



RESORT VILLAGE OF CANDLE LAKE

BYLAW NO. 17-2024

A Bylaw of the Resort Village of Candle Lake to Establish a Cemetery Bylaw

THE COUNCIL OF THE RESORT VILLAGE OF CANDLE LAKE, IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:

Authority:

1. The Council of the Resort Village of Candle Lake (RVCL) in the Province of Saskatchewan enacts this bylaw as The Candle Lake Cemetery Bylaw.

Definitions:

2. In this bylaw, including this section:
 - a) Chief Administrative Officer/CAO – the Chief Administrative Officer for the Resort Village of Candle Lake.
 - b) Cemetery – any land set apart within the Resort Village of Candle Lake used as a place of interment of the dead or in which human remains may be buried.
 - c) Columbarium – means a structure or building in a Cemetery designed for the purpose of storing or interring cremated human remains in sealed compartments or niches.
 - d) Council – means the Council of the Resort Village of Candle Lake.
 - e) Foundation – concrete slab with a minimum thickness of 3 inches which is flush with ground level.
 - f) License – means a permit provided by the RVCL to a person for use with respect to a plot for the purpose of each interment of human remains or cremains.
 - g) Licensee – a license holder, executor, administrator, or transferee.
 - h) Manager – the Operations Manager oversees the day-to-day operations of the RVCL Cemetery.
 - i) Marker – a memorial of granite, hard marble, or bronze placed on a foundation.
 - j) Monument – means any structure in the Cemetery erected or constructed on any plot for memorial purposes placed on a foundation. The monument shall be made of granite, hard marble, bronze, or other material approved by the Operations Manager.
 - k) Perpetual Care Fee – fee for levelling of the ground on each lot/grave, seeding, watering, mowing, and trimming of the grass as required, and generally keeping the Cemetery in good order and repair. It shall not include maintenance, repair or replacement of markers, tombstones, or monuments of other like structures except as specifically provided by this Bylaw.
 - l) Plot/Grave – means a subdivision of the land for the purpose of burial in the RVCL Cemetery as shown in the RVCL Cemetery Plan.

General Regulations:

3. a) The hours of burial in the RVCL Cemetery shall be from 8:30 am to 3:00 pm. Special arrangements will be required for weekends and statutory holidays.



- b) All workers employed in any work in the Cemetery shall comply with all orders of the Operations Manager and, during a burial service, all work in the immediate vicinity of the RVCL Cemetery shall be discontinued.
- c) All persons, while in the RVCL Cemetery, shall conduct themselves in a quiet and respectful manner.
- d) All funerals in the RVCL Cemetery shall comply with the provisions of *The Public Health Act*, *The Vital Statistics Act*, and *The Cemeteries Act* of the Province of Saskatchewan, and with any regulations issued thereunder and as amended from time to time.
- e) The Resort Village of Candle Lake, through the CAO, reserves the right to temporarily suspend or modify any regulations where literal interpretation may appear to create undue or unnecessary hardship.
- f) No interment of remains or cremains is permissible except within the plot acquired by the Licensee for that purpose.
- g) The RVCL or any official shall not be responsible for any mistakes resulting from lack of precise or proper instructions regarding the grave space on a lot or plot where an interment is to be or has been made.
- h) Funeral directors shall have all the documents for interments in the RVCL Cemetery signed and necessary fees paid prior to any work being undertaken at the RVCL Cemetery, by the owner of the grave in which such interment is to be made or by the legal representative of the owner.
- i) All persons who enter the RVCL Cemetery shall do so at their own risk, and shall be and remain responsible for any injury or other loss, whether to person or property
- j) All vehicles in the Cemetery shall travel only on the roadways provided for that purpose and shall not travel at a speed greater than 20 km/hr.
- k) Permanent structures of any kind other than monuments or markers are prohibited in the Cemetery.
- l) No ATV's or Snowmobiles shall be allowed within the limits of the Cemetery.

Licenses:

- 4. a) The Resort Village of Candle Lake may grant a license to any person for the exclusive use by that person, heir, executor, administrator of any plot or grave. The licensee is subject to all the provisions of this Bylaw and amendments thereto of any regulation passed from time to time by Council.
- b) It shall be the responsibility of the licensee to maintain a current address with the RVCL office.
- c) The RVCL office shall make all sales of graves in the Cemetery and shall receive all monies resulting from the sale of such graves. The purchase of a grave includes the License for use.
- d) The RVCL office shall keep a correct account of all monies received and of all expenditures made in connection with the Cemetery, with the name and description of each grave in the Cemetery, with the name and description of the licensee and every transfer and all other necessary information to keep accurate records of all the business transacted in connection with the Cemetery.
- e) At the time of purchase of a plot a list of authorized family members with the authority to be interred in the plot shall be provided.
- f) No grave shall be used for any other purpose than for the burial of the human dead. Nor the burial of any person other than the licensee or immediate family.



- g) The Operations Manager shall take all reasonable precautions to protect licensees and the property rights of licensees with the cemetery for loss or damage; however, distinctly disclaim all responsibility for a loss or damage from causes beyond reasonable control, especially from damage caused by the elements, act of God, common enemies, thieves, vandals, accidents, military or civil authority.

Surrender of License

- 5. a) Cemetery graves shall not be resold but may be transferred before use back to the RVCL. The original purchase price, less a transfer fee of 25%, will be refunded.
- b) A license cannot be transferred to another person unless that person is immediate family and with written authorization from the original licensee or legal representative, also a \$25.00 transfer fee. (See Fees and Charges Bylaw 20-2024)
- c) If a casket or urn are removed from the Cemetery, the License of the vacated plot may be sold back to the RVCL at the regular price less a transfer fee of 25%. If the casket or urn are transferred from one plot to another within the Cemetery, the original License amount will be applied toward the cost of the new License amount.

Duties of the Public Works Manager

- 6. a) It is up to the Manager to determine the location of grave plots, subject to the provisions of *The Cemeteries Act*.
- b) It is the Manager's responsibility to maintain the roads leading to the Cemetery and the roads within the Cemetery.
- c) The Manager or a representative of the RVCL will supervise the digging and filling of all graves to assure that other graves are not disturbed.

Interments and Disinterment

- 7. a) No person shall bury any dead body in the Cemetery until such person has complied with the provisions of *The Public Health Act*, *Vital Statistics Act*, and *The Cemeteries Act*, of the Province of Saskatchewan, with the regulations issued thereunder, and with the provisions of this Bylaw.
- b) No interment of a body shall be permitted in the same grave as another body, with exception of cremated remains or in the case of parent and child concurrently or two infants in one casket; subject to applicable legislation.
- c) No grave shall be less than 6 feet in depth from the surface of the surrounding ground except in the case of cremains which shall be buried a minimum of 3 feet in depth.
- d) No casket burial shall be permitted in a plot where cremains have been previously buried.
- e) If a plot or grave is held jointly by 2 or more parties, authority for interment will be accepted by the RVCL from any one of the said parties or their executors or agents.
- f) Notice of interment or disinterment is to be provided to the RVCL at least 4 business days before the interment or disinterment is to take place.
- g) No interments shall be permitted in the cemetery unless a proper RVCL Cemetery License is produced by the parties or their executors or agents.
- h) Graves shall be opened, and interments made only by persons approved in writing by the RVCL and under the direction and supervision of the Operations Manager or their designate and no person(s), without said approval of the RVCL, shall open any grave for the purpose of interring or removing a body.



- i) No person shall disinter or remove a casket without first producing a permit for disinterment or removal issued by the Minister of Public Health.
- j) The service in connection with disinterment shall only include the opening of the grave down to the top of the casket or urn and the Funeral Director shall be responsible for the actual removal of the casket or urn.

Cemetery Plots

- 8. a) A plan of the Cemetery showing all grave locations shall be open for inspection, free of charge, during normal business hours.
- b) All arrangements for the sale of plots in the Cemetery shall be made through the RVCL office during normal business hours.
- c) At the time of the purchase a list of authorized family members with the authority to be interred in the plot shall be provided.

Cremains

- 9. a) Graves in the Cemetery may be used for the interment of cremated remains.
- b) All internments must be registered at the Resort Village of Candle Lake office.
- c) Not more than 4 cremains shall be interred in a single plot, and only 3 cremains where a casket is already interred.
- d) Scattering of ashes in the cemetery is strictly prohibited.
- e) Cremains must be enclosed in a container sealed securely, dry and of sufficient strength to ensure said container shall remain intact.

Free Plot

- 8. There shall be no special section within the Cemetery reserved for the interment of unclaimed bodies or indigent persons however, the Director of Social Services Center may issue an order for the interment of unclaimed bodies or an indigent person within the Cemetery and the CAO shall issue the necessary license for the interment free of charge.

Monuments, Markers, and Foundations

- 9. a) All monuments, markers, and foundations shall be installed entirely within the plot for which the same are intended.
- b) No person shall place or erect in the Cemetery any monument without first obtaining permission from the Operations Manager.
- c) All foundations and monuments must be designed by a registered monument company to ensure RVCL standards are followed.
- d) All persons installing monuments, or in doing any work on a grave or graves in the cemetery, shall be subject to all conditions stated in the Cemetery Bylaw. Any such person refusing to abide by the regulations shall be removed from the Cemetery.
- e) Any monument company, its employees, contracted employees and/or authorized individuals carrying out any monument work in the cemetery, shall be responsible for the restoration or repair of any damages to the cemetery grounds or fixtures resulting from their actions. The RVCL will not be held responsible for any monument damages or repairs required due to improper installation.
- f) All monuments or markers shall be manufactured of granite, marble, bronze or other material approved by the Operations Manager.



- g) The monument or marker for each plot must be placed at the head of the grave and shall be in a location designated or approved by the Operations Manager.
- h) Each monument placed at the head of the grave shall be set on a concrete or granite foundation. The foundation should be flush with the ground with a minimum depth of 3 inches. The foundation must not exceed 42 inches in width and 18 inches in length.
- i) The monument shall be 3 inches from the edge of the foundation for ease of maintenance.
- j) The Operations Manager may declare a monument to be in a state of disrepair and give a 30-day notice to the Licensee to repair the monument. If the Licensee does make the repairs the Operations Manager may have the monument removed or repair the monument at a cost to the Licensee.
- k) All notices required to be given to Licensees of grave plots or owners of monuments or other parties may be delivered in writing by the RVCL CAO, mailed postage paid to the last know address of such Licensee or owner. Proof of such notice having been mailed shall be sufficient proof that such notice has been given.

Care of Cemetery

- 10. a) The Operations Manager shall have the general care of the entire Cemetery. The Licensee shall observe all rules and regulations passed from time to time by Council.
- b) Persons within the Cemetery are strictly prohibited from picking flowers, wild or cultivated, breaking or injuring any tree, shrub or plant, or from writing upon, defacing or injuring any memorial, fence, bench or other structure within the cemetery grounds.
- c) No permanent structure or material shall be constructed, placed or planted in or around any plot other than that for the purpose of operating the Cemetery as authorized by the Operations Manager.
- d) The RVCL shall have the authority to remove all floral designs, flowers, trees, shrubs, and plants of any kind from the Cemetery, as soon as they become unsightly, dangerous, detrimental or diseased.
- e) Cut flowers, including artificial flowers, shall be permitted as long as the flower container is permanently secured to the monument and does not interfere with maintenance of the cemetery.
- f) Cemetery employees will remove any funeral design or floral piece that have become wilted or after 10 days, whichever is sooner.
- g) No grave shall be decorated with any surface grave covers, curbing or landscaping materials of any kind, trees, shrubs, plastic flowers or greenery, including solar lights and ornaments.
- h) The Operations Manager shall provide for the planting of trees and shrubs to preserve and maintain landscape features.

Repeal

Cemetery Policy 200-40 is now repealed.




Coming Into Force:

1. This bylaw shall come into force on the 23rd day of January, 2025.

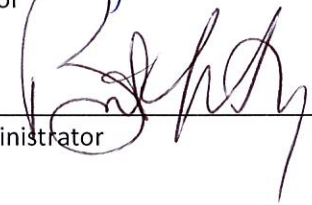
INTRODUCED AND READ a first time this 13th day of December, 2024,

READ A SECOND TIME this 23rd day of January, 2025,

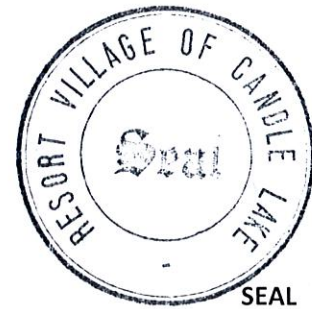
READ A THIRD TIME AND ADOPTED this 23rd day of January, 2025.



Mayor



Administrator



CERTIFIED a true copy of
Bylaw No. 17-2024,
adopted by resolution of Council
on the 23rd day of January, 2025.



SCHEDULE A
Cemetery Bylaw 17-2024
Cemetery License

Name of Applicant(s)/Executor: _____

Address: _____ Phone #: _____

Town: _____ Province: _____ Postal Code: _____

Email Address: _____

I/We (as named above) agree to purchase Plot(s) _____

in the Resort Village of Candle Lake Cemetery, at the agreed upon price as per Fees and Charges Bylaw.

Burial Plot \$ _____ per plot plus GST
as per Fees and Charges Bylaw 20-2024

This license is granted subject to the provisions of Bylaw 17-2024 governing the Resort Village of Candle Lake Cemetery.

1. The purchaser acknowledges that no burial may occur in the above-described burial plot(s) until payment is made to the RVCL in full. Seller agrees that the above-described burial plot(s) will not be sold to any other person during the pending of this License.
2. The purchaser agrees to abide by all the rules and regulations of the RVCL Cemetery.
3. The purchaser shall hereby state the names of persons whose remains shall be allowed to be interred in this plot.
4. No casket burial will be permitted where there has been a previous cremains burial.



SCHEDULE A
Cemetery Bylaw 17-2024
Cemetery License

Names of permitted intermits:

Name 1: _____ **Name 2:** _____

Name 3: _____ **Name 4:** _____

Signature of Applicant(s)/Executor: _____

RVCL Administrator: _____

Receipt #: _____

Date: _____



SCHEDULE B
Cemetery Bylaw 17-2024
Application for Interment/Disinterment

Name of Applicant(s)/Executor: _____

Address: _____ Phone #: _____

Town: _____ Province: _____ Postal Code: _____

Email Address: _____

Name of Deceased: _____

Date and Time of Funeral: _____

Burial Type: ___ Urn ___ Casket

Burial Plot: _____

- | | |
|--|------------------|
| <input type="radio"/> Interment Cost - Casket | \$_____ plus GST |
| <input type="radio"/> Interment Cost - Urn | \$_____ plus GST |
| <input type="radio"/> Disinterment Cost – Casket or Urn | \$_____ plus GST |
| <input type="radio"/> Winter Surcharge - Interment/Disinterment Cost
November 1 to April 30 | \$_____ plus GST |

as per Fees and Charges Bylaw 20-2024

Interment Costs: _____ Invoice #: _____

Signature of Applicant(s)/Executor: _____

RVCL Administrator: _____

Receipt #: _____

Date: _____



SCHEDULE B - Internment Details

Date of Internment: _____ Time: _____ Block: _____

Decedents Name: _____ Plot: _____

Contact Name: _____

Phone & email: _____

Monument Company Name: _____

All foundations, monuments, and markers must be installed at the top of the grave on the west side of the plot. Maximum length of foundation is 42". Maximum width of foundation is 18".

Foundation

Length _____

Width _____

Notes:

Double depth interments for 2 caskets (minimum coverage 3')



SCHEDULE B - Internment Details

Date of Internment: _____ Time: _____ Block: _____

Decedents Name: _____ Plot: _____

Contact Name: _____

Phone & email: _____


Monument Company Name: _____


All foundations, monuments, and markers must be installed at the top of the grave on the west side of the plot. Maximum length of foundation is 42". Maximum width of foundation is 18".

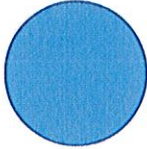
Foundation

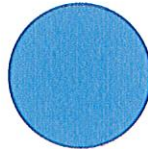
Width _____

Length _____









Staff:

- Locate pins and run string lines.
- Standard size 18". Standard depth 36". Standard depth covers 18"



SCHEDULE C
Cemetery Bylaw 17-2024
Foundation, Monuments and Markers

In the Resort Village of Candle Lake cemetery, all foundations, monuments, and markers must be installed at the top of the grave on the west side of the plot.

- **Foundation Requirements:** Foundations must be concrete slabs with a minimum thickness of 3 inches, flush with ground level, and must not exceed 42 inches in length and 18 inches in width.
- **Monument and Marker Placement:** All monuments and markers must be placed on top of the foundation, with a 3-inch space left around the perimeter for maintenance access.
- **Material and Size Restrictions:** Monuments and markers may be up to 48 inches high and must be made of granite, hard marble, or bronze.



SCHEDULE D
Cemetery Bylaw 17-2024
Transfer of License to RVCL

Name of Applicant(s)/Executor: _____

Address: _____ Phone #: _____

Town: _____ Province: _____ Postal Code: _____

Email Address: _____

I/We (as named above) agree to transfer Cemetery License for Burial Plot(s)____ back to the Resort Village of Candle Lake, at the agreed upon purchase price less 25% as per Fees and Charges Bylaw 09-2023.

Purchase Price: _____

Less 25%: _____

Amount of Refund: _____

Signature of Applicant(s)/Executor: _____

RVCL Administrator: _____

Cheque #: _____

Date: _____