

POLICY NO:	PD-019
POLICY TITLE:	Local Cemetery Improvement
DEPARTMENT:	Planning & Development
APPROVAL DATE:	June 28, 2016 (2016-06-48)
REVISION DATE:	
REVIEW DATE:	

Policy Statement:

The County of Vermilion River’s encouragement for local communities and incorporated non-profit organizational cemetery groups as defined under the Cemetery Companies Act within the County to maintain their cemeteries and individual grave sites within their cemeteries.






Purpose:

The County of Vermilion River acknowledges that there are Active and Inactive Cemeteries in the County that require ongoing care and maintenance. Establishment of annual budgeting for funding is to encourage and assist those cemetery groups to undertake improvements and/or continue to maintenance and repair their cemeteries.

Definitions:

Active: Accepting new internments

Capital: any tangible asset with an estimated useful life exceeding one year, including:

-  Land or Buildings;
-  Facility Construction, renovation or repair;
-  Facility assessment, study, design or construction documents to support the above projects;
-  Furnishings and/or equipment for use at community operated facilities;
-  Site improvements.

CA: *Cemeteries Act*, RSA 2000, c. C-3 and amendments thereto.

CCA: *Cemetery Companies Act*, RSA 2000, c. C-4 and amendments thereto.

Cemetery: Land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

Council: means the Council of the County of Vermilion River

County: the Municipal Corporation of the County of Vermilion River having jurisdiction under the *Municipal Government Act* and other applicable legislation.

FOIP: means Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto.

Inactive: shall mean any cemetery, private or family cemetery, church cemetery or historic or prehistoric burial ground not used for interment of human remains with the last ten (10) years from the approval date of this policy by County of Vermilion River Council.

MGA: *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto.

Operational: means management of all services required to ensure the functioning of a facility(s)

Policy:

The County shall budget annually through the Planning and Development department for funds to assist local cemetery groups to undertake improvement within the cemetery. Unexpended funds which are carried over from year to year shall be transferred to a Cemeteries Improvement Reserve as outlined under County Bylaw or Policy.

Cemeteries are encouraged to enter into a Trustee's Agreement with the County.

The funding allocation will be financed through general revenue or such other sources as may be determined by County Council during Council Budget deliberations.

Funding for Operational Assistance is available on an annual basis and is outlined below.

Funding for Capital Project(s) Assistance is available and shall be approved at the discretion of Council

The cemetery group shall be responsible to ensure that Occupational Health and Safety (OHS) is adhered to and any necessary provisions are put in to place to protect volunteer workers from harm. The County of Vermilion River shall be held harmless should any accident or damages occur during the improvement activities done by the Cemetery group. The County reserves the right to refuse any application if they deem the improvements are not required or if budget allocations have been expended.

Guidelines

1. OPERATIONAL ASSISTANCE

- 1.1. Applicants seeking funding shall complete an application for a Cemetery Improvement form approved by the Director of Planning & Development department.
- 1.2. Applicants for Operational Assistance must provide the following at minimum:
 - 1.2.1. Cemetery name and legal location or civic address;
 - 1.2.2. Number or plot and plot layout;
 - 1.2.3. Authorized representative;
 - 1.2.4. Funding received from the County in previous years.
- 1.3. Based on the cemetery size noted in Table 1.0, the following potential funding is available, upon written submission on the above application.

Table 1.0

Cemetery Size	Annual Funding
Any size	\$250

2. CAPTIAL PROJECT ASSISTANCE

- 2.1 Applicants seeking funding shall complete an Application for Cemetery Improvement form approved by the Director of Planning & Development department.
- 2.2 Any funding requests must be accompanied by a minimum of 2 quotes.
- 2.3 Applications for a Capital Assistance must include:
 - 2.3.1 Cemetery name and legal location or civic address;
 - 2.3.2 Number of Plots and Plot layout (for County historical record)
 - 2.3.3 Authorized representative;
 - 2.3.4 Total budget for the program or project;
 - 2.3.5 Program or project objectives;
 - 2.3.6 Funding received from the County in previous years.
- 2.4 Applications are to be submitted to the Planning & Development department.
- 2.5 Applicants are encouraged to indicate if they anticipate asking for funding for the same project in subsequent years.
- 2.6 The Planning & Development department will forward all completed applications to County of Vermilion River Council for grant determination.

3. REPORTING

- 3.1 Grant Recipients are expect to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:
 - 3.1.1 An authorized representative of the cemetery must sign the application and accept responsibility for funds received and;
 - 3.1.2 Complete an Acknowledgement of Compliance form as approved by the Director of Planning & Development and attach applicable photos and invoices as a final report before December 31 of the year in which funding was received.