



CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT
Cemetery Office

P.O. Box 158, 25 Fifth Avenue, Sioux Lookout, ON P8T 1A4
 Telephone: (807) 737-2700 - Fax: (807) 737-3436
 E-Mail: cemetery@siouxlookout.ca

CEMETERY MARKER/MONUMENT CONTRACT

Interment Rights Holder		Address	
Street _____		P.O. Box _____	
Relation to Deceased		City/Town _____ Province _____ Postal Code _____	
Marker to be Centered Over (* see size restrictions on reverse)		Name and Inscription on Marker	
Cemetery: _____		Name of Monument Dealer: _____ Name of Authorized Agent: _____	
Lot(s): _____			
Section(s): _____			
Is there a marker on this lot? <input type="checkbox"/> Yes (see Location & Marker Standards) <input type="checkbox"/> No		If Yes, specify marker type and location <input type="checkbox"/> upright <input type="checkbox"/> location on lot: <input type="checkbox"/> slant <input type="checkbox"/> head <input type="checkbox"/> pillow <input type="checkbox"/> foot <input type="checkbox"/> flat	
Is there a surround on this lot? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, provide details and description of surround.	
New marker to be placed at:		Marker Description	
<input type="checkbox"/> Head of lot <input type="checkbox"/> Foot of lot		Type <input type="checkbox"/> upright <input type="checkbox"/> slant <input type="checkbox"/> pillow <input type="checkbox"/> flat	
IMPORTANT		Base & Foundation Information	
<i>Based on a field survey of the conditions present on this lot, the Municipality reserves the right to delay and/or deny memorialization on any lot until the said conditions have been rectified.</i>		Base Dimensions Length: _____ Width: _____ Height: _____	
		Foundation Required? <input type="checkbox"/> Yes Dimensions: L _____ W _____ H _____ <input type="checkbox"/> No	

Charges and Delivery

- 1) A minimum of two week notification must be provided prior to the delivery of any marker.
- 2) The marker manufacturer/monument dealer will invoice the purchaser for the cost of the marker.
- 3) The marker manufacturer/monument dealer OR the Municipality will invoice the purchaser for the cost of the foundation, ground preparation, and contribution to the Care & Maintenance Trust Fund, as described in the Cemetery Interment Rights, Supplies & Services Tariff of Rates, a copy of which is hereto attached.

- I hereby accept responsibility for all charges pertaining to the installation of the marker and the associated Care and Maintenance charges of the monument described above.

Signature of Interment Rights Holder _____ Date _____

- Based on the above specifications, the Corporation of the Municipality of Sioux Lookout accepts the marker and its installation in the cemetery and lot specified in this document.

Signature of Municipal Representative _____ Date _____

v.2, Effective Sept. 1, 2008

* No marker or monument shall be installed without all applicable signatures present on this contract *

CONDITIONS OF CONTRACT

General

1. Only the Interment Rights Holder may request the placement of a marker on a lot or grave.
2. Markers must be installed according to specifications in the By-Law governing Municipal Cemeteries.
3. To ensure public safety, quality control, and the proper administration of the Care & Maintenance Trust Fund, only Municipal staff may authorize the installation of a marker and provide the layout.
4. Any marker delivered or set within the grounds of the Municipal Cemeteries without the prior knowledge of the Municipality, will be removed and stored at the expense of the Owner until such time as the Owner has made arrangements for installation through the Cemetery Office.
5. Any marker installed without an adequate foundation will have a foundation placed by the Municipality at the expense of the Owner.
6. Damage to any portion of the grounds by Monument Dealers hired by an Interment Rights Holder to perform a service will be rectified, and the expense shall be incurred by the Interment Rights Holder.

Removal of Markers/Monuments

1. Municipal staff may remove a marker/monument from any lot or grave if payment of the Contract for Installation, Care & Maintenance, interment charges or any other cemetery charge is in default.
2. Markers purchased by anyone other than the Interment Rights Holder may be removed by the Municipality with the cost of removal being charged to the original purchaser.
3. The Municipality reserves the right to remove any marker that does not meet the specifications in the By-Law governing Municipal Cemeteries, or any marker which is not in keeping with the dignity and decorum of the cemetery.

Location and Marker Standards

1. Only one upright or flat marker may be installed at the head of an individual lot.
2. Markers must be installed in the top three feet of the lot, in the bottom one foot of the lot, or on the grave beneath which the human remains are interred for which the marker is intended to memorialize.
3. Monuments must be placed at the head of the lot only.
4. Flat markers may be placed at either the head or foot of the lot. Flat markers placed at the foot of the lot must be installed flush to the ground.
5. Flat markers installed at the head of the lot have the option of utilizing a foundation. If a foundation is not used, the marker must be placed flush to the ground.
6. Cremations in graves within lots must be memorialized with a flat marker, installed flush to the ground. If the lot contains only cremated remains (no full burial has taken place), one monument may be used.
7. All markers/monuments shall be constructed of refined or manufactured granite, marble or bronze.
8. Free standing crosses are considered temporary markers and will be removed by the Municipality after 12 months.

Size Restrictions

1. Every person shall ensure that all monuments are placed on a foundation constructed of 2000 pounds per square inch concrete and the dimensions of the foundation shall not be less than the size of the base of the monument plus an additional four inches (ten centimeters) on each side of the base of the monument. Depth of the foundation shall be in accordance with the following specifications:
 - a) For a monument height (including base) that is greater than zero inches (zero centimeters) and less than 31½ inches (80 cm), the depth of the foundation shall be four inches (ten cm).
 - b) For a monument height (including base) that is greater than 31½ inches (80 cm) and less than 47 inches (119 cm), the depth of the foundation shall be six inches (15 cm).
2. Every person shall ensure marker and foundation dimensions conform to the following table:

Marker Type	Lot/Grave Type	Maximum Size
Flat (flush with ground)	Single Lot	24" long X 12" wide X 4" high (61 cm X 30.5 cm X 10 cm)
Flat (flush with ground)	Double Lot	48" long X 24" wide X 4" high (122 cm X 61 cm X 10 cm)
Monument (upright) (including foundation)	Single Lot	34" long X 28" wide X 36" high (86 cm X 71 cm X 91.5 cm)
Monument (upright) (including foundation)	Double Lot	68" long X 28" wide X 36" high (173 cm X 71 cm X 91.5 cm)
Bronze Plaque (required for Cremation Rail)	Cremation Rail – single grave	20" long X 12" wide X ½" high (51 cm X 30.5 cm X 1.3 cm)
Bronze Plaque (required for Cremation Rail)	Cremation Rail – double grave	40" long X 12" wide X ½" high (101.6 cm X 30.5 cm X 1.3 cm)

3. Excepting those markers placed on the Cremation Rail, all markers shall be located at a point approximately four inches (ten centimeters) from the west line of a lot when the marker is intended for the head of the lot, and approximately four inches (ten centimeters) from the east line of a lot when the marker is intended for the foot of the lot.
 - **I have read and understood the conditions for marker/monument installation.**

Signature of Interment Rights Holder

Date

* No marker or monument shall be installed without all applicable signatures present on this contract *