

**POLICY # PD 019**
**LOCAL CEMETERY IMPROVEMENT**

<b>APPROVAL DATE:</b>	June 28, 2016	<b>CROSS-REFERENCE:</b>	Cemetery Service Level
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	None
<b>REVISION DATE (s):</b>	January 8, 2019	<b>REVIEW DATE:</b>	January 2024

## POLICY STATEMENT

To encourage Local Communities, Incorporated not for profit Organizations and Cemetery Groups within the County of Vermilion to maintain Grave Sites and Cemeteries.

## BACKGROUND

The County of Vermilion River acknowledges that there are both Active and Inactive Cemeteries that require ongoing care and maintenance. By providing funding under this policy, the County is able to assist Local Communities, Incorporated not for profit Organizations and Cemetery Groups to undertake improvements thereby encouraging the continuity of Cemetery maintenance and repair.

## OBJECTIVE

To establish annual funding guidelines for Local Communities, Incorporated not for profit Organizations and Cemetery Groups to encourage the improvement and maintenance of Grave Sites and Cemeteries.

## SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Council	Ratepayers
Administration	Cemetery Groups
	Local Communities
	Incorporated not for profit Organizations

## DEFINITIONS

**Active** means cemeteries that are accepting of new interments.

**Applicants** are Local Communities, Incorporated not for profit Organizations and Cemetery Groups.

**CA** is the Cemeteries Act, including any amendments made thereto.

**CCA** is the Cemetery Companies Act, including any amendments made thereto.

**Capital** is any tangible asset with an estimated useful life exceeding one year.

**Capital project** is a construction, expansion, renovation or replacement project that helps maintain or improve an asset or infrastructure.

**Cemetery** is any land, private or public, that is used as a place for the burial of dead human bodies or human remains.

**Cemetery Groups** are as defined by Section 2(1) of the Cemetery Companies Act, including any amendments made thereto.

**Cemetery Improvement Reserve** is where unexpended funds which are carried over from year to year are transferred and utilized for capital project assistance.

**Council** is the seven (7) elected officials for the County of Vermilion River in the province of Alberta.

**County** is the County of Vermilion River.

**FOIP** is the Freedom of Information and Protection of Privacy Act, including any amendments made thereto.

**Grave Site(s)** is any land within a Cemetery that is used as a place for the burial of dead human bodies or human remains.

**Inactive** means cemeteries that have not accepted new interments within the last ten (10) years from the approval date of this policy.

**Incorporated not for profit organizations** are organizations not established for the purpose of making a profit.

**Local communities** are social, religious, occupational or other groups who share common characteristics or interests and whose members reside in a specific locality.

**MGA** is the Municipal Government Act, including any amendments made thereto.

**OHS** is Occupational Health and Safety.

**Operational** is the management of all services required to ensure the functionality of a facility.

**Tangible Assets** are land, buildings, facility construction, renovation or repair, facility assessment, study, design or construction documents, furnishings and equipment for use at community operated facilities and site improvements.

**Trustee Agreement** is a formal agreement through which a trustor vests the ownership rights to one or more assets to one or more trustees for conservation and protection on behalf of one or more beneficiaries of the trust.

## GUIDING PRINCIPLES

### Operational Assistance

Local communities, Incorporated not for profit Organizations and Cemetery Groups seeking funding for Operational assistance under this policy must complete an application for Cemetery improvement funds and submit it for consideration to the County's Director of Planning and Development. The County's Director of Planning and Development reviews all completed applications to ensure they meet the necessary criteria as well as approves or disapproves applications based on eligibility.

Applicants seeking Operational assistance must provide the following information for their application to be considered:

- Cemetery name
- Legal land location or civic address
- Number of plot(s)
- Plot layout
- Authorized representative
- Funding received from the County in previous years

If approved by the County's Director of Planning and Development, successful Applicants receive funding in the amount of \$250.00, regardless of Cemetery size.

## **Capital Project Assistance**

Local Communities, Incorporated not for profit Organizations and Cemetery Groups seeking Capital Project assistance under this policy must complete an application for cemetery improvement funds and submit it for consideration to the County's Director of Planning and Development. The County's Director of Planning and Development reviews all completed applications to ensure they meet the necessary criteria as well as approves or disapproves applications based on eligibility.

Applicants seeking Capital Project assistance must provide the following information for their application to be considered:

- Cemetery name
- Legal land location or civic address
- Number of plot(s)
- Plot layout
- Authorized representative
- Funding received from the County in previous years
- Budget for the project
- Project objectives
- Two (2) quotes
- If they anticipate asking for funding for the same project in subsequent years

If approved by the County's Director of Planning and Development, successful Applicants are notified as to the amount of funding available from the Cemetery Improvement Reserve. Funding varies from year to year and is determined at the discretion of the County's Director of Planning and Development based on the project scope.

## **Reporting**

Successful Applicants must select an authorized representative to sign the application and accept full responsibility for any funding received. In addition, successful Applicants must also complete an acknowledgement of compliance form as provided by the County's Director of Planning and Development and attach photos and invoices to their final report prior to December 31 of the year in which funding was received.

## **Agreement**

Although not mandatory under this policy, Local Communities, Incorporated not for profit Organizations and Cemetery Groups are encouraged to enter into a Trustee's Agreement with the County.

**Other Regulations**

Local Communities, Incorporated not for profit Organizations and Cemetery Groups must ensure that all OHS regulations are adhered to and that the necessary provisions are put in to place to protect workers from harm.

**Indemnity**

The County is not liable for any accidents or damages as a result of the improvement, repair or maintenance carried out by Cemetery Groups. Furthermore, the County has the right to refuse any application should the improvements be unnecessary or if budget allocations have been expended.

**ROLES & RESPONSIBILITIES**

<b>ROLE/TASK</b>	<b>TITLE (s) OF PERSON RESPONSIBLE</b>
<b>HANDLING INQUIRIES</b>	Director of Planning and Development
<b>MONITORING REVIEWS AND REVISIONS</b>	Executive Secretary
<b>IMPLEMENTING POLICY</b>	Council
<b>COMMUNICATING POLICY</b>	Chief Administrative Officer

**EXCEPTIONS**

Funding is financed through the County’s general revenue unless other such sources are determined by Council during their annual budget deliberations.

Unexpended funds which are carried over from year to year are transferred to a Cemetery Improvement Reserve to be utilized towards future Capital Projects.