



COUNCIL REPORT
Engineering and Public Works
For the June 25, 2019 Council Meeting

DATE: June 13, 2019 File: Westbank Cemetery Bylaw No. 0166
TO: Jim Zaffino, CAO
FROM: Stacey Harding, Parks and Fleet Operations Manager
RE: Westbank Cemetery Bylaw Service Review

RECOMMENDED MOTION:

THAT Council adopt the Westbank Cemetery Amendment Bylaw No. 0166.03, 2019.

RATIONALE:

To ensure the Westbank Cemetery is operated in a cost effective manner, periodic operational reviews and cost comparisons are conducted. Operational recommendations are based on industry changes and seeking efficiencies. Staff recommendation is based on a renewed comparison of actual operating costs vs revenue to achieve true financial self-sustainability, which includes internal debt payments on previous capital improvements.

On May 28, 2019, Council directed staff to increase fees to the industry average plus 35% as well as a review of expenses versus revenues. Council directed that the facility is to be run on a user pay basis and not be funded or subsidized by taxation.

LEGISLATIVE REQUIREMENTS:

Compliance with the *BC Consumer Protection Act*.

BACKGROUND:

On May 28, 2019, Council reviewed the Westbank Cemetery rates for assurance the facility is run on a user pay basis and not reliant on general taxation for its operations. At that time, Council approved a fee increase to the industry average plus 35%. Council further requested a breakdown of expenses vs revenue and a strategy for future increases when needed.

On June 11, 2019, Council gave First, Second and Third reading to the Westbank Cemetery Bylaw amendment 0166.03, 2019, having been provided the required financial breakdown and a strategy to review future rates during the 2020 budget deliberation process. Several operational and housekeeping matters were also presented for consideration. Council further gave staff direction that they wished to explore a future cemetery property acquisition reserve and also a means for future rate increases without the need for repetitive annual rate reviews.

FINANCIAL IMPLICATIONS:

The cemetery is set up to be a self-sustaining service, completely funded by user fees. The proposed fees are meant to be sufficient to cover the operating costs of the cemetery as well as the internal debt servicing for the Capital improvements.

The maintenance funds collected, at the time of sale, is meant to help cover expenses as sales and expenses fluctuate. Currently, the maintenance fund has a balance of approximately \$23,000.

In 2018, the cemetery expenses came in slightly under budget, as did revenue. They are directly linked as the delivery of service is driven by the sale of a plot.

For 2019, the operating budget is \$162,036.20

Future Visioning

- In the fall of 2019, during the budget deliberation process, Council will be presented with both a property acquisition reserve and annual increase strategy for their consideration.
- In the upcoming 5 -15 year span several new capital upgrades may be requested such as adding a columbarium if current trends continue.
- In approximately 20 years a Capital funding request for 'detail site design with cost' will be requested for the currently owned CWK property across Elliott Rd from the existing site.
- In approximately 21 years a Capital funding request will be made for construction and development of the property.
- Forecasting calculates the existing cemetery will reach capacity in 22 years.
- Ongoing property needs and future planning discussions will continue.

COUNCIL REPORT/RESOLUTION HISTORY:

| Date | Report Topic/Resolution | Resolution No. |
|------------|---|----------------|
| 2019-06-11 | <u>It was moved and seconded</u> THAT Council give first, second and third readings to Westbank Cemetery Amendment Bylaw No. 0166.03, 2019 <u>CARRIED UNANIMOUSLY</u> | C234/19 |
| 2019-05-28 | <u>It was moved and seconded</u> THAT Council approve a Fee Schedule based on 2019 Okanagan Valley industry averages plus a one-time increase of 35%. <u>CARRIED UNANIMOUSLY</u> | C215-19 |
| 2015-05-26 | <u>It was moved and seconded</u> THAT Council award the Westbank Cemetery Expansion Project to Arterra Construction Ltd. for the lump sum value of \$693,850; and | C219-15 |

| | | |
|------------|---|--------|
| | <p>THAT Council authorize the Mayor and General Manager of Administrative and Protective Services to execute the contract.</p> <p><u>CARRIED UNANIMOUSLY</u></p> | |
| 2014-10-14 | <p><u>It was moved and seconded</u></p> <p>THAT Westbank Cemetery Amendment Bylaw No. 0166.01, 2014 be adopted.</p> <p><u>CARRIED UNANIMOUSLY</u></p> | 357-14 |
| 2014-09-30 | <p><u>It was moved and seconded</u></p> <p>THAT Council give first, second and third readings to Westbank Cemetery Bylaw No. 0166.01, 2014.</p> <p><u>CARRIED UNANIMOUSLY</u></p> | 338-14 |
| 2014-09-09 | <p><u>It was moved and seconded</u></p> <p>THAT Council amend the 2014 – 2023 Financial Plan to include \$65,000 to proceed with detailed plans and construction drawings for Phase 3 of the Cemetery; and</p> <p>THAT Council direct staff to allocate \$65,000 from Reserves for Future Expenditures.</p> <p><u>CARRIED UNANIMOUSLY</u></p> | 332-14 |

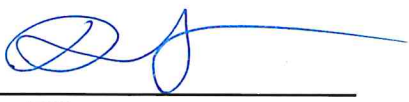
ALTERNATE MOTIONS:

Council to provide staff direction for an alternate price increase structure of their choosing.

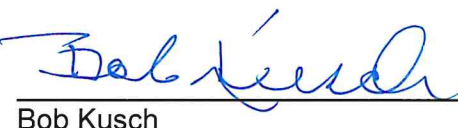
Respectfully submitted,




 Stacey Harding
 Parks and Fleet Operations Manager



 Allen Fillion
 Engineering and Public Works Manager



 Bob Kusch
 Parks, Recreation and Culture Manager

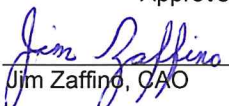


 Warren Everton
 CFO

Attachments:

(1) Draft Bylaw No. B0166.03

Powerpoint: ___ Yes ___x___ No

| | |
|--|-----------------------|
| Approved for Agenda | |
|  Jim Zaffino, CAO | June 20, 2019 Date |

CITY OF WEST KELOWNA

BYLAW NO. 0166.03

A BYLAW TO AMEND THE WESTBANK CEMETERY BYLAW

WHEREAS the Council of the City of West Kelowna wishes to amend Westbank Cemetery Bylaw No. 0166;

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna, in open meeting assembled, hereby enacts as follows:

1.1 Title

This Bylaw may be cited as the "WESTBANK CEMETERY AMENDMENT BYLAW NO. 0166.03, 2019."

2.0 Amendments

"Westbank Cemetery Bylaw No. 0166, 2014" is hereby amended as follows:

2.1 By deleting Section 1.2.4 in its entirety and replacing with the following Section 1.2.4:

1.2.4 Schedule 'A', Schedule of Fees is attached to and forms part of this Bylaw.

2.2 By deleting the definition of "Columbarium" in its entirety and replacing with the following definition:

"Columbarium" means a structure or building or an area in a structure or building that contains, as an integral part of the structure or building or as free standing sections, niches for the placement of human cremated remains.

2.3 By adding the following definition for "Co-Mingled":

"Co-Mingled" means the intentional mixing of cremated remains of more than one deceased person.

2.4 By deleting the definition of "Exhumation" in its entirety and replacing with the following definition:

"Exhume/Exhumation" means the exposure and removal of interred remains for the purposes of viewing or examination.

2.5 By adding the following definition for "Grave Liner":

"Grave Liner" means a receptacle made of durable material placed on top of a casket to provide reinforcement to the plot.

2.6 By adding the following definition for "Natural Burial":

"Natural Burial" means a natural form of interment where such interments meet specific criteria set out in the cemetery bylaw for natural burials and where all the following criteria are followed:

- a) Disposition is burial only;
- b) Embalming is not used;
- c) A simple casket or urn made of natural biodegradable materials such as wood with no metal or a shroud is used to contain human or cremated remains.

2.7 By adding the following definition for "Pillow":

"Pillow" means a concrete base, supplied by the City, for the foundation and placement of memorial markers.

2.8 By deleting Section 3.1 in its entirety and replacing with the following Section 3.1:

3.1 Right of Interment for Exclusive Use

The General Manager is hereby authorized by Council to grant to any person, or to his authorized agent, paying the fees set forth in Schedule "A", attached to and forming part of this Bylaw, a Right of Interment for the exclusive use by him, or his executors or administrators, of any one or more plots which may be vacant and unused in the Cemetery and upon payment of said fee, such person or his authorized agent shall be entitled to receive a Right of Interment.

A Right of Interment does not vest in the holder any title or interest in the land or lot but instead provides for the interment of the person named on the Right of Interment.

2.9 By deleting Section 3.4 in its entirety and replacing with the following Section 3.4:

3.4 Right of Interment Not Transferable

The holder of a Right of Interment shall not transfer his right of use and occupancy to another person except at the discretion of the General Manager. A transfer of the Right of Interment for any unused plot may be made to an immediate family member provided the fee for the transfer has been paid as outlined in Schedule "A" attached to this Bylaw.

2.10 By deleting Section 3.5 in its entirety and replacing with the following Section 3.5:

3.5 Transfer Request

The transfer request must be in writing by the Right of Interment Holder. Right of Interments for plots must be surrendered, and a transfer fee as set out in Schedule "A" attached to this Bylaw shall be paid to the City. The General Manager shall amend the records accordingly stating the new Right of Interment Holder of the plot or plots.

2.11 By deleting Section 3.10 in its entirety and replacing with the following Section 3.10:

3.10 Right of Interment Provisions

All Right of Interments shall be subject to the provisions of this bylaw and to all bylaws now or hereafter adopted by Council.

- 2.12 By deleting Sections 4.1, 4.2, and 4.3 in their entirety and replacing with the following Sections 4.1, 4.2 and 4.3:

4.1 Fees for Interments

The fees for interment, disinterment, use of plots, and care of graves and the charges for goods offered for sale by the City for use in the Cemetery, and any other Cemetery fees shall be those set out in Schedule "A" attached to this Bylaw.

4.2 Payment of Fees

The fees set out in Schedule "A" attached to this Bylaw shall be paid at the City offices at the time of purchasing a Right of Interment, or any goods or services sold by the City in connection with the operation of the Cemetery.

4.3 Installment Plan

Cremation niches and Mausoleum crypts may be purchased on an installment plan and in advance of need with a thirty percent (30%) deposit. When such purchases are made, full and final payment of the monies owed must be made within one (1) year of purchase or prior to any interment, placement of memorial stone or transfers into the niche or crypt.

If a balance is not paid after one (1) year, the City reserves the right to refund, as per section 3.9, the amount paid LESS the care fund contribution and LESS the current administration fee of the monies paid on account and re-sell the niche or crypt.

- 2.13 By deleting Section 5.1 in its entirety and replacing with the following Section 5.1:

5.1 The size of grave space shall be:

Adult: 5' x 10' (1.52 m x 3.04 m)

Infant: 3' x 5' (0.91 m x 1.52 m)

Cremated Remains plot: 2' x 2' (0.61 m x 0.61 m)

Columbarium Niche: 11" W x 11" W x 13" D (0.28 m W x 0.28 m H x .33 m D)

Mausoleum Crypt: 31.8" W x 92" D x 25.9" H (0.8 m W x 2.3 m D x .65 m H)

Family Estate: 24" W x 14.5" D x 12" H (0.6 m W x 0.37 m D x 0.30 m H)

- 2.14 By deleting Section 6.1 in its entirety and replacing with the following Section 6.1:

6.1 Interment Permit

No human remains or cremated remains shall be interred in the Cemetery until:

- a) An Interment Permit has been obtained from the City and the fee for interment, as specified in Schedule "A", has been paid.
- b) A person having authority pursuant to Section 5 of the Cremation, Interment and Funeral Services Act of B.C. to authorize the disposition of the deceased person's human remains or cremated remains has completed, duly signed and witnessed at the Cemetery Office, an interment authorization and/or other documents required to facilitate the interment in a form approved by the City.

- 2.15 By deleting Section 6.2 in its entirety and replacing with the following Section 6.2:

6.2 Application for an Interment Permit

All applications for an interment permit must be made at least 48 hours (2 working days) before the scheduled interment to the Cemetery Office.

2.16 By deleting Part 7 in its entirety and replacing with the following Part 7:

7.1 Human Remains Only

7.1.1 Only human remains and cremated remains shall be interred in the Cemetery and all interments shall be subject to and comply with the provisions of this Bylaw.

7.1.2 For interment into a mausoleum crypt, human remains shall be enclosed in a burial container that complies with CIFSA, these bylaws, and;

- (a) the human remains shall be embalmed, or;
- (b) if the human remains are not embalmed, they shall be enclosed in a hermetically sealed burial casket or container that is approved by the City.

7.2 Natural Burial

7.2.1 The City shall have the right to designate areas within a City cemetery where the natural burial of human remains and cremated remains may be accommodated.

7.2.2 The Bylaws of the cemetery in their entirety together with those that follow here shall apply to the provision of natural burial rights of interment.

7.2.3 Natural Burial Interment Permits may be purchased for the following type of burial plot:

- (a) a double-depth interment plot where ground conditions permit such interment, and;
- (b) this plot may be used for the interment of the human remains of two (2) persons and the secondary interment of the cremated remains of not more than two (2) persons, or where no interment of human remains is intended, the interment of the cremated remains of not more than four (4) persons.

7.2.4 Human remains interred in a natural burial plot shall be considered non-recoverable from the date of interment and the City shall have no obligation, except where ordered to do so under provisions of legislation, regulation or as ordered by a court of competent jurisdiction to recover human remains in a natural burial plot.

7.2.5 Human remains proposed for interment in the natural burial plots shall:

- (a) be in a natural state and shall not be embalmed, and;
- (b) be clothed, wrapped or shrouded in natural and fully biodegradable fiber or material, and;
- (c) be enclosed in a shroud, casket or alternative container that is approved by the City for use in a natural burial plot, and;
- (d) be enclosed in a shroud, casket or alternative container with a rigid base that permits the dignified transport and safe handling of the human remains by all persons so charged.

- 7.2.6 An interment permit holder and/or legal representative of a deceased person to be interred in a natural burial plot shall;
- (a) ensure a shroud, casket or alternative container proposed for interment in a natural burial plot is a City approved container, and;
 - (b) arrange for the dignified transfer of the human remains to the gravesite.
- 7.2.7 A shroud, casket or alternative container proposed for natural burial interments shall:
- (a) comply with any provisions for caskets or containers set out in any legislation or regulation, and;
 - (b) be approved for use in a specified area of the cemetery by the City prior to a scheduled interment service, and;
 - (c) be primarily constructed of fully biodegradable and environmentally sustainable materials, and;
 - (a) have interior finishing primarily fabricated of fully biodegradable and environmentally sustainable materials and natural fibers, and;
 - (b) have, as a function of their design, a safe and secure means with which to facilitate the dignified transfer of the human remains enclosed to the interment site and lowered into the excavated plot, and;
 - (c) with the exception of minimally necessary structural hinges, nails and screws, not have any extraneous part, fixture or decoration attached that is made of plastic, metal or other non-biodegradable material, and;
 - (d) not have a high gloss or polish finish achieved through the application of any synthetic or environmentally hazardous, toxic or non-biodegradable chemical or agent, and;
 - (e) not have been constructed with the use of synthetic or environmentally hazardous, toxic or non-biodegradable glue, epoxy or other form of bonding agent, and;
 - (f) not have any interior liner, shroud, bag or other lining that is fabricated from a non-biodegradable materials, and;
 - (g) not have any non-biodegradable personal items, mementos or articles placed inside the space occupied by the human remains.
- 7.2.8 Shrouds, caskets or alternative containers that are constructed from fibre-board, particle board, plywood, non-sustainable or exotic wood, metal, bleached or non-recycled cardboard or other form of non-sustainable, non-biodegradable or artificial material are prohibited from interment in a natural burial plot.
- 7.2.9 The City shall have the right to approve, or to refuse to accept for burial, any shroud, casket or alternative container proposed for interment in a natural burial plot.
- 7.2.10 The interment of human remains in a burial plot shall be made at a depth deemed sufficient to achieve effective, natural decomposition of the human remains interred and be of sufficient depth to ensure the interred human remains will not be disturbed by wildlife.
- 7.2.11 No form of exterior grave box, grave liner, or protective vault is permitted in a natural burial plot.
- 7.2.12 The City shall have the right to utilize such equipment, including motorized equipment, to open and close the natural burial plot as it deems

necessary to protect the safety of all City personnel, and any person participating in and attending the interment service and to permit for the safe and dignified interment of the human remains into the lot, and shall make every reasonable effort to replace soil in a grave occupied by human remains in a sensitive a manner as is practical.

- 7.2.13 Upon provision of advance notice to the City, family members and/or friends of the deceased may be permitted to participate in the closing of a natural burial plot. In the instance where persons other than City personnel participate in the closing of a plot, said persons shall;
- (a) be subject to supervision by City personnel, and;
 - (b) follow all instruction issued them by City personnel, and;
 - (c) be of sound physical condition and be capable of the participation intended, and;
 - (d) assume personal liability for any injury arising as a result of their participation.
- 7.2.14 The City makes no warranty to protection nor bears any liability for the aesthetic, structural or physical impact made to a casket or alternative container and the enclosed human remains that may arise from the replacement of gravesite soil into a natural burial plot.
- 7.2.15 The interment of cremated remains in a natural burial plot area shall be considered non-recoverable from the date of disposition and the City shall have no obligation and shall have no means to recover cremated remains interred in the natural burial plot.
- 7.2.16 Where an interment permit has been purchased and assigned for a natural burial plot with the intent of interring or scattering cremated remains in the plot, the disposition of cremated remains shall not be made until all the permitted interment(s) of human remains have been made into the assigned plot.
- 7.2.17 Cremated human remains proposed for disposition in a natural burial area shall be enclosed in an urn or container that;
- (a) is approved for use in a natural burial plot by the City prior to a scheduled scattering or interment service;
 - (b) is designed to decompose upon contact with or in the ground;
 - (c) is made of a fully biodegradable material which may include recycled and unbleached paper or cardboard;
 - (d) shall not have any interior plastic, metal or other form of permanent liner, container or bag.
- 7.2.18 Witnessing the disposition of cremated remains in a natural burial plot shall be subject to the following;
- (a) provision of a request to witness the disposition is provided to the City at the time of the disposition arrangements are made, and;
 - (b) the City for safety reasons may, at its discretion, limit the number of persons permitted within close proximity to the site where the natural burial or scattering of cremated remains is taking place, and;
 - (c) all proceedings within the natural burial plot shall be under the sole direction of the City, and;
 - (d) all persons attending a witness service shall comply with the supervision of and instructions given by the City.

7.3 Occupy Plot

The Holder of a Right of Interment may transfer his right of use and occupancy to an immediate family member, subject to Section 3.4 of this Bylaw.

7.4 Communicable Disease

Where the remains of a person who died while suffering a communicable disease are to be buried in the Cemetery, any instruction given by the Medical Health Officer respecting the interment shall be fully and carefully followed by those who perform the interment.

7.5 Inform Operator

Where the body delivered to the Cemetery for interment is subject to direction of the Medical Health Officer, pursuant to the *Health Act*, the person delivering the body to the Cemetery shall so inform the Operator.

7.6 Grave Depth

Each interment in the Cemetery, other than the interment of cremated remains or in a niche or crypt, shall be made in a grave, which when filled and closed, provides not less than 3 ft. (0.914 m) of earth between the general surface level of the ground at the grave site and the upper surface of the vault, casket, grave liner or body resting in the grave.

7.7 Number of Interments

- (a) Two (2) casket interments plus two (2) cremations; or four (4) cremations may be permitted in each large grave plot.
- (b) Two (2) urn interments will be permitted in each cremation plot.
- (c) Two (2) urns per columbarium niche.
- (d) One (1) casket per Mausoleum crypt.
- (e) Depending on the size of the urns, up to six (6) urns, within two levels, may be permitted in the Family Estate.

7.8 Lower Depth

Where two interments are permitted in one plot and each interment is in respect to a body not in the form of cremated remains, the first interment shall be at a lower depth than the second, and each of the two interments in the one grave shall comply with the requirements of Section 7.6 of this Bylaw.

7.9 Depth of Cremated Remains

Each interment of cremated remains in the Cemetery shall be buried in the plot not less than 2 ft. (0.61 m) deep. For every interment of cremated remains in a container, the grave will be dug to a depth sufficient to ensure that there are not less than 12 inches (30 cm) of earth between the top of the container and the level of the ground surrounding the grave.

7.10 Scattering and Ossuary Placement of Cremated Remains

It shall be unlawful for any person to scatter cremated remains within the confines of the cemetery except within a scattering garden or other designated area without first obtaining an Interment Permit.

A small portion of remains may be placed beneath the bark mulch at the base of an ornamental plant; the remaining majority to be placed within the Ossuary.

Cremated remains placed in the Ossuary are permanent, non-recoverable and co-mingled. Placement of urns or other containers in the Ossuary is not permitted. The placement of remains may be undertaken by the attending family representative, funeral provider or Cemetery Operator. Use of the Ossuary is only permitted with the attendance of authorized staff.

7.11 Grave Space Embellishments

Except for graves or grave spaces embellished prior to the date of this Bylaw, no grave space shall be defined by a fence, hedge, railing except for a memorial marker.

7.12 Hours of Interment

Upon provision of proper notice and authorization, to the satisfaction of the City, for an interment service, interments may occur as follows:

Human Remains Interment Services:

- (i) May occur Monday – Friday; and
- (ii) Shall occur between 8 am – 1:00 pm where the gravesite shall be clear of interment service attendees by 2:00 pm; or
- (iii) Shall occur at a set time arranged with the City and conclude within one (1) hour of that time; and
- (iv) Shall be subject to overtime charges as define in the Addendum “A”; and
- (v) May occur on a weekend or statutory holiday with the approval of the General Manager.

Cremated Remains Interment Services:

- (i) May occur Monday – Friday;
- (ii) Shall occur between 8 am – 1:30 pm where the gravesite shall be clear of interment service attendees by 2:30 pm;
- (iii) Shall occur at a set time arranged with the City and conclude within one (1) hour of that time; and
- (iv) Shall be subject to overtime charges as define in the Addendum “A”; and
- (v) May occur on a weekend or statutory holiday with the approval of the General Manager.

7.13 Interment on Weekends or Statutory Holidays

No person shall inter or scatter any body in the Cemetery on Saturday or Sunday or any Statutory Holiday unless written permission of the General Manager is first obtained.

7.14 Grave Digging or Opening

No grave shall be dug or opened by any person other than the Operator and his assigned helpers or other person duly authorized by the General Manager.

7.15 Containers (Caskets)

Except for Natural Burials where no casket is required, human remains are to be interred in a casket that does not exceed 25" H x 89" L x 35" W (0.63 m H x 2.26 m L x 0.88 m W), or provided the container does not exceed the size of the plot.

7.16 Cremated Remains Container (Urns)

For every interment of cremated remains in a plot or niche, the container(s) for cremated remains shall be made of metal, stone, plastic, porcelain or other materials as approved by the General Manager and must be manufactured for the express purpose of containing cremated remains. A single container or combination of (2) containers shall not exceed 14" H x 12" L x 12" W (35.56 cm H x 30.48 cm L x 30.48 W).

2.17 By deleting Section 8 in its entirety.

2.18 By deleting Section 9 in its entirety.

2.19 By deleting Section 10.4 in its entirety.

2.20 By deleting Section 10.8 in its entirety and replacing with the following Section 10.8:

10.8 Payments to Reserve Accounts

On all Right of Interment Fees for use of Cemetery Plots, and Reservation Fees for Cemetery Plots, the Treasurer shall pay into the "Cemetery Maintenance Fund" and the "Cemetery Care Fund" respectively, from the amount received for each Right of Interment or reservation sold the fees as specified in Schedule "A".

2.21 By deleting Section 11.1 in its entirety and replacing with the following Section 11.1:

11.1 Fees

Any owner of a memorial marker, tablet, or monument, or memorial and curbing desiring to install, or modify same in the Cemetery shall pay to the City prior to the installation or modification of same, the fee specified in Schedule "A".

2.22 By deleting Section 11.2 in its entirety and replacing with the following Section 11.2:

11.2 Conformation

A tablet type memorial may be installed on a grave in the Cemetery provided it is made of stone or bronze and is attached to a concrete base (pillow) not less than 10 cm (4") thick, with the outer dimensions being 5 cm (2") larger than the tablet or on a poured in place, plot apron installed in Ph III.

Every memorial at the Cemetery shall be placed, installed, relocated or removed by the City staff.

All markers sizes are measured in inches and are always written (length x width x height).

No marker shall be installed on a plot until plans and specifications describing fully the marker's proposed size, design, material, inscription and location have been submitted to the City by an applicant for a Memorial Permit.

No form of candleholder, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed.

- 2.23 By deleting Section 11.2.1 in its entirety and replacing with the following Section 11.2.1:

11.2.1 Flat Memorial Tablets

A flat tablet type memorial may be installed on plots in Sections A – O provided it is made of stone or bronze and is attached to a concrete base (pillow or poured in place, plot apron) not less than 10 cm (4") thick, with the outer dimensions being 5 cm (2") larger than the tablet.

Granite memorials installed on plots in Sections AB – CC will be affixed to, or placed on a precast, concrete plot apron provided by the City.

Bronze memorials installed within plots in Section AB – CC will be affixed to a concrete or granite pillow not less than 10 cm (4") thick, with the outer dimensions being 5 cm (2") larger than the tablet.

Flat Memorial Tablets shall be of the following sizes only:

- (a) Companion Tablet for adjoining standard size grave (large lot)
One (1) only 40 cm by 70 cm (28" x 16" x 4")
- (b) Single Tablet for standard size grave (large lot)
One (1) only 30 cm by 50 cm (20" x 12" x 4")
- (c) Single Tablet for Infant grave (small lot)
One (1) only 30 cm by 50 cm (20" x 12" x 4")
- (d) Companion Tablet for double cremated remains
One (1) only 25 cm by 40 cm (16" x 10" x 4")
- (e) Single Tablet for cremated remains
One (1) only 25 cm by 40 cm (16" x 10" x 4")
- (f) Double Depth Tablet for standard size graves
One (1) only 40 cm by 70 cm (28" x 16" x 4")
- (g) Cremated remains above a regular size grave
One (1) only 25 cm by 40 cm (16" x 10" x 4")
- (h) Two cremated remains above a regular size grave

One (1) only 25 cm by 40 cm (16" x 10" x 4")

2.24 By adding the following new Section:

11.2.1.a Pillow Markers

Pillow markers are the same size as the flat markers but have a slightly slanted face, created from having a higher back edge. Standard dimensions are 6" at back slanted to 4" at the front.

2.25 By deleting Section 11.2.2 in its entirety and replacing with the following Section 11.2.2:

11.2.2 Upright Memorial Markers

Upright Markers, must remain within the following dimensions: 30" wide x 20" high x 6" deep. The base of the upright marker shall be no more than 36" for a single plot or up to 40" for a side by side plot.

No inscription, lettering, plaque or other form of adornment or decoration shall be placed/engraved on the back or any side of the marker or its base.

Shall be constructed of granite and the attachment to the base shall be with dowel pins and / or an adhesive epoxy compound approved by the City and, in instances where dowels are mandated by the City, the dowels shall be made of a non-corrosive material, be centered on the base, be not less than six (6") in length and evenly extended into both the monument and the base and installed in a 'dry' mode.

A monument inscription and design shall be carved or engraved on the face of the tablet, or a bronze plaque securely anchored to the face of the tablet with non-corrosive fasteners and /or an adhesive epoxy approved by the City.

2.26 By adding the following new Section:

11.2.3 Columbarium Shutter Engraving

- (a) shall, subject to chosen design (6 templates to choose from) have an inscription engraved on the surface of the shutter that's consists solely of the given name(s) or initials, the surname, the year of birth and the year of death of the individual interred in the niche, and;
- (b) shall not have any other form of symbol, decoration or other form of adornment engraved, inscribed or attached to the surface of the shutter, and;
- (c) shall be made in a font style, size and layout that is consistent with adjacent shutters and with the overall design(s) established for the columbarium of which they are a part of.

2.27 By adding the following new Section:

11.2.4 Memorial Wall Plaques

Bronze memorial wall plaques will be 6" x 4" and installed sequentially from the left to right, top to bottom.

2.28 By adding the following new Section:

11.2.5 Maintenance and Care of Markers

All grave markers or monuments are the property of the purchaser and required care or repair is the responsibility of the owner (purchaser).

2.29 By adding the following new Section:

11.2.6 Memorial Donation or Dedication

The donation and dedication of a memorial planting, memorial bench or other form of custom memorial feature may be permitted subject to the approval of the General Manager and the following criteria;

- (a) an application, in a form prescribed by the City, shall be made to the City giving the proposed specifications, design and materials of the proposed memorial and must be approved in writing by the City before any delivery or installation can proceed, and;
- (b) site selection shall conform to the plan of the City cemetery as determined by the City, and;
- (c) installation, if not performed by the City, shall be under the supervision of the City and the cost of installation shall be borne by the applicant, and;
- (d) the placement of a dedicated item or custom memorial does not entitle a donor or an applicant to any privilege or right over the land upon which the memorial may be situated.

2.30 By deleting Section 11.9 in its entirety and replacing with the following Section 11.9:

11.9 Temporary Markers

At the time of interment the City may permit a temporary, non permanent memorial marker of a design and size approved by the City to be placed on a plot where the temporary memorial marker shall be limited to placement on the plot for a period not to exceed six (6) months from the date of interment. The City shall have the authority to remove and dispose of, without notice, a temporary , non-permanent memorial marker remaining on a lot where more than six (6) months have expired from the date of interment.

2.31 By deleting Section 12.4 in its entirety and replacing with the following Section 12.4:

12.4 Discharging Firearms

The use/discharge of firearms, other than as authorized by the General Manager is prohibited in the Cemetery.

READ A FIRST, SECOND AND THIRD TIME THIS 11TH DAY OF JUNE, 2019
ADOPTED THIS _____ DAY OF _____, 2019

MAYOR

CORPORATE OFFICER

**WESTBANK CEMETERY BYLAW B0166.03
FEE SCHEDULE 'A'**

Rates Effective July 1, 2019

| PLOT FEES | | |
|---|----------------------|--------------------------|
| Grave Space/Type | Resident Rate | Non Resident Rate |
| Adult Plot | \$1,602 | \$1,890 |
| Infant Plot | \$710 | \$838 |
| Cremation Plot | \$721 | \$851 |
| Lakeside Columbarium – Level 1 | \$4,838 | \$5,709 |
| Lakeside Columbarium – Level 2 | \$4,676 | \$5,518 |
| Lakeside Columbarium – Level 3 | \$4,515 | \$5,327 |
| Lakeside Columbarium – Level 4 | \$4,353 | \$5,136 |
| Lakeside Columbarium – Level 5 | \$4,191 | \$4,946 |
| Mountainside Columbarium – Level 1 | \$4,385 | \$5,175 |
| Mountainside Columbarium – Level 2 | \$4,240 | \$5,003 |
| Mountainside Columbarium – Level 3 | \$4,094 | \$4,831 |
| Mountainside Columbarium – Level 4 | \$3,949 | \$4,659 |
| Mountainside Columbarium – Level 5 | \$3,803 | \$4,488 |
| Family Estate | \$16,174 | \$19,085 |
| Mausoleum – Level 1 | \$26,056 | \$30,746 |
| Mausoleum – Level 2 | \$23,449 | \$27,670 |
| Ossuary/Scatter | \$269 | \$318 |
| Ossuary/Scatter with Plaque | \$527 | \$622 |
| SERVICE FEES | | |
| Opening and Closing Grave for Burial | Resident Rate | Non Resident Rate |
| Adult Plot (6' depth) | \$1,194 | \$1,409 |
| Infant Plot | \$717 | \$846 |
| Cremation Plot | \$343 | \$405 |
| Columbarium | \$297 | \$350 |
| Mausoleum | \$446 | \$526 |
| Family Estate | \$297 | \$350 |
| Ossuary Placement | \$101 | \$119 |
| Opening and Closing Grave for Exhumation/Disinterment: | | |
| Adult Plot (6' depth) | \$1,455 | \$1,716 |
| Infant Plot | \$787 | \$929 |
| Cremation Plot | \$394 | \$465 |
| Columbarium | \$378 | \$446 |
| Mausoleum | \$743 | \$876 |
| Family Estate | \$338 | \$398 |

Care Fund – 33.33% of Plot Fee and 11.63% of Niche/Crypt Fee

Maintenance Fund – 15% of all Plot Fees

Non-Resident Fee = Resident Rate + 18%

FEE SCHEDULE 'A' Cont'd

| ADDITIONAL SERVICE FEES | | |
|--|---------------|-------------------|
| | Resident Rate | Non Resident Rate |
| Bud Vase – Columbarium/Mausoleum | \$209 | \$247 |
| Casket Burial after 1:00 pm; Mon. – Fri. | \$544 | \$642 |
| Ash Burial after 1:30 pm; Mon. –Fri. | \$488 | \$575 |
| Curb & Seal - Double | \$3,245 | \$3,829 |
| Curb & Seal - Single | \$1,782 | \$2,103 |
| Double Depth - Cremation | \$297 | \$350 |
| Double Depth – Full Burial | \$737 | \$870 |
| Engraving - Columbarium Shutter (2nd Engraving) | \$324 | \$383 |
| Engraving – Family Estate (2nd Engraving) | \$324 | \$383 |
| Engraving – Family Estate Individual (2nd Engraving) | \$324 | \$383 |
| Engraving - Laser Etch Photo (Maus. Only) | \$613 | \$724 |
| Engraving - Mausoleum Shutter (2nd Engraving) | \$810 | \$956 |
| Grave Liner - Casket | \$584 | \$689 |
| Grave Liner - Cremation | \$166 | \$196 |
| Installation of Memorial Marker (incl pillow/apron) | \$306 | \$361 |
| Remove/Reinstall Memorial Marker | \$170 | \$201 |
| Concrete Pillow (req'd for Bronze marker on top of concrete apron) | \$108 | \$127 |
| Memorial Wall Plaque | \$196 | \$231 |
| Plaque Installation | \$135 | \$159 |
| Remove/Replace Double Curb & Seal | \$356 | \$421 |
| Remove/Replace Single Curb & Seal | \$178 | \$210 |
| Transfer of Licence | \$54 | \$64 |
| Weekend Casket Interment (Incl. Stats) | \$695 | \$820 |
| Weekend Cremation Inurnment (incl. stat) | \$561 | \$662 |
| Xlarge grave liner | \$743 | \$876 |
| Pall Bearer (2) | \$319 | \$376 |

Care Fund – 33.33% of Plot Fee and 11.63% of Niche/Crypt Free

Maintenance Fund – 15% of all Plot Fees

Non-Resident Fee = Resident Rate + 18%

Columbarium & Mausoleum Fees include the 1st Open/Close and Shutter Engraving