

**TOWN OF SALTCOATS
BYLAW NO. 02-2022
CEMETERY BYLAW**

**A BYLAW OF THE TOWN OF SALTCOATS TO PROVIDE REGULATIONS
FOR THE USE, CARE AND MAINTENANCE OF SALTCOATS
HISTORICAL CEMETERY**

The Council of the Town of Saltcoats, in the Province of Saskatchewan, enacts as follows:

PART 1 – SCOPE

1. This Bylaw shall be cited as the “Cemetery Bylaw”
2. This Bylaw shall apply only to the burial of dead human remains within Saltcoats Historical Cemetery, the location and plan of which is attached hereto as “Appendix A” of this Bylaw, and the regulations pertaining to the operation of the Cemetery and the enforcement of regulations as set out in this Bylaw and attached appendices.

PART 2 – DEFINITIONS

1. For the purpose of this Bylaw, the following definitions shall apply:
 - (a) **ADMINISTRATOR** – shall mean the Town Administrator appointed by the Town Council and for the purposes of this Bylaw shall include any person appointed by the Administrator from time to time, to act on his or her behalf in the administration of this Bylaw.
 - (b) **CEMETERY** – means Saltcoats Historical Cemetery
 - (c) **CARETAKER** – shall mean a person duly appointed by Town Council
 - (d) **COUNCIL** – means the Council of the Town of Saltcoats.
 - (e) **CREMAINS** – means the remains of a human body that has been cremated
 - (f) **GRAVE COVER** – means any cover of fiberglass, plastic, marble, granite, concrete or other material placed over any grave plot or portion of a grave plot.
 - (g) **GRAVE STONE** – means any marble, granite, stone or concrete monument erected on any plot for memorial purposes.
 - (h) **PLOT** – means a sub division of land for the purpose of a single burial of non-cremated human remains or the burial of human cremains with, or without, non-cremated human remains.
 - (i) **SECTION 1** – shall mean blocks 1-26 otherwise known as the “old” section.
 - (j) **SECTION 2** – shall mean blocks 31-34, 36-42, 44-47, 49-56, 58-61, 63-67, 69-72, 76-79
 - (k) **SECTION 3** – shall mean blocks 81-85, 88-92, 105-109, 112-121, 124-133, 136-141.
 - (l) Section 4 shall mean that portion of the cemetery on the North Westerly side of Hill Street
 - (m) Section 5 shall mean that portion of land reserved for cemetery expansion as required
 - (n) **OWNER** – shall mean the Town of Saltcoats.
 - (o) **TOWN** – means the Town of Saltcoats, Saskatchewan.
 - (p) **INTERMENT** – means placing remains or cremains into a grave.

- (q) DISINTERMENT – means the removal of remains or cremains from a grave.
- (r) NICHE – shall mean a compartment in the columbarium or structure designed to hold an urn or other receptacle containing cremains.
- (s) BURIAL - shall mean the act of interring remains or cremains.
- (t) GRAVE –shall mean the place of interment for remains or cremains.
- (u) MONUMENT– means a statue or other structure placed by or over a grave for memorial purposes.
- (v) COLUMBIARIUM – shall mean the structure consisting of 24 compartments within which cremains are stored.
- (w) GRAVEMARKER – shall mean a memorial stone at the head of a grave.
- (x) BURIAL VAULT – means any chamber or other structure, such as a sturdy wooden box (commonly referred to as a rough box), within which a coffin holding human remains or cremains has been placed.
- (y) SCATTERING GARDEN – means the area of the cemetery reserved exclusively for the scattering of cremains and maintained as a park-like area of lawn and trees.
- (z) MEMORIAL ROCK -means the large rock located within the Scattering Garden upon which are purchasable spaces used only for uniformly sized plaques stating name, year of birth and year of death of the person whose cremains have been scattered in the Scattering Garden or elsewhere.

PART 3 – ADMINISTRATION

The Administrator or designate shall be responsible for the selling of plots and niches and making and keeping of all records required by law of all plots, niches, burials and disinterment's in the cemetery.

PART 3 – BURIAL SECTION

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

1. Parcel 143658502
18.32 acres

PART 4 – GRAVES, BURIALS AND RESERVATIONS:

1. (a) A person may reserve a plot or plots by paying in full at the Town Office the purchase prices as set out in “Appendix B”, the Current Schedule of Fees for Land and Services, attached to this Bylaw.
(b) The plot or plots shall be reserved for the use of the party who has paid the purchase price, a member of the party's family, or for a burial upon his or her instructions of an heir for a period of twenty (20) years after date of purchase.
(c) At the expiration of twenty (20) years from the date of purchase, at the discretion of the Administrator, the Town may contact the party or his or her heirs to determine if they desire to renew the reservation for the unused plot or plots.
(d) If after using reasonable means to contact the party or his or her heirs, the Town is unsuccessful in establishing contact the Town may cancel the reservation and make the plot available to the public.

2. The Administrator or designate retains the authority for assigning plots. All cemetery plots shall be sold in a sequence that is conducive to the appropriate and efficient development and expansion of the cemetery.
3. A plot may be used for the burial of one body. The top of the burial vault must be at least one yard below the surface of the ground.
4. No grave shall be dug nor body interred in the cemetery without permission from the Town.
5. No person(s) other than a Town of Saltcoats employee(s) or person(s) designated by the Administrator shall open or close a plot or niche or make a disinterment in the cemetery.
6. All graves shall be dug beginning at a point within eighteen (18) inches from the inner or front line of each plot and shall not be less than six (6) feet deep.
7. Any urn, or niche designed to hold urn or a structure designed to hold an urn or other receptacle containing cremains, must be placed so that the top of the urn or niche is no less than 24 inches below the surface of the ground.
8. All earth taken from a grave must not be put on any other grave, and after interment is made, all earth so dug must be replaced in a neat and compact manner.
9. (a) Cremains may be interred in any individual plot of the cemetery including any plot where a prior full body interment has taken place.
(b) A maximum of six cremains is allowed per single plot.
(c) The Town carries no responsibility for recording the exact location of cremains within the plot.
(d) No separate markers or monuments to mark the specific location of buried cremains are allowed.
10. A purchaser of a plot or plots desiring to transfer ownership rights to another party must make written application for approval to the Town before transfer will be validated.
11. A purchaser wishing to transfer ownership rights back to the Town of Saltcoats may do so by making written application to the Town of Saltcoats. In exchange for the ownership rights, the original purchaser shall receive payment not to exceed 90% of the original purchase price. The onus to prove ownership and price paid rests with the purchaser, not the Town.

PART 5 – TRAFFIC

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

PART 6 – GRAVE MARKERS AND GRAVE COVERS

1. Grave covers are not allowed. Cribbing around a plot or plots is not allowed.
2. In SECTIONS 1, 2 & 3 of the cemetery, flat and upright grave markers of granite, marble or any durable, non-corrosive material may be installed excepting the area designated as Scattering Garden.
3. Grave markers shall be placed at the head of the grave on an approved base in a straight, continuous row. Flat grave markers shall be installed on an approved base such that the highest point of the marker shall be no higher than the surface of the ground. No monuments or markers may be placed at the foot or any other area other than at the head of any plot. The Town reserves the right to adjust any

grave marker that is installed improperly and forward any charges to the registered installer of the marker.

4. The Town of Saltcoats reserves the right to remove and dispose of any grave cover or cribbing that is deemed unsightly or hazardous or is badly damaged.
5. Should any grave stone, marker, monument or other structure placed or erected in the cemetery be in a state of disrepair the Town may, after notice in writing to the next of kin at his or her last known address, order said grave stone, monument or like structure removed from the cemetery if the structure is not repaired in accordance with said notice. If any gravestone, monument or marker be deemed hazardous then prior notification of next of kin prior to removal of such may be waived.
6. No border, fences, stepping stones, railing, copings, trellises, trees, shrubs or hedges may be constructed or planted in or around graves or plots. Any items or plantings deemed unsafe or unsightly shall be removed by the Town.
7. Memorial trees or shrubs may be planted, or items such as memorial benches placed, only in designated areas and in consultation with the Town.
8. Columbarium plaques must not exceed 11 inches in height or width
9. A monument must not exceed 40 inches in height (including the base) and not exceed the following measurements in width:
 - a) Section 1 – Single plot - 36 inches; double plot 72 inches.
 - b) Section 2 – Single plot - 42 inches; double plot 84 inches.
 - c) Section 3 – Single plot – 48 inches; double plot 96 inches.
10. While the Town of Saltcoats will take all reasonable precautions to protect the property of plot owners, it assumes no liability or responsibility for loss of or damages to any monument, marker or part thereof, or any article of any type that may be placed on a plot.

PART 7 - INTERMENT

1. Any person applying for permission for an interment in the Cemetery shall furnish the Administrator with such particulars as he or she may require for the purpose of maintaining accurate records.
2. The Town shall provide a plot, without charge for the burial of persons whose funeral expenses are paid by another Government Agency.
3. A burial vault is required for the interment of all deceased persons in the cemetery excepting those that have been cremated.

PART 8 – GENERAL REGULATIONS

1. No plot shall be used for any purpose other than as a burial site for human remains or human cremains.
2. No niche shall be used for any purpose other than storing human cremains.
3. The Town shall have the right to remove all flowers and wreaths, natural or artificial, from any grave if said flowers or wreaths have become unsightly, unsafe, or in any way a hazard or encumbrance effecting cemetery maintenance.
4. The Administrator may remove or prevent the placing of any stand, holder, base or other receptacle for flowers or plants deemed to be unsuitable and a hindrance to the maintenance of the Cemetery.
5. No trees or shrubs shall be planted in the cemetery except with the permission of the Town as exercised by administrator, caretaker, cemetery advisory committee or designated person.
6. The Town shall have the right to remove, from any plot, weeds, grass or any article which is deemed unsightly or inappropriate.

7. No fences or boundary markers around a grave or graves shall be permitted.
8. Whenever a body is permanently disinterred from a grave and the grave is vacated, ownership rights of the plot so vacated shall revert to the Town of Saltcoats. Fees equal to that for internment shall be levied upon the party arranging for the disinterment. Additionally, all costs for grave filling, levelling, re-sodding and any necessary repair of damage caused by any machinery used in the disinterring shall be charged to the person arranging for the internment.
9. All persons employed in the construction and/or installation of burial vaults, grave markers or in doing any other work on plots or graves in the Cemetery shall be subject to the direction and control of the Administrator, and in the case of any such person or persons refusing to obey the directions or orders of the Administrator, the Administrator shall be empowered to remove such person or persons from the Cemetery.
10. The Administrator, or any Town employee in his or her charge, shall be empowered to remove from the Cemetery any person or persons disturbing the quiet and good order of the Cemetery by noisy or improper conduct or language.
11. All work in the immediate vicinity that may disrupt the quiet and good order of the Cemetery shall cease while mourners are present at a burial service being conducted at the Cemetery.
12. No person shall write upon, mark, scratch, deface or injure any plot, grave marker, fence, building or any structure in or around the Cemetery. Any person found guilty of such damage shall be responsible for the cost of repairing the damage and be subject to penalty.
13. All notices and communications required to be given to purchasers of a plot or plots, or their heirs, may be delivered either in writing by Registered Mail, to their last known address or given verbally by the Administrator in the presence of another person and shall be considered sufficient evidence that such notices have been given.

PART 9 – PENALTY

Any person found guilty of an infraction of this Bylaw or any part thereof, shall be liable on summary conviction, to the penalties prescribed by the General Penalties Bylaw #3 – 2004 of the Town of Saltcoats.

PART 10 – REPEAL

Bylaw 03-2013 is hereby repealed.

Mayor

Administrator

Dated this 17th day of May, 2023.

Certified a true copy Of Bylaw
No 02-2022 Adopted by resolution
Of Council on the 17th day of May, 2023.

SEAL

Administrator

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Appendix “B”

	Total:	Cemetery Fees:	Perpetual Care:
Purchase of one plot (land only)	\$1150.00*	\$1000.00	\$150.00
Burial of casket or ashes in family-owned plot	\$350.00		
Purchase of niche in columbarium	\$2300.00*	\$2000.00	\$300.00
Subsequent opening of the niche and closing of a niche	\$350.00		
Scattering ashes in scattering garden	\$345.00*	\$300.00	\$45.00
Plaque on large stone (location only)	\$500.00		

If Cemetery Caretaker is Opening/Closing for a plot or an urn:

May - September weekdays	\$100.00
May - September weekends	\$200.00

*15% Perpetual Care included in price

Motion 253-25, December 10th, 2025.

Effective January 1st, 2026

Seal