

RLS Licensing Application Information for Non-Commercial Cemeteries

A user guide to assist Non-Commercial
Cemeteries using FCAA's Registration
and Licensing System.

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SPECIAL NOTE

Non-Commercial Cemetery registration applications, and expansions must be submitted to the Registrar, *The Cemeteries Act, 1999* via the on-line Financial and Consumer Affairs Authority (FCAA) Registration and Licensing System (RLS).

Continue to next pages to read the On-line Application Instructions,

- Go to our website (www.fcaa.gov.sk.ca) and navigate to [Cemeteries](#) webpage to find the link to the General RLS User Guide.
- **RLS portal** (<https://fcaa.saskatchewan.ca>).

Before You Begin

Welcome to the Financial Consumer Affairs Authority's (FCAA) online Registration and Licensing System (RLS). This system has been designed to facilitate the process of applying for and managing cemetery registrations and licenses. If you have any questions about the requirements, we encourage you to contact us at [306-787-5550](tel:306-787-5550) or toll-free at [1-877-880-5550](tel:1-877-880-5550) before you begin your submission.

During the application process you will need to upload the following:

- a. A written request to establish a cemetery signed by landowner.
- b. A business plan if you intend to apply to operate a for-profit cemetery.
- c. A signed letter or declaration by the municipality (in which the cemetery is to be located) that approves the establishment of a cemetery.
- d. A cemetery plan drawn to scale outlining plots.
- e. A land title document confirming property ownership and location.

You should note that:

- Cemetery establishment, operations and transfers are governed by provincial legislation.
- Interments can only occur in a registered cemetery, columbarium or mausoleum.
- All commercial, non-commercial or any other not for-profit cemetery, columbarium or mausoleum must be registered (this includes but not limited to cemeteries on family farms, those operated by religious organizations or community groups, and those owned by Municipalities).
- A registration fee for a non-commercial cemetery is not required.
- A for-profit commercial cemetery must be licensed and pay an annual fee.
- The pre-burial processes are governed by [The Funeral and Cremation Services Act and Regulations](#). These rules are administered by the Funeral and Cremation Services Council of Saskatchewan please contact them for information at <http://www.fcscs.ca/>.

Name Registration

All corporations and operating (business) names must be registered with the [Corporate Registry of the Information Services Corporation \(ISC\)](#). Phone [1-866-275-4721](tel:1-866-275-4721) for information on this procedure.

Information about cemetery rules and regulations as well as other resources can be found at:

[General Information Webpage](#)

[Operating Your Small Cemetery - A Primer for Saskatchewan Cemeterians](#)

[Guidelines for Establishing or Enlarging a Cemetery](#)

[Cemetery Care Guides and Index](#)

[The Cemeteries Act](#) ; [The Cemeteries Act - Regulations](#)

Once established, owners must provide for public visitation access, care and maintain the cemetery to community standards, and must get the Registrar of Cemeteries' approval for the sale or transfer of land containing a cemetery. For more information contact:

Contact Information

Registrar, [The Cemeteries Act](#)
Financial and Consumer Affairs Authority
Consumer Protection Division
500 - 1919 Saskatchewan Drive
REGINA SK S4P 4H2
Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550](tel:1-877-880-5550) (toll-free) Fax: [306-787-9779](tel:306-787-9779)
Email: cpdlicensing@gov.sk.ca
Web address: <http://www.fcaa.gov.sk.ca>

General Remarks

Every applicant for a licence should become familiar with the Act and Regulations. A complete copy of [The Cemeteries Act and Regulations](#) is available free of charge online at publications@gov.sk.ca/freelaw or by purchasing a print copy from Publications Saskatchewan at Telephone: [1-800-226-7302](tel:1-800-226-7302) (Sask. residents only) [306-787-6894](tel:306-787-6894) Fax: [306-798-0835](tel:306-798-0835) Email: publications@gov.sk.ca

After You Submit

Once you have completed your submission, it will be reviewed by FCAA. You may be contacted to provide additional information in order to complete the review process. Your timely response to these requests will ensure the review of your submission is not delayed. You will be advised of the progress of your submission electronically by email.

Unless otherwise directed, any correspondence you receive from FCAA will direct or require you to return to the online Registration and Licensing System (RLS) portal to ensure the security of your information.

Security Controls

For security purposes, remember that we will never ask you for your user name or password.

Terms of Use

The Financial and Consumer Affairs Authority of Saskatchewan ("FCAA") is a regulatory body comprised of different divisions ("Regulatory Divisions") that administer a number of regulatory programs pursuant to various legislation and regulations ("Regulatory Laws"). By accessing this system, including providing or submitting any information ("Information"), I acknowledge, recognize and understand that any and all information I provide to FCAA and/or any of its Regulatory Divisions may be used, disclosed or shared by FCAA or any of its Regulatory Divisions as authorized by Regulatory Laws or other applicable laws, including the sharing of the information amongst the different Regulatory Divisions.

Non-Commercial Cemetery Application

The narrative below describes the details required on the pages or steps of the online RLS application.

Login Page

Log in using your username and password if you have already registered, otherwise please register.

Once logged-in

1. select “Apply for a Licence/Registration/Endorsement/or Film Classification”, then
2. select the Consumer Protection “button”, then
3. click on the drop down window labelled “Please select to reveal list...”, then
4. within the dropdown window, select Cemeteries, Columbaria or Mausoleums.

Before You Begin page

The “Before You Begin” page outlines basic information about Non-Commercial Cemeteries registration, legal definitions, name registration, contact information, security controls and terms of use.

After reading the information contained on this page, select the “I acknowledge” button.

Since you will not be able to return to this “Before You Begin” page once you select the “I acknowledge” button, it was reproduced at the start of this document for your reference.

Step 1 – Application for Cemetery, Columbarium or Mausoleum

Primary Contact Information

At this step, provide the primary contact information for the person who should receive communication and information from the FCAA regarding this request.

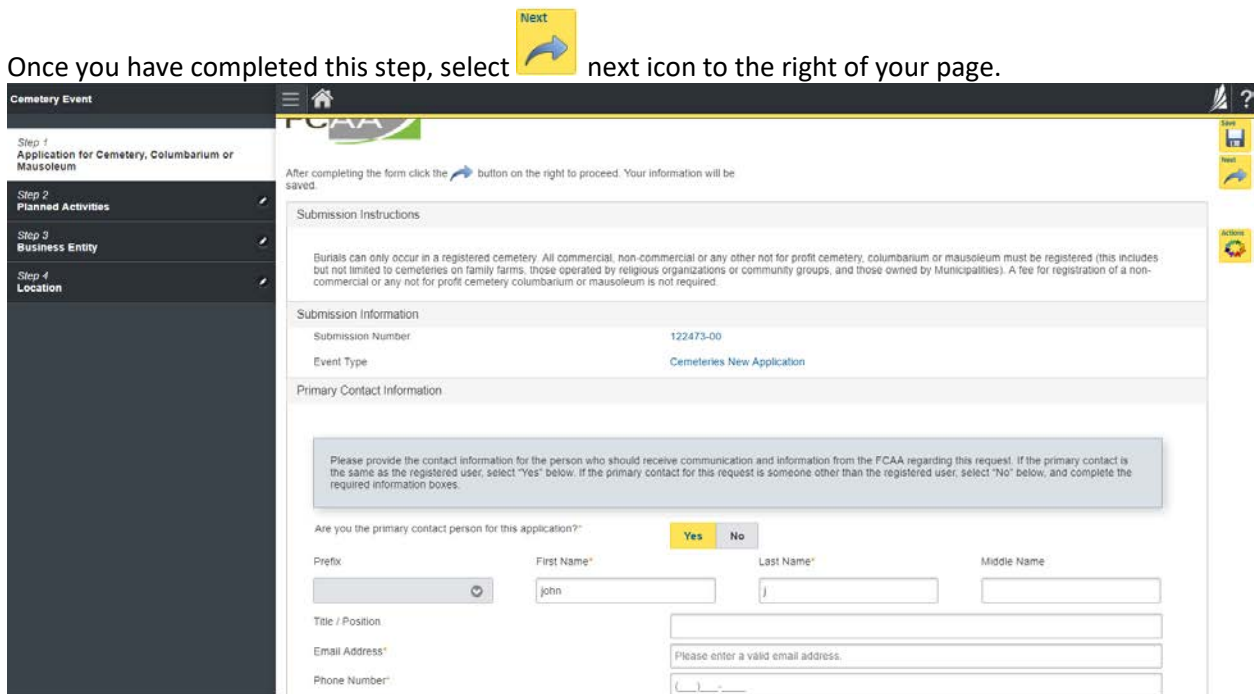
1. If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select “Yes” below.
2. If the primary contact for this request is someone other than the registered user, select “No” below and complete the required information fields/boxes.


Option 2 - is recommended if the primary contact is an employee or designate of the organization. Such an employee/designate of the organization should be authorized to act on behalf of the organization and the organization is bound and held responsible for the information and declaration made by such an individual.

The following information is required:

- Name of primary contact
- Title/Position with the organization
- Email Address of the primary contact
- Phone Number of the primary contact


Once you have completed this step, select  next icon to the right of your page.




The screenshot shows the FCAA application interface. On the left is a navigation menu with steps: Step 1 (Application for Cemetery, Columbarium or Mausoleum), Step 2 (Planned Activities), Step 3 (Business Entity), and Step 4 (Location). The main content area has a 'Next' button at the top. Below it, a message says: 'After completing the form click the  button on the right to proceed. Your information will be saved.' The form is divided into sections: 'Submission Instructions' (with a paragraph about registration requirements), 'Submission Information' (with fields for Submission Number: 122473-00 and Event Type: Cemeteries New Application), and 'Primary Contact Information'. A grey box contains instructions: 'Please provide the contact information for the person who should receive communication and information from the FCAA regarding this request. If the primary contact is the same as the registered user, select "Yes" below. If the primary contact for this request is someone other than the registered user, select "No" below, and complete the required information boxes.' Below this is a question: 'Are you the primary contact person for this application?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted. Below are input fields for Prefix, First Name (with 'john' entered), Last Name (with 'j' entered), Middle Name, Title / Position, Email Address (with a placeholder 'Please enter a valid email address.'), and Phone Number.

Step 2 – Planned Activities



Once you have completed this step, select  next icon to the right of your page. Note that if the program determines that there is a problem at this step, it will prompt you to call our office.

The screenshot shows a web application interface for the FCAA. On the left is a dark sidebar with a navigation menu for 'Cemetery Event' containing four steps: Step 1 (Application for Cemetery, Columbarium or ...), Step 2 (Planned Activities), Step 3 (Business Entity), and Step 4 (Location). The main content area is titled 'Step 2 Planned Activities' and features the FCAA logo. Below the logo, there is a message: 'After completing the form click the  button on the right to proceed. Your information will be saved.' The user's name '122473-00 - John Doe' is displayed. The form section is titled 'Cemetery, Columbarium or Mausoleum' and contains three questions with 'Yes' and 'No' radio buttons: 'Is your cemetery / columbarium / mausoleum a for-profit business?', 'Do you offer services for sale on a pre-need basis?', and 'Are your planned activities for a non-commercial cemetery, columbarium or mausoleum?'. The 'Yes' button for the third question is selected. There are two 'Upload File' buttons: one for 'Please upload your bylaws' and another for 'Upload signed request by landowner to establish a cemetery'. On the right side of the page, there is a vertical toolbar with icons for 'Home', 'Next', 'Previous', and 'Action'.

Step 3 - Business Entity

Select the type of business entity (i.e. Corporation, Partnership, Sole Proprietor).

If a corporation, provide the following:

- Corporation name (Entity name) as listed with the Information Services Corporation
- Information Services Corporation (ISC) Registration Number (called the entity number)
- An uploaded ISC Corporate Registry Profile Report
- The names of all corporate officers/director's responsible for the Saskatchewan operation
- Will you conduct business as a cemetery under any other business/operating name(s)?

If a partnership, provide this information:

- Partnership name (Entity name)
- ISC Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- The names of each member of the partnership (if applicable, this includes the ISC number for partner of the partnership that are corporations). The information you provide about the members of your partnership should correspond to the information registered with ISC.
- Will you conduct business as a cemetery under any other business/operation name(s)?

If a sole proprietor, provide this information

- Information Services Corporation (ISC) registered business name (Entity name) and Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- The legal name of the sole proprietor
- Any other business/operating name(s)?
- Will you conduct business as a cemetery under any other business/operating name(s)?

If an individual, provide this information about yourself

When deciding whether to register as a sole proprietorship or individual. If you are an individual who intends to operate the cemetery on land with a registered business name, register as "sole proprietor" otherwise select and register as an "individual".

- Prefix
- First Name
- Last Name

Are there any other owners of this property other than yourself? If yes, add any additional land owners associated to this title. By selecting the green button, you can add as many land owners as you require.

If a Religious Organization, provide this information

- Organization name

If a Municipality, provide this information

- Municipality name
- Rural Municipality number

If Indian land/Reserve, provide this information

- Indian Reserve name

Application Instructions for Licensing Non-Commercial Cemetery


Please provide the mailing address where you would like to receive any print correspondence related to this application. Provide the following information:

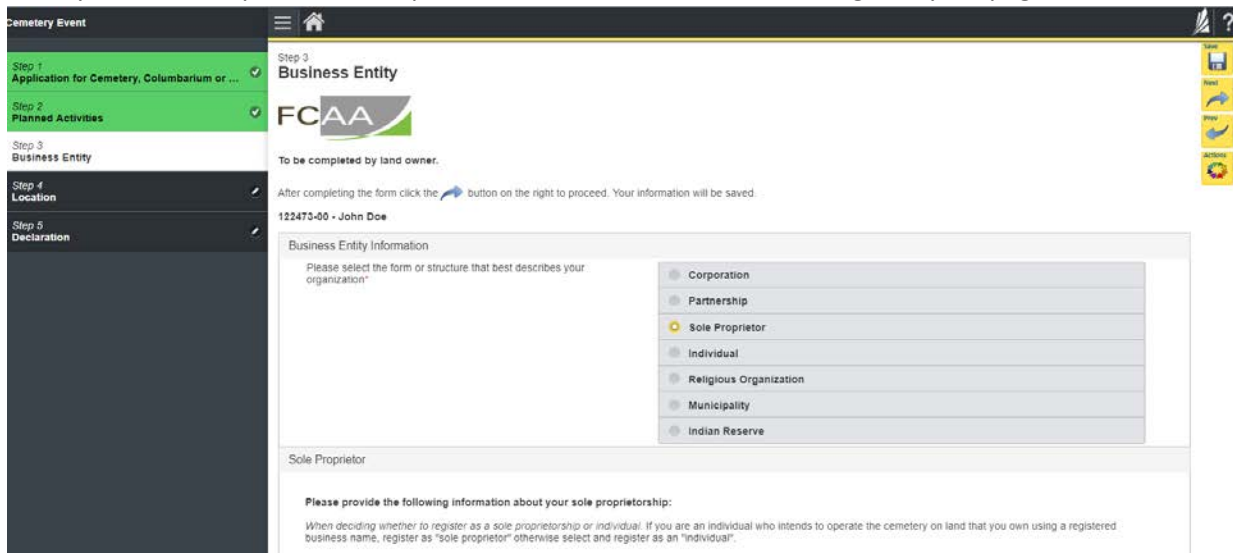
- Mailing address
- Street/P.O. Box
- City/Town/Village
- Canadian Postal Code
- Province/State

Is the mailing address you have provided appropriate for the service of legal documents? (address for service must be in Saskatchewan). Select “Yes” or if you select “No”, please provide the following information:

- Name of company
- Street/P.O. Box
- City/Town/Village
- Province
- Canadian Postal Code

Is the mailing address you have provided appropriate for the service of legal documents? (**address for service must be in Saskatchewan**) – If “yes” provide the address for legal service. Otherwise say “No”

Once you have completed this step, select the  next icon to the right of your page.



Cemetery Event

Step 1 Application for Cemetery, Columbarium or ... ✓

Step 2 Planned Activities ✓

Step 3 Business Entity


Step 4 Location

Step 5 Declaration

Step 3 Business Entity

FCAA

To be completed by land owner.

After completing the form click the  button on the right to proceed. Your information will be saved.

122473-00 - John Doe

Business Entity Information

Please select the form or structure that best describes your organization*

Corporation

Partnership

Sole Proprietor

Individual

Religious Organization

Municipality

Indian Reserve

Sole Proprietor

Please provide the following information about your sole proprietorship:

When deciding whether to register as a sole proprietorship or individual. If you are an individual who intends to operate the cemetery on land that you own using a registered business name, register as "sole proprietor" otherwise select and register as an "individual".

Application Instructions for Licensing Non-Commercial Cemetery

Business name (Entity name)*	<input type="text" value="Business name as registered with ISC"/>
ISC registration number (Entity number)*	<input type="text"/>
Please upload the ISC Corporate Profile Report*	<input type="button" value="Upload File"/>
	Click here to view an example of an ISC Corporate Profile Report.
	If you do not have your ISC Corporate Profile Report please go to https://www.isc.ca to obtain it.
Legal name of Sole Proprietor*	<input type="text"/>
Will you conduct business as a cemetery under any other business/operating name(s)*	<input type="button" value="Yes"/> <input type="button" value="No"/>

Mailing Address Information

Please provide the mailing address where you would like to receive any print correspondence related to this application:

Mailing Address Lookup	<input type="text" value="Please enter address to search.."/>
	Having trouble finding your address? Enable Manual Entry
Street/P.O. Box*	<input type="text"/>
City*	<input type="text"/>
Canadian Postal Code	<input type="text"/>
Province/State*	<input type="text" value="SASKATCHEWAN"/>

Is the mailing address you have provided appropriate for the service of legal documents? **(address for service must be in Saskatchewan)***

Please provide an address for legal service:

Name of Company	<input type="text"/>		
Street/P.O. Box*	<input type="text"/>		
City*	Province*	Canadian Postal Code*	
<input type="text"/>	<input type="text" value="SASKATCHEWAN"/>	<input type="text" value="A9A A9A"/>	

Step 4 – Location

Provide location(s) of the cemetery, columbarium or mausoleum. Include the land location and rural municipality number. When providing the name of your cemetery, columbarium or mausoleum please indicate the name it will be known by in the community.

Location Type – Please select Cemetery / Columbarium or Mausoleum

Name of cemetery (indicate the name it will be known by in the community)

Please upload Land Title Certificate

Please upload letter from the municipality

How would you like to provide the location of your cemetery / mausoleum / columbarium?

Select either Civic or Legal land description.

Do you wish to provide GPS coordinates? If “Yes” please provide what they are. Otherwise say “No”

Please upload your plot plan.

A plan is to be drawn in accordance with *The Cemeteries Act and Regulation*. For a summary of these regulations see [Guidelines](#). Plans with plots greater than 12 plots must be drawn by a qualified surveyor. You may upload a copy electronically using this plan by clicking the 'upload file' button. **If you are unable to provide the file electronically, please submit two paper copies of the required plan to:**

Financial and Consumer Affairs Authority

Consumer Protection Division

500 - 1919 Saskatchewan Drive

Regina, Saskatchewan

S4P 4H2

To ensure proper processing **please include the reference number** on the paper copies of the plan being submitted. This reference number is found on the top left-hand corner of each RLS page and will also show up towards the bottom of the page as indicated in the screen print on the next page.

Note that if you are submitting plans for more than one location, you may include all required plans in the same envelope.

Upload a picture of Cemetery /columbarium/mausoleum

Select the green button to add another location of cemetery / columbarium/mausoleum



Once you have completed this step, select the “next” icon to the right of your page.

Cemetery Event

- Step 1 Application for Cemetery, Columbarium or ...
- Step 2 Planned Activities
- Step 3 Business Entity
- Step 4 Location
- Step 5 Declaration

Step 4 Location of Cemetery, Columbarium or Mausoleum

122473-00 - John Doe

After completing the form click the button on the right to proceed. Your information will be saved.

Cemetery, Columbarium or Mausoleum Location Details

Provide location(s) of the cemetery, columbarium or mausoleum. Include the land location and rural municipality number.
When providing the name of your cemetery, columbarium or mausoleum please indicate the name it will be known by in the community.

Location Type*

- Cemetery
- Columbarium
- Mausoleum

Land Title Certificate*

Please attach your letter from the municipality

How would you like to provide the location of your cemetery / mausoleum / columbarium?*

- Civic
- Legal Land Description

Do you wish to provide GPS coordinates?

A plan is to be drawn in accordance with The Cemeteries Act and Regulation. For a summary of these regulations see [Guidelines](#). Plans with plots greater than 12 plots must be drawn by a qualified surveyor. You may upload a copy electronically using this plan by clicking the 'upload file' button. If you are unable to provide the file electronically, please submit [two paper copies](#) of the required plan to:

Financial and Consumer Affairs Authority
Consumer Protection Division
500 - 1919 Saskatchewan Drive
Regina, Saskatchewan
S4P 4H2

To ensure proper processing please include the reference number being submitted.

Note that if you are submitting plans for more than one location, you may include all required plans in the same envelope.

Please upload your plot plan

A reference number will show up here.

Step 5 – Declaration

Read the declaration and if in agreement click “I Agree”. Select “Submit”

Cemetery Event

Step 1 Application for Cemetery, Columbarium or ...

Step 2 Planned Activities

Step 3 Business Entity

Step 4 Location

Step 5 Declaration

Step 5 Declaration

FCAA

After completing the form click the button on the right to proceed. Your information will be saved.

122473-00 - John Doe

Declaration

I solemnly declare that the information provided by me in this application is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.

I hereby authorize the Financial and Consumer Affairs Authority to collect additional information from other sources including government regulators and law enforcement agencies as well as past and present employees, and/or business partners or suppliers in order to complete and verify information provided in this form.

I agree to provide the Financial and Consumer Affairs Authority with written notice of any change in information supplied in this application circumstance within 10 business days of the change pursuant to The Cemeteries Act (or pursuant to The Consumer Protection and Business Practices Act.) This includes proposals for the change of ownership of the cemetery, the change of business name of the owner, address of owner or if there is a merger or discontinuance of a merger.

I also hereby consent to the Financial and Consumer Affairs Authority sharing information collected under this application and The Cemeteries Act with regulating authorities in other jurisdictions.

I Agree

Applicant Name

Dated

Submit

APPLICATION STATUS

Once submitted, you will receive a notification email and the status of the application changes from “pending submission” to “in review”. Thereafter, you will receive further emails as follows:

1. More Information Requested.
2. License/Registration Approval
3. License/Registration Rejection

More Information Requested Email – If you receive such an email

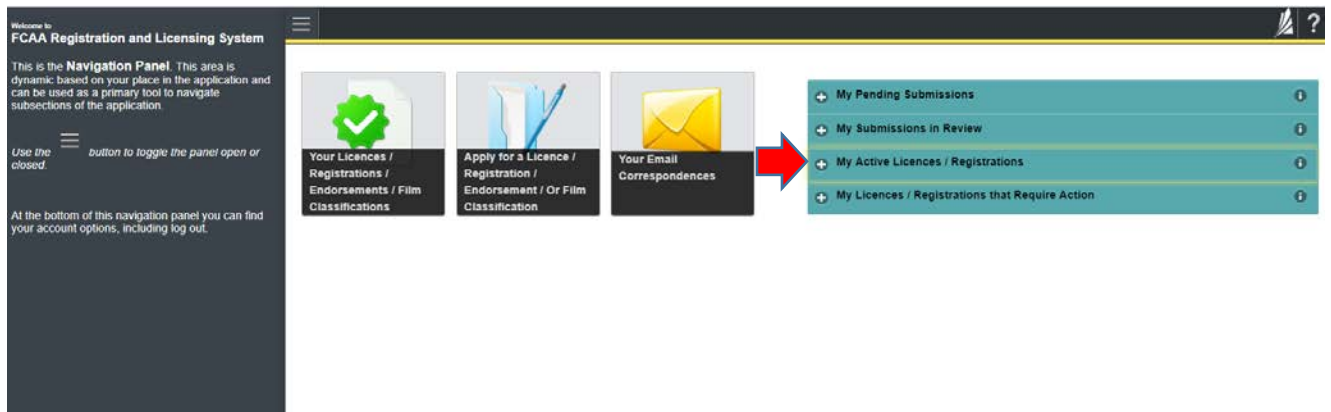
1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view the event pages).
4. Re-submit on the declaration page.

Licence/Registration Approval Email – if you receive such an email

5. Login to the RLS site go to the “My Active Licences/Registration” portal, select your license and then “View License” to view your approved licence. Note any conditions that apply to the licence.

License Rejection Email - If you receive such an email, your application has not been approved. You will thereafter be provided with further correspondence with reasons and be given an opportunity to be heard/appeal.

Once your Registration has been issued, you will receive notification in your email. Log back into RLS and find your licence under the portal to your right that says, ‘My Active Licences/Registration. Click on the + to open the portal and select your licence.



ANNUAL FILINGS/RENEWALS

If there are any changes to your information or you are expanding your cemetery you will need to submit a change of information through RLS.

- Update any changed information
- Declare the accuracy of the submission

APPLICATION PORTALS

My Pending Submissions – this portal contains your unfinished applications

My Submissions in Review – this portal contains your applications under review with the FCAA

My Active Licences/Registration – from this portal you can view your active licenses

My Licences/Registration that Require Action – this portal contains your licenses or registrations that require annual filing including any required fee payment.