

Policy Title: Cemetery Tours, City of Regina Owned Cemeteries		Applies to: Parks, Recreation & Cultural Services Department Attendees/Organizers of Tours	Reference # 2022
Approved by: Director, Parks, Recreation & Cultural Services		Dates:	Total # of Pages
		Effective: 13-June-2022	3
		Last Review: dd-mmm-yyyy	
		Next Review: 13-June-2023	
Authority: Policy 002-LEG			

1.0 Purpose

The City of Regina (City) provides and maintains an inclusive, peaceful and respectful resting place for the deceased and a commemorative, historical, passive recreational park to be enjoyed by the community. The City also encourages public visits to the cemeteries, to enable residents to explore Regina’s cultural heritage and history.

The purpose of the policy is to provide structure to the application process for tours requested at a City owned cemetery in an effort to enable organizers to conduct tours, while also respecting the needs of scheduled funeral services and spontaneous visitors.

2.0 Scope

The policy outlines standards that allow for tours to take place at City of Regina owned Cemeteries that preserve the heritage while respecting the grounds as a final resting place. Tours are subject to approval by the Director, Parks, Recreation & Cultural Services or designate.

Note: Private visits by a group to a lot or niche not advertised or open to the public, memorials held for a specific individual or unorganized or spontaneous visits to the cemetery are not subject to the Cemetery Tour Policy.

3.0 Definitions

- 3.1 “City” means the City of Regina
- 3.2 “Applicant” means Cemetery Tour applicant
- 3.3 “Attendees” means Cemetery Tour attendees
- 3.4 “Tours” means an organized gathering

4.0 Policy

1. Tours are only permitted through the application process and approval of the City. See Appendix A for application form. The Cemeteries area within City Administration will contact the applicant with the final decision of the request.
2. An approved application is granted for the exclusive benefit of the applicant and may not be transferred or assigned to any other party, unless authorized in writing by the City.
3. The maximum number of attendees per tour is 75 people, unless otherwise approved in writing by the City.
4. Tours are conducted during regular cemetery gate opening hours.
5. No minor children unless supervised by an adult over the age of 18.
6. The applicant shall be responsible for the supervision of all attendees.
7. Production Filming is not permitted without a Film Permit issued by the City of Regina.
8. Any tour inquiries received by the City of Regina, will be directed to the tour organizer.
9. The City of Regina is not a participant in concerns raised between Tour Companies.

5.0 Terms and Conditions:

1. An approved tour may be cancelled or restricted without notice to accommodate operational requirements/funeral services. The City shall not be responsible for any costs or expenses incurred as a result of the cancellation or restriction.
2. Tour materials will not be created, reviewed nor approved by the City of Regina.
3. The tour organizer and attendees must conduct themselves in an ethical and respectful manner.
4. The applicant or attendees shall not offer for sale any goods or services within the cemeteries.
5. The applicant is responsible for the conduct and supervision of all attendees participating in a tour and shall ensure that they adhere to and are informed of the Cemetery Tour Policy.
6. A tour shall be conducted in compliance with *The Cemeteries Bylaw, #2008-27*.
7. The applicant agrees to save harmless and indemnify the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the tour organized by the applicant.
8. The applicant is responsible for all damage caused by tour attendees. If the terms & conditions of this policy are not adhered to by the tour guide/applicant or attendees, the City may deny future tour applications.
9. All information provided during the tour must be true and accurate to the best of the knowledge of the applicant/guide. Any willful provision of false information may result in denial of future tour applications.

6.0 Cemetery Tour Code of Conduct:

- Be respectful of cemetery visitors
- Be respectful of funeral services taking place
- Be respectful of graves
- No loud music is permitted on cemetery grounds
- No defecating of bodily fluids on cemetery grounds

- No sport, game or other related activity
- No discharging of firearms
- No alcohol consumption
- No touching of memorials or artifacts
- Stay on designated sidewalks
- Drive on roadways only
- Clean up after yourselves

Location:

1. Upon approval, tours can be held at the Riverside and Regina Cemeteries.

Costs:

- 1) Any costs associated with tours held at the Riverside and Regina Cemeteries have not been set by the City of Regina.

7.0 Roles & Responsibilities

Role	Responsibility
Applicant	<ul style="list-style-type: none"> • Complete the Cemetery Tour Application form • Return application form to cemeteries@regina.ca • Adhere to the Cemetery Tour Policy • Adhere to the Cemetery Tour Agreement
Cemeteries Staff	<ul style="list-style-type: none"> • Review application form • Notify applicant of decision • Notify applicant if the event is cancelled due to a funeral service/operational requirement • Prepare and provide Cemetery Tour agreement to applicant
Tour Attendees	<ul style="list-style-type: none"> • Adhere to the Cemetery Tour Policy


8.0 Related Forms/Materials

Cemetery Tour Application form/Agreement
Cemeteries Bylaw #2008-27
 City of Regina Film Permit Guidelines & Application Form
 Internal Process Documents

9.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
13-JUN-2022	Initial Release	Yes

10.0 Approver History

Approved by	Position	Date Approved
	Director, Parks, Recreation & Cultural Services	June 6, 2022