

SECTION 1: APPLICANT INFORMATION

Applicant is the interment rights holder, the person who will be relinquishing their Interment Rights Certificate.

Applicant is the legal representative of the Interment Rights Holder.

Applicant Name:	Phone Number:
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Mailing Address:

Email Address:

SECTION 2: INTERMENT RIGHTS HOLDER INFORMATION (IF DIFFERENT THAN APPLICANT)

Name:	Phone Number:
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Mailing Address:

Email Address:

SECTION 3: PLOT INFORMATION

Cemetery: Lakeview Cemetery (Cold Lake North) Grand Centre Memorial Park (Cold Lake South)

Plot / Niche:

SECTION 4: TRANSFER CATEGORY

City of Cold Lake Cemetery Management Bylaw No. 677-AD-20, Section 6, outlines two categories for the transfer of interment rights: private sale (transfer to a third party), or surrender back to the City of Cold Lake. **Transfers and sales of interment rights, without the City's knowledge, participation, or approval, is prohibited, and the City shall have no obligation to honor an interment right acquired under such a transaction.** For your reference, the full bylaw can be found on the City of Cold Lake's website here: <https://coldlake.com/en/city-hall/bylaws-and-policies.aspx>

CATEGORY 1 – TRANSFER TO A THIRD PARTY

For transfers to a third party, the new proposed interment right holder:

- Pays the full \$110.00 fee to transfer a plot to another individual and name change for the plot
- If approved, the City of Cold Lake shall issue an Interment Rights Certificate, which sets out the rights of plot use attributed to the purchaser identified on the certificate.

PERSON WHO WILL HOLD INTERMENT RIGHTS CERTIFICATE, IF THE TRANSFER IS ACCEPTED

Name:	Phone Number:
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Mailing Address:

Email Address:

DESIGNATED SECONDARY RIGHTS HOLDER

Bylaw No. 677-AD-20, Section 5.4, states that “an interment rights holder, at the time of purchase, shall reserve the right to use a plot they have purchased for themselves and authorize or assign the right of any secondary rights in a plot to another person to use or to control the exercise of an interment right where an assignee so named shall be a family member of the rights holder.”

Name:	Phone Number:
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Mailing Address:

Email Address:

5513 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the *Protection of Privacy Act*, Sec. 4 (c), which regulates the collection, use, and disclosure of personal information. If you have any questions or concerns, please contact the Privacy Officer by email (legislative@coldlake.com) or phone (780) 594-4494 ext. 7915.

CATEGORY 2 – TRANSFER TO THE CITY OF COLD LAKE

Bylaw No. 677-AD-20, Section 6.2, states that “the surrender of an interment right back to the City, for an unused plot, may be permitted and the City shall purchase the interment right back at 85% of the market value of the plot at the date of resale, and the transaction shall be made in compliance with cemetery legislation in effect at the time the surrender is made...” There is no fee for the transfer of interment right to the City.

SECTION 5: SIGNATURE OF APPLICANT

I certify that the information I have provided on this application is true to the best of my knowledge.

Applicant Signature:

Date:

SECTION 6: SUBMISSION INSTRUCTIONS

Please submit the completed application to the **attention of the Legislative Services Department** by email (cemeteries@coldlake.com), by mail, or in person to the address below. Ensure all of the following are included with your application:

- Completed Application Form
- Payment (If a Transfer to a Third Party)
- Original Interment Rights Certificate (was previously called a Plot Deed, Certificate of Burial Rights)

OFFICE USE ONLY

Payment Type:

Cash Cheque Debit Credit

Transfer Fee: \$_____

GST: \$_____

Total Cost: \$_____

Receipt #: _____

Fee To Transfer Plot:

- \$110.00 To another individual and name change for plot
- \$0.00 Transfer of Interment Right to the City of Cold Lake

TRANSFER AUTHORIZATION TO A THIRD PARTY

The City of Cold Lake, as the owner of the _____ Cemetery, hereby approves the transfer of plot/niche _____ from _____ to _____ as of the date below.

Chief Administrative Officer Signature:

Date:

TRANSFER AUTHORIZATION TO THE CITY OF COLD LAKE

The City of Cold Lake, as the owner of the _____ Cemetery, hereby approves the transfer of plot/niche _____ from _____ to the City of Cold Lake at 85% of the market value of the plot at the date of resale. As of the below date, the Interment Rights Certificate for the plot is no longer valid.

Legislative Services Manager Signature:

Date:

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