

TOWN OF ARCOLA
BYLAW NO. 2026-02
A BYLAW TO REGULATE THE ARCOLA AND DISTRICT COLUMBARIUM

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

1. TITLE

This bylaw may be cited as the “Arcola and District Columbarium Bylaw”.

2. PURPOSE

The purpose of this bylaw is to regulate the sale, use, maintenance, administration, and operation of the Arcola and District Columbarium.

3. INTERPRETATION

In this bylaw:

“**Administrator**” means the Administrator of the Town of Arcola or their designate.

“**Columbarium**” means the structure located within the Arcola and District Cemetery designed to house cremated remains.

“**Council**” means the Council of the Town of Arcola.

“**Cremated Remains**” means human ashes following cremation.

“**Niche**” means a sealed compartment within the columbarium designed to hold cremated remains.

“**Office**” means the Town of Arcola municipal office.

“**Owner**” means the individual(s) who has purchased rights to a columbarium niche.

“**Statutory Holiday**” means a holiday recognized by the Town of Arcola.

4. ADMINISTRATION

4.1 Administration, scheduling, financial management, bookkeeping, and record keeping related to the columbarium shall be managed by the Town of Arcola.

4.2 The Town shall maintain accurate records of:

- niche ownership;
- payments received;
- names of deceased persons interred;
- dates of placement;
- opening and closing records; and
- all related documentation.

5. FEES

5.1 Fees related to the columbarium shall be established in Schedule “A” attached to and forming part of this bylaw.

5.2 Council may amend Schedule “A” from time to time by resolution or bylaw, as required.

6. PURCHASE OF NICHE

6.1 A niche may be purchased in advance (pre-death purchase).

6.2 The purchaser shall complete and sign a Columbarium Purchase Agreement supplied by the Town.

6.3 The purchaser shall provide:

- full legal name(s);
 - mailing address;
 - telephone number;
 - emergency contact information; and
 - any additional information deemed necessary by the Administrator.
- 6.4 Full payment must be received prior to the issuance of niche rights.

6.5 Purchase of a niche grants the right of use only and does not convey ownership of land or of the columbarium structure.

7. REQUIRED DOCUMENTATION FOR PLACEMENT OF CREMATED REMAINS

7.1 Prior to placement of cremated remains into a niche, the following documentation must be provided to the Town:

- written authorization from the niche owner or authorized representative;
- proof of cremation;
- copy of the death certificate or funeral director’s certificate of death;
- completed interment authorization forms required by the Town; and
- any permits required under provincial legislation.

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7.2 The Town reserves the right to refuse placement until all required documentation has been received.

8. INTERMENT LIMITS

8.1 A maximum of two (2) urns shall be permitted in each niche.

8.2 Special circumstances may be considered by the Administrator or Council to allow placement of a child's cremated remains in an occupied niche, provided space permits.

8.3 The Town reserves the right to require verification of urn dimensions prior to placement.

9. OPENING AND CLOSING OF NICHES

9.1 The Town of Arcola or its authorized agent shall be solely responsible for opening and closing niches.

9.2 No person shall open, tamper with, or seal a niche unless authorized by the Town.

9.3 The initial niche purchase shall include the opening and placement of up to two (2) urns during regular operating hours.

9.4 Any additional opening required after the included placements have been utilized shall be subject to the fees established in Schedule "A".

9.5 Weekend and Statutory Holiday openings or closings shall be subject to the additional surcharge established in Schedule "A".

9.6 Any request to reopen a niche after an interment has occurred shall be subject to the prior approval of the Administrator or designate.

9.7 The Administrator or designate may approve or refuse any request to reopen a niche, having regard for the dignity of the cemetery, the security of the cremated remains, public interest, operational considerations, and the provisions of this Bylaw.

9.8 The Town may refuse requests for the temporary removal of urns or cremated remains for personal, commemorative, ceremonial, recreational, or other purposes that are not authorized by this Bylaw or applicable legislation.

10. ENGRAVING

10.1 All engraving shall be completed only by a person or company approved by the Town of Arcola.

10.2 All engraving proofs must be submitted to and approved by the Town prior to engraving being completed.

10.3 A minimum one-inch (1") border shall remain around each niche face. No engraving, lettering, or design shall extend into the border area.

10.4 Engraving containing profanity, offensive language, discriminatory wording, or inappropriate content shall not be permitted.

10.5 The Town reserves the right to reject any engraving request deemed unsuitable.

10.6 All costs associated with engraving shall be the responsibility of the niche owner or family.

11. DECORATIONS AND ALTERATIONS

11.1 No decorations shall be permitted on or around the columbarium unless specifically authorized by the Town.

11.2 No person shall attach, affix, drill into, glue onto, or otherwise alter the columbarium structure in any manner.

11.3 Adhesives, hooks, screws, brackets, tape, or similar materials are strictly prohibited.

12. TRANSFER, RESALE, AND BUY BACK

12.1 Niche rights are non-transferable and shall not be privately sold, reassigned, or transferred.

12.2 The Town may offer a buy back program for unused niches only.

12.3 To qualify for the buy back program:

- the niche must never have been used;
- proof of original purchase must be provided; and
- the original purchaser or legal estate representative must make the request.

12.4 The refund amount for an eligible unused niche shall be eighty-five percent (85%) of the original purchase price.

13. MAINTENANCE AND REPAIRS

13.1 General upkeep, maintenance, and repairs to the columbarium structure shall be the responsibility of the Town of Arcola.

13.2 The Town reserves the right to complete maintenance work as required for safety, appearance, or operational purposes.

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14. LIABILITY

14.1 The Town of Arcola shall not be liable for damages caused by:

- vandalism;
- weather events;
- natural deterioration;
- acts of God; or
- circumstances beyond municipal control.

14.2 The Town shall not be responsible for damage to unauthorized items left at the columbarium.

15. COMPLIANCE WITH LEGISLATION

All interments and placements of cremated remains shall comply with:

- The Cemeteries Act;
- applicable provincial regulations; and
- all other applicable laws.

16. ENFORCEMENT

Any person found guilty of violating any provision of this bylaw shall be subject to penalties under the General Penalties Bylaw of the Town of Arcola.

17. COMING INTO FORCE

This bylaw shall come into force upon third reading and adoption by Council.

READINGS AND ADOPTION

Read a first time this 9th day of June, 2026.

Read a second time this 9th day of June, 2026.

Read a third time and adopted this 9th day of June, 2026.





Mayor



Administrator

Certified a true copy of
Bylaw No. 2026-03 passed on the
9th day of June, 2026



Administrator



SCHEDULE "A"

ARCOLA AND DISTRICT COLUMBARIUM FEES

Item	Fee
Columbarium Niche Purchase	\$1,000.00 + GST
Additional Niche Opening	\$100.00 per opening
Weekend or Statutory Holiday Surcharge	Additional \$100.00

Notes:

1. The initial niche purchase includes:
 - o placement rights for up to two (2) urns; and
 - o opening and placement of up to two (2) urns during regular operating hours.
2. Any additional opening required after the included placements have been utilized shall be charged at the applicable fee.
3. Any request to reopen a niche after an interment has occurred shall be subject to the prior approval of the Administrator or designate. The Town reserves the right to refuse any request to reopen a niche where the request is not required for an interment, disinterment authorized by law, correction of an administrative error, maintenance, safety concerns, or other purposes deemed appropriate by the Town. Requests for temporary removal of an urn or cremated remains for personal, commemorative, ceremonial, or recreational purposes may be refused at the sole discretion of the Administrator.
4. Weekend and Statutory Holiday services are subject to the additional surcharge listed above.

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