



Cemetery Columbarium Memorial Order

| POLICY TITLE | PROCUREMENT POLICY & PROCEDURES | | |
|---------------------------------|---|---|----------------------|
| Replaces (if applicable) | N/A | Policy Number | C-36 |
| Authority | Legislative (Council) | Department Responsible (if applicable) | Engineering Services |
| Effective Date | December 2, 2024 | | |
| Last Review Date | n/a | Next Review Date | December, 2025 |
| Supporting Documents | a) Part 7, Division 4 of the <i>Kitimat Municipal Code</i> | | |

STATEMENT

The District of Kitimat operates a municipal cemetery. The District of Kitimat has, through bylaw, set out the regulations of the municipal cemetery, including regulations of Memorial markers, such as nameplates and photographs, for the Cemetery Columbarium. These regulations form part of Part 7, Division 4 of the *Kitimat Municipal Code*.

The District would like to use Ornamental Bronze Limited (“Third-Party”) as a provider of Memorials for the Cemetery Columbarium.

The District of Kitimat may facilitate the order for the nameplate and/or photograph for a Niche at the Cemetery Columbarium.

It is not a requirement to order the Memorial through the District of Kitimat or through any specific third party.

PURPOSE

This Policy outlines the role of the District and the role of the Owner of a Licence for Columbarium Space related to ordering a Memorial for the Cemetery Columbarium.

SCOPE

This policy relates to the Cemetery Columbarium.

DEFINITIONS

Licence for Columbarium Space shall have the same meaning as in Part 7, Division 4 of the *Kitimat Municipal Code*.

Cemetery Columbarium shall have the same meaning as in Part 7, Division 4 of the *Kitimat Municipal Code*.

District shall have the same meaning as in Part 7, Division 4 of the *Kitimat Municipal Code*.

Niche shall have the same meaning as in Part 7, Division 4 of the *Kitimat Municipal Code*.

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Memorial shall have the same meaning as in Part 7, Division 4 of the *Kitimat Municipal Code* and include a photograph.

Owner means the person, or organization, who is the owner of record of a Niche space at the Cemetery Columbarium, or a person that holds authority to make decisions on behalf of the owner of the Niche space.

1. General Administration

- 1.1 The nameplate order will be administered through the direction of the holder of the Licence for Columbarium Space or the Owner.
- 1.2 Notwithstanding 1.1, the District may take direction from a person other than the Owner or holder of the Licence for Columbarium Space provided that the person provides evidence to the satisfaction of the Municipal Engineer, or delegate, of their authority to order the nameplate.

2. Memorial Marker

2.1. Administration

- 1) The Director of Engineering Services, or delegate, will be responsible for the administration of this Policy. The Director of Engineering Services shall set the form for ordering the nameplate and/or photograph through the Third-Party.

2.2. Fees

- 1) The District will recover all Third-Party fees from the person ordering, including taxes, shipping, and other fees incurred to complete the order.
- 2) The District will recover an administrative fee as set out in Schedule C of Part 7, Division 4 of the *Kitimat Municipal Code*.

2.3. Delivery

- 1) The District may take delivery of the order from the Third-Party.
- 2) The District will notify the person ordering that the order has been received. Upon notification being affected, the thirty (30) day period begins.
- 3) The District will inspect the order upon receipt for damage related to shipping.

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- 4) The person ordering will be required to:
 - a) Arrange for the Memorial to be attached to the Niche; or
 - b) Arrange for the Memorial to be picked up from the District office, within thirty (30) days of notification by the District.

The District will not be responsible for orders following this period (the “Unclaimed Memorial”).
- 5) The District will not store orders longer than thirty days unless arrangements are made in accordance with section 2.3.3(a) of this Policy.

2.4. Responsibility of the person ordering

- 1) The person ordering the Memorial will be responsible for:
 - a) Providing all information required by the Third-Party, including the text and/or photograph, and final approval of proof;
 - b) Arranging to attach the Memorial to the Niche, including any fees as set out in the *Kitimat Municipal Code*;
 - c) All Fees as set out in 2.2 of the Policy;
 - d) Unless arrangements are made under 2.4.1.b, picking up or arranging shipping of the Memorial from the District’s municipal office within thirty (30) days of notice of receipt by the District; and
 - e) Providing other information as may be requested by the Director of Engineering or delegate.

3. Unclaimed Memorial

- 3.1. The District will not be responsible for damage or loss of a Memorial not claimed within the time period established in this policy.

4. Disclaimer

- 4.1. The District will not be responsible for warranties, claims, or other issues that may arise between the person ordering and the Third-Party.