

POLICY #: PD 019	LOCAL CEMETERY IMPROVEMENT
-------------------------	-----------------------------------

APPROVAL DATE AND MOTION:	June 28, 2016 (2016-06-48)	CROSS-REFERENCE:	
RESPONSIBILITY:	Planning & Community Services Department	APPENDICES:	
APPROVER:	Council	EFFECTIVE DATE:	
REVISION DATE(S)/ MOTION #	January 8, 2019 (2019-01-19), February 28, 2023 (2023-02-54)	NEXT REVIEW DATE:	February 2026

1. DEFINITIONS

- 1.a. **Active** means cemeteries that are accepting of new interments
- 1.b. **Applicants** means the Local Communities, Incorporated Not-For-Profit Organizations and Cemetery groups
- 1.c. **CA** means the *Cemeteries Act*, including any amendments made thereto
- 1.d. **CCA** means the *Cemetery Companies Act*, including any amendments made thereto
- 1.e. **Capital** means any tangible asset with an estimated useful life exceeding one (1) year
- 1.f. **Capital Project** means a construction, expansion, renovation, or replacement project that helps maintain or improve an asset or infrastructure
- 1.g. **Cemetery** means any land, private or public, that is used as a place for the burial of dead human bodies or human remains
- 1.h. **Cemetery Groups** are defined by Section 2(1) of the *Cemetery Companies Act*, including any amendments made thereto

- 1.i. **Cemetery Improvement Reserve** is where the unexpected funds which are carried over from year to year are transferred and utilized for Capital Project assistance
- 1.j. **Council** means the seven (7) elected officials for the County of Vermilion River in the Province of Alberta
- 1.k. **FOIP** means the *Freedom of Information and Protection of Privacy Act*, including any amendments made thereto
- 1.l. **Grave Site(s)** means any land within a Cemetery that is used as a place for the burial of dead human bodies or human remains
- 1.m. **Inactive** means Cemeteries that have not accepted new interments within the last ten (10) years from the approval date of this policy
- 1.n. **Incorporated Not-For-Profit Organization** means organizations not established for the purpose of making a profit
- 1.o. **Local Communities** means social, religious, occupational, or other groups who share common characteristics or interests and whose members reside in a specific locality
- 1.p. **MGA** means the *Municipal Government Act*, including any amendments made thereto
- 1.q. **OHS** means Occupational Health and Safety
- 1.r. **Tangible Assets** means land, buildings, facility construction, renovation or repair, facility assessment, study, design or construction documents, and equipment for use at community operated facilities and site improvements
- 1.s. **Trustee Agreement** means 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

2. POLICY STATEMENT

- 2.a. To encourage Local Communities, Incorporated Not-For-Profit Organizations and Cemetery Groups within the County of Vermilion River to maintain Grave Sites and Cemeteries

3. OBJECTIVE

- 3.a. To establish annual funding guidelines for Local Communities, Incorporated Not-For-Profit Organizations and Cemetery Groups to encourage the improvement and maintenance of Grave Site and Cemeteries

4. BACKGROUND

- 4.a. 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

5. GUIDING PRINCIPLES

5.a. Operational Assistance

- 5.a.i. 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 Community Services. The County's Director of Planning and Community Services reviews all completed applications to ensure they meet the necessary criteria as well as approves or disapproves applications based on eligibility.
- 5.a.ii. Applicants seeking Operational Assistance must provide the following information in their application to be considered:
 - 1. Cemetery name
 - 2. Legal land location or civic address
 - 3. Number of plot(s)
 - 4. Plot layout
 - 5. Authorized representative
 - 6. Funding received from the County in previous years

- 5.a.iii. If approved by the County's Director of Planning and Community Services, successful applicants receive funding in the amount of \$250.00, regardless of Cemetery size. Unless a formal agreement has been entered into with the County under an Intermunicipal Collaboration Framework

5.b. Capital Project Assistance

- 5.b.i. Local Communities, Incorporated Not-For-Profit Organizations and Cemetery Groups seeking Capital Projects 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 Community Services. The County's Director of Planning and Community Services reviews all completed applications to ensure they meet the necessary criteria as well as approves or disapproves applications based on eligibility
- 5.b.ii. Applicants seeking Capital Project Assistance must provide the following information for their application to be considered:
 - 1. Cemetery name
 - 2. Legal land location or civic address
 - 3. Number of plot(s)
 - 4. Plot layout
 - 5. Authorized representative
 - 6. Funding received from the County in previous years
 - 7. Budget for the project
 - 8. Project objective(s)
 - 9. Two (2) quotes
 - 10. If they anticipate asking for funding for the same project in subsequent years
- 5.b.iii. If approved by the County's Director of Planning and Community Services, 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 Community Services based on the project scope

5.c. Reporting

5.c.i. 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 Community Services and attach photos and invoices to their final report prior to December 31 of the year in which the funding was received

5.d. Agreement

5.d.i. Although not mandatory under this Policy, Local Communities, Incorporated Not-For-Profit Organizations and Cemetery Groups are encouraged to enter into a Trustee Agreement with the County

5.e. Other Regulations

5.e.i. Local Communities, Incorporated Not-For-Profit Organizations and Cemetery Groups must ensure that all OHS regulations are adhered to and that they necessary provisions are put into place to protect workers from harm

5.f. Indemnity

5.f.i. 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

6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Director of Planning and Community Services
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer

7. EXCEPTIONS

- 7.a. Funding is financed through the County's general revenue unless other such sources are determined by Council during their annual budget deliberations
- 7.b. Unexpended funds which are carried over from year to year are transferred to a Cemetery Improvement Reserve to be utilized towards future Capital Projects