



## TOWN OF WAINWRIGHT

**Policy Number:** 2009-06

**Date of Issue:** June 16<sup>th</sup>, 2009

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**Motion Number:** 2009-188

**Policy Subject/Title:** CEMETERY MONUMENT PERMIT FEE AND DEPOSIT

**Signature of Approval by Authorized Personnel:**

  
Ray Poulin, CAO

**Supersedes:** December 21<sup>st</sup>, 1999  
Date of Last Update

Policy #1999-03 Motion #1999-446  
Title & No. of Previous Policy if Applicable

### POLICY STATEMENT:

The policy provides for the establishment of a monument permit fee and deposit as provided for in Bylaw 2009-04 being a bylaw for the control and regulation of the Wainwright Cemetery.

### PROCEDURES:

#### MONUMENT PERMIT

Before a monument and/or marker is placed or erected and prior to any type of construction or concrete foundation being placed within the Cemetery, a Monument Permit Application must be completed by the monument supplier/installer or purchaser.

Construction/installation may not proceed until the permit has been approved by the Chief Administrative Officer or designate.

The application must be accompanied by a non-refundable permit fee of twenty-five (\$25.00) dollars. An application received without the required fee will not be processed.

## MONUMENT DEPOSIT

A deposit of one hundred (\$100.00) dollars may be requested from the monument installer by the Chief Administrative Officer or designate to be paid along with the monument permit application fee as security to ensure that the work is carried out to the satisfaction of the Town. Upon satisfactory completion of the work the deposit will be refunded.

If the work is not completed to the satisfaction of the Town, a letter/email will be sent will be sent to the monument installer outlining the deficiencies that need to be rectified and a time specified for completion of the work in order to be eligible to receive a return of the deposit.

Any work that is not remedied within the prescribed time period can be carried by the Town's own forces or by contract and the costs deducted from the deposit being held. If there is not a sufficient deposit on hand to carry out the remedial work necessary; the monument may be removed from the Cemetery.