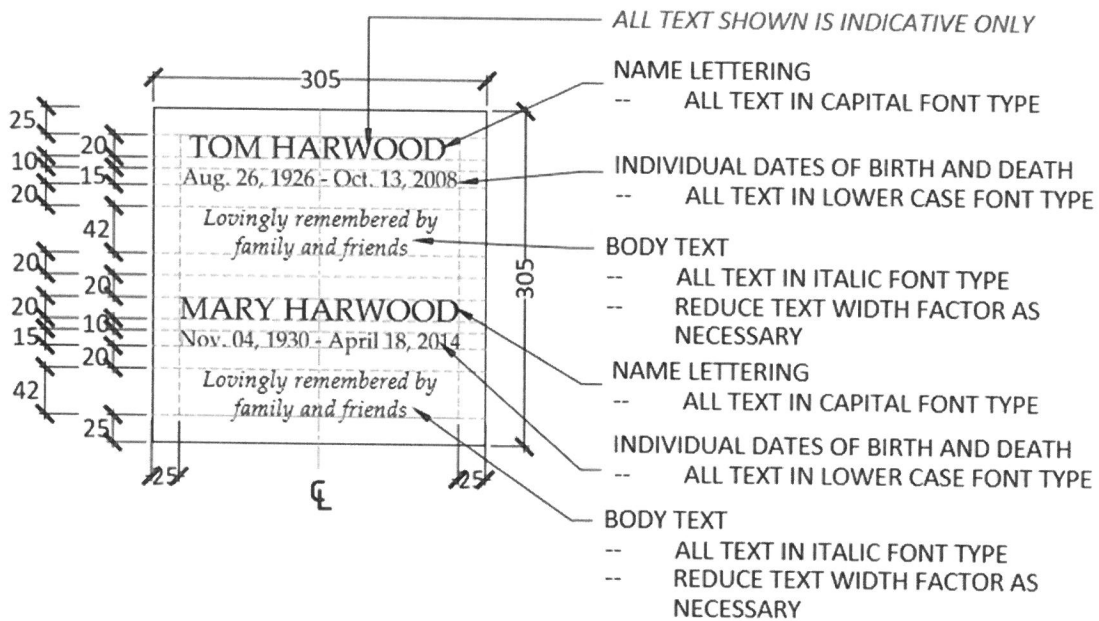
~~8.14. The Cemetery Caretaker may arrange for the temporary removal of a memorial without the owner's permission if, during excavation of an adjoining grave, the memorial is found to be a hazard to the safety of workers in the excavation, and provided that:~~

- a. The memorial is replaced in its original position on the grave from which it was removed as soon as possible after the excavation is filled;

- b. The owner of the memorial is not charged with the cost of the work; and
- c. The City repairs, at its expense, any damage made to the memorial.

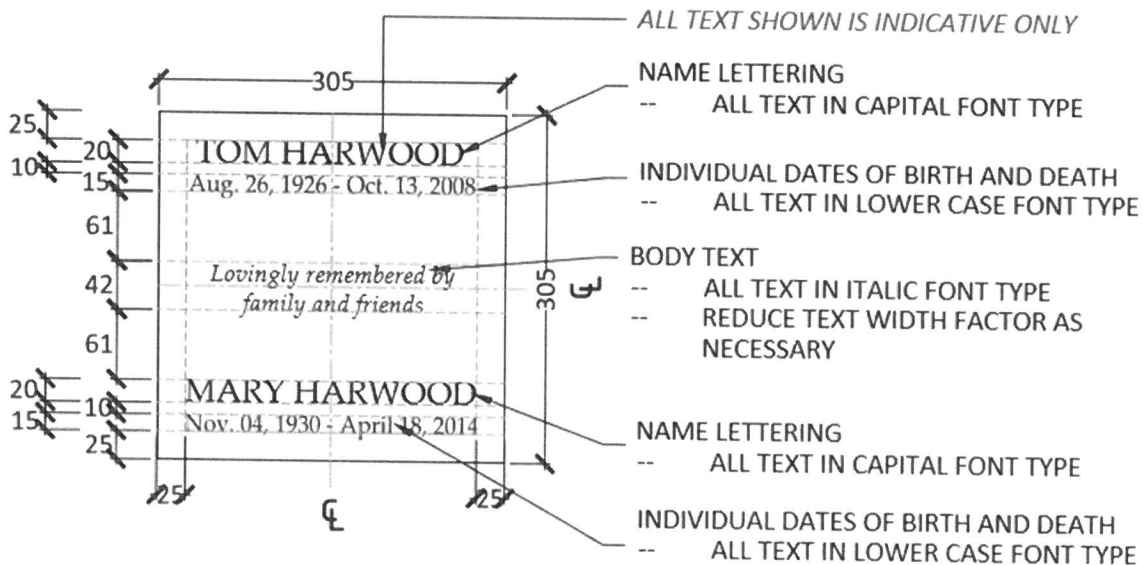
9.15. ~~(9)~~—The City shall be responsible for the maintenance of the land of a lot on which a memorial is placed or installed but is not responsible for the maintenance of any memorial on a lot and shall not be liable for, or obligated to repair, any scratch, breakage or damage to ~~any~~ memorial except such as shall arise out of the carelessness or where it can be shown the damage was caused by the negligence of the ~~cemetery workers~~ City or Caretakers.

NICHE INSCRIPTION REQUIREMENTS



COLUMBARIUM SHUTTER INSCRIPTION LAYOUT - TYPE A

SCALE: 1:5



COLUMBARIUM SHUTTER INSCRIPTION LAYOUT - TYPE B

SCALE: 1:5

LETTERING ON NICHE SHUTTERS TYPE A AND TYPE B

- 4.1 - NAME LETTERING:
- FONT: PALATINO LINOTYPE
- SIZE: 20mm HIGH
- 4.2 - BODY TEXT:
- FONT: PALATINO LINOTYPE
- SIZE: 15mm HIGH
- 4.3 - INDIVIDUAL DATES OF BIRTH AND DEATH:
- FONT: PALATINO LINOTYPE
- SIZE: 15mm HIGH

PAINTED FINISH TO LETTERING

- PAINT ALL SAND BLASTED LETTERING WITH LITHOCHROME PAINT. COLOUR- SILVER.
- FINISH: ALL LETTERING IS TO HAVE A CRISP CLEAN EDGE, AND BE CONSISTENT IN APPEARANCE. NO CHIPS OR OTHER IMPERFECTIONS WILL BE ACCEPTED.

City of Enderby
Comparison of Cemetery Fees
2020

| | Enderby (Current) | Enderby (Proposed) | Armstrong /Spall Lot fees (\$) | Salmon Arm | Vernon | Enderby (Current) | Enderby (Proposed) | Armstrong /Spall | Salmon Arm | Vernon | Enderby (Current) | Enderby (Proposed) | Armstrong/Spall Care Fund (\$) | Salmon Arm | Vernon |
|--|-------------------|--------------------|--------------------------------|------------|-------------|-------------------|--------------------|------------------|------------|--------|-------------------|--------------------|--------------------------------|------------|--------|
| Cemetery Lots | | | | | | | | | | | | | | | |
| Adult Resident | 321.95 | 338.00 | 559.20 | 813.00 | 1,374.40 | 107.30 | 112.67 | 139.80 | 272.00 | 343.60 | 165.65 | 400.00 | 250.00 | 358.00 | 453.40 |
| Adult Non Resident | 425.95 | 1,130.00 | 1,000.00 | 1,074.00 | 1,813.60 | | | | | | | | | | |
| Child Resident | 219.50 | 230.50 | 559.20 | 491.00 | 665.60 | 73.15 | 76.83 | 139.80 | 164.00 | 166.40 | 93.30 | 256.67 | 250.00 | 234.00 | 244.40 |
| Child Non Resident | 309.15 | 770.00 | 1,000.00 | 700.00 | 977.60 | | | | | | | | | | |
| Infant Resident | 219.50 | 230.50 | 559.20 | 491.00 | 411.20 | 73.15 | 76.83 | 139.80 | 164.00 | 102.80 | 93.30 | 256.67 | 250.00 | 234.00 | 152.20 |
| Infant Non Resident | 309.15 | 770.00 | 1,000.00 | 700.00 | 608.80 | | | | | | | | | | |
| Cremation Lot Resident | 156.10 | 164.00 | 312.80 | 335.00 | 411.20 | 52.00 | 54.67 | 78.20 | 112.00 | 102.80 | 77.30 | 183.33 | 100.00 | 151.00 | 152.20 |
| Cremation Lot Non Resident | 231.85 | 550.00 | 400.00 | 452.00 | 608.80 | | | | | | | | | | |
| Columbarium Niche Resident | NA | 540 - 630 | 609 - 819 | 1,980.00 | NA | NA | 54 - 63 | 61 - 82 | 661.00 | NA | NA | 54 - 63 | 61 - 82 | 661.00 | NA |
| Columbarium Niche Non Resident | NA | 1,800 - 2,100 | 982 - 1,083 | 2,589.00 | NA | NA | 180 - 210 | 98 - 108 | 864.00 | NA | NA | 180 - 210 | 98 - 108 | 864.00 | NA |
| Cemetery Services | | | | | | | | | | | | | | | |
| Interment Services | | | | | | | | | | | | | | | |
| Adult | 469.25 | 492.75 | 457.00 | 1,021.00 | 1,292.00 | | | | | | | | | | |
| Child | 276.00 | 289.75 | 457.00 | 687.00 | 1,292.00 | | | | | | | | | | |
| Infant | 276.00 | 289.75 | 457.00 | 687.00 | 390.00 | | | | | | | | | | |
| Cremated Remains (Regular) | 220.85 | 231.75 | 235.00 | 456.00 | 390.00 | | | | | | | | | | |
| Cremated Remains (if covered with Concrete) | 331.20 | 347.75 | | | | | | | | | | | | | |
| Columbarium Niche | NA | 60.00 | 84.00 | 308.00 | NA | | | | | | | | | | |
| Premium/Overtime Charges | At cost | At cost | | | | | | | | | | | | | |
| Deeper Depth to permit second burial in same grave | 182.15 extra | 191.25 extra | 203 extra | 403 extra | 425 extra | | | | | | | | | | |
| Weekend burial | | | 134 extra | | | | | | | | | | | | |
| Adult Child/Infant Cremation | | | 519 extra | 519 extra | 1,240 extra | | | | | | | | | | |
| Columbarium Niche | | | 269 extra | 269 extra | 531 extra | | | | | | | | | | |
| Adult | 850.00 | 850.00 | 881.00 | 1,567.00 | 1,292.00 | | | | | | | | | | |
| Child | 500.00 | 500.00 | 881.00 | 1,170.00 | 1,292.00 | | | | | | | | | | |
| Infant | 500.00 | 500.00 | 881.00 | 1,170.00 | 390.00 | | | | | | | | | | |
| Cremated Remains (Regular) | 400.00 | 400.00 | 191.00 | 588.00 | 390.00 | | | | | | | | | | |
| Cremated Remains (if covered with Concrete) | 600.00 | 600.00 | | | | | | | | | | | | | |
| Premium/Overtime Charges | At cost | At cost | | | | | | | | | | | | | |
| Weekends: | | | 165 extra | 519 extra | 1,240 extra | | | | | | | | | | |
| Adult | | | 165 extra | 519 extra | 1,240 extra | | | | | | | | | | |
| Child/Infant Cremation | | | 165 extra | 269 extra | 531 extra | | | | | | | | | | |
| Memorial Installation or Removal | | | | | | | | | | | | | | | |
| Memorial installation permit | | | | | | | | | | | | | | | |
| Memorial reinstalation | 81.50 | 85.50 | 133.60 | 105.00 | | | | | | | | | | | |
| Care fund contribution | 27.60 | 29.00 | 33.40 | 35.00 | 177.00 | | | | | | | | | | |

Enderby & District Museum Society
901 George Street, P.O. Box 367
Enderby, BC V0E 1V0
Phone: 250-838-7170

Commission

February 25, 2020

Enderby & District Services Commission

c/o Tate Bengtson, Enderby City Hall,
Enderby, BC V0E 1V0

Dear Commission members:

On behalf of the entire board of our society, I would like to thank you very much for recently approving an operating grant of \$25,000 for 2020.

We take this as a vote of confidence in our current board and evidence of your desire to see the museum continue to be a valuable asset for Enderby and District.

We will continue our fundraising efforts and investigate other grant opportunities.

We acknowledge and appreciate that we receive free rent, free utilities and a property tax exemption. Without these benefits the museum would struggle to continue.

Thank you again for your ongoing support.

Yours very truly,

Diana E. Inselberg

Diana Inselberg,
Treasurer

cc. Tate Bengtson

