



**Council - Regular Meeting  
Agenda**

Tuesday, September 8, 2020

6:00 p.m.

Council Chambers

**Pages**

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## **STAFF REPORT**

**Title:** Council - Regular Meeting August 25, 2020

**Meeting Date:** September 8, 2020

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**Executive Summary:**

**Background:**

**Alternatives:**

**Recommended Action:**

That the minutes of Council's regular meeting held August 25, 2020 be accepted as presented.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **Council - Regular Meeting Minutes**

**Tuesday, August 25, 2020**

**6:00 p.m.**

### **Council Chambers**

Council Present: Mayor Craig Copeland  
Councillor Bob Buckle  
Councillor Jurgen Grau  
Councillor Duane Lay  
Councillor Vicky Lefebvre  
Councillor Chris Vining

Council Absent: Councillor Kirk Soroka

Staff Present: Chief Administrative Officer Kevin Nagoya  
General Manager of Corporate Services Linda Mortenson  
General Manager of Infrastructure Services Azam Khan  
General Manager of Planning & Development Services Howard Pinnock  
General Manager of Community Services Glenn Barnes  
Manager of Strategic Initiatives Andrew Serba  
Executive/Recording Secretary Cindy Reimer

## **CALL TO ORDER**

The meeting was called to order at this time being 6:00 p.m. by Mayor Copeland.

## **ADOPTION OF AGENDA**

### **Resolution # CRM20200825.1001**

Moved by Councillor Lay

That the agenda be adopted as presented.

**Carried Unanimously**

## **DISCLOSURE OF INTEREST**

None.

## **MINUTES APPROVAL**

### **Council - Regular Meeting August 11, 2020**

#### **Resolution # CRM20200825.1002**

Moved by Councillor Lefebvre

That the minutes of Council's regular meeting held August 11, 2020 be accepted as presented with the following amendment:

Under Questions - 4th Question

Councillor Lefebvre advised that **Unicom** is requesting money for a trail, and queried if Administration could bring it to a future Corporate Priorities Committee meeting?

Amend to:

Councillor Lefebvre advised that **Muni-Corr** is requesting money for a trail, and queried if Administration could bring it to a future Corporate Priorities Committee meeting?

**Carried Unanimously**

## **PUBLIC QUESTION PERIOD**

None.

## **PUBLIC HEARINGS**

None.

## **DELEGATIONS**

None.

## **CITY FINANCIAL REPORTS**

### **City Financial Reports - July 2020**

#### **Resolution # CRM20200825.1003**

Moved by Councillor Grau

That Council accept the financial reports for the period ending July 31, 2020 including accounts payable cheque numbers 137836 to 138261.

**Carried Unanimously**

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Policy No. 031-BD-98 - Committee and Advisory Board Members Policy**

#### **Resolution # CRM20200825.1004**

Moved by Councillor Vining

That Council rescind Policy No. 031-BD-98, being the Committee and Advisory Board Members Policy.

**Carried Unanimously**

### **Community Grant Advisory Committee Resignation**

#### **Resolution # CRM20200825.1005**

Moved by Councillor Buckle

That Council accept, with regret, the resignation of Ms. Jessica Radford from the Cold Lake Community Grant Advisory Committee effective immediately.

**Carried Unanimously**

### **Economic Development Advisory Committee Resignation**

#### **Resolution # CRM20200825.1006**

Moved by Councillor Buckle

That Council accept, with regret, the resignation of Ms. Jessica Radford from the Cold Lake Economic Development Advisory Committee effective immediately.

**Carried Unanimously**

### **Second Hand Goods Stores - Concerns**

#### **Resolution # CRM20200825.1007**

Moved by Councillor Grau

That Council refer New Business Item 10.4 Second Hand Goods Stores - Concerns to Council's September 15, 2020 Corporate Priorities Committee meeting.

**Carried Unanimously**

### **Age Friendly Cold Lake - August 11, 2020 Delegation**

#### **Resolution # CRM20200825.1008**

Moved by Councillor Lay

That Council accept the Age Friendly Cold Lake delegation presentation made at the August 11, 2020 regular meeting of Council as information.

**Carried Unanimously**

### **Request for Delegated Commercial Boat Vessel Slip at Marina - August 11, 2020 Delegation**

#### **Resolution # CRM20200825.1009**

Moved by Councillor Lefebvre

That Council accept Wealth Works Inc. delegation presentation made at the August 11, 2020 regular meeting of Council as information, and refer New Business Item 10.6 Request for Delegated Commercial Boat Vessel Slip at Marina to the September 15, 2020 Corporate Priorities Committee meeting for further discussion.

**Carried Unanimously**

### **Request for Funding - Cold Lake Public Library**

#### **Resolution # CRM20200825.1010**

Moved by Councillor Vining

That Council respectfully decline the request to enter into a marketing partnership with the Cold Lake Public Library that would see the fees waived for Cold Lake Transit advertising.

**Carried Unanimously**

### **Request for Funding - Riverland Recreational Trail Society**

#### **Resolution # CRM20200825.1011**

Moved by Councillor Buckle

That Council authorize the City of Cold Lake to provide a grant to the Riverland Recreational Trail Society (RTS) in the amount of \$6,666.67 representing one third (1/3) of the costs to develop a ten (10) year Strategic Development Plan for Alberta's Iron Horse Trail from Abilene Junction to Cold Lake, with funds to come from the Community Capital Project Grant Program.

**Carried Unanimously**

## **Request for Funding - Hearts for Healthcare's 3rd Annual Mega Bounce Virtual Run**

### **Resolution # CRM20200825.1012**

Moved by Councillor Vining

That Council authorize the City of Cold Lake to support a "Monetary Donation" towards Hearts for Healthcare's 3<sup>rd</sup> Annual Mega Bounce Virtual Run, being held Saturday, August 22 to Monday, September 7, 2020, in an amount of up to \$5,000.00 towards the purchase of a "Lift for Long-Term Care", with funds to come from Council Goodwill (1-2-11-20-229).

**Carried Unanimously**

## **COMMITTEE REPORTS**

### **Minutes July 21, 2020 Occupational Health and Safety Committee**

Information.

## **COUNCIL HIGHLIGHTS/ REPORTS**

Mayor & Council reported on their recent activities and attendance at various events.

## **NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS**

None.

## **QUESTIONS**

Councillor Vining noted the upcoming return of high school students and queried how the City is planning on dealing with the influx of students into the Energy Centre?

Chief Administrative Officer K. Nagoya advised that currently the City is keeping some level of activity in the Energy Centre to try and manage the businesses that are located in the Energy Centre; noting that there are maximums imposed within areas. All three (3) entrances are open, but seating has been removed. Although the climbing wall is closed, hockey and figure skating have now started. In the next day or two, Administration will be meeting with staff at the Energy Centre to ensure they are aware of how to deal with the school opening/influx of students.

Councillor Vining noted his concerns that this is the first time since March that this amount of people will be within the facilities, and he wants to ensure that the City is prepared.

**IN CAMERA**

None.

**ADJOURNMENT**

**Resolution # CRM20200825.1013**

Moved by Councillor Vining

That the meeting be adjourned at this time being 7:21 p.m.

**Carried Unanimously**

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Mayor

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Chief Administrative Officer



## STAFF REPORT

**Title:** Bylaw No. 675-PL-20 - Business Licence Bylaw (PH)

**Meeting Date:** September 8, 2020

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**Executive Summary:**

Updated Business Licence Bylaw for Council's consideration.

**Background:**

The City's existing Business Licence Bylaw 196-PL-05 was originally adopted in 2005 and has not been updated or amended since that time. Administration has undertaken a review and prepared an updated Bylaw which was presented to the Corporate Priorities Committee for review and discussion at its June 16, 2020 meeting.

Following presentation of the draft bylaw to the Corporate Priorities Committee, the draft bylaw was circulated to the Cold Lake Regional Chamber of Commerce for review. The Chamber did not identify any concerns with the draft Bylaw, but had some follow-up questions regarding the professions that are exempted from obtaining a licence under Provincial legislation.

Through Administration's review process, all staff involved with the licencing process had an opportunity to review the draft and provide input. Business Licence Bylaws from other communities were also reviewed. Overall, the review determined that the bylaw was essentially sound, with a few areas requiring clarification. Given that the previous bylaw is 15 years old, it was determined that the best way to move forward would be to prepare an updated bylaw. The main revisions are outlined below:

- Clarification was added specifying that any advertisement of a business, by any means, will be considered evidence that a business is being conducted and, therefore, subject to a licence.
- All businesses will be required to provide any names that they will conduct business under. Currently, only the incorporated name is required to be provided, which makes enforcement difficult when a business operates under a different name than the actual incorporated name. As an example, a business known to the public as "John Doe Lawn Care" may actually be incorporated as "123456 Alberta Ltd." or "ABC Holdings Inc." and this would be the name on the licence. This causes some uncertainty when Administration receives inquiries from the public asking whether a particular business has a licence, as the name provided may differ from what is on the licence.





- Clarify that Business Licences are non-transferrable in the event that a business is sold to another party. A Business Licence allows a specific individual or corporate entity to conduct business; therefore, a new licence application is required when a business is sold.
- A schedule has been added to identify known professions which are exempted from obtaining a Business Licence by Provincial Legislation. Clarification was also added that any person claiming an exemption must provide proof of exemption if the profession is not included in the list.
- Penalty section has been updated and penalty amounts moved to a separate schedule.
- The fee structure has been updated to allow for reduced fees for new licence applications made part way through the calendar year (all licences expire December 31). This addresses a frequent concern from applicants, that they should pay a reduced fee if applying for a new licence part way through the year.

In 2019, the City issued a total of 678 business licences. This included 360 Commercial licences, 179 Home-Based licences, 61 Trading Area licences, and 78 Out-of-Town businesses. Based on this breakdown, the estimated licensing fees received by the City are as follows (assuming all licences issued were annual licences):

- Commercial Licences: \$27,000;
- Home-Based Licences: \$26,850;
- Trading Area Licences: \$12,200;
- Out of Town Licences: \$39,000.

Administration did not receive any comments or concerns regarding Bylaw 675-PL-20 prior to the Council report deadline.

Bylaw No. 675-PL-20 received first reading at the August 11, 2020 regular Council meeting.

**Alternatives:**

Public Hearing

**Recommended Action:**

Public Hearing



**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 675-PL-20**

A BYLAW OF THE CITY OF COLD LAKE, FOR THE PURPOSE OF PROVIDING FOR THE LICENSING AND REGULATION OF CERTAIN BUSINESSES, OCCUPATIONS, AND PROPERTIES WITHIN THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA.

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**PURSUANT** to Section 8 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council may pass bylaws for the purpose of regulating or prohibiting any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways and provide for a system of licences, permits or approvals, and establish fees for such licences, permits or approvals.

**WHEREAS** Council deems it necessary to regulate the development of business and industry within the City of Cold Lake and to provide for a system of licences, permits or approvals, and establish fees for such licences, permits or approvals.

**NOW THEREFORE**, pursuant to the authority of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake, duly assembled, enacts:

**SECTION 1 – TITLE**

- 1.1 This bylaw shall be cited as the “Business Licence Bylaw”.

**SECTION 2 - DEFINITIONS**

In this bylaw unless the context otherwise requires:

- 2.1 “Act” means the *Municipal Government Act*, Chapter M-26, R.S.A. 2000 as amended or replaced from time to time.
- 2.2 “Advertising” means any communication which is intended to promote a business or any product, service, discount or promotion provided by a business, including without limitation communication distributed by a newspaper, newsletter, magazine, flyer, public bulletin, direct mail, television, radio, social media platform, or website.
- 2.3 “Applicant” means an individual or body corporate who applies for a business licence or business licence renewal.
- 2.4 “Business” includes business, trade, profession, industry, occupation, employment, or calling and the providing of goods and services whether or not for profit and however organized or formed, including a co-operative or association of persons.
- 2.5 “Business Location” means the physical location or address where the business accounting functions reside, including but not limited to a head office, home office or store but not including a post office box.
- 2.6 “CAO” means the Chief Administrative Officer for the City or their designate.
- 2.7 “Carry On” means carry on, operate, perform, keep, hold, occupy, deal in or use, whether as principal, agent, contractor or sub-contractor.
- 2.8 “Charitable” or Non-Profit Organization means a person, association of persons, society or a corporation, acting for charity or in the promotion of general social welfare which cannot at any time distribute any dividend or profit to its members and includes but is not limited to a religious group, society or organization; a service club; a community, veterans’ or youth organization; a social, sport or fraternal organization or club; an employer’s or employee’s organization.
- 2.9 “City” shall mean the City of Cold Lake.

- 2.10 “Cold Lake Trading Area” means the area herein defined as follows and shown as Schedule “B” of this bylaw:
- 2.10.1 “East Boundary” is the Alberta and Saskatchewan Provincial Border;
  - 2.10.2 “North Boundary” is the area between the Northeast corner of Section 36-T65-R1-W4, and westerly to the Northwest corner of Section 31-T65-R5-W4;
  - 2.10.3 “West Boundary” is the area between the Northwest corner of Section 31-T65-R5-W4 southerly to the Southwest corner of Section 6-T64-R5-W4, thence easterly to the Northwest corner of Section 34-T63-R4-W4, thence easterly to the West boundary of the Cold Lake Indian Reserve #149B, thence southerly to the Southwest corner of Section 3-T59-R3-W4;
  - 2.10.4 “South Boundary” is the area between the Southwest corner of Section 3-T59-R3-W4 due east of the Alberta and Saskatchewan provincial border;
- 2.11 “Commercial – Type 1” shall mean any business which is carried on at a business location which the licensee either owns or rents and is assessed on the City assessment roll as non-residential.
- 2.12 “Council” shall mean the Municipal Council of the City of Cold Lake.
- 2.13 “Direct Sellers” means any person who, whether as principal or agent: and without restricting the generality of the foregoing shall include Hawkers and Peddlers:
- 2.13.1 goes from place to place selling or offering for sale any merchandise or service, or both, to any person, and who is not a wholesale or retail dealer in such merchandise or service;
  - 2.13.2 offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or a service, or both; or;
  - 2.13.3 sells merchandise or a service, or both, elsewhere other than at a building that is their permanent place of business including, but not limited to, a customer’s place of residence.
- 2.14 “Dwelling” means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit having sleeping, cooking, and toilet facilities and intended as a permanent residence.
- 2.15 “Fee” means licence fees for use with this bylaw.
- 2.16 “Garage or Yard Sale” means the informal sale of miscellaneous household goods by a private individual from a dwelling in a residential land use district.
- 2.17 “Licence” means a licence granted by the City of Cold Lake entitling the person to whom it is granted to carry on a business therein specified in the City of Cold Lake.
- 2.18 “Licensee” means a person holding a valid and subsisting licence issued pursuant to the provisions of this bylaw.
- 2.19 “Non Assessed – Type 3a” shall mean any business which is carried on within the corporate limits of the City, and for which the business location is located outside of the City but within the Cold Lake Trading Area as outlined in Schedule “B”, including without limitation out-of-town contractors and direct sellers.
- 2.20 “Non Assessed – Type 3b” shall mean any business which is carried on within the corporate limits of the City, and for which the business location is located outside of the Cold Lake Trading Area as outlined in Schedule “B”, including without limitation out-of-town contractors and direct sellers.

- 2.21 “Peace Officer” shall mean any member of the Royal Canadian Mounted Police, a Special Constable, or Bylaw Enforcement Officer so appointed by the Council.
- 2.22 “Person” means a natural person or a body corporate and includes a partnership, group of persons acting in concert or an association unless the context explicitly or by necessary implication otherwise requires.
- 2.23 “Premises” means either land or a building located within the corporate boundaries of the City which is shown on the assessment roll of the City.
- 2.24 “Residential – Type 2” means a business which is carried on at, or from, a business location which is the licensee’s normal place of residence, where the licensee is either the owner or a tenant and which:
  - 2.24.1 is assessed on the City assessment roll as residential; or
  - 2.24.2 is located within the boundaries of 4 Wing, and is carried on within the City.
- 2.25 “Shall” means mandatory compliance with the terms of this bylaw.
- 2.26 “Show” means a circus, carnival, midway, rodeo, auction, fair, market, trade show, theatrical or any other exhibition, event or display similar to the foregoing.
- 2.27 “Transaction Location” means the physical or conceptual location where the offer and acceptance of goods and/or services takes place.

### **SECTION 3 – AUTHORITY**

- 3.1 The CAO, or their designate, shall have the authority to carry out the terms of this bylaw. The powers and duties under this bylaw are:
  - 3.1.1 to receive and process all applications for licences;
  - 3.1.2 to collect business licence fees pursuant to Schedule “A” of this bylaw;
  - 3.1.3 to conduct inspections of business premises where necessary;
  - 3.1.4 to refuse or grant business licences in accordance with this bylaw;
  - 3.1.5 to suspend or revoke business licences when deemed appropriate and necessary;
  - 3.1.6 to amend business licences when necessary.

### **SECTION 4 – NECESSITY FOR LICENCE**

- 4.1 No person shall carry on a business in the City without having first obtained a licence in accordance with this bylaw, unless specifically exempted by provincial or federal legislation, or Section 8 of this bylaw.
- 4.2 Proof that the business has been advertised is sufficient to establish that a person is engaged in or operates the business, in accordance with Section 564 of the Act.
- 4.3 One transaction or offer to transact shall be deemed to be evidence that a business is being carried on.
- 4.4 A person owning and/or operating two or more businesses in separate business locations shall obtain a separate licence for each business location.
- 4.5 Where more than one business is conducted from a single business location, the City may require a separate business licence for each business if the CAO, or their designate, deems that different individuals or corporations operate the businesses or the businesses financially operate separately.

- 4.6 No person shall allow or permit any employee, representative or agent to carry on business on their behalf in the City until such a person has obtained a licence in accordance with this bylaw.

## **SECTION 5 – LICENCE APPLICATION**

- 5.1 Any person who intends to carry on a business in the City shall complete, in full, the necessary application form as provided by the City and provide any necessary supporting documentation.
- 5.2 If the business to be licensed requires a provincial licence, the applicant shall provide said licence or a reasonable facsimile acceptable to the City.
- 5.3 The applicant shall provide any name(s) by which the business is known, operating, or doing business as, on the application form.
- 5.4 Any principal contractor shall provide a written list of all other contractors and/or subcontractors, trades and sub-trades that are or will be in their employ within the boundaries of the City and shall ensure all listed persons are duly licensed in accordance with this bylaw.
- 5.5 A person hosting a show such as a trade show, market, or fair is required to provide a list of all participants to the satisfaction of the City. The host shall purchase one licence which shall duly license all listed participants. The fee type shall be determined by the transaction location of the show.
- 5.6 Any person providing false or untrue information on such application form shall be guilty of an offence.

## **SECTION 6 – DECISION**

- 6.1 All licences required under this bylaw shall be issued under the authority of the CAO, or their designate.
- 6.2 Subject to the provisions of this bylaw, upon receipt of an application for a business licence the CAO, or their designate, may grant a business licence or may refuse a business licence if in their opinion there are just and reasonable grounds for the refusal of the application.
- 6.3 If a licence is refused, the applicant may appeal the decision to Council in accordance with Section 14 of this bylaw.

## **SECTION 7 – CONDITIONS OF A LICENCE**

- 7.1 No licence shall be granted until such time as the applicant has:
- 7.1.1 submitted in full, the necessary fee as described in Schedule “A”;
  - 7.1.2 obtained a valid Provincial or Federal Licence for the business where required by law;
  - 7.1.3 obtained a current and passing public health inspection for the business where required by law.
- 7.2 No business licence shall be granted until such time as the applicant or property owner has obtained a valid Development Permit where required by the City’s Land Use Bylaw.

## **SECTION 8 – LICENCE RENEWAL**

- 8.1 A licensee having held a business licence in the previous year may, at the discretion of the CAO, or their designate, renew their licence by paying the fee as described in Schedule “A”.

- 8.2 No person shall carry on a business where a previous Business Licence issued pursuant to this bylaw has expired until such licence has been renewed.

## **SECTION 9 – EXEMPTIONS**

- 9.1 Any exemption under this bylaw solely provides exemption from the necessity of a licence, and does not extend to the necessity for obtaining a Development Permit where required under the City’s Land Use Bylaw nor from complying with any other federal, provincial, or municipal act, statute, bylaw, or regulation.
- 9.2 Notwithstanding other sections of this bylaw, the following organizations or business activities are hereby exempted from applying for and obtaining a business licence, excluding the licensing of a show. All listed herein may be required to submit information for administrative purposes, at the direction and discretion of the CAO, or their designate.
- 9.2.1 The delivery of goods, wares, merchandise, but not including installation, construction, or any other such services, purchased outside of the corporate limits of the City provided that the contract to purchase such goods, wares, merchandise, or delivery was not made within the corporate limits of the City.
- 9.2.2 The distributing of free information in the form of magazines, flyers, pamphlets, newspapers, business cards and similar media.
- 9.2.3 The business or practice of a profession, trade or calling which, by the laws of the Province of Alberta, a municipality is not empowered to licence to carry on within the municipality, including without limitation those listed in Schedule “C” of this bylaw. It is the responsibility of the person claiming an exemption from the requirements of this bylaw to provide proof of such exemption to the satisfaction of the CAO, or their designate.
- 9.2.4 Any Municipal, Provincial, or Federal Government or Government Agency;
- 9.2.5 A charitable organization or professional fund raiser in accordance with an authorization or exemption given under the Charitable Fund-raising Act.
- 9.2.6 A nonprofit organization including without limitation bona fide religious groups.
- 9.2.7 A babysitting service excluding those requiring a provincial licence as Child Care Facilities regulated by the *Child Care Licensing Act*, Statutes of Alberta 2007 Chapter C-10.5
- 9.2.8 A garage or yard sale which is held for a maximum of three (3) consecutive days and up to three (3) times per calendar year at a single dwelling.
- 9.3 Charitable or nonprofit organizations must inform the City prior to commencing any fundraising activities.
- 9.4 If an exempted organization or business requests a business licence from the City, the applicant shall pay the appropriate fee, as determined by the licence type, in full.

## **SECTION 10 - OBLIGATIONS OF LICENSEE**

- 10.1 Every licensee shall prominently display the licence and produce the licence for inspection immediately when required to do so by the CAO, or their designate, any peace officer, or any person duly authorized by the Council.
- 10.2 For businesses which are not carried on at a fixed business location, the licence shall be:
- 10.2.1 carried on the person of the licensee; or
- 10.2.2 carried in or on the vehicle or apparatus from which the business is conducted; and

- 10.2.3 shown to the CAO, or their designate, or members of the public upon request.
- 10.3 The licensee shall complete the necessary form for any change in the:
  - 10.3.1 description or fundamental type of business being carried on;
  - 10.3.2 business location;
  - 10.3.3 name of the business;
  - 10.3.4 contact information applicable to the business.
- 10.4 Subject to Section 10.3, the business location shall be designated on the licence so issued, and thereafter the business shall be conducted at such address and not elsewhere, unless amended in accordance with Section 10.3.
- 10.5 If any licensee fails to notify the City of any changes as described in Section 10.3, the licensee shall be guilty of an offence under this bylaw.

## **SECTION 11 – FEES**

- 11.1 Business licence fees shall be determined in accordance with Schedule “A” of this bylaw.
- 11.2 Fees for a new business licence may be reduced on a quarterly basis, as set out in Schedule “A”. Business licence renewals are not eligible for such fee reductions.
- 11.3 All business licence fees are non-refundable.
- 11.4 If any licensee requires an existing licence to be reprinted, they shall pay the associated fee in full as outlined in Schedule “A”.

## **SECTION 12 – DURATION OF LICENCE**

- 12.1 A licence issued hereunder shall commence on the date of issue and expire on the expiry date shown on the licence, which shall be December 31<sup>st</sup> at midnight for all licences excluding daily, weekly, and seasonal licences.

## **SECTION 13 – REFUSAL, SUSPENSION, AND REVOCATION**

- 13.1 The CAO, or their designate, may refuse to issue or renew a licence, or may suspend or revoke a licence for the following reasons:
  - 13.1.1 The applicant or licensee does not or no longer meets the requirements of this bylaw with respect to the licence applied for or held;
  - 13.1.2 The applicant or licensee, or any of its officers or employees:
    - 13.1.2.1 furnishes false information or misrepresents any fact or circumstance to the CAO, their designate, or a peace officer;
    - 13.1.2.2 has, in the opinion of the CAO, or their designate, based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
    - 13.1.2.3 is found to be in contravention of any federal, provincial, or municipal act, statute, bylaw, or regulation.
    - 13.1.2.4 fails to pay any fee or outstanding fine required by this Bylaw or is otherwise indebted to the City, unless satisfactory arrangements are made with the City which are approved by the CAO; or
    - 13.1.2.5 In the opinion of the CAO, or their designate, based on reasonable grounds, it is in the public interest to do so.
- 13.2 Upon suspension or revocation of a licence, the City shall notify the licensee thereof:
  - 13.2.1 by delivering a notice to them personally; or



13.2.2 by mailing a registered letter to the place of business or residence as shown on the licence, which shall be deemed to have been received seven (7) days after the date of mailing.

13.3 Immediately following receipt of notification of suspension or revocation the business shall cease carrying on until all conditions of the Council, the CAO or their designate, and this bylaw are met.

#### **SECTION 14 – APPEAL PROCEDURE**

14.1 Any applicant who has been refused or any person who has had their licence suspended or revoked may appeal to the Council.

14.2 Any such appeal shall be in writing and shall be submitted to the CAO within thirty (30) days of the date on the notification of refusal or revocation.

14.3 Council shall conduct a hearing within twenty-one (21) calendar days following the receipt date of the written notice of appeal.

14.4 At the hearing of the appeal the Council may review the written submission of the appellant, the CAO or designate and of any other person who may, at the discretion of Council, make verbal submissions.

14.5 After hearing the evidence submitted, the Council may confirm such refusal, suspension or revocation, or may direct that the licence be issued or cease the suspension or revocation, either conditionally or unconditionally, as deemed in the public interest. The decision of Council is final.

#### **SECTION 15 – INSPECTIONS**

15.1 Where a business involves the occupation of a specific building or a specific location and such business is reasonably believed to require a licence, the CAO, their designate or any other authorized person may upon giving reasonable notice inspect the building or location for any purpose under this bylaw.

15.2 Any person who refuses an inspection which is in accordance with Section 15.1 shall be guilty of an offence.

#### **SECTION 16 – PENALTY**

16.1 Any person contravening any of the provisions of this bylaw is guilty of an offence and is liable on conviction to a fine in accordance with Section 566 of the Act. In the event such person is a partnership; each or any partner may be liable to the penalty aforesaid.

16.2 Notwithstanding Section 16.1, where any provision of this bylaw has been deemed to be contravened, the bylaw enforcement officer may issue a voluntary payment violation ticket or tag for that contravention. The accused may avoid appearing in court to answer the said charge by submitting the voluntary payment as indicated on the violation ticket in the amount indicated within Schedule “D”.

16.3 If the offence is for carrying on a business without a valid and subsisting licence, in addition to the penalty imposed, such person shall also be required to obtain a business licence in accordance with this bylaw and pay the appropriate licence fee.

#### **SECTION 17 – GENERAL**

17.1 Any licence issued hereunder is non-transferable. Under the circumstances of transference of a business from one person to another, a new licence application shall be required.

- 17.2 A licence issued hereunder is not a representation to the licensee that the business complies with the requirements of any bylaw or enactment.
- 17.3 It is the intention of the Council of the City of Cold Lake that each separate provision of this bylaw shall be deemed independent of all other provisions and it is further the intention of the Council that if any provision of the bylaw be declared invalid for any reason by a Court of competent jurisdiction, then all other provisions of the bylaw shall remain valid and enforceable.

**SECTION 18 – ENACTMENT/REPEAL**

- 18.1 This bylaw shall come into full force and effect immediately upon the date of its final passing.
- 18.2 Bylaw 196-PL-05 “Business Licence Bylaw”, and its attached schedules are hereby repealed.
- 18.3 Schedules “A”, “B”, “C” and “D” shall form a part of this bylaw.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 11<sup>th</sup> day of August, A.D. 2020, on motion by Councillor Lefebvre.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, A.D. 2020, on motion by Councillor \_\_\_\_\_

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, A.D. 2020, on motion by Councillor \_\_\_\_\_

**CARRIED  
UNANIMOUSLY**

**Executed this \_\_\_\_ day of \_\_\_\_\_, 2020.**

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

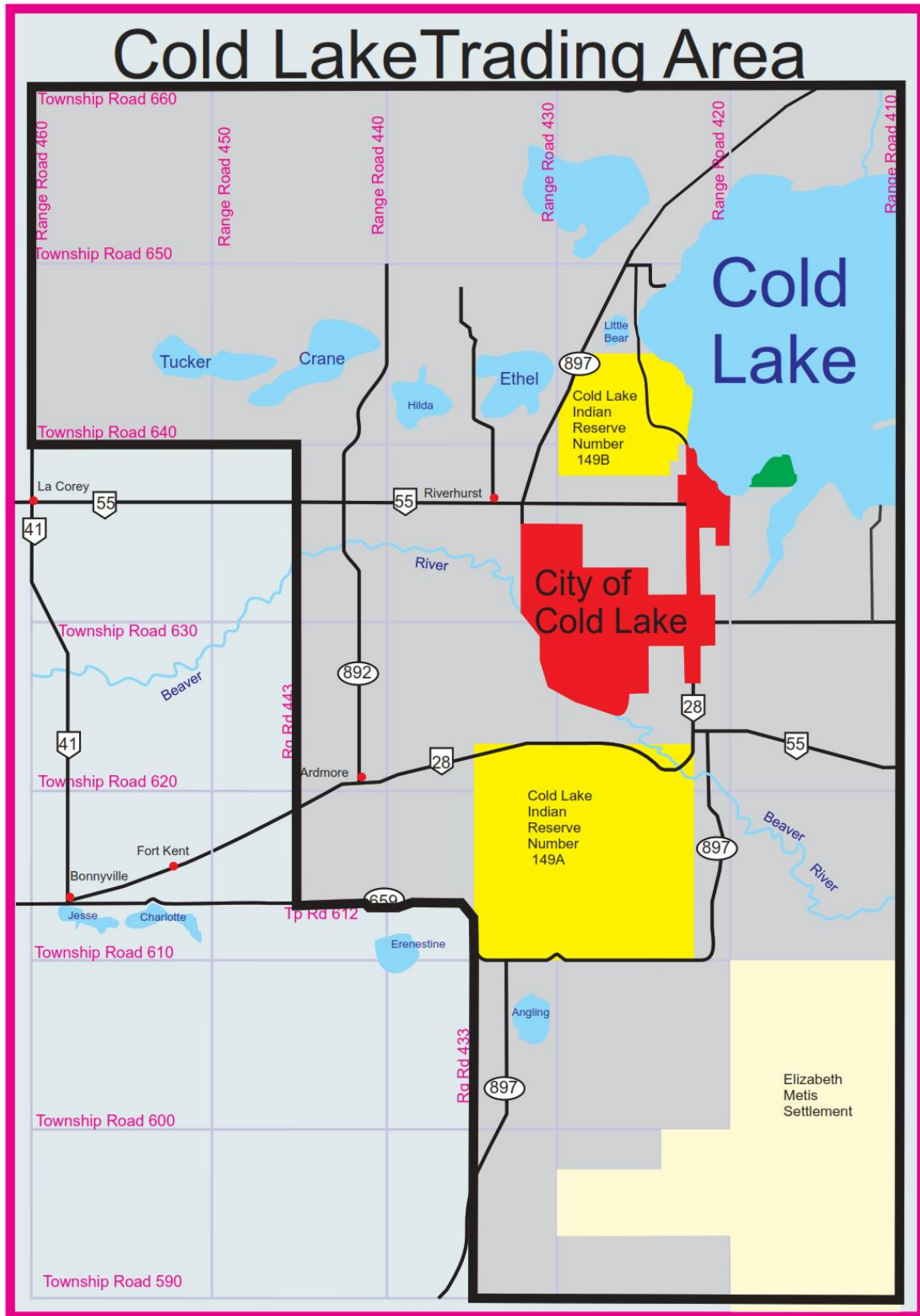
\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

## SCHEDULE “A”

The Business Licence Bylaw requires that the applicant pay a licence fee to carry on a business within the corporate limits of the City. The following fees are deemed to be the licence fees in accordance with this bylaw:

Type	Annual Fee	After April 1st	After July 1st	After October 1st	Weekly Fee	Daily Fee	Reprint Fee
Commercial – Type 1	\$75	\$65	\$55	\$50	\$25	\$10	\$20
Residential – Type 2	\$150	\$125	\$100	\$75	\$50	\$10	\$20
Non Assessed – Type 3a	\$200	\$175	\$150	\$125	\$75	\$50	\$20
Non Assessed – Type 3b	\$500	\$470	\$440	\$400	\$250	\$150	\$20

## SCHEDULE “B”



## SCHEDULE “C”

Certain statutes of the Province of Alberta prohibit a municipality from requiring certain professions to obtain a licence to carry on a business, including without limitation the following professions. The exemption from obtaining a business licence does not apply to other municipal, provincial, or federal regulations, statutes, or laws, or acts, including the requirement to obtain a Development Permit where required under the City’s Land Use Bylaw.

<b>Profession</b>	<b>Statute</b>
Agrologist	Agrology Profession Act, S.A. 2005, c. A-13.5, s. 89
Alberta Shorthand Reporters	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Architect	Architects Act, R.S.A. 2000, c. A-44, s. 67
Barrister & Solicitor	Legal Profession Act, R.S.A. 2000, c. L-8, s. 103
Certified General Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Certified Management Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Certified Management Consultants	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Chartered Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Chiropractor	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Combined Laboratory and X-ray Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Assistant	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Hygienist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Surgeon	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dentist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Denturist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Engineer	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Engineer-in-training	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Geoscientist	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Geoscientist-in-training	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Hearing Aid Practitioner	Health Professions Act, R.S.A. 2000, c. H-7, s.

	101
Human Ecologist and Home Economist	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Information Systems Professional	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Insurance Agents and Adjusters	Insurance Act, R.S.A. 2000, c.1-3, s. 59
Land Surveyor	Land Surveyors Act, R.S.A. 2000, c. L-3, s. 68
Landscape Architects	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Licensed Practical Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Local Government Managers	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Medical Diagnostic and Therapeutic Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Medical Laboratory Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Municipal Assessor	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Naturopath	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Occupational Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Optician	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Optometrist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Paramedic	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Pharmacists and Pharmacy Technician	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Physical Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Physicians, Surgeons and Osteopaths	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Podiatrist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Professional Biologists	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Chemists	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Electrical Contractors and Master Electricians	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Planner	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Technologist	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Psychologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Registered Dietitians and Registered	Health Professions Act, R.S.A. 2000, c. H-7, s.

Nutritionists	101
Registered Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Registered Professional Forest Technologists	Regulated Forestry Profession Act, R.S.A. 2000, c. R-13, s. 86
Registered Professional Foresters	Regulated Forestry Profession Act, R.S.A. 2000, c. R-13, s. 86
Registered Psychiatric and Mental Deficiency Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Respiratory Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
School Business Officials	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Social Workers	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Speech-Language Pathologist and Audiologists	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Student-at-Law	Legal Profession Act, R.S.A. 2000, c. L-8, s. 103
Supply Chain Management	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Veterinarian	Veterinary Profession Act, R.S.A. 2000, c. V-2, s. 64
Veterinary Student	Veterinary Profession Act, R.S.A. 2000, c. V-2, s. 64

## **SCHEDULE “D”**

Section No.	Description	Fine Amount
4.1	Carry on Business Without Business Licence	\$500.00
5.6	Provide False or Untrue Information on Licence Application	\$150.00
8.2	Carry on Business With Expired Licence	\$500.00
10.1	Fail to Display Licence or Fail to Produce License for Inspection	\$200.00
10.4	Carry On Business at a Location Other Than the Location Indicated on the Business Licence	\$200.00
10.5	Fail to Notify City of Changes to Licence Information	\$150.00
15.2	Refuse an Inspection	\$200.00

Second Offence within a calendar year: Double Fine Amount

Third and subsequent offences within a calendar year: Triple Fine Amount

\*Where listed fines conflict with those fines set out in applicable Provincial Acts or Regulations, the fines specified in those Acts or Regulations shall apply.





## STAFF REPORT

**Title:** Cold Lake Bike Park and Trails Society - Don Harris and Ed Machtmes

**Meeting Date:** September 8, 2020

---

### **Executive Summary:**

Delegation - Cold Lake Bike Park and Trails Society - Don Harris and Ed Machtmes

The Cold Lake Bike Park and Trails Society consists of seven (7) board members including multiple executive positions, a board member organizes a group of volunteers for regular trail maintenance and inspection, and volunteers that have stepped up to organize club rides when allowed.

The plan is to complete more trails this month which will enable the Society to host two (2) events next summer being the Alberta Youth Summer Games qualifier and a Trailblazer's race which usually draws high numbers of competitors. The Society is currently following the Alberta Bicycle Association Covid-19 return to play protocol.

Currently, the Cold Lake Bike Park and Trails Society is running strong with seven (7) trails completed; approximately six (6) kms of trails.

To date, 896 volunteer hours have been recorded assisting the trail builder with construction.

New ways to record visitors to the park with QR scan signs have been implemented, and currently with trail counters, the trails are averaging 40-60 visitors a day with much higher numbers on the weekends. It has been observed that there have been many riders coming from surrounding areas to ride the trails (i.e. Battleford, Lloydminster, Lac La Biche, etc.).

Proposed the building of Phase 4 of the Cold Lake Bike Park on behalf of the Cold Lake Bike Park and Trails Society.

Phase 4 is an area where riders of all ages can improve their riding safely and build confidence on multiple features that will be built to spec and monitored regularly for safety concerns.

There has been an overwhelming request for the park build this summer as the current trails have interested many riders from youth to seniors.

Currently, there are no bike parks like this within a 350km radius, and it is strongly believed that it will attract many riders to the City of Cold Lake.

Hoots Inc. has estimated that the skills park with multiple features could be completed for approximately \$750,000-\$850,000.

### **Background:**

### **Alternatives:**

### **Recommended Action:**

Type the recommendation here

### **Budget Implications (Yes or No):**

No

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer



City of  
Cold Lake

## Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Don Harris 780 815 3568 I/We, Ed Machmes 780-545-9988  
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address PO Box 843 Cold Lake, AB T9M 1P2

E-mail Address CLBikePark@gmail.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on Sept 8<sup>th</sup>, 2020.

\*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

- A copy of all information regarding the topic must accompany the application.

Information to be supplied one week before the  
meeting.

\* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed [Signature] Date 10<sup>th</sup> Aug 2020

Signed [Signature] Date 10<sup>th</sup> Aug 2020

**Return completed application to the City of Cold Lake**

5513-48 Avenue, Cold Lake, AB T9M 1A1

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for SEPT. 8/20

cc: \_\_\_\_\_

☐ Other

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.

Good Day,

We are here today to propose the building of Phaze 4 (of the Cold Lake Bike Park on behalf of the Cold Lake Bike Park and Trails Society).

### **Summary**

Currently the Cold Lake Bike Park and Trails Society is running strong with 7 trails completed, approximately 6 kms of trails.

As of to date we have recorded 896 volunteer hours assisting the Trail builder with construction. This does not include volunteer hours in regards to trail maintenance at the park. Also, to consider many Military Members who wanted to volunteer where not able to because of the current pandemic.

We have recently implemented new ways to record visitors to the Park with QR scan signs. Currently with trail counters we are averaging 40-60 visitors to the trails a day, with much higher numbers on weekends. It has been observed that there has been many riders coming from surrounding areas to ride the trails, Battleford, Lloydminster, and Lac la Biche are some examples.

Our Society is comprised of 7 board members including multiple executive positions.

We have a board member organizing a group of volunteers for regular trail maintenance and inspections.

We plan on completing more trails this month, which will enable us to host two events next summer. Alberta Youth Summer Games qualifier and a Trailblazer's race which usually draws high numbers of competitors. We are currently following the Alberta Bicycle Association Covid-19 return to play protocol.

We also have volunteers that have stepped up to organize club rides when allowed.

As well, we started grooming fat bike trails this winter with the help of volunteers and two local business's (B&R Eckles Cold Lake and E tree Farms who donated equipment and L&M Marine from Bonnyville who lent us a machine for grooming.

Phaze 4 is an area where riders of all ages can improve their riding safely and build confidence on multiple features.

These areas at other parks are known for areas where families set up picnic areas, birthday parties, and group gatherings.

The features are built to spec and monitored regularly for safety concerns unlike jumps home built at construction sites or in the back woods around town where there are many safety concerns.

There has been an overwhelming request for the park build this summer as the current trails have interested many riders from youth to seniors.

Currently there is no Bike park like this within a 350 km radius and it is our strong belief this will attract many riders to our city.

Mountain Bike Tourism BC conducted a survey at multiple bike parks and they concluded that day users at a bike park would bring in a minimum of \$49.00 a day and users from out of town would spend approximately \$262.00 a day.

Our volunteers and local businesses have really stepped up to help so far and we predict this will not stop, and will improve as we grow.

Currently Hoots Inc has estimated that the skills park with multiple features could be completed for approximately \$750 - \$850 000.

Your consideration for this next big phase is greatly appreciated.

**From:** Design at Hoots [<mailto:design@hoots.ca>]

**Sent:** August 27, 2020 5:31 PM

**To:** Jay Hoots <[jay@hoots.ca](mailto:jay@hoots.ca)>; Glenn Barnes <[gbarnes@coldlake.com](mailto:gbarnes@coldlake.com)>; Cold Lake Bike Park <[clbikepark@gmail.com](mailto:clbikepark@gmail.com)>

**Subject:** Cold Lake Bike Park Ph4 proposed - Sheets 1 & 2, Hoots Aug27\_20

Hey Jay, Glenn & Don!

Attached please find reference shots of Sheets 1 & 2 - Cold Lake Bike Park Phase 4 proposed with budget & images dated Aug27\_20 . Please note the given budget estimate does not include taxes.

The higher resolution pdfs of Sheets 1 & 2 are being sent to you in a mailbigfile zip folder, also with August 27, 2020 date.

Cheers & hope everyone is doing well :)

Caron

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administrator / designer - Hoots Ltd.

North Vancouver, BC

[www.hoots.ca](http://www.hoots.ca)

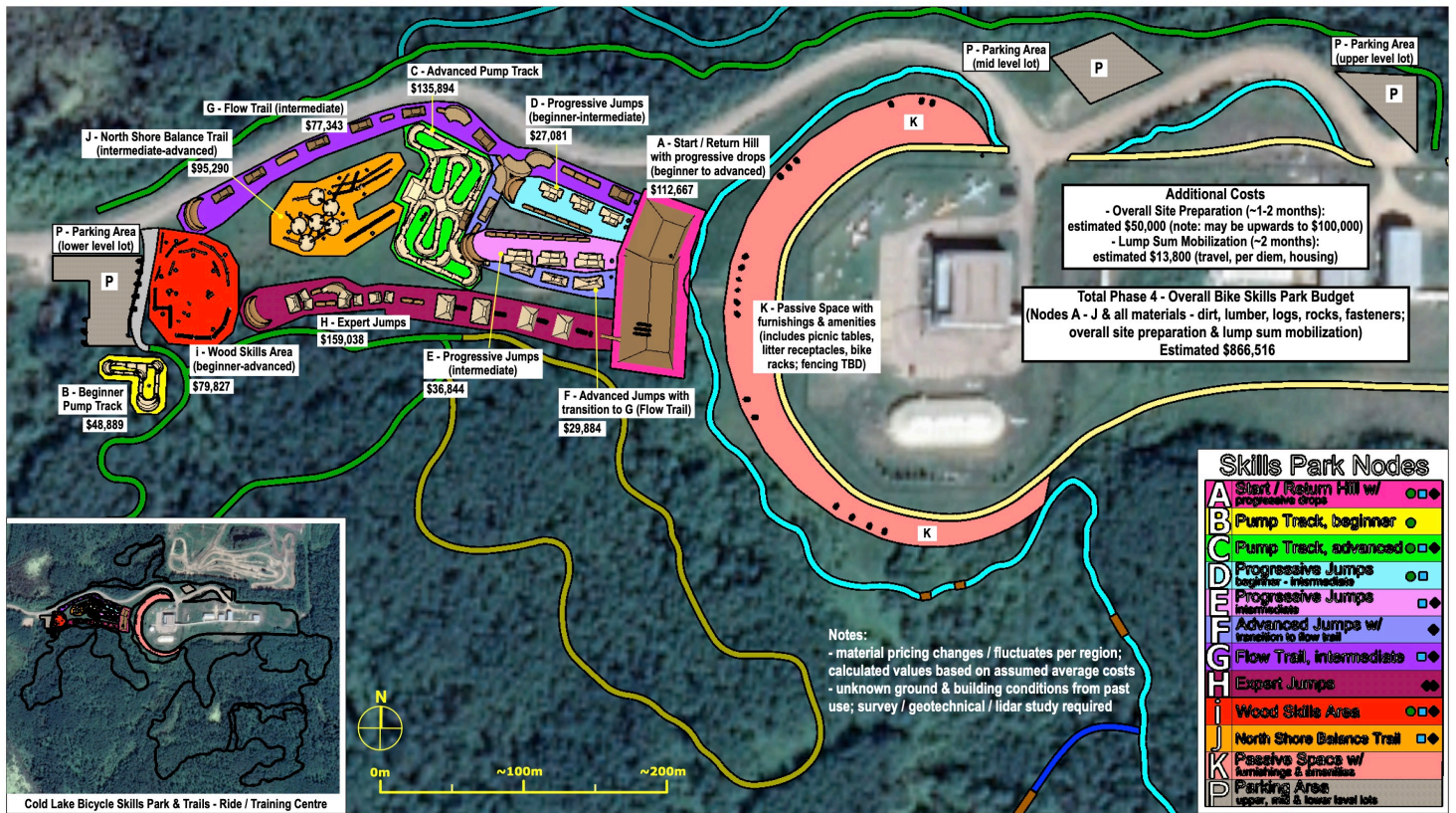
e: [design@hoots.ca](mailto:design@hoots.ca)


t: @jayhoots

f: /hootsbikeparks

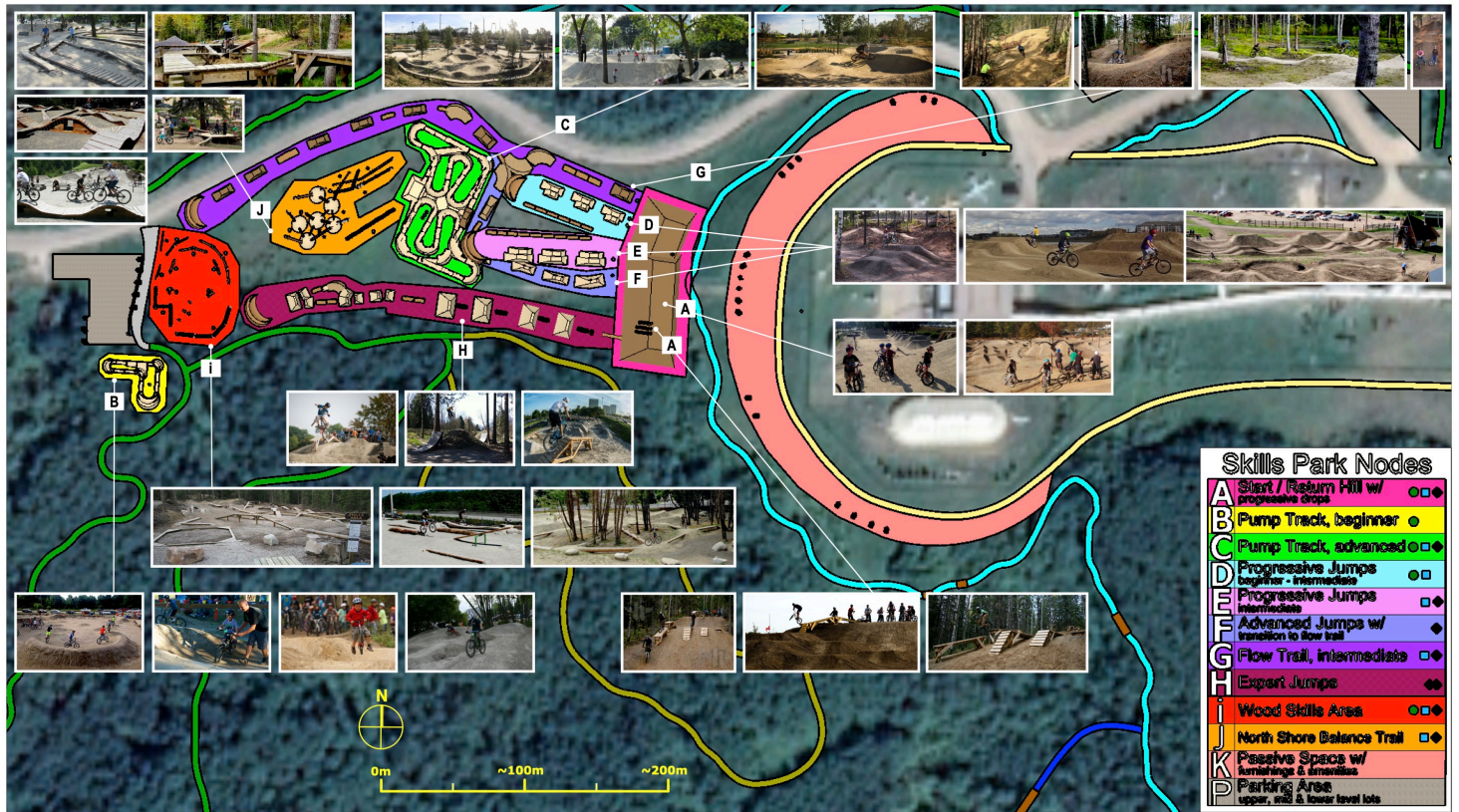






 <p>Hoots Ltd. 2537 Byron Rd. North Vancouver, BC V7H 1L9 604.808.6075 info@hoots.ca</p>	<p><b>Project / Feature:</b> Bicycle Skills Park &amp; Trails - Ride / Training Centre <b>Location:</b> Cold Lake, Alberta (Central Park Reserve Area)</p> <p><b>Client Name:</b> City of Cold Lake, AB</p> <p><small>©2020 Hoots Ltd. All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic, photocopy or otherwise, without the prior written permission of Hoots Inc.</small></p>	<p><b>Designed By:</b> J.Hoots <b>Date:</b> August 2020</p> <p><small>*not to scale</small></p>	<p>Sheet 1 of 2 - Phase 4 Bike Skills Park Proposed Overall Facilities with Estimated Costs &amp; Budget Skills Park Nodes A - J</p>
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Hoots Ltd.  
2537 Byron Rd.  
North Vancouver, BC  
V7H 1L9  
604.808.6075  
info@hoots.ca

Project / Feature: Bicycle Skills Park & Trails - Ride / Training Centre  
Location: Cold Lake, Alberta (Central Park Reserve Area)

Client Name: City of Cold Lake, AB

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Designed By: J.Hoots  
Date: August 2020

\*not to scale

Sheet 2 of 2 - Phase 4 Bike Skills Park  
Proposed Overall Facilities  
Skills Park Nodes A - J with  
Illustrative Images





## STAFF REPORT

**Title:** Bylaw No. 675-PL-20 - Business Licence Bylaw

**Meeting Date:** September 8, 2020

---

**Executive Summary:**

Updated Business Licence Bylaw for Council's consideration.

**Background:**

The City's existing Business Licence Bylaw 196-PL-05 was originally adopted in 2005 and has not been updated or amended since that time. Administration has undertaken a review and prepared an updated Bylaw which was presented to the Corporate Priorities Committee for review and discussion at its June 16, 2020 meeting.

Following presentation of the draft bylaw to the Corporate Priorities Committee, the draft bylaw was circulated to the Cold Lake Regional Chamber of Commerce for review. The Chamber did not identify any concerns with the draft Bylaw, but had some follow-up questions regarding the professions that are exempted from obtaining a licence under Provincial legislation.

Through Administration's review process, all staff involved with the licencing process had an opportunity to review the draft and provide input. Business Licence Bylaws from other communities were also reviewed. Overall, the review determined that the bylaw was essentially sound, with a few areas requiring clarification. Given that the previous bylaw is 15 years old, it was determined that the best way to move forward would be to prepare an updated bylaw. The main revisions are outlined below:

- Clarification was added specifying that any advertisement of a business, by any means, will be considered evidence that a business is being conducted and, therefore, subject to a licence.
- All businesses will be required to provide any names that they will conduct business under. Currently, only the incorporated name is required to be provided, which makes enforcement difficult when a business operates under a different name than the actual incorporated name. As an example, a business known to the public as "John Doe Lawn Care" may actually be incorporated as "123456 Alberta Ltd." or "ABC Holdings Inc." and this would be the name on the licence. This causes some uncertainty when Administration receives inquiries from the public asking whether a particular business has a licence, as the name provided may differ from what is on the licence.



- Clarify that Business Licences are non-transferrable in the event that a business is sold to another party. A Business Licence allows a specific individual or corporate entity to conduct business; therefore, a new licence application is required when a business is sold.
- A schedule has been added to identify known professions which are exempted from obtaining a Business Licence by Provincial Legislation. Clarification was also added that any person claiming an exemption must provide proof of exemption if the profession is not included in the list.
- Penalty section has been updated and penalty amounts moved to a separate schedule.
- The fee structure has been updated to allow for reduced fees for new licence applications made part way through the calendar year (all licences expire December 31). This addresses a frequent concern from applicants, that they should pay a reduced fee if applying for a new licence part way through the year.

In 2019, the City issued a total of 678 business licences. This included 360 Commercial licences, 179 Home-Based licences, 61 Trading Area licences, and 78 Out-of-Town businesses. Based on this breakdown, the estimated licensing fees received by the City are as follows (assuming all licences issued were annual licences):

- Commercial Licences: \$27,000;
- Home-Based Licences: \$26,850;
- Trading Area Licences: \$12,200;
- Out of Town Licences: \$39,000.

Administration did not receive any comments or concerns regarding Bylaw 675-PL-20 prior to the Council report deadline.

Bylaw No. 675-PL-20 received first reading at the August 11, 2020 regular council meeting. Administration is recommending that Council proceed to give Bylaw No. 675-PL-20 second as well as third and final reading subject to the outcome of the non-statutory Public Hearing.

**Alternatives:**

Council may consider the following alternatives:

1. Proceed to give Bylaw No. 675-PL-20 Second as well as Third and final reading subject to the outcome of the non-statutory Public Hearing.



2. Defeat a motion to give Bylaw No. 675-PL-20 Second as well as Third and final reading subject to the outcome of the non-statutory Public Hearing.
3. Accept as Information only.

**Recommended Action:**

Administration recommends that Council proceed to give Bylaw No. 675-PL-20 Second as well as Third and final reading subject to the outcome of the non-statutory Public Hearing.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 675-PL-20**

A BYLAW OF THE CITY OF COLD LAKE, FOR THE PURPOSE OF PROVIDING FOR THE LICENSING AND REGULATION OF CERTAIN BUSINESSES, OCCUPATIONS, AND PROPERTIES WITHIN THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA.

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**PURSUANT** to Section 8 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council may pass bylaws for the purpose of regulating or prohibiting any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways and provide for a system of licences, permits or approvals, and establish fees for such licences, permits or approvals.

**WHEREAS** Council deems it necessary to regulate the development of business and industry within the City of Cold Lake and to provide for a system of licences, permits or approvals, and establish fees for such licences, permits or approvals.

**NOW THEREFORE**, pursuant to the authority of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake, duly assembled, enacts:

**SECTION 1 – TITLE**

- 1.1 This bylaw shall be cited as the “Business Licence Bylaw”.

**SECTION 2 - DEFINITIONS**

In this bylaw unless the context otherwise requires:

- 2.1 “Act” means the *Municipal Government Act*, Chapter M-26, R.S.A. 2000 as amended or replaced from time to time.
- 2.2 “Advertising” means any communication which is intended to promote a business or any product, service, discount or promotion provided by a business, including without limitation communication distributed by a newspaper, newsletter, magazine, flyer, public bulletin, direct mail, television, radio, social media platform, or website.
- 2.3 “Applicant” means an individual or body corporate who applies for a business licence or business licence renewal.
- 2.4 “Business” includes business, trade, profession, industry, occupation, employment, or calling and the providing of goods and services whether or not for profit and however organized or formed, including a co-operative or association of persons.
- 2.5 “Business Location” means the physical location or address where the business accounting functions reside, including but not limited to a head office, home office or store but not including a post office box.
- 2.6 “CAO” means the Chief Administrative Officer for the City or their designate.
- 2.7 “Carry On” means carry on, operate, perform, keep, hold, occupy, deal in or use, whether as principal, agent, contractor or sub-contractor.
- 2.8 “Charitable” or Non-Profit Organization means a person, association of persons, society or a corporation, acting for charity or in the promotion of general social welfare which cannot at any time distribute any dividend or profit to its members and includes but is not limited to a religious group, society or organization; a service club; a community, veterans’ or youth organization; a social, sport or fraternal organization or club; an employer’s or employee’s organization.
- 2.9 “City” shall mean the City of Cold Lake.

- 2.10 “Cold Lake Trading Area” means the area herein defined as follows and shown as Schedule “B” of this bylaw:
- 2.10.1 “East Boundary” is the Alberta and Saskatchewan Provincial Border;
  - 2.10.2 “North Boundary” is the area between the Northeast corner of Section 36-T65-R1-W4, and westerly to the Northwest corner of Section 31-T65-R5-W4;
  - 2.10.3 “West Boundary” is the area between the Northwest corner of Section 31-T65-R5-W4 southerly to the Southwest corner of Section 6-T64-R5-W4, thence easterly to the Northwest corner of Section 34-T63-R4-W4, thence easterly to the West boundary of the Cold Lake Indian Reserve #149B, thence southerly to the Southwest corner of Section 3-T59-R3-W4;
  - 2.10.4 “South Boundary” is the area between the Southwest corner of Section 3-T59-R3-W4 due east of the Alberta and Saskatchewan provincial border;
- 2.11 “Commercial – Type 1” shall mean any business which is carried on at a business location which the licensee either owns or rents and is assessed on the City assessment roll as non-residential.
- 2.12 “Council” shall mean the Municipal Council of the City of Cold Lake.
- 2.13 “Direct Sellers” means any person who, whether as principal or agent: and without restricting the generality of the foregoing shall include Hawkers and Peddlers:
- 2.13.1 goes from place to place selling or offering for sale any merchandise or service, or both, to any person, and who is not a wholesale or retail dealer in such merchandise or service;
  - 2.13.2 offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or a service, or both; or;
  - 2.13.3 sells merchandise or a service, or both, elsewhere other than at a building that is their permanent place of business including, but not limited to, a customer’s place of residence.
- 2.14 “Dwelling” means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit having sleeping, cooking, and toilet facilities and intended as a permanent residence.
- 2.15 “Fee” means licence fees for use with this bylaw.
- 2.16 “Garage or Yard Sale” means the informal sale of miscellaneous household goods by a private individual from a dwelling in a residential land use district.
- 2.17 “Licence” means a licence granted by the City of Cold Lake entitling the person to whom it is granted to carry on a business therein specified in the City of Cold Lake.
- 2.18 “Licensee” means a person holding a valid and subsisting licence issued pursuant to the provisions of this bylaw.
- 2.19 “Non Assessed – Type 3a” shall mean any business which is carried on within the corporate limits of the City, and for which the business location is located outside of the City but within the Cold Lake Trading Area as outlined in Schedule “B”, including without limitation out-of-town contractors and direct sellers.
- 2.20 “Non Assessed – Type 3b” shall mean any business which is carried on within the corporate limits of the City, and for which the business location is located outside of the Cold Lake Trading Area as outlined in Schedule “B”, including without limitation out-of-town contractors and direct sellers.

- 2.21 “Peace Officer” shall mean any member of the Royal Canadian Mounted Police, a Special Constable, or Bylaw Enforcement Officer so appointed by the Council.
- 2.22 “Person” means a natural person or a body corporate and includes a partnership, group of persons acting in concert or an association unless the context explicitly or by necessary implication otherwise requires.
- 2.23 “Premises” means either land or a building located within the corporate boundaries of the City which is shown on the assessment roll of the City.
- 2.24 “Residential – Type 2” means a business which is carried on at, or from, a business location which is the licensee’s normal place of residence, where the licensee is either the owner or a tenant and which:
  - 2.24.1 is assessed on the City assessment roll as residential; or
  - 2.24.2 is located within the boundaries of 4 Wing, and is carried on within the City.
- 2.25 “Shall” means mandatory compliance with the terms of this bylaw.
- 2.26 “Show” means a circus, carnival, midway, rodeo, auction, fair, market, trade show, theatrical or any other exhibition, event or display similar to the foregoing.
- 2.27 “Transaction Location” means the physical or conceptual location where the offer and acceptance of goods and/or services takes place.

### **SECTION 3 – AUTHORITY**

- 3.1 The CAO, or their designate, shall have the authority to carry out the terms of this bylaw. The powers and duties under this bylaw are:
  - 3.1.1 to receive and process all applications for licences;
  - 3.1.2 to collect business licence fees pursuant to Schedule “A” of this bylaw;
  - 3.1.3 to conduct inspections of business premises where necessary;
  - 3.1.4 to refuse or grant business licences in accordance with this bylaw;
  - 3.1.5 to suspend or revoke business licences when deemed appropriate and necessary;
  - 3.1.6 to amend business licences when necessary.

### **SECTION 4 – NECESSITY FOR LICENCE**

- 4.1 No person shall carry on a business in the City without having first obtained a licence in accordance with this bylaw, unless specifically exempted by provincial or federal legislation, or Section 8 of this bylaw.
- 4.2 Proof that the business has been advertised is sufficient to establish that a person is engaged in or operates the business, in accordance with Section 564 of the Act.
- 4.3 One transaction or offer to transact shall be deemed to be evidence that a business is being carried on.
- 4.4 A person owning and/or operating two or more businesses in separate business locations shall obtain a separate licence for each business location.
- 4.5 Where more than one business is conducted from a single business location, the City may require a separate business licence for each business if the CAO, or their designate, deems that different individuals or corporations operate the businesses or the businesses financially operate separately.

- 4.6 No person shall allow or permit any employee, representative or agent to carry on business on their behalf in the City until such a person has obtained a licence in accordance with this bylaw.

## **SECTION 5 – LICENCE APPLICATION**

- 5.1 Any person who intends to carry on a business in the City shall complete, in full, the necessary application form as provided by the City and provide any necessary supporting documentation.
- 5.2 If the business to be licensed requires a provincial licence, the applicant shall provide said licence or a reasonable facsimile acceptable to the City.
- 5.3 The applicant shall provide any name(s) by which the business is known, operating, or doing business as, on the application form.
- 5.4 Any principal contractor shall provide a written list of all other contractors and/or subcontractors, trades and sub-trades that are or will be in their employ within the boundaries of the City and shall ensure all listed persons are duly licensed in accordance with this bylaw.
- 5.5 A person hosting a show such as a trade show, market, or fair is required to provide a list of all participants to the satisfaction of the City. The host shall purchase one licence which shall duly license all listed participants. The fee type shall be determined by the transaction location of the show.
- 5.6 Any person providing false or untrue information on such application form shall be guilty of an offence.

## **SECTION 6 – DECISION**

- 6.1 All licences required under this bylaw shall be issued under the authority of the CAO, or their designate.
- 6.2 Subject to the provisions of this bylaw, upon receipt of an application for a business licence the CAO, or their designate, may grant a business licence or may refuse a business licence if in their opinion there are just and reasonable grounds for the refusal of the application.
- 6.3 If a licence is refused, the applicant may appeal the decision to Council in accordance with Section 14 of this bylaw.

## **SECTION 7 – CONDITIONS OF A LICENCE**

- 7.1 No licence shall be granted until such time as the applicant has:
- 7.1.1 submitted in full, the necessary fee as described in Schedule “A”;
  - 7.1.2 obtained a valid Provincial or Federal Licence for the business where required by law;
  - 7.1.3 obtained a current and passing public health inspection for the business where required by law.
- 7.2 No business licence shall be granted until such time as the applicant or property owner has obtained a valid Development Permit where required by the City’s Land Use Bylaw.

## **SECTION 8 – LICENCE RENEWAL**

- 8.1 A licensee having held a business licence in the previous year may, at the discretion of the CAO, or their designate, renew their licence by paying the fee as described in Schedule “A”.

- 8.2 No person shall carry on a business where a previous Business Licence issued pursuant to this bylaw has expired until such licence has been renewed.

## **SECTION 9 – EXEMPTIONS**

- 9.1 Any exemption under this bylaw solely provides exemption from the necessity of a licence, and does not extend to the necessity for obtaining a Development Permit where required under the City’s Land Use Bylaw nor from complying with any other federal, provincial, or municipal act, statute, bylaw, or regulation.
- 9.2 Notwithstanding other sections of this bylaw, the following organizations or business activities are hereby exempted from applying for and obtaining a business licence, excluding the licensing of a show. All listed herein may be required to submit information for administrative purposes, at the direction and discretion of the CAO, or their designate.
- 9.2.1 The delivery of goods, wares, merchandise, but not including installation, construction, or any other such services, purchased outside of the corporate limits of the City provided that the contract to purchase such goods, wares, merchandise, or delivery was not made within the corporate limits of the City.
- 9.2.2 The distributing of free information in the form of magazines, flyers, pamphlets, newspapers, business cards and similar media.
- 9.2.3 The business or practice of a profession, trade or calling which, by the laws of the Province of Alberta, a municipality is not empowered to licence to carry on within the municipality, including without limitation those listed in Schedule “C” of this bylaw. It is the responsibility of the person claiming an exemption from the requirements of this bylaw to provide proof of such exemption to the satisfaction of the CAO, or their designate.
- 9.2.4 Any Municipal, Provincial, or Federal Government or Government Agency;
- 9.2.5 A charitable organization or professional fund raiser in accordance with an authorization or exemption given under the Charitable Fund-raising Act.
- 9.2.6 A nonprofit organization including without limitation bona fide religious groups.
- 9.2.7 A babysitting service excluding those requiring a provincial licence as Child Care Facilities regulated by the *Child Care Licensing Act*, Statutes of Alberta 2007 Chapter C-10.5
- 9.2.8 A garage or yard sale which is held for a maximum of three (3) consecutive days and up to three (3) times per calendar year at a single dwelling.
- 9.3 Charitable or nonprofit organizations must inform the City prior to commencing any fundraising activities.
- 9.4 If an exempted organization or business requests a business licence from the City, the applicant shall pay the appropriate fee, as determined by the licence type, in full.

## **SECTION 10 - OBLIGATIONS OF LICENSEE**

- 10.1 Every licensee shall prominently display the licence and produce the licence for inspection immediately when required to do so by the CAO, or their designate, any peace officer, or any person duly authorized by the Council.
- 10.2 For businesses which are not carried on at a fixed business location, the licence shall be:
- 10.2.1 carried on the person of the licensee; or
- 10.2.2 carried in or on the vehicle or apparatus from which the business is conducted; and



- 10.2.3 shown to the CAO, or their designate, or members of the public upon request.
- 10.3 The licensee shall complete the necessary form for any change in the:
  - 10.3.1 description or fundamental type of business being carried on;
  - 10.3.2 business location;
  - 10.3.3 name of the business;
  - 10.3.4 contact information applicable to the business.
- 10.4 Subject to Section 10.3, the business location shall be designated on the licence so issued, and thereafter the business shall be conducted at such address and not elsewhere, unless amended in accordance with Section 10.3.
- 10.5 If any licensee fails to notify the City of any changes as described in Section 10.3, the licensee shall be guilty of an offence under this bylaw.

## **SECTION 11 – FEES**

- 11.1 Business licence fees shall be determined in accordance with Schedule “A” of this bylaw.
- 11.2 Fees for a new business licence may be reduced on a quarterly basis, as set out in Schedule “A”. Business licence renewals are not eligible for such fee reductions.
- 11.3 All business licence fees are non-refundable.
- 11.4 If any licensee requires an existing licence to be reprinted, they shall pay the associated fee in full as outlined in Schedule “A”.

## **SECTION 12 – DURATION OF LICENCE**

- 12.1 A licence issued hereunder shall commence on the date of issue and expire on the expiry date shown on the licence, which shall be December 31<sup>st</sup> at midnight for all licences excluding daily, weekly, and seasonal licences.

## **SECTION 13 – REFUSAL, SUSPENSION, AND REVOCATION**

- 13.1 The CAO, or their designate, may refuse to issue or renew a licence, or may suspend or revoke a licence for the following reasons:
  - 13.1.1 The applicant or licensee does not or no longer meets the requirements of this bylaw with respect to the licence applied for or held;
  - 13.1.2 The applicant or licensee, or any of its officers or employees:
    - 13.1.2.1 furnishes false information or misrepresents any fact or circumstance to the CAO, their designate, or a peace officer;
    - 13.1.2.2 has, in the opinion of the CAO, or their designate, based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
    - 13.1.2.3 is found to be in contravention of any federal, provincial, or municipal act, statute, bylaw, or regulation.
    - 13.1.2.4 fails to pay any fee or outstanding fine required by this Bylaw or is otherwise indebted to the City, unless satisfactory arrangements are made with the City which are approved by the CAO; or
    - 13.1.2.5 In the opinion of the CAO, or their designate, based on reasonable grounds, it is in the public interest to do so.
- 13.2 Upon suspension or revocation of a licence, the City shall notify the licensee thereof:
  - 13.2.1 by delivering a notice to them personally; or

13.2.2 by mailing a registered letter to the place of business or residence as shown on the licence, which shall be deemed to have been received seven (7) days after the date of mailing.

13.3 Immediately following receipt of notification of suspension or revocation the business shall cease carrying on until all conditions of the Council, the CAO or their designate, and this bylaw are met.

#### **SECTION 14 – APPEAL PROCEDURE**

14.1 Any applicant who has been refused or any person who has had their licence suspended or revoked may appeal to the Council.

14.2 Any such appeal shall be in writing and shall be submitted to the CAO within thirty (30) days of the date on the notification of refusal or revocation.

14.3 Council shall conduct a hearing within twenty-one (21) calendar days following the receipt date of the written notice of appeal.

14.4 At the hearing of the appeal the Council may review the written submission of the appellant, the CAO or designate and of any other person who may, at the discretion of Council, make verbal submissions.

14.5 After hearing the evidence submitted, the Council may confirm such refusal, suspension or revocation, or may direct that the licence be issued or cease the suspension or revocation, either conditionally or unconditionally, as deemed in the public interest. The decision of Council is final.

#### **SECTION 15 – INSPECTIONS**

15.1 Where a business involves the occupation of a specific building or a specific location and such business is reasonably believed to require a licence, the CAO, their designate or any other authorized person may upon giving reasonable notice inspect the building or location for any purpose under this bylaw.

15.2 Any person who refuses an inspection which is in accordance with Section 15.1 shall be guilty of an offence.

#### **SECTION 16 – PENALTY**

16.1 Any person contravening any of the provisions of this bylaw is guilty of an offence and is liable on conviction to a fine in accordance with Section 566 of the Act. In the event such person is a partnership; each or any partner may be liable to the penalty aforesaid.

16.2 Notwithstanding Section 16.1, where any provision of this bylaw has been deemed to be contravened, the bylaw enforcement officer may issue a voluntary payment violation ticket or tag for that contravention. The accused may avoid appearing in court to answer the said charge by submitting the voluntary payment as indicated on the violation ticket in the amount indicated within Schedule “D”.

16.3 If the offence is for carrying on a business without a valid and subsisting licence, in addition to the penalty imposed, such person shall also be required to obtain a business licence in accordance with this bylaw and pay the appropriate licence fee.

#### **SECTION 17 – GENERAL**

17.1 Any licence issued hereunder is non-transferable. Under the circumstances of transference of a business from one person to another, a new licence application shall be required.

- 17.2 A licence issued hereunder is not a representation to the licensee that the business complies with the requirements of any bylaw or enactment.
- 17.3 It is the intention of the Council of the City of Cold Lake that each separate provision of this bylaw shall be deemed independent of all other provisions and it is further the intention of the Council that if any provision of the bylaw be declared invalid for any reason by a Court of competent jurisdiction, then all other provisions of the bylaw shall remain valid and enforceable.

**SECTION 18 – ENACTMENT/REPEAL**

- 18.1 This bylaw shall come into full force and effect immediately upon the date of its final passing.
- 18.2 Bylaw 196-PL-05 “Business Licence Bylaw”, and its attached schedules are hereby repealed.
- 18.3 Schedules “A”, “B”, “C” and “D” shall form a part of this bylaw.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 11<sup>th</sup> day of August, A.D. 2020, on motion by Councillor Lefebvre.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, A.D. 2020, on motion by Councillor \_\_\_\_\_

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, A.D. 2020, on motion by Councillor \_\_\_\_\_

**CARRIED  
UNANIMOUSLY**

Executed this \_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

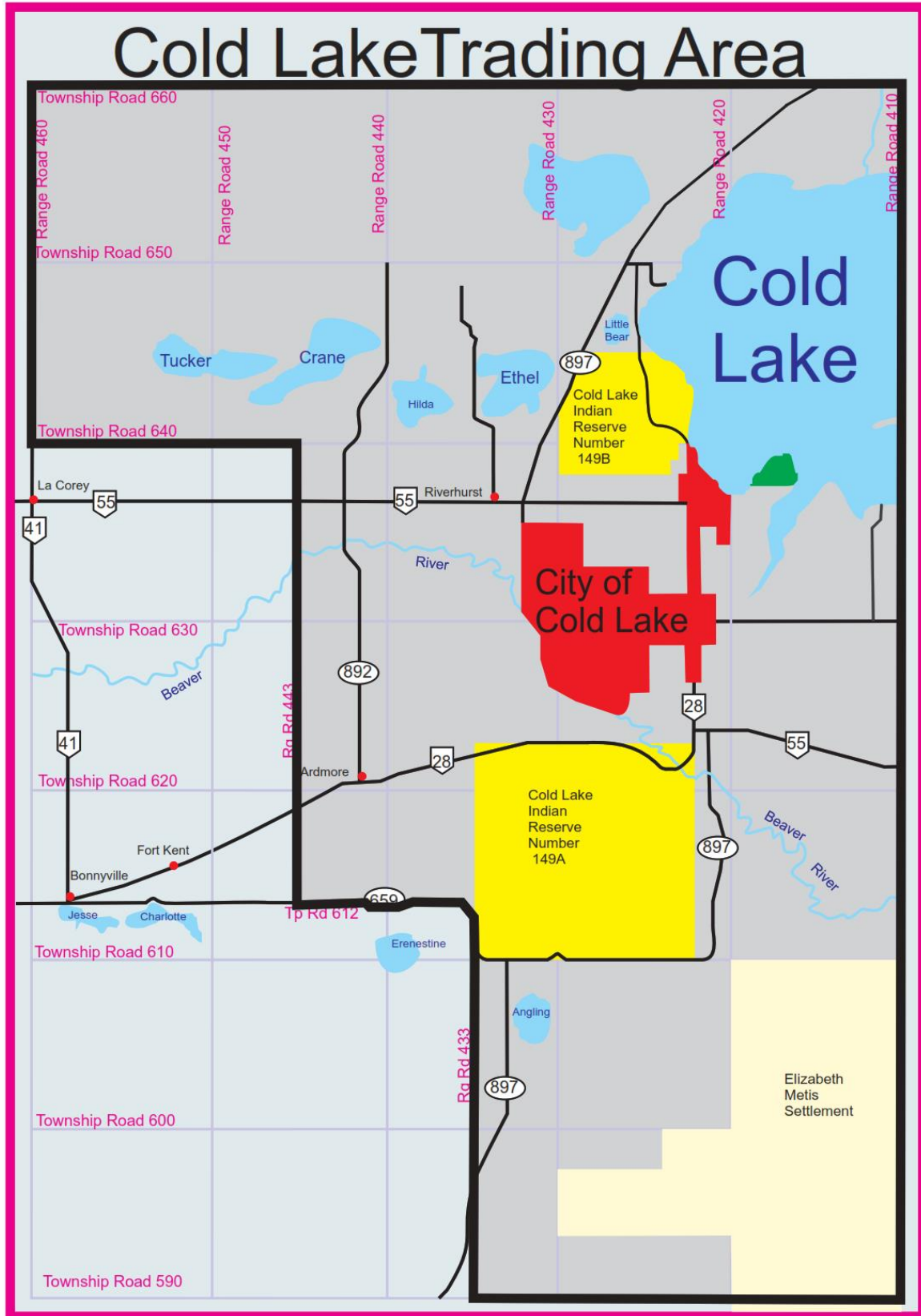
\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

## SCHEDULE “A”

The Business Licence Bylaw requires that the applicant pay a licence fee to carry on a business within the corporate limits of the City. The following fees are deemed to be the licence fees in accordance with this bylaw:

<b>Type</b>	<b>Annual Fee</b>	<b>After April 1st</b>	<b>After July 1st</b>	<b>After October 1st</b>	<b>Weekly Fee</b>	<b>Daily Fee</b>	<b>Reprint Fee</b>
Commercial – Type 1	\$75	\$65	\$55	\$50	\$25	\$10	\$20
Residential – Type 2	\$150	\$125	\$100	\$75	\$50	\$10	\$20
Non Assessed – Type 3a	\$200	\$175	\$150	\$125	\$75	\$50	\$20
Non Assessed – Type 3b	\$500	\$470	\$440	\$400	\$250	\$150	\$20

## SCHEDULE “B”



## SCHEDULE “C”

Certain statutes of the Province of Alberta prohibit a municipality from requiring certain professions to obtain a licence to carry on a business, including without limitation the following professions. The exemption from obtaining a business licence does not apply to other municipal, provincial, or federal regulations, statutes, or laws, or acts, including the requirement to obtain a Development Permit where required under the City’s Land Use Bylaw.

<b>Profession</b>	<b>Statute</b>
Agrologist	Agrology Profession Act, S.A. 2005, c. A-13.5, s. 89
Alberta Shorthand Reporters	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Architect	Architects Act, R.S.A. 2000, c. A-44, s. 67
Barrister & Solicitor	Legal Profession Act, R.S.A. 2000, c. L-8, s. 103
Certified General Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Certified Management Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Certified Management Consultants	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Chartered Accountants	Regulated Accounting Profession Act, R.S.A. 2000, c. R-12, s. 134
Chiropractor	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Combined Laboratory and X-ray Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Assistant	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Hygienist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Surgeon	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dental Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Dentist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Denturist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Engineer	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Engineer-in-training	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Geoscientist	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Geoscientist-in-training	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Hearing Aid Practitioner	Health Professions Act, R.S.A. 2000, c. H-7, s.

	101
Human Ecologist and Home Economist	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Information Systems Professional	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Insurance Agents and Adjusters	Insurance Act, R.S.A. 2000, c.1-3, s. 59
Land Surveyor	Land Surveyors Act, R.S.A. 2000, c. L-3, s. 68
Landscape Architects	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Licensed Practical Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Local Government Managers	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Medical Diagnostic and Therapeutic Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Medical Laboratory Technologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Municipal Assessor	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Naturopath	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Occupational Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Optician	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Optometrist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Paramedic	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Pharmacists and Pharmacy Technician	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Physical Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Physicians, Surgeons and Osteopaths	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Podiatrist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Professional Biologists	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Chemists	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Electrical Contractors and Master Electricians	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Planner	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Professional Technologist	Engineering and Geoscience Professions Act, R.S.A. 2000, c. E-11, s. 79
Psychologist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Registered Dietitians and Registered	Health Professions Act, R.S.A. 2000, c. H-7, s.

Nutritionists	101
Registered Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Registered Professional Forest Technologists	Regulated Forestry Profession Act, R.S.A. 2000, c. R-13, s. 86
Registered Professional Foresters	Regulated Forestry Profession Act, R.S.A. 2000, c. R-13, s. 86
Registered Psychiatric and Mental Deficiency Nurse	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Respiratory Therapist	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
School Business Officials	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Social Workers	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Speech-Language Pathologist and Audiologists	Health Professions Act, R.S.A. 2000, c. H-7, s. 101
Student-at-Law	Legal Profession Act, R.S.A. 2000, c. L-8, s. 103
Supply Chain Management	Professional and Occupational Associations Registration Act, R.S.A. 2000, c. P-26, s. 40
Veterinarian	Veterinary Profession Act, R.S.A. 2000, c. V-2, s. 64
Veterinary Student	Veterinary Profession Act, R.S.A. 2000, c. V-2, s. 64



## **SCHEDULE “D”**

Section No.	Description	Fine Amount
4.1	Carry on Business Without Business Licence	\$500.00
5.6	Provide False or Untrue Information on Licence Application	\$150.00
8.2	Carry on Business With Expired Licence	\$500.00
10.1	Fail to Display Licence or Fail to Produce License for Inspection	\$200.00
10.4	Carry On Business at a Location Other Than the Location Indicated on the Business Licence	\$200.00
10.5	Fail to Notify City of Changes to Licence Information	\$150.00
15.2	Refuse an Inspection	\$200.00

Second Offence within a calendar year: Double Fine Amount

Third and subsequent offences within a calendar year: Triple Fine Amount

\*Where listed fines conflict with those fines set out in applicable Provincial Acts or Regulations, the fines specified in those Acts or Regulations shall apply.



## STAFF REPORT

**Title:** Bylaw No. 677-AD-20 - Cemetery Management Bylaw

**Meeting Date:** September 8, 2020

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### **Executive Summary:**

Bylaw No. 646-AD-19, Cemetery Management Bylaw was passed on June 25, 2019. With the completion of the new cemetery features at the Lakeview Cemetery, administration proposes bylaw amendments to operationalize the new columbarium and memorial wall features. The City has already received interest from members of the public to begin presale and interment into the columbarium niches.

In conjunction with the significant capital investment into the cemetery, administration has reviewed the current cemetery business processes and service levels and proposed bylaw amendments to implement some of the operational and business model improvements recommended in the Cemetery Master Plan (2006).

Administration has prepared Bylaw No. 677-AD-20, with proposed amendments to Bylaw No. 646-AD-19, Cemetery Management Bylaw for Council's consideration.

### **Background:**

At the Lakeview Cemetery, columbarium construction is now complete, with 5 columbarium, having a total of 234 niche units available for purchase as follows:

- 3 large columbarium structures (each with 62 units which hold up to 2 urns, and 4 larger units which can hold up to 4 urns)
- 2 small columbarium structures (each with 16 units which can hold up to 2 urns, and 2 units which can hold up to 4 urns)

The City has received numerous inquiries from the public as to when the columbarium niches will be available for sale and interment.

Near the columbarium, a large memorial wall was also built. Memorial wall plaques can be purchased and inscribed to memorialize loved ones. This option is available to memorialize individuals who may not be interred in the City's cemetery.

Administration has undertaken a thorough review of Bylaw No. 646-AD-19, Cemetery Management Bylaw. Several amendments are recommended:

- Remove reference to plot options which the City has not implemented until such time that they are implemented. This will reduce confusion and simplify the bylaw.



- Reference to the following types of plots has been removed: infant/child plots (the City does not have smaller sized plots available for children), Field of Honour Plots, Green Burial Plots, Standard/Green Burial Cremation Only (smaller sized) plots, Green Burial (cremation only) plots, scatter plots and Standard Double Depth Plots (given the high water table in Cold Lake placing caskets on top of one another in a plot is not recommended).
- At this time, the City offers three plot options:
  1. Standard in Ground Plot
  2. Single Columbarium Niche – holds 2 urns
  3. Double Columbarium Niche – holds 4 urns
- Remove a portion of section 5.8: *The City shall not sell, on a reserve basis, more than fifty percent (50%) of the developed plots available at any given time in a City cemetery.*
- Section for “Disinterment and Exhumation” separated, to make the document clearer and user friendly.
- Section 7.9 – clarified, that only the City or a person authorized by the City may excavate, prepare and close a plot in a City cemetery (removed the ability of a funeral home to authorize someone to excavate, open or close a City plot). Added clarification that a plot must not be opened prior to being marked by the City.
- Correction of minor administrative errors: section 5.3, section 6.2.3, section 6.4, section 7.3.4 section 2.41
- Section 7.10 – amended to clarify that interment services for casket burials must be conducted by a licensed funeral service provider, but interment services for urns (in ground or into columbarium niches) do not have this requirement. This is consistent with municipally run cemeteries across the province and is permitted under cemetery legislation and regulations as long as the City has record of an individual taking responsibility for the interment.
- Section 7.15 has been amended to restrict urn sizes to no larger than 11” tall by 10” diameter. This is to ensure the urns will fit within the columbarium niche and if being placed in the ground, the 12” diameter hole the City will auger.
- Section 7.18 has been amended to coincide with section 7.10.



- Section 8.11 has been added to clarify that placement of an urn into a columbarium is considered a permanent location for interment. As such removal of an urn from a columbarium niche shall be processed as a disinterment of remains. This is consistent with municipally run cemeteries across Alberta.
- Section 9.2 – has been amended to clarify that the City shall arrange for engraving of the columbarium niche plates and memorial wall plaques. This is consistent with municipally run cemeteries across Alberta, and will maintain the esthetics of the memorial features.
- Schedule “A” Prices has been amended to remove unavailable plots and interment options, several price amendments are proposed:
  - Standard Double Adult Plot price has been increased from \$500 to a proposed price of \$750. This plot can inter 1 casket plus 4 urns, or 6 urns. Administration is proposing that 6 urns be permitted as secondary interments above a casket in the recommended amendments to the accompanying Policy No. 207-AD-19.
  - The double columbarium niche (holds a maximum of 4 interments) is proposed at \$2,500 (double the price of the single niche which holds 2 urns)
  - Columbarium niche plate permit fee has been reduced from \$125 to \$75 so that all memorial permit fees are the same. Members of the public would also pay the cost of inscription on the columbarium niche plate at cost recovery.
  - The Communal Memorial Wall Inscription permit fee has been proposed at \$75. Members of the public would also pay the cost of inscription on the communal memorial wall at cost recovery.
  - The interment service fee for human remains (caskets) is reduced from \$125 to \$75. Members of the public would also pay the cost of opening and closing the plot. Fees have been added for opening and closing of plots, consistent with charges used by municipally owned cemeteries across Alberta. City staff would conduct opening and closing of in ground urn interments, while a contractor would be used to open and close the plot for casket interments.
  - A note has been included to acknowledge that indigent persons and veterans (as defined by the *War Veterans Allowance Act* RSC 1985, c W-3) receive plots at 50% the amount that would ordinarily be charged in accordance with section 12 and 13 of the *Cemeteries Act* RSA 2000, c C-3. All other cemetery fees would be charged as usual.



The City's cemetery prices were last amended in 2012 when the price of a standard plot increased from \$300 to \$500. The Cemetery Master Plan prepared in 2016 recommended that the City's cemetery prices increase and stated that:

*The Canadian cemeteries best practice is to increase fees annually (at minimum) by the rate of inflation. This pricing policy is increasingly becoming the standard across Canada. The Bank of Canada's Consumer Price Index reports that inflation has ranged from 2% to 3% over the past decade.*

*Typically, non-residents are charged a premium of 25% to 50% on plots at municipal cemeteries. Currently, the City does not charge a premium to non-residents interred at its cemeteries. Cemetery pricing in most Canadian cemeteries tends to follow consistent market trends. These trends include:*

- *Larger communities often have higher rates due to the increased demand relative to local supply, and they often offer greater diversity of offerings than smaller communities;*
- *Cemeteries with a greater diversity of offerings often have greater market capture and charge higher rates than other sites. Families value a variety of interment options and are willing to pay a premium to accommodate their cultural, religious and personal preferences;*
- *Cemeteries typically charge 1.5 times the standard interment rate for "Double Depth" and "Burial after Hours" on Weekdays, Weekends and Statutory Holidays.*

Administration has also been advised by one of the local funeral home providers that residents of neighboring municipalities have shown interest in purchasing columbarium niches as the next closest columbarium at a municipal cemetery is Lac La Biche County or Lloydminster. There has been a general trend towards cremation (and less interments for caskets) which is projected to continue increasing.

Administration seeks Council's feedback on whether Council would like to implement a resident and non-resident rate structure for cemetery services. Should Council wish to implement a resident and non-resident rate structure, Council may consider what definition of resident and non-resident they wish to use. The Master Plan recommends defining resident as anyone who has lived in the City of Cold Lake for at least 5 years.

Administration has conducted research for comparison for municipally owned cemeteries (church run cemeteries were not included). Prices for the basic ground plot are included as well as the total number of interments possible into a plot. The total



number of interments (often 1 casket, with 1 or more urns as secondary interments above the casket) varies considerably between municipalities.

	# of Interments into Plot	STANDARD PLOT (\$)	
		Resident	Non-Resident
<b>Whitecourt</b> (pop. 10,204)	4	400	550
<b>Cold Lake</b> (pop. 14,961)	5	500	
<b>Slave Lake</b> (pop. 6,651)	5	510	
<b>Lac La Biche</b> (pop. 8,330)	2	550	700
<b>Wainwright</b> (pop 6,270)	5	775	
<b>Camrose</b> (pop. 18,742)	5	878	1,596
<b>High River</b> (pop. 13,584)	7	970	
<b>Okotoks</b> (pop 28,881)	9	1,061-1,380*	2,502-3,107*
<b>Leduc</b> (pop. 29,993)	4	850	
<b>Lloydminster</b> (pop. 36,158)	3	1,519	
<b>Red Deer</b> (pop. 100,000)	6	1,580	1,880
<b>Rockyview County</b> (pop. 39,407)	6	3,107.92	
<b>AVERAGE</b>		<b>1,077-1,106</b>	<b>1,446-1,567</b>

\*Price varies by columbarium row.

Administration has proposed that the City's standard ground plot price increase from \$500 to \$750. This is still significantly lower than the average price of plots canvased.

The following represents columbarium prices (for columbarium units which can intern two (2) urns). The City's current price of \$1,250 is on the lower end of the range of prices.

	COLUMBARIUM NICHE (\$)	
	Resident	Non-Resident
<b>Whitecourt</b> (pop. 10,204)	750	750
<b>Slave Lake</b> (pop. 6,651)	1,035	
<b>Camrose</b> (pop. 18,742)	1,060-1,273**	1,856-2,228**
<b>Cold Lake</b> (pop. 14,961)	1,250	
<b>Leduc</b> (pop. 29,993)	1,350-1,550**	
<b>Okotoks</b> (pop 28,881)	1,413-2,085**	2,332-3,441**
<b>Lac La Biche</b> (pop. 8,330)	1,500	
<b>Wainwright</b> (pop 6,270)	\$1,500	
<b>High River</b> (pop. 13,584)	1,500	
<b>Lloydminster</b> (pop. 36,158)	1,504	
<b>Red Deer</b> (pop. 100,000)	2,520-1,760**	2,065-2,825**
<b>Rockyview County</b> (pop. 39,407)	3,712	



<b>AVERAGE</b>	1,485-1,560	1,750-2,311
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\*\* Prices vary by row of the columbarium with higher rows priced higher than rows that are lower.

Administration seeks Council's consideration for first reading and feedback on Bylaw No. 677-AD-20, Cemetery Management Bylaw.

**Alternatives:**

Council may consider the following options:

1. Give Bylaw No. 677-AD-20, Cemetery Management Bylaw first reading, as presented.
2. Consider amendments to Bylaw No. 677-AD-20, Cemetery Management Bylaw prior to second reading.
3. Council may request Bylaw No 677-AD-20, Cemetery Management Bylaw be brought back to a Corporate Priorities Meeting for further consideration.

**Recommended Action:**

Administration recommends that Council give Bylaw No. 677-AD-20, being the Cemetery Management Bylaw, first reading as presented.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE**  
**BYLAW 646-AD-19**  
**CEMETERY MANAGEMENT BYLAW**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT, REGULATION, OPERATION AND MAINTENANCE OF THE CITY OF COLD LAKE CEMETERIES.

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**PURSUANT** to the *Cemeteries Act of Alberta 2000, C-3* and the *Cemeteries Act, General Regulation, Alberta Regulation 249/1998*;

**WHEREAS** Council deems it necessary and in the public interest to provide for the management, regulation, operation, and maintenance of the City of Cold Lake cemeteries;

**NOW THEREFORE** pursuant to the authority of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled, enacts:

**SECTION 1 – TITLE**

1.1 This Bylaw may be cited for all purposes as “City of Cold Lake Cemetery Management Bylaw”.

**SECTION 2 – DEFINITIONS**

In this Bylaw terms defined in the “*Cemeteries Act of Alberta 2000, C-3* and the *Cemeteries Act, General Regulation, Alberta Regulation 249/1998*” shall have that meaning unless expressly defined otherwise herein, and

- 2.1 “**adult**” means an individual over the age of eighteen (18) years of age;
- 2.2 “**applicant**” means an individual who has made petition to the City for a right of interment, an interment or a memorial permit and may also mean an individual who is an interment rights holder, the legal representative of a deceased or the heir or successor of a deceased, or a funeral service provider, funeral director or memorial supplier acting as the individual’s agent;
- 2.3 “**at-need**” means at the time of death or after a death has occurred;
- 2.4 “**burial**” means the in-ground burial of human remains or cremated remains in a grave;
- 2.5 “**burial permit**” means a legal document issued under the *Vital Statistics Act of Alberta* acknowledging the registration of a death;
- 2.6 “**Bylaw**” means the City of Cold Lake Cemetery Management Bylaw No. 646-AD-19 as may be amended, revised, consolidated or repealed and replaced from time to time;
- 2.7 “**CAO**” means the Chief Administrative Officer of the City of Cold Lake, or their designate;
- 2.8 “**casket**” (or “**container**”) means a container used to enclose human remains for interment but does not include a grave liner, burial vault or an urn;
- 2.9 “**cemetery**” or “**City cemetery**” means land owned by the City that is set apart to be used, now or at a future date as a place of interment of human remains or cremated remains and includes any incidental or ancillary buildings on the land, including but not limited to the ‘*Lakeview Cemetery*’ and the ‘*Grand Centre Memorial Park*’;
- 2.10 “**cemetery legislation**” means the ‘*Cemeteries Act of Alberta 2000, C.3*’ and includes all regulations made thereunder as amended or repealed and replaced from time to time;
- 2.11 “**cemetery services**” means the supply of any service rendered at a City cemetery in respect of any lot or plot, grave stone, grave marker or monument or other form of memorial;
- 2.12 “**cemetery supplies**” means grave liners, grave stones, grave markers or monuments, other forms of memorial or bases for use in a city cemetery;
- 2.13 “**child**” means an individual between the age of one (1) year and seventeen (17) years of age;
- 2.14 “**City**” means The City of Cold Lake and together or separately may also mean and include, the Mayor and Council of the City, a department of the City, a person or persons employed by the City, or a person or an agent authorized by the City to perform work related to the development, management, operation, provision of service, care and maintenance of a City cemetery;
- 2.15 “**columbarium**” means a structure or building or an area in a structure or building that contains niches for the interment of cremated remains;
- 2.16 “**comingled**” means the intentional or unintentional mixing of the cremated remains of more than one individual;
- 2.17 “**Council**” means the elected Mayor and Council of the City of Cold Lake;
- 2.18 “**cremated remains**” means the human bone fragments remaining after cremation and also includes residue of other materials cremated with the human remains;
- 2.19 “**disinterment**” means the removal of human remains or cremated remains from a plot in which the remains are interred for the purpose of an alternative disposition or relocation;
- 2.20 “**exhumation**” means the exposure of interred human remains for the purposes of viewing or



- examination are re-interred into the same plot after the viewing or examination has been completed;
- 2.21 **“family member”** means a spouse, a child (natural, adopted or step), a parent or stepparent, a sibling (natural, adopted or step), a grandparent or step grandparent, or a grandchild (natural, adopted or step);
  - 2.22 **“fees”** means the fees prescribed for cemetery goods and services which form a part of this Bylaw and which, from time-to- time, may be amended, or repealed and replaced;
  - 2.23 **“funeral director” or “funeral service provider”** means an individual licensed to;
    - 2.23.1 arrange, conduct or direct funeral services, bereavement rites and ceremonies;
    - 2.23.2 care for or prepare human remains prior to disposition;
    - 2.23.3 transfer human remains or direct or supervise the transfer of human remains;
  - 2.24 **“grave liner”** means a receptacle with a lid, constructed of a durable material, that may or may not have a bottom, into which a casket holding human remains or an urn holding cremated remains is placed to provide reinforcement of a plot as part of an interment;
  - 2.25 **“holiday”** means any day or part of a day as may be proclaimed from time to time as a holiday to be observed by the City;
  - 2.26 **“human remains”** means a dead human body in any stage of decomposition, or the body of a stillborn infant in any stage of decomposition, but does not include cremated remains;
  - 2.27 **“infant”** means an individual less than one (1) year of age and includes a stillborn infant;
  - 2.28 **“interment”** means disposition of human remains or cremated remains by burial or inurnment;
  - 2.29 **“interment right”** means a right of use for the interment of human remains or cremated remains in a plot at a City cemetery granted in perpetuity and acquired through purchase, inheritance or permitted transfer and issued in accordance and compliance with cemetery legislation and the *‘Cemetery Management Bylaw’*,
  - 2.30 **“interment rights certificate”** means a document, set out in a form prescribed by the City, that describes a right of interment and the terms and conditions that govern the right of interment in a City cemetery plot;
  - 2.31 **“interment authorization”** means a document, set out in a form prescribed by the City, that is completed and signed at-need by the person having the legal authority to authorize the interment of human remains or cremated remains of a deceased person
  - 2.32 **“inurnment”** means the placement of cremated remains in a niche or buried in a plot;
  - 2.33 **“legal representative”** means an individual who, or an agency that, by order of priority set out in *Section 11* of the *Alberta Cemeteries Act General Regulation* has the right to control the disposition of the human remains or cremated remains of a deceased person;
  - 2.34 **“Medical Health Officer”** means a person appointed from time to time under the *‘Public Health Act’* to act as medical officer of health in the province of Alberta;
  - 2.35 **“memorial”** means a product used or intended to be used to identify a plot or to memorialize a deceased individual, as set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
  - 2.36 **“niche”** means one kind of a plot, a space, usually within a columbarium, used or intended to be used for the interment of cremated remains;
  - 2.37 **“perpetual care”** means the long-term preservation, care and maintenance, in perpetuity and in a proper manner, of a City cemetery.
  - 2.38 **“plot”** (includes but is not limited to a **“grave”** or **“niche”**) means a designated space in a City cemetery to be used or intended to be used for;
    - 2.38.1 the interment of human remains or cremated remains under a right of interment;
    - 2.38.2 the installation of a memorial to memorialize a deceased individual or stillborn child;
  - 2.39 **“Public Health Act”** means the *‘Public Health Act, Revised Statutes of Alberta, Chapter 2000 C. P-37’*;
  - 2.40 **“rights holder”** means a person who:
    - 2.40.1 has purchased a right of interment to be held in their name for a plot in a City cemetery;
    - 2.40.2 has a right of interment, registered in their name, for a plot in a City cemetery but is not the original purchaser;
    - 2.40.3 is the legal representative of a deceased person who has a right of interment held in their name for a plot in a City cemetery;
    - 2.40.4 has, in compliance with this Bylaw, had a right of interment for a plot in a City cemetery transferred to them, to be held in their name;
    - 2.40.5 is a legal heir or successor of a deceased interment rights holder and by demonstration of a

right of legal succession, to the satisfaction of the City, may be entitled to inherit control of a deceased person's right of interment for a plot in a City cemetery;

- 2.41 "urn" means a container used for the containment of cremated remains;

### **SECTION 3 - PURPOSE & APPLICATION OF BYLAW**

- 3.1 The following described real properties are set aside, held, laid out, developed, improved, used and maintained, as City cemeteries and dedicated for that use, and shall continue to be for that purpose and shall not be used for any other purpose;
- 3.1.1 Lakeview Cemetery:  
Legally described as Lot B, Plan 429 NY, and at;  
Civic Address, 2205 – 1 Avenue NW, Cold Lake;
- 3.1.2 Grand Centre Memorial Park:  
Legally described as Lot A, Plan 9120678, and at;  
Civic Address, 4608 – 38 Avenue, Cold Lake;
- 3.2 City cemeteries are acquired, established and laid out to provide suitable space for the interment of human remains and cremated remains and for the purpose of making approved cemetery services available to all persons, irrespective of race, faith, orientation or any other form of categorization, and are established more specifically;
- 3.3 The City shall have the full and complete control and management over the land, buildings, plantings, roads, utilities, books and records of the City cemeteries including but not limited to the right to manage, maintain or alter the interment areas, memorials, roads and pathways, buildings, utility infrastructure, change or remove plantings, grade, alter in shape or size, or otherwise develop or change all or any part of a City cemetery as they deem necessary or appropriate and subject only to compliance with any applicable requirement of cemetery legislation.

### **SECTION 4 - GENERAL PROVISIONS & REGULATIONS**

- 4.1 The days and hours of operation of the City cemeteries shall, for the following purposes, be;
- 4.1.1 **Cemetery Visiting:** Cemeteries are open every day of the year for visiting between 8:00 a.m. and sunset. No individual, without the express written permission of the City, shall be in a City cemetery between one (1) hour after sunset and 8:00 a.m. the following morning;
- 4.1.2 **Interment Services:** upon satisfying terms and conditions established further in this Bylaw, may occur on any day of the year at a time approved by the City and arranged with a licensed funeral service provider;
- 4.1.3 **Cemetery Arrangements:** cemetery arrangements and the payment of Cemetery fees shall be made at the Cold Lake City Hall, 5513 – 48 Avenue, Monday through Friday at regular office hours. City Hall is closed on Saturday, Sunday and holidays observed by the City.
- 4.2 Floral tributes may be placed at a City cemetery in accordance with the following rules:
- 4.2.1 on the day of an interment and for a period of seven (7) days following, fresh cut flowers, wreaths, artificial and seasonal floral tributes are permitted on the plot or at the base of the columbarium. After seven (7) days, these flowers may be removed and disposed of by the City, without prior notice;
- 4.2.2 at all other times, a limit of one (1) flower vase of fresh cut flowers, wreaths, artificial and seasonal floral tributes, and potted plants are permitted providing they are placed on a plot monument, on the monument's base or the cement runner. The placement of any form of floral tribute shall not be permitted at the base of any columbarium;
- 4.2.3 all forms of floral tributes, including potted plants, are placed with the understanding that, without prior notice, they may be removed and disposed of by the City should they become unsightly, detract from the general aesthetic of adjacent plots or pose a safety risk to cemetery visitors or workers;
- 4.3 Placing any form of decoration, adornment, personal memento, or other extraneous object, unless in compliance with this Bylaw, is not permitted on any plot in a City cemetery. Unauthorized items placed on any plot or in any City cemetery may, without prior notice, be removed or ordered removed by the City. This includes, but is not limited to, photographs, pictures, frames, solar lights, boxes, shells, toys, wire screens, decorative rock, trellises, benches, or any other form of memorabilia.
- 4.4 Small non-decomposing and non-perishable personal objects or mementos that easily fit within a niche when closed, may be permitted to be placed within a columbarium niche and shall not be a hazard, harm or destroy the structure.
- 4.5 No open flame, candle, or burning of any substance or other material may take place inside a City cemetery without prior authorization given by the CAO and conducted under the direct supervision of the City.

- 4.6 The City is not liable for the deterioration, damage or loss of flowers, decorations, adornments or any other article attached to or placed on a plot or at a memorial site.
- 4.7 No plot or other part of a City cemetery may be decorated or adorned in any manner by any person other than the City, or an authorized agent of the City.
- 4.8 No tree, shrub, plant, bulb, flower or other decorative plant feature may be planted, pruned, cut down, removed or otherwise altered on a plot or anywhere else within the limits of a City cemetery. Where any such work is necessary it shall be performed only by the City, or an authorized agent of the City.
- 4.9 Cemetery roadways are for the exclusive use of interment processions, cemetery patrons, or other individuals as may be approved by the City. Every operator of a vehicle shall, at all times, obey the directions and orders of the City and no vehicle shall exceed fifteen (15) kilometers per hour.
- 4.10 No person shall drive or park a vehicle over any lawn, garden or flower bed without the express permission of and subject to the supervision of the City subject to the exception that the City shall, at all times, have the right of passage in any manner it sees fit over every plot and all the land of every City cemetery so as to ensure that cemetery operations and maintenance can be performed in a safe, efficient and timely manner.
- 4.11 In a City cemetery no person shall,
- 4.11.1 scatter, dispose of, or inter any cremated remains or bury any human remains except in compliance with this Bylaw and any rule or regulation made thereto;
  - 4.11.2 willfully or negligently destroy, mutilate, deface, damage, vandalize, injure or remove anything from a City cemetery, including and without limitation, any memorial, plant, flower, tree, or other item located within the limits of a City cemetery;
  - 4.11.3 play any manner of sports, sports game or sports activity or carry out any activity other than attendance at an interment, memorial service, or the visitation of a plot for the purpose of paying respect to the dead;
  - 4.11.4 operate a snowmobile or any other form of recreational all-terrain vehicle;
  - 4.11.5 conduct them self in a manner so as to disturb the peace, quiet and good order of the cemetery generally or an interment or memorial service that is being conducted therein;
  - 4.11.6 bring into or dump any rubbish, debris or other offensive item or matter or make an unauthorized removal of any cemetery refuse, waste or rubbish;
  - 4.11.7 allow a child or children under the age of sixteen (16) years within the limits of a cemetery that is not accompanied by a parent, guardian or an adult supervisor;
  - 4.11.8 bring any pet or animal, other than a certified personal assistance animal, into a City Cemetery;
  - 4.11.9 otherwise violate any provision of this Bylaw.
- 4.12 All work within City cemeteries shall be performed by the City, employees of the City or authorized agents of the City. An individual or contractor that performs work on behalf of a rights holder or legal representative of a deceased or their heirs or successors shall supply to the City, prior to commencement of any work, proof of the firm's or the contractor's Workers Compensation Insurance, Public Liability Insurance and Motor Vehicle Insurance in a form and amount acceptable to the City.
- 4.13 A contract worker working in a City cemetery shall immediately cease work in the immediate vicinity of any interment or memorial service until the conclusion of the service and all persons attending have left the area where the service was being conducted.
- 4.14 No work may be performed at a City cemetery outside of the regular business hours of the City except where such work is necessary and has been authorized and approved by the City.
- 4.15 Notwithstanding article 5.11.3 of this Bylaw the City shall have the authority to conduct or permit to be conducted public or private events within a City cemetery that are, in the opinion of the City, deemed appropriate for and in keeping with the dignity and purpose of a cemetery.
- 4.16 The City shall be responsible for the management, control and charge of the City cemeteries and when an individual or corporation, through their immediate behavior, or a pattern of behavior, disturbs the peace, quiet and good order of a City cemetery or contravenes any article of this Bylaw, the City may take such steps it deems appropriate to expel the person or corporation from a City cemetery and refuse the admission of them entering into a City cemetery in the future. The person or corporation may be subject to application of a penalty as set out in '*Section 12.0 Penalty for Infractions*' of this Bylaw.

## **SECTION 5 - INTERMENT RIGHTS**

- 5.1 The City, subject to payment of an established fee, may grant an interment right for a vacant plot in a City cemetery on an at-need or a reserve basis.
- 5.2 The interment rights and interment specifications for plots in a City cemetery shall be those set out

- in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and as may be current at the time of the purchase or use of an interment right.
- 5.3 An applicant of an interment right, who pays in full the fee set out in Schedule “A” of this Bylaw, shall be issued, by the City, an ‘Interment Rights Certificate’ which sets out the rights of plot use attributed to the purchaser identified on the certificate.
- 5.4 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.
- 5.5 An interment rights holder may designate only one plot in a City cemetery for their own use.
- 5.6 Where evidence of a clear line of assignment, transfer, inheritance, succession or authority for an interment right that survives an original rights holder is not provided by the legal representative of an original rights holder then the City shall have the authority to:
- 5.6.1 determine, through a process of due diligence and in a form prescribed by the City, the individual or individuals who may be entitled to exercise a surviving right of interment and under what conditions a surviving right of interment may be exercised, or;
- 5.6.2 where a clear and distinct right of succession cannot be reasonably ascertained, prohibit the use of any surviving interment rights in a plot.
- 5.7 The exercise of an interment right, every interment or every other form of disposition of human remains or of cremated remains or installation of a memorial within the limits of a City cemetery is subject to;
- 5.7.1 all provisions of this Bylaw as may be in effect at the time of purchase or use;
- 5.7.2 payment in full of any applicable fee set out in Schedule “A” of this Bylaw as is in effect at the time of purchase or use;
- 5.7.3 compliance with this Bylaw the terms, conditions, design, plot plan, interment and memorial parameters, standards of operation and maintenance set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*, as are in effect at the time of purchase or use.
- 5.8 Subject to at-need plot demand, the City shall have the right to limit or suspend the reserve sale of interment rights in a City cemetery at any time.
- 5.9 The City may, by special agreement, with a society, faith group or other organization, reserve or sell interment rights for a contiguous block of plots in a section of a City cemetery under such terms and conditions as the City deems appropriate and where such section shall be used exclusively for the interment of deceased members of the society, faith group or other organization. Upon such an agreement being made no individual shall be provided an interment in that section, unless an application for interment is accompanied by a certificate from the society, faith group or organization, stating that the individual is entitled to interment in the reserved section. The City, under this provision, shall never sell or reserve more than ten (10%) percent of the developed plots available at any given time in a City cemetery.

## **SECTION 6 - TRANSFER & RECLAMATION OF INTERMENT RIGHTS**

- 6.1 The private sale or transfer 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 and subsequently presented to the City for use or surrender.
- 6.2 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 original fee collected at the time of purchase, and transaction shall be made in compliance with cemetery legislation in effect at the time the surrender is made, providing:
- 6.2.1 there are no interments in or memorials on a plot being surrendered;
- 6.2.2 the original interment rights holder or their legal representative has made written application to the City, in a form prescribed by the City, stating their desire to surrender the interment right;
- 6.2.3 the original Interment Rights Certificate is surrendered to the City;
- 6.2.4 the administration fee for the surrender of an interment right, as set out in Schedule “A” of this Bylaw, is paid to the City;
- 6.3 Pursuant to cemetery legislation, an interment right for an unused plot may be reclaimed by the City if all of the following have occurred;
- 6.3.1 there are no interments in or memorials on a plot being reclaimed;
- 6.3.2 not less than forty (40) years has elapsed from the original date of purchase and there has been no contact from or with the original purchaser, their legal representative, heirs or successors;

- 6.3.3 notice of the intent to reclaim the interment right has been sent to last known address of record for the interment rights holder;
  - 6.3.4 public notice of the plot reclamation has been published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area;
  - 6.3.5 the City can demonstrate all due diligence has been made to locate and contact the interment rights holder and the City has still had no response from the original rights holder, their legal representative, heirs or successors.
- 6.4 Where an interment right for a plot has been reclaimed under article 6.2 and resold, and the interment right is subsequently required for use by the original rights holder or their heir or successor, then the City shall provide an interment right of equal or greater value that has been chosen from the available plots of the cemetery by the original interment rights holder or their heir or successor.

## **SECTION 7 - INTERMENT**

- 7.1 Only human remains or cremated human remains may be interred or scattered in a City cemetery.
- 7.2 Every interment of human remains or cremated remains in a City cemetery shall be consistent with *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and conducted in a manner consistent with the dignity of adjacent plots and the cemetery.
- 7.3 No interment at a City cemetery shall be permitted until:
  - 7.3.1 the legal representative of a deceased completes, signs and delivers to the City an interment authorization, in a form prescribed by the City;
  - 7.3.2 it is ascertained that the deceased holds a valid interment right at a City cemetery or a rights holder at a City cemetery provides authorization for a deceased's human remains or cremated remains to be interred in a plot for which they hold an interment right;
  - 7.3.3 all outstanding indebtedness to the City relating to an interment right to be exercised, the interment fee and the fee for any other service by the City have been paid in full to the City prior to any grave excavation, grave liner installation and gravesite preparation occurring at a plot in a City cemetery;
  - 7.3.4 proper notice, as per article 7.5, in a manner prescribed by the City, has been provided to the City;
  - 7.3.5 for human remains, a copy of a province of Alberta burial permit has been surrendered to the City and for cremated remains, a certificate of cremation has been surrendered to the City;
  - 7.3.6 where a death has occurred in a jurisdiction other than the province of Alberta, a disposition document confirming legal registration of the death in another jurisdiction, has been surrendered to authorized funeral director and the City.
- 7.4 The City shall have the right to approve interment times and to control, limit or restrict the types and numbers of interments that may occur in a City cemetery on a given day.
- 7.5 Advance notice for an interment is required. Normally notice and all documents and fees related for an interment shall be delivered to the City;
  - 7.5.1 at least twenty-four (24) hours in advance of a proposed interment time, of which not less than eight (8) hours are regular operating hours of the City;
  - 7.5.2 the failure to provide advance notice to the City may result in an interment booking being delayed or denied;
  - 7.5.3 no booking or notice for an interment will be accepted by the City more than sixty (60) days in advance of a proposed date of interment.
- 7.6 In the instance an interment is requested in a period shorter than the notice periods set out in article 8.6 of this Bylaw the interment may, at the discretion of the City, be accommodated but may be subject to payment of an administrative fee set out in Schedule "A" of this Bylaw.
- 7.7 Upon provision of advance notice and authorization, to the satisfaction of the City, interments at a City cemetery;
  - 7.7.1 may occur on any day of the week;
  - 7.7.2 shall occur during daylight hours and shall conclude within two (2) hours of an time approved by the City;
  - 7.7.3 interments occurring on a Saturday, Sunday or a holiday observed by the City may be subject to an overtime fee set out in Schedule "A" of this Bylaw.
- 7.8 The City shall have the authority to suspend or cancel interment services and limit or prohibit public access to part or all of a City cemetery where weather, road or grounds conditions or other extraordinary circumstance may warrant or pose a hazard to the public, City personnel or their

- agents.
- 7.9 Only the City or a person authorized by the City, shall excavate, prepare and close a plot in a City cemetery. A plot must not be opened prior to being marked by the City.
- 7.10 Interment services in a City cemetery may only be conducted as follows:
- 7.10.1 Casket burials shall be conducted by or performed under the direct supervision of a licensed funeral service provider engaged by and at the expense of a deceased individual's legal representative. The funeral service provider shall be responsible for providing proper notice of an interment to the City, placement and removal of gravesite artificial greens and the lowering device used for an interment and supervision of and responsibility for all persons attending an interment service under their care.
- 7.10.2 Urn burials or placements into a niche, shall be conducted by either a funeral director authorized by the City or an individual authorized by the City to place the cremated remains into a cemetery plot. It shall be the responsibility of the person in charge of the interment service to provide proper notice of an interment to the City and supervision of and responsibility for all persons attending an interment service under their care.
- 7.11 Every in-ground interment of human remains shall be made into a grave liner of a design approved by the City and purchased by the legal representative of the deceased.
- 7.12 The funeral service provider shall be responsible for the installation of the grave liner on a day arranged with the City where the City shall have the plot marked to ensure the correct installation location.
- 7.13 It is the responsibility of the legal representative of a deceased or their agent or their funeral service provider to provide such means and individuals to transfer and deliver human remains to an interment plot for interment.
- 7.14 An individual, family or a group of people, may witness the filling of a grave ('witness fill') providing:
- 7.14.1 the funeral service provider, as part of the normal notice for and authorization of an interment, shall inform the City of the witness fill request;
- 7.14.2 all proceedings during a witness fill process are the responsibility of, conducted at the direction of and at the liability of the arranging funeral service provider;
- 7.14.3 every individual present at a witness fill process shall follow every instruction given by the funeral service provider directing the interment service;
- 7.14.4 a witness fill service may be subject to an administrative fee set out in Schedule "A" of this Bylaw and shall be paid in full to the City prior to the interment service.
- 7.15 Cremated remains for interment into an in-ground plot or a niche plot shall be enclosed in an urn or container of a design, size and material approved by the City. Urns can be no larger than 11" tall x 10" diameter.
- 7.16 The interment of cremated remains into a human remains plot may only be made after the human remains interment(s) are made in the plot and further subject to any applicable conditions set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 7.17 Further to section 7.10, only a funeral director authorized by the City or an individual authorized by the City, may intern remains into a cemetery plot ~~or perform a scattering of cremated remains at a City cemetery.~~
- 7.18 Where an interment is directed under the Public Health Act written instructions with respect to all procedures to be followed on the interment, to protect the health and safety of all persons who may come into contact with the burial container bearing the human remains, shall be provided to the City by a medical health officer or their agent in advance of the interment.

## **SECTION 8 – DISINTERMENT & EXHUMATION**

- 8.1 Every disinterment or exhumation of human remains or cremated remains from a plot in a City cemetery shall be arranged by and conducted under the supervision of a licensed funeral service provider, engaged by and at the expense of an applicant, in compliance with cemetery legislation and in a manner consistent with the dignity of adjacent plots, the City and general community standards.
- 8.2 In the instance an applicant requests a discretionary disinterment of human remains or cremated remains from a plot under their control then the applicant shall first provide in writing to the City at their expense and in a form prescribed by the City, a document setting out;
- 8.2.1 such proof as the City may request, up to and including sworn affidavits, to establish the identity and the legal right and authority of the applicant to make the request;
- 8.2.2 such other information as the City may reasonably request as to the purpose and reason for the disinterment;
- 8.2.3 and with the understanding the provision of such information shall not bind the City to

permit a discretionary disinterment, the City shall have the right to require an applicant making a discretionary disinterment request to acquire, at their expense, a Court order that compels the City to permit the disinterment requested.

- 8.3 No disinterment or exhumation shall be allowed until;
- 8.3.1 the legal representative of the deceased who has the right to authorize the disinterment of a deceased person's remains, pursuant to *Section 11* of the *Alberta Cemeteries Act General Regulation*, has acquired, completed, duly signed and provided, to the funeral director and the City, an official disinterment authorization;
  - 8.3.2 in the instance where the legal representative of the deceased to be disinterred is not the rights holder for the plot, written authorization from the rights holder to open and close the plot for the disinterment/exhumation shall be provided to the City, in a form prescribed by the City;
  - 8.3.3 all outstanding indebtedness to the City relating to a right of interment, the exercise of the disinterment/exhumation from the plot, and any other service provided or product supplied to facilitate a disinterment/exhumation, has been paid in full to the City subject to the fees set out in Schedule "A" of this Bylaw.
- 8.4 Except where ordered by a Court of competent jurisdiction or under the Public Health Act, no person other than employees or authorized agents of the City along with any duly contracted funeral service provider or funeral director shall be permitted to be present at the disinterment or exhumation of human remains or cremated remains from a plot in a City cemetery.
- 8.5 A funeral service provider employed at the expense of an applicant for a disinterment or exhumation shall be responsible for the arrangement, performance and supervision of;
- 8.5.1 the excavation of soil from a plot, opening of a plot or niche to permit access to and removal of the human or cremated remains buried in the plot or interred;
  - 8.5.2 the physical removal of the interred human or cremated remains from the plot or niche and transfer of those remains into a container that fully encloses the remains;
  - 8.5.3 the removal and disposition of any intact remnants of a grave liner;
  - 8.5.4 the closure of the plot when the disinterment/exhumation is complete and restoring of grounds in the plot area to an acceptable form.
- 8.6 Other than the recovery of the human remains or cremated remains readily apparent and present in a plot opened for a disinterment the City makes no representation or warranty as to what other material, personal effect or other extraneous item may be recovered at a disinterment or exhumation.
- 8.7 The application for and authorization of a disinterment/exhumation shall grant the City sole and discretionary authority to dispose of, in a safe, environmentally sensitive and dignified manner, all extraneous materials that may incidentally be recovered from a plot as part of the residue from a disinterment or exhumation, including but not limited to remnants of a burial casket, urn, other form of burial container or a grave liner or burial vault present from the date of the original interment.
- 8.8 A disinterment or exhumation in a City cemetery shall, without exception, be performed on a day and at a time of the City's choosing.
- 8.9 The re-interment of disinterred human remains or cremated remains into another plot within a City cemetery shall comply with this Bylaw in every way and as may be applicable.
- 8.10 Removal of an urn from a columbarium niche shall be considered a disinterment.

## **SECTION 9 – MEMORIALS**

- 9.1 The installation of every memorial or any form of memorial in a City cemetery shall conform to the *City of Cold Lake Cemetery Management Bylaw* and the rules and regulations of *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* as is in force at the time a memorial is to be installed, not at the date when a right of interment was purchased, when an interment was made or when the memorial was purchased, and shall conform to the plan established for the plot.
- 9.2 For following responsibility for plot memorials applies:
- 9.2.1 For in ground plot memorials, it is the responsibility of a rights holder or the legal representative of a deceased to arrange for the supply and installation of a memorial on a City cemetery plot. The City shall have no responsibility or obligation to place or install, at the City's expense, any form of temporary or permanent memorial at an interment plot or a remembrance site.
  - 9.2.2 For columbarium niche plots and memorial wall plaques, the rights holder or legal representative of the deceased shall provide the City with inscription information and be responsible for all costs associated with the memorial. The City shall arrange for the engraving, placement, and installation of the memorial.
- 9.3 A rights holder is required to keep in proper repair, at their expense and to the satisfaction of the City, all memorials on their plot. If a memorial installed on a City cemetery falls into a state of

- disrepair, the City may document its condition and shall have the authority, without prior notice, to have the memorial removed, repaired, or restored at its sole discretion, at the expense of a rights holder. The City is under no obligation to take any action whatsoever related to a memorial which may have fallen into a state of disrepair.
- 9.4 Where an applicant for a memorial permit is a memorial supplier, it is the responsibility of the memorial supplier to confirm the correct location for a memorial or a companion memorial proposed for installation and to further confirm the correct layout for a companion inscription on a memorial.
  - 9.5 The City shall have the authority to refuse to issue a memorial permit to an applicant if the applicant has failed to comply with the requirements of this Bylaw and/or those set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial application and the steps that must be taken to resolve the deficiency.
  - 9.6 The City shall have the authority to reject a memorial, despite the prior issuance of a memorial permit, when a memorial delivered for installation does not match the specifications described in a memorial permit application or does not comply with the requirements of this Bylaw. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial delivered for installation and the steps that must be taken to resolve the deficiency.
  - 9.7 Where it is determined a memorial or its installation do not comply with this Bylaw and *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* then the City may request and require, at the expense of a rights holder or their legal representative, that the non-compliant memorial be moved, reinstalled or permanently removed from a City cemetery.
  - 9.8 The City shall be responsible to maintain the land on which a memorial is placed or installed but shall not be responsible for the maintenance of any memorial. The City shall not be liable for, or obligated to repair, any scratch, breakage or damage to a memorial in a City cemetery except where it can be shown any such a scratch, breakage or damage has been caused by the gross negligence of the City, its employees or its agents.

#### **SECTION 10 - CEMETERY FEES**

- 10.1 The fees established by Council for City cemeteries shall be set out in Schedule “A” of this Bylaw and shall be made available to the public upon request.
- 10.2 The City shall from time to time and on a regular basis review, establish, add, amend, delete or repeal and replace the fees set out in Schedule “A” of this Bylaw.

#### **SECTION 11 - CEMETERY ADMINISTRATION**

- 11.1 This Bylaw establishes the Council of the City of Cold Lake as the trustees of all City cemeteries as now currently exist or may exist in the future.
- 11.2 The Council, as trustees of the City cemeteries, delegates the authority to the CAO or his designate to be responsible for:
  - 11.2.1 designating and empowering an employee of the City or authorizing an agent of the City to oversee the development, management, and administration of the operation, care and maintenance of the City cemeteries in accordance with all applicable legislation of Alberta or Canada, and regulations made thereto, and any bylaw of the City as amended, including SECTION 12 Perpetual Care and Maintenance, of this Bylaw;
  - 11.2.2 the administration, interpretation and enforcement of this Bylaw and where the application and enforcement of this Bylaw shall be conducted in a consistent, fair and equitable manner in every case and circumstance with every user of a City cemetery;
  - 11.2.3 ensuring all records, including financial records, maps and any other information needed for the management, administration, operation and maintenance of the City cemeteries are created, collected and retained as required under cemetery legislation and all other applicable legislation or regulation of the City, Alberta or Canada;
  - 11.2.4 ensuring all rights of interment, permits and contracts are issued as required by and in compliance with cemetery legislation and as authorized by this Bylaw;

#### **SECTION 12 - PERPETUAL CARE & MAINTENANCE**

- 12.1 The Council, as trustees of the City cemeteries, delegates the authority to the CAO or his designate to ensure;
  - 12.1.1 the care and maintenance of the City cemeteries is performed in accordance with all applicable legislation of Alberta or Canada, and regulations made thereto, and any bylaw of the City as may be amended, revised, consolidated or replaced from time to time;
  - 12.1.2 the City cemeteries are maintained to an aesthetic appearance consistent with general community standards;
  - 12.1.3 the roads, entrances, pathways, grounds and landscaping of the City cemeteries are



- maintained in a safe, operational and good state of repair;
- 12.1.4 no offence is committed in the administration and operation of a City cemetery;
- 12.1.5 no public health nuisance or safety hazard arises from the operation of a City cemetery.

### **SECTION 13 - PENALTY FOR INFRACTIONS**

- 13.1 Any individual or corporation is guilty of an offence if the person or corporation:
  - 13.1.1 contravenes this Bylaw;
  - 13.1.2 willfully obstructs an Officer or assaults an Officer in the exercise or performance of their duties related to this Bylaw, with the intent to resist or prevent the lawful arrest or detainment of themselves or another person.
  - 13.1.3 An individual who or corporation that is guilty of an offence is liable, upon summary conviction, to a fine of not more than \$10,000 and not less than \$50, or imprisonment of not more than one (1) year or both fine and imprisonment.
- 13.2 A Municipal Violation Tag or Provincial Violation Ticket may be issued for an offence.
- 13.3 An individual or corporation receiving the Municipal Violation Tag may on or before thirty (30) days of the date issued:
  - 13.3.1 pay the fine amount to avoid prosecution of the offence;
  - 13.3.2 request that a Provincial Violation Ticket be issued in place of the Municipal Violation Tag to allow that individual or corporation to attend court with respect to the offence.
- 13.4 An individual or corporation receiving a Provincial Violation Ticket, where a voluntary fine amount is indicated on the ticket may:
  - 13.4.1 pay the voluntary fine amount by the date specified to avoid prosecution of the offence;
  - 13.4.2 attend or have their agent attend, court on the required date indicated on the ticket and elect to enter a plea with respect to the offence.
- 13.5 An individual or corporation receiving a Provincial Violation Ticket, where there is no voluntary fine amount indicated, must appear in court.
- 13.6 Acting on behalf of the Council of the City of Cold Lake enforcement of this Bylaw, depending on the situation, circumstance and severity of violation, shall be performed by the CAO or their designate, Municipal Enforcement or the RCMP.

### **SECTION 14 – ENACTMENT/REPEAL**

- 14.1 This Bylaw shall come into full force and effect immediately upon the date of its final passage.
- 14.2 City of Cold Lake Bylaw No. 646-AD-19 is hereby repealed.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2020, A.D. on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, A.D. on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, A.D. on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**Executed this \_\_\_\_ day of \_\_\_\_\_, 2020**

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

**CHIEF ADMINISTRATIVE OFFICER**

**SCHEDULE ‘A’**  
**CEMETERY FEES**

ITEM	FEE (\$)
<b>PLOTS:</b>	
Standard Adult Plot (Single-Depth)* <i>-allows for either: One (1) Full Burial prior to Six (6) Cremated Remains OR Six (6) Cremated Remains only.</i>	750.00*
Columbarium Single Niche Plot* <i>- allows for Two (2) Cremated Remains</i>	1,250.00*
Columbarium Double Niche Plot* <i>- allows for Four (4) Cremated Remains</i>	2,500.00*
<b>MEMORIALS: Installation Permits</b>	
Flat Marker Permit	75.00
Upright Monument Permit	75.00
Columbarium Niche Plate Permit**	75.00**
Communal Memorial Wall Inscription Permit**	75.00**
<b>INTERMENT / SERVICES: Administration / Records Management</b>	
Interment - Human Remains	75.00
Interment – In-Ground: Cremated Remains	75.00
Interment – Niche: Cremated Remains	75.00
Saturday / Sunday / Holiday - Services	200.00
Late Notice for Interment	125.00
Disinterment / Exhumation	500.00
<b>INTERMENT SERVICES: Opening and Closing</b>	
Interment - Human Remains Casket Burial***	***
Interment – In-Ground: Cremated Remains – November 1 <sup>st</sup> to April 30 <sup>th</sup>	400.00
Interment – In-Ground: Cremated Remains – May 1 <sup>st</sup> to October 31 <sup>th</sup>	250.00
Interment – Niche: Cremated Remains	100.00
Disinterment / Exhumation***	***
<b>GENERAL: Administration &amp; Records Management</b>	
Transfer of Interment Right – to another individual and plot Name Change	100.00
Transfer of Interment Right returned to City of Cold Lake <i>will be purchased by the City at 85% of the original cost charged to the Owner by the City.</i>	<i>nil</i>
Witness Close & Fill of Grave	<i>nil</i>
Records – Amend / Correct / Add to an Existing Record	50.00

\*In accordance section 12 and 13 of the *Cemeteries Act* RSA 2000, c C-3, indigent persons and veterans as defined by the *War Veterans Allowance Act* RSC 1985 c W-3 may purchase a plot at 50% of the amount that would ordinarily be charged.

\*\*Plus the cost of engraving

\*\*\*Fee varies based on ground conditions

*Services are subject to availability. All fees are subject to change. All fees are subject to GST.*

**CITY OF COLD LAKE**  
**BYLAW 646-AD-19**  
**CEMETERY MANAGEMENT BYLAW**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT, REGULATION, OPERATION AND MAINTENANCE OF THE CITY OF COLD LAKE CEMETERIES.

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**PURSUANT** to the *Cemeteries Act of Alberta 2000, C-3* and the *Cemeteries Act, General Regulation, Alberta Regulation 249/1998*;

**WHEREAS** Council deems it necessary and in the public interest to provide for the management, regulation, operation, and maintenance of the City of Cold Lake cemeteries;

**NOW THEREFORE** pursuant to the authority of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled, enacts:

**SECTION 1 – TITLE**

1.1 This Bylaw may be cited for all purposes as “City of Cold Lake Cemetery Management Bylaw”.

**SECTION 2 – DEFINITIONS**

In this Bylaw terms defined in the “*Cemeteries Act of Alberta 2000, C-3* and the *Cemeteries Act, General Regulation, Alberta Regulation 249/1998*” shall have that meaning unless expressly defined otherwise herein, and

- 2.1 “**adult**” means an individual over the age of eighteen (18) years of age;
- 2.2 “**applicant**” means an individual who has made petition to the City for a right of interment, an interment or a memorial permit and may also mean an individual who is an interment rights holder, the legal representative of a deceased or the heir or successor of a deceased, or a funeral service provider, funeral director or memorial supplier acting as the individual’s agent;
- 2.3 “**at-need**” means at the time of death or after a death has occurred;
- 2.4 “**burial**” means the in-ground burial of human remains or cremated remains in a grave;
- 2.5 “**burial permit**” means a legal document issued under the *Vital Statistics Act of Alberta* acknowledging the registration of a death;
- 2.6 “**Bylaw**” means the City of Cold Lake Cemetery Management Bylaw No. 646-AD-19 as may be amended, revised, consolidated or repealed and replaced from time to time;
- 2.7 “**CAO**” means the Chief Administrative Officer of the City of Cold Lake, or their designate;
- 2.8 “**casket**” (or “**container**”) means a container used to enclose human remains for interment but does not include a grave liner, burial vault or an urn;
- 2.9 “**cemetery**” or “**City cemetery**” means land owned by the City that is set apart to be used, now or at a future date as a place of interment of human remains or cremated remains and includes any incidental or ancillary buildings on the land, including but not limited to the ‘*Lakeview Cemetery*’ and the ‘*Grand Centre Memorial Park*’;
- 2.10 “**cemetery legislation**” means the ‘*Cemeteries Act of Alberta 2000, C.3*’ and includes all regulations made thereunder as amended or repealed and replaced from time to time;
- 2.11 “**cemetery services**” means the supply of any service rendered at a City cemetery in respect of any lot or plot, grave stone, grave marker or monument or other form of memorial;
- 2.12 “**cemetery supplies**” means grave liners, grave stones, grave markers or monuments, other forms of memorial or bases for use in a city cemetery;
- 2.13 “**child**” means an individual between the age of one (1) year and seventeen (17) years of age;
- 2.14 “**City**” means The City of Cold Lake and together or separately may also mean and include, the Mayor and Council of the City, a department of the City, a person or persons employed by the City, or a person or an agent authorized by the City to perform work related to the development, management, operation, provision of service, care and maintenance of a City cemetery;
- 2.15 “**columbarium**” means a structure or building or an area in a structure or building that contains niches for the interment of cremated remains;
- 2.16 “**comingled**” means the intentional or unintentional mixing of the cremated remains of more than one individual;
- 2.17 “**Council**” means the elected Mayor and Council of the City of Cold Lake;
- 2.18 “**cremated remains**” means the human bone fragments remaining after cremation and also includes residue of other materials cremated with the human remains;
- 2.19 “**disinterment**” means the removal of human remains or cremated remains from a plot in which the remains are interred for the purpose of an alternative disposition or relocation;
- 2.20 “**exhumation**” means the exposure of interred human remains for the purposes of viewing or

- examination are re-interred into the same plot after the viewing or examination has been completed;
- 2.21 **“family member”** means a spouse, a child (natural, adopted or step), a parent or stepparent, a sibling (natural, adopted or step), a grandparent or step grandparent, or a grandchild (natural, adopted or step);
- 2.22 **“fees”** means the fees prescribed for cemetery goods and services which form a part of this Bylaw and which, from time-to- time, may be amended, or repealed and replaced;
- 2.23 **“funeral director” or “funeral service provider”** means an individual licensed to;
- 2.23.1 arrange, conduct or direct funeral services, bereavement rites and ceremonies;
- 2.23.2 care for or prepare human remains prior to disposition;
- 2.23.3 transfer human remains or direct or supervise the transfer of human remains;
- 2.24 **“grave liner”** means a receptacle with a lid, constructed of a durable material, that may or may not have a bottom, into which a casket holding human remains or an urn holding cremated remains is placed to provide reinforcement of a plot as part of an interment;
- ~~2.25 **“green burial”** means a natural form of interment that satisfies criteria set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*;~~
- 2.25 **“holiday”** means any day or part of a day as may be proclaimed from time to time as a holiday to be observed by the City;
- 2.26 **“human remains”** means a dead human body in any stage of decomposition, or the body of a stillborn infant in any stage of decomposition, but does not include cremated remains;
- 2.27 **“infant”** means an individual less than one (1) year of age and includes a stillborn infant;
- 2.28 **“interment”** means disposition of human remains or cremated remains by burial or inurnment;
- 2.29 **“interment right”** means a right of use for the interment of human remains or cremated remains in a plot at a City cemetery granted in perpetuity and acquired through purchase, inheritance or permitted transfer and issued in accordance and compliance with cemetery legislation and the *‘Cemetery Management Bylaw*,
- 2.30 **“interment rights certificate”** means a document, set out in a form prescribed by the City, that describes a right of interment and the terms and conditions that govern the right of interment in a City cemetery plot;
- 2.31 **“interment authorization”** means a document, set out in a form prescribed by the City, that is completed and signed at-need by the person having the legal authority to authorize the interment of human remains or cremated remains of a deceased person
- 2.32 **“inurnment”** means the placement of cremated remains in a niche or buried in a plot;
- 2.33 **“legal representative”** means an individual who, or an agency that, by order of priority set out in *Section 11* of the *Alberta Cemeteries Act General Regulation* has the right to control the disposition of the human remains or cremated remains of a deceased person;
- 2.34 **“Medical Health Officer”** means a person appointed from time to time under the *‘Public Health Act’* to act as medical officer of health in the province of Alberta;
- 2.35 **“memorial”** means a product used or intended to be used to identify a plot or to memorialize a deceased individual, as set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 2.36 **“niche”** means one kind of a plot, a space, usually within a columbarium, used or intended to be used for the interment of cremated remains;
- 2.37 **“perpetual care”** means the long-term preservation, care and maintenance, in perpetuity and in a proper manner, of a City cemetery.
- 2.38 **“plot”** (includes but is not limited to a **“grave”** or **“niche”**) means a designated space in a City cemetery to be used or intended to be used for;
- 2.38.1 the interment of human remains or cremated remains under a right of interment;
- 2.38.2 the installation of a memorial to memorialize a deceased individual or stillborn child;
- 2.39 **“Public Health Act”** means the *‘Public Health Act, Revised Statutes of Alberta, Chapter 2000 C. P-37’*;
- 2.40 **“rights holder”** means a person who:
- 2.40.1 has purchased a right of interment to be held in their name for a plot in a City cemetery;
- 2.40.2 has a right of interment, registered in their name, for a plot in a City cemetery but is not the original purchaser;
- 2.40.3 is the legal representative of a deceased person who has a right of interment held in their name for a plot in a City cemetery;
- 2.40.4 has, in compliance with this Bylaw, had a right of interment for a plot in a City cemetery

transferred to them, to be held in their name;

- 2.40.5 is a legal heir or successor of a deceased interment rights holder and by demonstration of a right of legal succession, to the satisfaction of the City, may be entitled to inherit control of a deceased person's right of interment for a plot in a City cemetery;

~~2.42 "scatter" means the irreversible dispersal of cremated remains in a defined area or feature within a City cemetery where such dispersal may result in the comingling of cremated remains previously scattered in the scattering location;~~

- 2.41 "urn" means a container used for the containment of cremated remains;

### **SECTION 3 - PURPOSE & APPLICATION OF BYLAW**

- 3.1 The following described real properties are set aside, held, laid out, developed, improved, used and maintained, as City cemeteries and dedicated for that use, and shall continue to be for that purpose and shall not be used for any other purpose;
- 3.1.1 Lakeview Cemetery:  
Legally described as Lot B, Plan 429 NY, and at;  
Civic Address, 2205 – 1 Avenue NW, Cold Lake;
- 3.1.2 Grand Centre Memorial Park:  
Legally described as Lot A, Plan 9120678, and at;  
Civic Address, 4608 – 38 Avenue, Cold Lake;
- 3.2 City cemeteries are acquired, established and laid out to provide suitable space for the interment of human remains and cremated remains ~~or for the scattering of cremated remains~~ and for the purpose of making approved cemetery services available to all persons, irrespective of race, faith, orientation or any other form of categorization, and are established more specifically;
- 3.3 The City shall have the full and complete control and management over the land, buildings, plantings, roads, utilities, books and records of the City cemeteries including but not limited to the right to manage, maintain or alter the interment areas, memorials, roads and pathways, buildings, utility infrastructure, change or remove plantings, grade, alter in shape or size, or otherwise develop or change all or any part of a City cemetery as they deem necessary or appropriate and subject only to compliance with any applicable requirement of cemetery legislation.

### **SECTION 4 - GENERAL PROVISIONS & REGULATIONS**

- 4.1 The days and hours of operation of the City cemeteries shall, for the following purposes, be;
- 4.1.1 **Cemetery Visiting:** Cemeteries are open every day of the year for visiting between 8:00 a.m. and sunset. No individual, without the express written permission of the City, shall be in a City cemetery between one (1) hour after sunset and 8:00 a.m. the following morning;
- 4.1.2 **Interment Services:** upon satisfying terms and conditions established further in this Bylaw, may occur on any day of the year at a time approved by the City and arranged with a licensed funeral service provider;
- 4.1.3 **Cemetery Arrangements:** cemetery arrangements and the payment of Cemetery fees shall be made at the Cold Lake City Hall, 5513 – 48 Avenue, Monday through Friday at regular office hours. City Hall is closed on Saturday, Sunday and holidays observed by the City.
- 4.2 Floral tributes may be placed at a City cemetery in accordance with the following rules:
- 4.2.1 on the day of an interment and for a period of seven (7) days following, fresh cut flowers, wreaths, artificial and seasonal floral tributes are permitted on the plot or at the base of the columbarium. After seven (7) days, these flowers may be removed and disposed of by the City, without prior notice;
- 4.2.2 at all other times, a limit of one (1) flower vase of fresh cut flowers, wreaths, artificial and seasonal floral tributes, and potted plants are permitted providing they are placed on a plot monument, on the monument's base or the cement runner. The placement of any form of floral tribute shall not be permitted at the base of any columbarium;
- 4.2.3 all forms of floral tributes, including potted plants, are placed with the understanding that, without prior notice, they may be removed and disposed of by the City should they become unsightly, detract from the general aesthetic of adjacent plots or pose a safety risk to cemetery visitors or workers;
- 4.3 Placing any form of decoration, adornment, personal memento, or other extraneous object, unless in compliance with this Bylaw, is not permitted on any plot in a City cemetery. Unauthorized items placed on any plot or in any City cemetery may, without prior notice, be removed or ordered removed by the City. This includes, but is not limited to, photographs, pictures, frames, solar lights, boxes, shells, toys, wire screens, decorative rock, trellises, benches, or any other form of memorabilia.
- 4.4 Small non-decomposing and non-perishable personal objects or mementos that easily fit within a

- niche when closed, may be permitted to be placed within a columbarium niche and shall not be a hazard, harm or destroy the structure.
- 4.5 No open flame, candle, or burning of any substance or other material may take place inside a City cemetery without prior authorization given by the CAO and conducted under the direct supervision of the City.
- 4.6 The City is not liable for the deterioration, damage or loss of flowers, decorations, adornments or any other article attached to or placed on a plot or at a memorial site.
- 4.7 No plot or other part of a City cemetery may be decorated or adorned in any manner by any person other than the City, or an authorized agent of the City.
- 4.8 No tree, shrub, plant, bulb, flower or other decorative plant feature may be planted, pruned, cut down, removed or otherwise altered on a plot or anywhere else within the limits of a City cemetery. Where any such work is necessary it shall be performed only by the City, or an authorized agent of the City.
- 4.9 Cemetery roadways are for the exclusive use of interment processions, cemetery patrons, or other individuals as may be approved by the City. Every operator of a vehicle shall, at all times, obey the directions and orders of the City and no vehicle shall exceed fifteen (15) kilometers per hour.
- 4.10 No person shall drive or park a vehicle over any lawn, garden or flower bed without the express permission of and subject to the supervision of the City subject to the exception that the City shall, at all times, have the right of passage in any manner it sees fit over every plot and all the land of every City cemetery so as to ensure that cemetery operations and maintenance can be performed in a safe, efficient and timely manner.
- 4.11 In a City cemetery no person shall,
- 4.11.1 scatter, dispose of, or inter any cremated remains or bury any human remains except in compliance with this Bylaw and any rule or regulation made thereto;
  - 4.11.2 willfully or negligently destroy, mutilate, deface, damage, vandalize, injure or remove anything from a City cemetery, including and without limitation, any memorial, plant, flower, tree, or other item located within the limits of a City cemetery;
  - 4.11.3 play any manner of sports, sports game or sports activity or carry out any activity other than attendance at an interment, memorial service, or the visitation of a plot for the purpose of paying respect to the dead;
  - 4.11.4 operate a snowmobile or any other form of recreational all-terrain vehicle;
  - 4.11.5 conduct them self in a manner so as to disturb the peace, quiet and good order of the cemetery generally or an interment or memorial service that is being conducted therein;
  - 4.11.6 bring into or dump any rubbish, debris or other offensive item or matter or make an unauthorized removal of any cemetery refuse, waste or rubbish;
  - 4.11.7 allow a child or children under the age of sixteen (16) years within the limits of a cemetery that is not accompanied by a parent, guardian or an adult supervisor;
  - 4.11.8 bring any pet or animal, other than a certified personal assistance animal, into a City Cemetery;
  - 4.11.9 otherwise violate any provision of this Bylaw.
- 4.12 All work within City cemeteries shall be performed by the City, employees of the City or authorized agents of the City. An individual or contractor that performs work on behalf of a rights holder or legal representative of a deceased or their heirs or successors shall supply to the City, prior to commencement of any work, proof of the firm's or the contractor's Workers Compensation Insurance, Public Liability Insurance and Motor Vehicle Insurance in a form and amount acceptable to the City.
- 4.13 A contract worker working in a City cemetery shall immediately cease work in the immediate vicinity of any interment or memorial service until the conclusion of the service and all persons attending have left the area where the service was being conducted.
- 4.14 No work may be performed at a City cemetery outside of the regular business hours of the City except where such work is necessary and has been authorized and approved by the City.
- 4.15 Notwithstanding article 5.11.3 of this Bylaw the City shall have the authority to conduct or permit to be conducted public or private events within a City cemetery that are, in the opinion of the City, deemed appropriate for and in keeping with the dignity and purpose of a cemetery.
- 4.16 The City shall be responsible for the management, control and charge of the City cemeteries and when an individual or corporation, through their immediate behavior, or a pattern of behavior, disturbs the peace, quiet and good order of a City cemetery or contravenes any article of this Bylaw, the City may take such steps it deems appropriate to expel the person or corporation from a City cemetery and refuse the admission of them entering into a City cemetery in the future. The person or corporation may be subject to application of a penalty as set out in '*Section 12.0 Penalty for Infractions*' of this Bylaw.

## **SECTION 5 - INTERMENT RIGHTS**

- 5.1 The City, subject to payment of an established fee, may grant an interment right for a vacant plot in a City cemetery on an at-need or a reserve basis.
- 5.2 The interment rights and interment specifications for plots in a City cemetery shall be those set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and as may be current at the time of the purchase or use of an interment right.
- 5.3 An applicant of an interment right, who pays in full the fee set out in Schedule “A” of this Bylaw, shall **be** issued, by the City, an ‘Interment Rights Certificate’ ~~to~~ which sets out the rights of plot use attributed to the purchaser identified on the certificate.
- 5.4 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.
- 5.5 An interment rights holder may designate only one plot in a City cemetery for their own use.
- 5.6 Where evidence of a clear line of assignment, transfer, inheritance, succession or authority for an interment right that survives an original rights holder is not provided by the legal representative of an original rights holder then the City shall have the authority to:
- 5.6.1 determine, through a process of due diligence and in a form prescribed by the City, the individual or individuals who may be entitled to exercise a surviving right of interment and under what conditions a surviving right of interment may be exercised, or;
- 5.6.2 where a clear and distinct right of succession cannot be reasonably ascertained, prohibit the use of any surviving interment rights in a plot.
- 5.7 The exercise of an interment right, every interment or every other form of disposition of human remains or of cremated remains or installation of a memorial within the limits of a City cemetery is subject to;
- 5.7.1 all provisions of this Bylaw as may be in effect at the time of purchase or use;
- 5.7.2 payment in full of any applicable fee set out in Schedule “A” of this Bylaw as is in effect at the time of purchase or use;
- 5.7.3 compliance with this Bylaw the terms, conditions, design, plot plan, interment and memorial parameters, standards of operation and maintenance set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*, as are in effect at the time of purchase or use.
- 5.8 Subject to at-need plot demand, the City shall have the right to limit or suspend the reserve sale of interment rights in a City cemetery at any time. ~~The City shall not sell, on a reserve basis, more than fifty percent (50%) of the developed plots available at any given time in a City cemetery.~~
- 5.9 The City may, by special agreement, with a society, faith group or other organization, reserve or sell interment rights for a contiguous block of plots in a section of a City cemetery under such terms and conditions as the City deems appropriate and where such section shall be used exclusively for the interment of deceased members of the society, faith group or other organization. Upon such an agreement being made no individual shall be provided an interment in that section, unless an application for interment is accompanied by a certificate from the society, faith group or organization, stating that the individual is entitled to interment in the reserved section. The City, under this provision, shall never sell or reserve more than ten (10%) percent of the developed plots available at any given time in a City cemetery.

## **SECTION 6 - TRANSFER & RECLAMATION OF INTERMENT RIGHTS**

- 6.1 The private sale or transfer 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 and subsequently presented to the City for use or surrender.
- 6.2 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 original fee collected at the time of purchase, and transaction shall be made in compliance with cemetery legislation in effect at the time the surrender is made, providing:
- 6.2.1 there are no interments in or memorials on a plot being surrendered;
- 6.2.2 the original interment rights holder or their legal representative has made written application to the City, in a form prescribed by the City, stating their desire to surrender the interment right;
- 6.2.3 the original Interment Rights Certificate is surrendered to the City;
- 6.2.4 the administration fee for the surrender of an interment right, as set out in Schedule “A” of this Bylaw, is paid to the City;



- 6.3 Pursuant to cemetery legislation, an interment right for an unused plot may be reclaimed by the City if all of the following have occurred;
- 6.3.1 there are no interments in or memorials on a plot being reclaimed;
  - 6.3.2 not less than forty (40) years has elapsed from the original date of purchase and there has been no contact from or with the original purchaser, their legal representative, heirs or successors;
  - 6.3.3 notice of the intent to reclaim the interment right has been sent to last known address of record for the interment rights holder;
  - 6.3.4 public notice of the plot reclamation has been published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area;
  - 6.3.5 the City can demonstrate all due diligence has been made to locate and contact the interment rights holder and the City has still had no response from the original rights holder, their legal representative, heirs or successors.
- 6.4 Where an interment right for a plot has been reclaimed under article 6.2 and resold, and the interment right is subsequently required for use by the original rights holder or their heir or successor, then the City shall provide an interment right of equal or greater value that has been chosen from the available plots of the cemetery by the original interment rights holder or their heir or successor.

## **SECTION 7 - INTERMENT, ~~DISINTERMENT & EXHUMATION~~**

- 7.1 Only human remains or cremated human remains may be interred or scattered in a City cemetery.
- 7.2 Every interment of human remains or cremated remains, ~~and every scattering of cremated remains~~ in a City cemetery shall be consistent with *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and conducted in a manner consistent with the dignity of adjacent plots and the cemetery.
- 7.3 No interment, ~~scattering, disinterment or exhumation~~ at a City cemetery shall be permitted until:
- 7.3.1 the legal representative of a deceased completes, signs and delivers to the City an interment authorization, in a form prescribed by the City;
  - 7.3.2 it is ascertained that the deceased holds a valid interment right at a City cemetery or a rights holder at a City cemetery provides authorization for a deceased's human remains or cremated remains to be interred in a plot for which they hold an interment right;
  - 7.3.3 all outstanding indebtedness to the City relating to an interment right to be exercised, the interment fee and the fee for any other service by the City have been paid in full to the City prior to any grave excavation, grave liner installation and gravesite preparation occurring at a plot in a City cemetery;
  - 7.3.4 proper notice, as per article 7.5, in a manner prescribed by the City, has been provided to the City;
  - 7.3.5 for human remains, a copy of a province of Alberta burial permit has been surrendered to the City and for cremated remains, a certificate of cremation has been surrendered to the City;
  - 7.3.6 where a death has occurred in a jurisdiction other than the province of Alberta, a disposition document confirming legal registration of the death in another jurisdiction, has been surrendered to authorized funeral director and the City.
- 7.4 The City shall have the right to approve interment times and to control, limit or restrict the types and numbers of interments that may occur in a City cemetery on a given day.
- 7.5 Advance notice for an interment is required. Normally notice and all documents and fees related for an interment shall be delivered to the City;
- 7.5.1 at least twenty-four (24) hours in advance of a proposed interment time, of which not less than eight (8) hours are regular operating hours of the City;
  - 7.5.2 the failure to provide advance notice to the City may result in an interment booking being delayed or denied;
  - 7.5.3 no booking or notice for an interment will be accepted by the City more than sixty (60) days in advance of a proposed date of interment.
- 7.6 In the instance an interment is requested in a period shorter than the notice periods set out in article 8.6 of this Bylaw the interment may, at the discretion of the City, be accommodated but may be subject to payment of an administrative fee set out in Schedule "A" of this Bylaw.
- 7.7 Upon provision of advance notice and authorization, to the satisfaction of the City, interments at a City cemetery;
- 7.7.1 may occur on any day of the week;

- 7.7.2 shall occur during daylight hours and shall conclude within two (2) hours of an time approved by the City;
- 7.7.3 interments occurring on a Saturday, Sunday or a holiday observed by the City may be subject to an overtime fee set out in Schedule “A” of this Bylaw.
- 7.8 The City shall have the authority to suspend or cancel interment services and limit or prohibit public access to part or all of a City cemetery where weather, road or grounds conditions or other extraordinary circumstance may warrant or pose a hazard to the public, City personnel or their agents.
- 7.9 Only the City or a person authorized by ~~a funeral director or~~ the City, shall excavate, prepare and close a plot in a City cemetery. **A plot must not be opened prior to being marked by the City.**
- 7.10 **Interment services in a City cemetery may only be conducted as follows:**
- 7.10.1 **Casket burials** shall be conducted by or performed under the direct supervision of a licensed funeral service provider engaged by and at the expense of a deceased individual’s legal representative. The funeral service provider shall be responsible for providing proper notice of an interment to the City, ~~arranging to have the grave marked and excavated,~~ placement and removal of gravesite artificial greens and the lowering device used for an interment and supervision of and responsibility for all persons attending an interment service under their care.
- 7.10.2 **Urn burials or placements into a niche, shall be conducted by either a funeral director authorized by the City or an individual authorized by the City to place the cremated remains into a cemetery plot. It shall be the responsibility of the person in charge of the interment service to provide proper notice of an interment to the City and supervision of and responsibility for all persons attending an interment service under their care.**
- 7.11 Every in-ground interment of human remains shall be made into a grave liner of a design approved by the City and purchased by the legal representative of the deceased. ~~The only permitted exception to the requirement for a grave liner is for the interment of an infant or interment into a green burial plot.~~
- 7.12 The funeral service provider shall be responsible for the installation of the grave liner on a day arranged with the City where the City shall have the plot marked to ensure the correct installation location.
- 7.13 It is the responsibility of the legal representative of a deceased or their agent or their funeral service provider to provide such means and individuals to transfer and deliver human remains to an interment plot for interment.
- 7.14 An individual, family or a group of people, may witness the filling of a grave (‘witness fill’) providing:
- 7.14.1 the funeral service provider, as part of the normal notice for and authorization of an interment, shall inform the City of the witness fill request;
- 7.14.2 all proceedings during a witness fill process are the responsibility of, conducted at the direction of and at the liability of the arranging funeral service provider;
- 7.14.3 every individual present at a witness fill process shall follow every instruction given by the funeral service provider directing the interment service;
- 7.14.4 a witness fill service may be subject to an administrative fee set out in Schedule “A” of this Bylaw and shall be paid in full to the City prior to the interment service.
- 7.15 Cremated remains for interment into an in-ground plot or a niche plot shall be enclosed in an urn or container of a design, size and material approved by the City. **Urns can be no larger than 11” tall x 10” diameter.**
- 7.16 The interment of cremated remains into a human remains plot may only be made after the human remains interment(s) are made in the plot and further subject to any applicable conditions set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- ~~7.17 The City may make provision for and permit the scattering of cremated remains within a City cemetery where such scattering shall be limited to only designated areas or scattering features.~~
- 7.17 **Further to section 7.10, only a funeral director authorized by the City or an individual authorized by the City, may intern remains into a cemetery plot or perform a scattering of cremated remains at a City cemetery.**
- ~~7.19 Where permitted, scattering of cremated remains in a City cemetery shall from the moment of scattering be considered a permanent and non-recoverable disposition of the cremated remains.~~
- 7.18 Where an interment is directed under the Public Health Act written instructions with respect to all procedures to be followed on the interment, to protect the health and safety of all persons who may come into contact with the burial container bearing the human remains, shall be provided to the City by a medical health officer or their agent in advance of the interment.

## **SECTION 8 – DISINTERMENT & EXHUMATION**

- 8.1 Every disinterment or exhumation of human remains or cremated remains from a plot in a City cemetery shall be arranged by and conducted under the supervision of a licensed funeral service provider, engaged by and at the expense of an applicant, in compliance with cemetery legislation and in a manner consistent with the dignity of adjacent plots, the City and general community standards.
- 8.2 In the instance an applicant requests a discretionary disinterment of human remains or cremated remains from a plot under their control then the applicant shall first provide in writing to the City at their expense and in a form prescribed by the City, a document setting out;
  - 8.2.1 such proof as the City may request, up to and including sworn affidavits, to establish the identity and the legal right and authority of the applicant to make the request;
  - 8.2.2 such other information as the City may reasonably request as to the purpose and reason for the disinterment;
  - 8.2.3 and with the understanding the provision of such information shall not bind the City to permit a discretionary disinterment, the City shall have the right to require an applicant making a discretionary disinterment request to acquire, at their expense, a Court order that compels the City to permit the disinterment requested.
- 8.3 No disinterment or exhumation shall be allowed until;
  - 8.3.1 the legal representative of the deceased who has the right to authorize the disinterment of a deceased person's remains, pursuant to *Section 11 of the Alberta Cemeteries Act General Regulation*, has acquired, completed, duly signed and provided, to the funeral director and the City, an official disinterment authorization;
  - 8.3.2 in the instance where the legal representative of the deceased to be disinterred is not the rights holder for the plot, written authorization from the rights holder to open and close the plot for the disinterment/exhumation shall be provided to the City, in a form prescribed by the City;
  - 8.3.3 all outstanding indebtedness to the City relating to a right of interment, the exercise of the disinterment/exhumation from the plot, and any other service provided or product supplied to facilitate a disinterment/exhumation, has been paid in full to the City subject to the fees set out in Schedule "A" of this Bylaw.
- ~~8.4 No disinterment or exhumation of human remains or cremated remains shall be permitted from a green burial plot except where ordered by a Court of competent jurisdiction.~~
- 8.4 Except where ordered by a Court of competent jurisdiction or under the Public Health Act, no person other than employees or authorized agents of the City along with any duly contracted funeral service provider or funeral director shall be permitted to be present at the disinterment or exhumation of human remains or cremated remains from a plot in a City cemetery.
- 8.5 A funeral service provider employed at the expense of an applicant for a disinterment or exhumation shall be responsible for the arrangement, performance and supervision of;
  - 8.5.1 the excavation of soil from a plot, opening of a plot or niche to permit access to and removal of the human or cremated remains buried in the plot or interred;
  - 8.5.2 the physical removal of the interred human or cremated remains from the plot or niche and transfer of those remains into a container that fully encloses the remains;
  - 8.5.3 the removal and disposition of any intact remnants of a grave liner;
  - 8.5.4 the closure of the plot when the disinterment/exhumation is complete and restoring of grounds in the plot area to an acceptable form.
- 8.6 Other than the recovery of the human remains or cremated remains readily apparent and present in a plot opened for a disinterment the City makes no representation or warranty as to what other material, personal effect or other extraneous item may be recovered at a disinterment or exhumation.
- 8.7 The application for and authorization of a disinterment/exhumation shall grant the City sole and discretionary authority to dispose of, in a safe, environmentally sensitive and dignified manner, all extraneous materials that may incidentally be recovered from a plot as part of the residue from a disinterment or exhumation, including but not limited to remnants of a burial casket, urn, other form of burial container or a grave liner or burial vault present from the date of the original interment.
- 8.8 A disinterment or exhumation in a City cemetery shall, without exception, be performed on a day and at a time of the City's choosing.
- 8.9 The re-interment of disinterred human remains or cremated remains into another plot within a City cemetery shall comply with this Bylaw in every way and as may be applicable.
- 8.10 Removal of an urn from a columbarium niche shall be considered a disinterment.

## **SECTION 9 – MEMORIALS**

- 9.1 The installation of every memorial or any form of memorial in a City cemetery shall conform to the *City of Cold Lake Cemetery Management Bylaw* and the rules and regulations of *Cold Lake Policy*

No. 207-AD-19, Cemetery Management Policy as is in force at the time a memorial is to be installed, not at the date when a right of interment was purchased, when an interment was made or when the memorial was purchased, and shall conform to the plan established for the plot.

9.2 For following responsibility for plot memorials applies:

9.2.1 For in ground plot memorials, it is the responsibility of a rights holder or the legal representative of a deceased to arrange for the supply and installation of a memorial on a City cemetery plot. The City shall have no responsibility or obligation to place or install, at the City's expense, any form of temporary or permanent memorial at an interment plot or a remembrance site.

9.2.2 For columbarium niche plots and memorial wall plaques, the rights holder or legal representative of the deceased shall provide the City with inscription information and be responsible for all costs associated with the memorial. The City shall arrange for the engraving, placement, and installation of the memorial.

9.3 A rights holder is required to keep in proper repair, at their expense and to the satisfaction of the City, all memorials on their plot. If a memorial installed on a City cemetery falls into a state of disrepair, the City may document its condition and shall have the authority, without prior notice, to have the memorial removed, repaired, or restored at its sole discretion, at the expense of a rights holder. The City is under no obligation to take any action whatsoever related to a memorial which may have fallen into a state of disrepair.

9.4 Where an applicant for a memorial permit is a memorial supplier, it is the responsibility of the memorial supplier to confirm the correct location for a memorial or a companion memorial proposed for installation and to further confirm the correct layout for a companion inscription on a memorial.

9.5 The City shall have the authority to refuse to issue a memorial permit to an applicant if the applicant has failed to comply with the requirements of this Bylaw and/or those set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial application and the steps that must be taken to resolve the deficiency.

9.6 The City shall have the authority to reject a memorial, despite the prior issuance of a memorial permit, when a memorial delivered for installation does not match the specifications described in a memorial permit application or does not comply with the requirements of this Bylaw. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial delivered for installation and the steps that must be taken to resolve the deficiency.

9.7 Where it is determined a memorial or its installation do not comply with this Bylaw and *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* then the City may request and require, at the expense of a rights holder or their legal representative, that the non-compliant memorial be moved, reinstalled or permanently removed from a City cemetery.

9.8 The City shall be responsible to maintain the land on which a memorial is placed or installed but shall not be responsible for the maintenance of any memorial. The City shall not be liable for, or obligated to repair, any scratch, breakage or damage to a memorial in a City cemetery except where it can be shown any such a scratch, breakage or damage has been caused by the gross negligence of the City, its employees or its agents.

## **SECTION 10 - CEMETERY FEES**

10.1 The fees established by Council for City cemeteries shall be set out in Schedule "A" of this Bylaw and shall be made available to the public upon request.

10.2 The City shall from time to time and on a regular basis review, establish, add, amend, delete or repeal and replace the fees set out in Schedule "A" of this Bylaw.

## **SECTION 11 - CEMETERY ADMINISTRATION**

11.1 This Bylaw establishes the Council of the City of Cold Lake as the trustees of all City cemeteries as now currently exist or may exist in the future.

11.2 The Council, as trustees of the City cemeteries, delegates the authority to the CAO or his designate to be responsible for:

11.2.1 designating and empowering an employee of the City or authorizing an agent of the City to oversee the development, management, and administration of the operation, care and maintenance of the City cemeteries in accordance with all applicable legislation of Alberta or Canada, and regulations made thereto, and any bylaw of the City as amended, including **SECTION 12** Perpetual Care and Maintenance, of this Bylaw;

11.2.2 the administration, interpretation and enforcement of this Bylaw and where the application and enforcement of this Bylaw shall be conducted in a consistent, fair and equitable manner in every case and circumstance with every user of a City cemetery;

11.2.3 ensuring all records, including financial records, maps and any other information needed

for the management, administration, operation and maintenance of the City cemeteries are created, collected and retained as required under cemetery legislation and all other applicable legislation or regulation of the City, Alberta or Canada;

- 11.2.4 ensuring all rights of interment, permits and contracts are issued as required by and in compliance with cemetery legislation and as authorized by this Bylaw;

## **SECTION 12 - PERPETUAL CARE & MAINTENANCE**

- 12.1 The Council, as trustees of the City cemeteries, delegates the authority to the CAO or his designate to ensure;
- 12.1.1 the care and maintenance of the City cemeteries is performed in accordance with all applicable legislation of Alberta or Canada, and regulations made thereto, and any bylaw of the City as may be amended, revised, consolidated or replaced from time to time;
- 12.1.2 the City cemeteries are maintained to an aesthetic appearance consistent with general community standards;
- 12.1.3 the roads, entrances, pathways, grounds and landscaping of the City cemeteries are maintained in a safe, operational and good state of repair;
- 12.1.4 no offence is committed in the administration and operation of a City cemetery;
- 12.1.5 no public health nuisance or safety hazard arises from the operation of a City cemetery.

## **SECTION 13 - PENALTY FOR INFRACTIONS**

- 13.1 Any individual or corporation is guilty of an offence if the person or corporation:
- 13.1.1 contravenes this Bylaw;
- 13.1.2 willfully obstructs an Officer or assaults an Officer in the exercise or performance of their duties related to this Bylaw, with the intent to resist or prevent the lawful arrest or detainment of themselves or another person.
- 13.1.3 An individual who or corporation that is guilty of an offence is liable, upon summary conviction, to a fine of not more than \$10,000 and not less than \$50, or imprisonment of not more than one (1) year or both fine and imprisonment.
- 13.2 A Municipal Violation Tag or Provincial Violation Ticket may be issued for an offence.
- 13.3 An individual or corporation receiving the Municipal Violation Tag may on or before thirty (30) days of the date issued:
- 13.3.1 pay the fine amount to avoid prosecution of the offence;
- 13.3.2 request that a Provincial Violation Ticket be issued in place of the Municipal Violation Tag to allow that individual or corporation to attend court with respect to the offence.
- 13.4 An individual or corporation receiving a Provincial Violation Ticket, where a voluntary fine amount is indicated on the ticket may:
- 13.4.1 pay the voluntary fine amount by the date specified to avoid prosecution of the offence;
- 13.4.2 attend or have their agent attend, court on the required date indicated on the ticket and elect to enter a plea with respect to the offence.
- 13.5 An individual or corporation receiving a Provincial Violation Ticket, where there is no voluntary fine amount indicated, must appear in court.
- 13.6 Acting on behalf of the Council of the City of Cold Lake enforcement of this Bylaw, depending on the situation, circumstance and severity of violation, shall be performed by the CAO or their designate, Municipal Enforcement or the RCMP.

## **SECTION 14 – ENACTMENT/REPEAL**

- 14.1 This Bylaw shall come into full force and effect immediately upon the date of its final passage.
- 14.2 City of Cold Lake Bylaw No. ~~646-AD-19~~ is hereby repealed.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2020, A.D. on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, A.D. on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. on motion by Councillor \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**Executed this \_\_\_\_ day of \_\_\_\_\_, 2020**

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



**SCHEDULE 'A'**  
**CEMETERY FEES**

ITEM	FEE (\$)
<b>PLOTS:</b>	
Standard Adult Plot (Single-Depth)* -allows for either: One (1) Full Burial prior to <i>Six (6)</i> Cremated Remains OR Six (6) Cremated Remains only.	750.00*
Columbarium Single Niche Plot* - allows for Two (2) Cremated Remains	1,250.00*
Columbarium Double Niche Plot* - allows for Four (4) Cremated Remains	2,500.00*
<b>MEMORIALS: Installation Permits</b>	
Flat Marker Permit	75.00
Upright Monument Permit	75.00
Columbarium Niche Plate Permit**	75.00**
Communal Memorial Wall Inscription Permit**	75.00**
<b>INTERMENT / SERVICES: Administration / Records Management</b>	
Interment - Human Remains	75.00
Interment – In-Ground: Cremated Remains	75.00
Interment – Niche: Cremated Remains	75.00
Saturday / Sunday / Holiday - Services	200.00
Late Notice for Interment	125.00
Disinterment / Exhumation	500.00
<b>INTERMENT SERVICES: Opening and Closing</b>	
Interment - Human Remains Casket Burial***	***
Interment – In-Ground: Cremated Remains – November 1 <sup>st</sup> to April 30 <sup>th</sup>	400.00
Interment – In-Ground: Cremated Remains – May 1 <sup>st</sup> to October 31 <sup>th</sup>	250.00
Interment – Niche: Cremated Remains	100.00
Disinterment / Exhumation***	***
<b>GENERAL: Administration &amp; Records Management</b>	
Transfer of Interment Right – to another individual and plot Name Change	100.00
Transfer of Interment Right returned to City of Cold Lake <i>will be purchased by the City at 85% of the original cost charged to the Owner by the City.</i>	nil
Witness Close & Fill of Grave	nil
Records – Amend / Correct / Add to an Existing Record	50.00

\*In accordance section 12 and 13 of the *Cemeteries Act* RSA 2000, c C-3, indigent persons and veterans as defined by the *War Veterans Allowance Act* RSC 1985 c W-3 may purchase a plot at 50% of the amount that would ordinarily be charged.

\*\*Plus the cost of engraving

\*\*\*Fee varies based on ground conditions

*Services are subject to availability. All fees are subject to change. All fees are subject to GST.*

**CITY OF COLD LAKE  
BYLAW 646-AD-19  
CEMETERY MANAGEMENT BYLAW**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT, REGULATION, OPERATION AND MAINTENANCE OF THE CITY OF COLD LAKE CEMETERIES.

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**PURSUANT** to the *Cemeteries Act of Alberta 2000, C-3* and the *Cemeteries Act, General Regulation, Alberta Regulation 249/1998*;

**WHEREAS** Council deems it necessary and in the public interest to provide for the management, regulation, operation, and maintenance of the City of Cold Lake cemeteries;

**NOW THEREFORE** pursuant to the authority of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled, enacts:

**SECTION 1 – TITLE**

1.1 This Bylaw may be cited for all purposes as “City of Cold Lake Cemetery Management Bylaw”.

**SECTION 2 – DEFINITIONS**

In this Bylaw terms defined in the “*Cemeteries Act of Alberta 2000, C-3* and the *Cemeteries Act, General Regulation, Alberta Regulation 249/1998*” shall have that meaning unless expressly defined otherwise herein, and

- 2.1 “**adult**” means an individual over the age of eighteen (18) years of age;
- 2.2 “**applicant**” means an individual who has made petition to the City for a right of interment, an interment or a memorial permit and may also mean an individual who is an interment rights holder, the legal representative of a deceased or the heir or successor of a deceased, or a funeral service provider, funeral director or memorial supplier acting as the individual’s agent;
- 2.3 “**at-need**” means at the time of death or after a death has occurred;
- 2.4 “**burial**” means the in-ground burial of human remains or cremated remains in a grave;
- 2.5 “**burial permit**” means a legal document issued under the *Vital Statistics Act of Alberta* acknowledging the registration of a death;
- 2.6 “**Bylaw**” means the City of Cold Lake Cemetery Management Bylaw No. 646-AD-19 as may be amended, revised, consolidated or repealed and replaced from time to time;
- 2.7 “**CAO**” means the Chief Administrative Officer of the City of Cold Lake, or their designate;
- 2.8 “**casket**” (or “**container**”) means a container used to enclose human remains for interment but does not include a grave liner, burial vault or an urn;
- 2.9 “**cemetery**” or “**City cemetery**” means land owned by the City that is set apart to be used, now or at a future date as a place of interment of human remains or cremated remains and includes any incidental or ancillary buildings on the land, including but not limited to the ‘*Lakeview Cemetery*’ and the ‘*Grand Centre Memorial Park*’;
- 2.10 “**cemetery legislation**” means the ‘*Cemeteries Act of Alberta 2000, C.3*’ and includes all regulations made thereunder as amended or repealed and replaced from time to time;
- 2.11 “**cemetery services**” means the supply of any service rendered at a City cemetery in respect of any lot or plot, grave stone, grave marker or monument or other form of memorial;
- 2.12 “**cemetery supplies**” means grave liners, grave stones, grave markers or monuments, other forms of memorial or bases for use in a city cemetery;
- 2.13 “**child**” means an individual between the age of one (1) year and seventeen (17) years of age;
- 2.14 “**City**” means The City of Cold Lake and together or separately may also mean and include, the Mayor and Council of the City, a department of the City, a person or persons employed by the City, or a person or an agent authorized by the City to perform work related to the development, management, operation, provision of service, care and maintenance of a City cemetery;
- 2.15 “**columbarium**” means a structure or building or an area in a structure or building that contains niches for the interment of cremated remains;
- 2.16 “**comingled**” means the intentional or unintentional mixing of the cremated remains of more than one individual;
- 2.17 “**Council**” means the elected Mayor and Council of the City of Cold Lake;
- 2.18 “**cremated remains**” means the human bone fragments remaining after cremation and also includes residue of other materials cremated with the human remains;
- 2.19 “**disinterment**” means the removal of human remains or cremated remains from a plot in which the remains are interred for the purpose of an alternative disposition or relocation;
- 2.20 “**exhumation**” means the exposure of interred human remains for the purposes of viewing or



examination are re-interred into the same plot after the viewing or examination has been completed;

- 2.21 **“family member”** means a spouse, a child (natural, adopted or step), a parent or stepparent, a sibling (natural, adopted or step), a grandparent or step grandparent, or a grandchild (natural, adopted or step);
- 2.22 **“fees”** means the fees prescribed for cemetery goods and services which form a part of this Bylaw and which, from time-to-time, may be amended, or repealed and replaced;
- 2.23 **“funeral director” or “funeral service provider”** means an individual licensed to;
- 2.23.1 arrange, conduct or direct funeral services, bereavement rites and ceremonies;
- 2.23.2 care for or prepare human remains prior to disposition;
- 2.23.3 transfer human remains or direct or supervise the transfer of human remains;
- 2.24 **“grave liner”** means a receptacle with a lid, constructed of a durable material, that may or may not have a bottom, into which a casket holding human remains or an urn holding cremated remains is placed to provide reinforcement of a plot as part of an interment;
- 2.25 **“green burial”** means a natural form of interment that satisfies criteria set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*;
- 2.26 **“holiday”** means any day or part of a day as may be proclaimed from time to time as a holiday to be observed by the City;
- 2.27 **“human remains”** means a dead human body in any stage of decomposition, or the body of a stillborn infant in any stage of decomposition, but does not include cremated remains;
- 2.28 **“infant”** means an individual less than one (1) year of age and includes a stillborn infant;
- 2.29 **“interment”** means disposition of human remains or cremated remains by burial or inurnment;
- 2.30 **“interment right”** means a right of use for the interment of human remains or cremated remains in a plot at a City cemetery granted in perpetuity and acquired through purchase, inheritance or permitted transfer and issued in accordance and compliance with cemetery legislation and the *Cemetery Management Bylaw*;
- 2.31 **“interment rights certificate”** means a document, set out in a form prescribed by the City, that describes a right of interment and the terms and conditions that govern the right of interment in a City cemetery plot;
- 2.32 **“interment authorization”** means a document, set out in a form prescribed by the City, that is completed and signed at-need by the person having the legal authority to authorize the interment of human remains or cremated remains of a deceased person;
- 2.33 **“inurnment”** means the placement of cremated remains in a niche or buried in a plot;
- 2.34 **“legal representative”** means an individual who, or an agency that, by order of priority set out in *Section 11 of the Alberta Cemeteries Act General Regulation* has the right to control the disposition of the human remains or cremated remains of a deceased person;
- 2.35 **“Medical Health Officer”** means a person appointed from time to time under the *‘Public Health Act’* to act as medical officer of health in the province of Alberta;
- 2.36 **“memorial”** means a product used or intended to be used to identify a plot or to memorialize a deceased individual, as set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 2.37 **“niche”** means one kind of a plot, a space, usually within a columbarium, used or intended to be used for the interment of cremated remains;
- 2.38 **“perpetual care”** means the long-term preservation, care and maintenance, in perpetuity and in a proper manner, of a City cemetery.
- 2.39 **“plot”** (includes but is not limited to a **“grave”** or **“niche”**) means a designated space in a City cemetery to be used or intended to be used for;
- 2.39.1 the interment of human remains or cremated remains under a right of interment;
- 2.39.2 the installation of a memorial to memorialize a deceased individual or stillborn child;
- 2.40 **“Public Health Act”** means the *‘Public Health Act, Revised Statutes of Alberta, Chapter 2000 C. P-37’*;
- 2.41 **“rights holder”** means a person who:
- 2.41.1 has purchased a right of interment to be held in their name for a plot in a City cemetery;
- 2.41.2 has a right of interment, registered in their name, for a plot in a City cemetery but is not the original purchaser;
- 2.41.3 is the legal representative of a deceased person who has a right of interment held in their name for a plot in a City cemetery;
- 2.41.4 has, in compliance with this Bylaw, had a right of interment for a plot in a City cemetery



transferred to them, to be held in their name;

- 2.41.5 is a legal heir or successor of a deceased interment rights holder and by demonstration of a right of legal succession, to the satisfaction of the City, may be entitled to inherit control of a deceased person's right of interment for a plot in a City cemetery;
- 2.41.6 "**scatter**" means the irreversible dispersal of cremated remains in a defined area or feature within a City cemetery where such dispersal may result in the comingling of cremated remains previously scattered in the scattering location;
- 2.41.7 "**urn**" means a container used for the containment of cremated remains;

### **SECTION 3 - PURPOSE & APPLICATION OF BYLAW**

- 3.1 The following described real properties are set aside, held, laid out, developed, improved, used and maintained, as City cemeteries and dedicated for that use, and shall continue to be for that purpose and shall not be used for any other purpose;
  - 3.1.1 Lakeview Cemetery:  
Legally described as Lot B, Plan 429 NY, and at;  
Civic Address, 2205 – 1 Avenue NW, Cold Lake;
  - 3.1.2 Grand Centre Memorial Park:  
Legally described as Lot A, Plan 9120678, and at;  
Civic Address, 4608 – 38 Avenue, Cold Lake;
- 3.2 City cemeteries are acquired, established and laid out to provide suitable space for the interment of human remains and cremated remains or for the scattering of cremated remains and for the purpose of making approved cemetery services available to all persons, irrespective of race, faith, orientation or any other form of categorization, and are established more specifically;
- 3.3 The City shall have the full and complete control and management over the land, buildings, plantings, roads, utilities, books and records of the City cemeteries including but not limited to the right to manage, maintain or alter the interment areas, memorials, roads and pathways, buildings, utility infrastructure, change or remove plantings, grade, alter in shape or size, or otherwise develop or change all or any part of a City cemetery as they deem necessary or appropriate and subject only to compliance with any applicable requirement of cemetery legislation.

### **SECTION 4 - GENERAL PROVISIONS & REGULATIONS**

- 4.1 The days and hours of operation of the City cemeteries shall, for the following purposes, be;
  - 4.1.1 **Cemetery Visiting:** Cemeteries are open every day of the year for visiting between 8:00 a.m. and sunset. No individual, without the express written permission of the City, shall be in a City cemetery between one (1) hour after sunset and 8:00 a.m. the following morning;
  - 4.1.2 **Interment Services:** upon satisfying terms and conditions established further in this Bylaw, may occur on any day of the year at a time approved by the City and arranged with a licensed funeral service provider;
  - 4.1.3 **Cemetery Arrangements:** cemetery arrangements and the payment of Cemetery fees shall be made at the Cold Lake City Hall, 5513 – 48 Avenue, Monday through Friday at regular office hours. City Hall is closed on Saturday, Sunday and holidays observed by the City.
- 4.2 Floral tributes may be placed at a City cemetery in accordance with the following rules:
  - 4.2.1 on the day of an interment and for a period of seven (7) days following, fresh cut flowers, wreaths, artificial and seasonal floral tributes are permitted on the plot or at the base of the columbarium. After seven (7) days, these flowers may be removed and disposed of by the City, without prior notice;
  - 4.2.2 at all other times, a limit of one (1) flower vase of fresh cut flowers, wreaths, artificial and seasonal floral tributes, and potted plants are permitted providing they are placed on a plot monument, on the monument's base or the cement runner. The placement of any form of floral tribute shall not be permitted at the base of any columbarium;
  - 4.2.3 all forms of floral tributes, including potted plants, are placed with the understanding that, without prior notice, they may be removed and disposed of by the City should they become unsightly, detract from the general aesthetic of adjacent plots or pose a safety risk to cemetery visitors or workers;
- 4.3 Placing any form of decoration, adornment, personal memento, or other extraneous object, unless in compliance with this Bylaw, is not permitted on any plot in a City cemetery. Unauthorized items placed on any plot or in any City cemetery may, without prior notice, be removed or ordered removed by the City. This includes, but is not limited to, photographs, pictures, frames, solar lights, boxes, shells, toys, wire screens, decorative rock, trellises, benches, or any other form of memorabilia.
- 4.4 Small non-decomposing and non-perishable personal objects or mementos that easily fit within a



niche when closed, may be permitted to be placed within a columbarium niche and shall not be a hazard, harm or destroy the structure.

- 4.5 No open flame, candle, or burning of any substance or other material may take place inside a City cemetery without prior authorization given by the CAO and conducted under the direct supervision of the City.
- 4.6 The City is not liable for the deterioration, damage or loss of flowers, decorations, adornments or any other article attached to or placed on a plot or at a memorial site.
- 4.7 No plot or other part of a City cemetery may be decorated or adorned in any manner by any person other than the City, or an authorized agent of the City.
- 4.8 No tree, shrub, plant, bulb, flower or other decorative plant feature may be planted, pruned, cut down, removed or otherwise altered on a plot or anywhere else within the limits of a City cemetery. Where any such work is necessary it shall be performed only by the City, or an authorized agent of the City.
- 4.9 Cemetery roadways are for the exclusive use of interment processions, cemetery patrons, or other individuals as may be approved by the City. Every operator of a vehicle shall, at all times, obey the directions and orders of the City and no vehicle shall exceed fifteen (15) kilometers per hour.
- 4.10 No person shall drive or park a vehicle over any lawn, garden or flower bed without the express permission of and subject to the supervision of the City subject to the exception that the City shall, at all times, have the right of passage in any manner it sees fit over every plot and all the land of every City cemetery so as to ensure that cemetery operations and maintenance can be performed in a safe, efficient and timely manner.
- 4.11 In a City cemetery no person shall,
  - 4.11.1 scatter, dispose of, or inter any cremated remains or bury any human remains except in compliance with this Bylaw and any rule or regulation made thereto;
  - 4.11.2 willfully or negligently destroy, mutilate, deface, damage, vandalize, injure or remove anything from a City cemetery, including and without limitation, any memorial, plant, flower, tree, or other item located within the limits of a City cemetery;
  - 4.11.3 play any manner of sports, sports game or sports activity or carry out any activity other than attendance at an interment, memorial service, or the visitation of a plot for the purpose of paying respect to the dead;
  - 4.11.4 operate a snowmobile or any other form of recreational all-terrain vehicle;
  - 4.11.5 conduct them self in a manner so as to disturb the peace, quiet and good order of the cemetery generally or an interment or memorial service that is being conducted therein;
  - 4.11.6 bring into or dump any rubbish, debris or other offensive item or matter or make an unauthorized removal of any cemetery refuse, waste or rubbish;
  - 4.11.7 allow a child or children under the age of sixteen (16) years within the limits of a cemetery that is not accompanied by a parent, guardian or an adult supervisor;
  - 4.11.8 bring any pet or animal, other than a certified personal assistance animal, into a City Cemetery;
  - 4.11.9 otherwise violate any provision of this Bylaw.
- 4.12 All work within City cemeteries shall be performed by the City, employees of the City or authorized agents of the City. An individual or contractor that performs work on behalf of a rights holder or legal representative of a deceased or their heirs or successors shall supply to the City, prior to commencement of any work, proof of the firm's or the contractor's Workers Compensation Insurance, Public Liability Insurance and Motor Vehicle Insurance in a form and amount acceptable to the City.
- 4.13 A contract worker working in a City cemetery shall immediately cease work in the immediate vicinity of any interment or memorial service until the conclusion of the service and all persons attending have left the area where the service was being conducted.
- 4.14 No work may be performed at a City cemetery outside of the regular business hours of the City except where such work is necessary and has been authorized and approved by the City.
- 4.15 Notwithstanding article 5.11.3 of this Bylaw the City shall have the authority to conduct or permit to be conducted public or private events within a City cemetery that are, in the opinion of the City, deemed appropriate for and in keeping with the dignity and purpose of a cemetery.
- 4.16 The City shall be responsible for the management, control and charge of the City cemeteries and when an individual or corporation, through their immediate behavior, or a pattern of behavior, disturbs the peace, quiet and good order of a City cemetery or contravenes any article of this Bylaw, the City may take such steps it deems appropriate to expel the person or corporation from a City cemetery and refuse the admission of them entering into a City cemetery in the future. The person or corporation may be subject to application of a penalty as set out in 'Section 12.0 Penalty for Infractions' of this Bylaw.



## **SECTION 5 - INTERMENT RIGHTS**

- 5.1 The City, subject to payment of an established fee, may grant an interment right for a vacant plot in a City cemetery on an at-need or a reserve basis.
- 5.2 The interment rights and interment specifications for plots in a City cemetery shall be those set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and as may be current at the time of the purchase or use of an interment right.
- 5.3 An applicant of an interment right, who pays in full the fee set out in Schedule "A" of this Bylaw, shall issued, by the City, an 'Interment Rights Certificate' to which sets out the rights of plot use attributed to the purchaser identified on the certificate.
- 5.4 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.
- 5.5 An interment rights holder may designate only one plot in a City cemetery for their own use.
- 5.6 Where evidence of a clear line of assignment, transfer, inheritance, succession or authority for an interment right that survives an original rights holder is not provided by the legal representative of an original rights holder then the City shall have the authority to:
- 5.6.1 determine, through a process of due diligence and in a form prescribed by the City, the individual or individuals who may be entitled to exercise a surviving right of interment and under what conditions a surviving right of interment may be exercised, or;
- 5.6.2 where a clear and distinct right of succession cannot be reasonably ascertained, prohibit the use of any surviving interment rights in a plot.
- 5.7 The exercise of an interment right, every interment or every other form of disposition of human remains or of cremated remains or installation of a memorial within the limits of a City cemetery is subject to;
- 5.7.1 all provisions of this Bylaw as may be in effect at the time of purchase or use;
- 5.7.2 payment in full of any applicable fee set out in Schedule "A" of this Bylaw as is in effect at the time of purchase or use;
- 5.7.3 compliance with this Bylaw the terms, conditions, design, plot plan, interment and memorial parameters, standards of operation and maintenance set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*, as are in effect at the time of purchase or use.
- 5.8 Subject to at-need plot demand, the City shall have the right to limit or suspend the reserve sale of interment rights in a City cemetery at any time. The City shall not sell, on a reserve basis, more than fifty percent (50%) of the developed plots available at any given time in a City cemetery.
- 5.9 The City may, by special agreement, with a society, faith group or other organization, reserve or sell interment rights for a contiguous block of plots in a section of a City cemetery under such terms and conditions as the City deems appropriate and where such section shall be used exclusively for the interment of deceased members of the society, faith group or other organization. Upon such an agreement being made no individual shall be provided an interment in that section, unless an application for interment is accompanied by a certificate from the society, faith group or organization, stating that the individual is entitled to interment in the reserved section. The City, under this provision, shall never sell or reserve more than ten (10%) percent of the developed plots available at any given time in a City cemetery.

## **SECTION 6 - TRANSFER & RECLAMATION OF INTERMENT RIGHTS**

- 6.1 The private sale or transfer 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 and subsequently presented to the City for use or surrender.
- 6.2 The surrender of an interment right back to the City, for an unused plot, may be permitted and the City shall purchase interment right back at 85% of the original fee collected at the time of purchase, and transaction shall be made in compliance with cemetery legislation in effect at the time the surrender is made, providing:
- 6.2.1 there are no interments in or memorials on a plot being surrendered;
- 6.2.2 the original interment rights holder or their legal representative has made written application to
- 6.2.3 the City, in a form prescribed by the City, stating their desire to surrender the interment right;
- 6.2.4 the original Interment Rights Certificate is surrendered to the City;



- 6.2.5 the administration fee for the surrender of an interment right, as set out in Schedule "A" of this Bylaw, is paid to the City;
- 6.3 Pursuant to cemetery legislation, an interment right for an unused plot may be reclaimed by the City if all of the following have occurred;
  - 6.3.1 there are no interments in or memorials on a plot being reclaimed;
  - 6.3.2 not less than forty (40) years has elapsed from the original date of purchase and there has been no contact from or with the original purchaser, their legal representative, heirs or successors;
  - 6.3.3 notice of the intent to reclaim the interment right has been sent to last known address of record for the interment rights holder;
  - 6.3.4 public notice of the plot reclamation has been published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area;
  - 6.3.5 the City can demonstrate all due diligence has been made to locate and contact the interment rights holder and the City has still had no response from the original rights holder, their legal representative, heirs or successors.
- 6.4 Where an interment right for a plot has been reclaimed under article 7.3 and resold, and the interment right is subsequently required for use by the original rights holder or their heir or successor, then the City shall provide an interment right of equal or greater value that has been chosen from the available plots of the cemetery by the original interment rights holder or their heir or successor.

#### **SECTION 7 - INTERMENT, DISINTERMENT & EXHUMATION**

- 7.1 Only human remains or cremated human remains may be interred or scattered in a City cemetery.
- 7.2 Every interment of human remains or cremated remains, and every scattering of cremated remains in a City cemetery shall be consistent with *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and conducted in a manner consistent with the dignity of adjacent plots and the cemetery.
- 7.3 No interment, scattering, disinterment or exhumation at a City cemetery shall be permitted until:
  - 7.3.1 the legal representative of a deceased completes, signs and delivers to the City an interment authorization, in a form prescribed by the City;
  - 7.3.2 it is ascertained that the deceased holds a valid interment right at a City cemetery or a rights holder at a City cemetery provides authorization for a deceased's human remains or cremated remains to be interred in a plot for which they hold an interment right;
  - 7.3.3 all outstanding indebtedness to the City relating to an interment right to be exercised, the interment fee and the fee for any other service by the City have been paid in full to the City prior to any grave excavation, grave liner installation and gravesite preparation occurring at a plot in a City cemetery;
  - 7.3.4 proper notice, as per 8.6, in a manner prescribed by the City, has been provided to the City;
  - 7.3.5 for human remains, a copy of a province of Alberta burial permit has been surrendered to the City and for cremated remains, a certificate of cremation has been surrendered to the City;
  - 7.3.6 where a death has occurred in a jurisdiction other than the province of Alberta, a disposition document confirming legal registration of the death in another jurisdiction, has been surrendered to authorized funeral director and the City.
- 7.4 The City shall have the right to approve interment times and to control, limit or restrict the types and numbers of interments that may occur in a City cemetery on a given day.
- 7.5 Advance notice for an interment is required. Normally notice and all documents and fees related for an interment shall be delivered to the City;
  - 7.5.1 at least twenty-four (24) hours in advance of a proposed interment time, of which not less than eight (8) hours are regular operating hours of the City;
  - 7.5.2 the failure to provide advance notice to the City may result in an interment booking being delayed or denied;
  - 7.5.3 no booking or notice for an interment will be accepted by the City more than sixty (60) days in advance of a proposed date of interment.
- 7.6 In the instance an interment is requested in a period shorter than the notice periods set out in article 8.6 of this Bylaw the interment may, at the discretion of the City, be accommodated but may be subject to payment of an administrative fee set out in Schedule "A" of this Bylaw.
- 7.7 Upon provision of advance notice and authorization, to the satisfaction of the City, interments at a City cemetery;



- 7.7.1 may occur on any day of the week;
- 7.7.2 shall occur during daylight hours and shall conclude within two (2) hours of an time approved by the City;
- 7.7.3 interments occurring on a Saturday, Sunday or a holiday observed by the City may be subject to an overtime fee set out in Schedule "A" of this Bylaw.
- 7.8 The City shall have the authority to suspend or cancel interment services and limit or prohibit public access to part or all of a City cemetery where weather, road or grounds conditions or other extraordinary circumstance may warrant or pose a hazard to the public, City personnel or their agents.
- 7.9 Only the City or a person authorized by a funeral director or the City, shall excavate, prepare and close a plot in a City cemetery.
- 7.10 Every interment service in a City cemetery shall be conducted by or performed under the direct supervision of a licensed funeral service provider engaged by and at the expense of a deceased individual's legal representative. The funeral service provider shall be responsible for providing proper notice of an interment to the City, arranging to have the grave marked and excavated, placement and removal of gravesite artificial greens and the lowering device used for an interment and supervision of and responsibility for all persons attending an interment service under their care.
- 7.11 Every in-ground interment of human remains shall be made into a grave liner of a design approved by the City and purchased by the legal representative of the deceased. The only permitted exception to the requirement for a grave liner is for the interment of an infant or interment into a green burial plot.
- 7.12 The funeral service provider shall be responsible for the installation of the grave liner on a day arranged with the City where the City shall have the plot marked to ensure the correct installation location.
- 7.13 It is the responsibility of the legal representative of a deceased or their agent or their funeral service provider to provide such means and individuals to transfer and deliver human remains to an interment plot for interment.
- 7.14 An individual, family or a group of people, may witness the filling of a grave ('witness fill') providing:
  - 7.14.1 the funeral service provider, as part of the normal notice for and authorization of an interment, shall inform the City of the witness fill request;
  - 7.14.2 all proceedings during a witness fill process are the responsibility of, conducted at the direction of and at the liability of the arranging funeral service provider;
  - 7.14.3 every individual present at a witness fill process shall follow every instruction given by the funeral service provider directing the interment service;
  - 7.14.4 a witness fill service may be subject to an administrative fee set out in Schedule "A" of this Bylaw and shall be paid in full to the City prior to the interment service.
- 7.15 Cremated remains for interment into an in-ground plot or a niche plot shall be enclosed in an urn or container of a design, size and material approved by the City.
- 7.16 The interment of cremated remains into a human remains plot may only be made after the human remains interment(s) are made in the plot and further subject to any applicable conditions set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 7.17 The City may make provision for and permit the scattering of cremated remains within a City cemetery where such scattering shall be limited to only designated areas or scattering features.
- 7.18 Only an authorized funeral director or an individual authorized by the City may place cremated remains into a cemetery plot or perform a scattering of cremated remains at a City cemetery.
- 7.19 Where permitted, scattering of cremated remains in a City cemetery shall from the moment of scattering be considered a permanent and non-recoverable disposition of the cremated remains.
- 7.20 Where an interment is directed under the Public Health Act written instructions with respect to all procedures to be followed on the interment, to protect the health and safety of all persons who may come into contact with the burial container bearing the human remains, shall be provided to the City by a medical health officer or their agent in advance of the interment.
- 7.21 Every disinterment or exhumation of human remains or cremated remains from a plot in a City cemetery shall be arranged by and conducted under the supervision of a licensed funeral service provider, engaged by and at the expense of an applicant, in compliance with cemetery legislation and in a manner consistent with the dignity of adjacent plots, the City and general community standards.
- 7.22 In the instance an applicant requests a discretionary disinterment of human remains or cremated remains from a plot under their control then the applicant shall first provide in writing to the City at their expense and in a form prescribed by the City, a document setting out;



- 7.22.1 such proof as the City may request, up to and including sworn affidavits, to establish the identity and the legal right and authority of the applicant to make the request;
- 7.22.2 such other information as the City may reasonably request as to the purpose and reason for the disinterment;
- 7.22.3 and with the understanding the provision of such information shall not bind the City to permit a discretionary disinterment, the City shall have the right to require an applicant making a discretionary disinterment request to acquire, at their expense, a Court order that compels the City to permit the disinterment requested.
- 7.23 No disinterment or exhumation shall be allowed until;
  - 7.23.1 the legal representative of the deceased who has the right to authorize the disinterment of a deceased person's remains, pursuant to *Section 11 of the Alberta Cemeteries Act General Regulation*, has acquired, completed, duly signed and provided, to the funeral director and the City, an official disinterment authorization;
  - 7.23.2 in the instance where the legal representative of the deceased to be disinterred is not the rights holder for the plot, written authorization from the rights holder to open and close the plot for the disinterment/exhumation shall be provided to the City, in a form prescribed by the City;
  - 7.23.3 all outstanding indebtedness to the City relating to a right of interment, the exercise of the disinterment/exhumation from the plot, and any other service provided or product supplied to facilitate a disinterment/exhumation, has been paid in full to the City subject to the fees set out in Schedule "A" of this Bylaw.
- 7.24 No disinterment or exhumation of human remains or cremated remains shall be permitted from a green burial plot except where ordered by a Court of competent jurisdiction.
- 7.25 Except where ordered by a Court of competent jurisdiction or under the Public Health Act, no person other than employees or authorized agents of the City along with any duly contracted funeral service provider or funeral director shall be permitted to be present at the disinterment or exhumation of human remains or cremated remains from a plot in a City cemetery.
- 7.26 A funeral service provider employed at the expense of an applicant for a disinterment or exhumation shall be responsible for the arrangement, performance and supervision of;
  - 7.26.1 the excavation of soil from a plot, opening of a plot or niche to permit access to and removal of the human or cremated remains buried in the plot or interred;
  - 7.26.2 the physical removal of the interred human or cremated remains from the plot or niche and transfer of those remains into a container that fully encloses the remains;
  - 7.26.3 the removal and disposition of any intact remnants of a grave liner;
  - 7.26.4 the closure of the plot when the disinterment/exhumation is complete and restoring of grounds in the plot area to an acceptable form.
- 7.27 Other than the recovery of the human remains or cremated remains readily apparent and present in a plot opened for a disinterment the City makes no representation or warranty as to what other material, personal effect or other extraneous item may be recovered at a disinterment or exhumation.
- 7.28 The application for and authorization of a disinterment/exhumation shall grant the City sole and discretionary authority to dispose of, in a safe, environmentally sensitive and dignified manner, all extraneous materials that may incidentally be recovered from a plot as part of the residue from a disinterment or exhumation, including but not limited to remnants of a burial casket, urn, other form of burial container or a grave liner or burial vault present from the date of the original interment.
- 7.29 A disinterment or exhumation in a City cemetery shall, without exception, be performed on a day and at a time of the City's choosing.
- 7.30 The re-interment of disinterred human remains or cremated remains into another plot within a City cemetery shall comply with this Bylaw in every way and as may be applicable.

## **SECTION 8 – MEMORIALS**

- 8.1 The installation of every memorial or any form of memorial in a City cemetery shall conform to the *City of Cold Lake Cemetery Management Bylaw* and the rules and regulations of *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* as is in force at the time a memorial is to be installed, not at the date when a right of interment was purchase, when an interment was made or when the memorial was purchased, and shall conform to the plan established for the plot.
- 8.2 It is the responsibility of a rights holder or the legal representative of a deceased to arrange for the supply and installation of a memorial on a City cemetery plot. The City shall have no responsibility or obligation to place or install, at the City's expense, any form of temporary or permanent memorial at an interment plot or a remembrance site.
- 8.3 A rights holder is required to keep in proper repair, at their expense and to the satisfaction of the City, all memorials on their plot. If a memorial installed on a City cemetery falls into a state of



disrepair, the City may document its condition and shall have the authority, without prior notice, to have the memorial removed, repaired, or restored at its sole discretion, at the expense of a rights holder. The City is under no obligation to take any action whatsoever related to a memorial which may have fallen into a state of disrepair.

- 8.4 Where an applicant for a memorial permit is a memorial supplier, it is the responsibility of the memorial supplier to confirm the correct location for a memorial or a companion memorial proposed for installation and to further confirm the correct layout for a companion inscription on a memorial.
- 8.5 The City shall have the authority to refuse to issue a memorial permit to an applicant if the applicant has failed to comply with the requirements of this Bylaw and/or those set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial application and the steps that must be taken to resolve the deficiency.
- 8.6 The City shall have the authority to reject a memorial, despite the prior issuance of a memorial permit, when a memorial delivered for installation does not match the specifications described in a memorial permit application or does not comply with the requirements of this Bylaw. Where such a refusal may occur, the City shall inform the applicant of what is not compliant about the memorial delivered for installation and the steps that must be taken to resolve the deficiency.
- 8.7 Where it is determined a memorial or its installation do not comply with this Bylaw and *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* then the City may request and require, at the expense of a rights holder or their legal representative, that the non-compliant memorial be moved, reinstalled or permanently removed from a City cemetery.
- 8.8 The City shall be responsible to maintain the land on which a memorial is placed or installed but shall not be responsible for the maintenance of any memorial. The City shall not be liable for, or obligated to repair, any scratch, breakage or damage to a memorial in a City cemetery except where it can be shown any such a scratch, breakage or damage has been caused by the gross negligence of the City, its employees or its agents.

#### **SECTION 9 - CEMETERY FEES**

- 9.1 The fees established by Council for City cemeteries shall be set out in Schedule "A" of this Bylaw and shall be made available to the public upon request.
- 9.2 The City shall from time to time and on a regular basis review, establish, add, amend, delete or repeal and replace the fees set out in Schedule "A" of this Bylaw.

#### **SECTION 10 - CEMETERY ADMINISTRATION**

- 10.1 This Bylaw establishes the Council of the City of Cold Lake as the trustees of all City cemeteries as now currently exist or may exist in the future.
- 10.2 The Council, as trustees of the City cemeteries, delegates the authority to the CAO or his designate to be responsible for:
- 10.2.1 designating and empowering an employee of the City or authorizing an agent of the City to oversee the development, management, and administration of the operation, care and maintenance of the City cemeteries in accordance with all applicable legislation of Alberta or Canada, and regulations made thereto, and any bylaw of the City as amended, including SECTION 11 Perpetual Care and Maintenance, of this Bylaw;
- 10.2.2 the administration, interpretation and enforcement of this Bylaw and where the application and enforcement of this Bylaw shall be conducted in a consistent, fair and equitable manner in every case and circumstance with every user of a City cemetery;
- 10.2.3 ensuring all records, including financial records, maps and any other information needed for the management, administration, operation and maintenance of the City cemeteries are created, collected and retained as required under cemetery legislation and all other applicable legislation or regulation of the City, Alberta or Canada;
- 10.2.4 ensuring all rights of interment, permits and contracts are issued as required by and in compliance with cemetery legislation and as authorized by this Bylaw;

#### **SECTION 11 - PERPETUAL CARE & MAINTENANCE**

- 11.1 The Council, as trustees of the City cemeteries, delegates the authority to the CAO or his designate to ensure;
- 11.1.1 the care and maintenance of the City cemeteries is performed in accordance with all applicable legislation of Alberta or Canada, and regulations made thereto, and any bylaw of the City as may be amended, revised, consolidated or replaced from time to time;
- 11.1.2 the City cemeteries are maintained to an aesthetic appearance consistent with general community standards;
- 11.1.3 the roads, entrances, pathways, grounds and landscaping of the City cemeteries are



- maintained in a safe, operational and good state of repair;
- 11.1.4 no offence is committed in the administration and operation of a City cemetery;
- 11.1.5 no public health nuisance or safety hazard arises from the operation of a City cemetery.

## **SECTION 12 - PENALTY FOR INFRACTIONS**

- 12.1 Any individual or corporation is guilty of an offence if the person or corporation:
  - 12.1.1 contravenes this Bylaw;
  - 12.1.2 willfully obstructs an Officer or assaults an Officer in the exercise or performance of their duties related to this Bylaw, with the intent to resist or prevent the lawful arrest or detainment of themselves or another person.
  - 12.1.3 An individual who or corporation that is guilty of an offence is liable, upon summary conviction, to a fine of not more than \$10,000 and not less than \$50, or imprisonment of not more than one (1) year or both fine and imprisonment.
- 12.2 A Municipal Violation Tag or Provincial Violation Ticket may be issued for an offence.
- 12.3 An individual or corporation receiving the Municipal Violation Tag may on or before thirty (30) days of the date issued:
  - 12.3.1 pay the fine amount to avoid prosecution of the offence;
  - 12.3.2 request that a Provincial Violation Ticket be issued in place of the Municipal Violation Tag to allow that individual or corporation to attend court with respect to the offence.
- 12.4 An individual or corporation receiving a Provincial Violation Ticket, where a voluntary fine amount is indicated on the ticket may:
  - 12.4.1 pay the voluntary fine amount by the date specified to avoid prosecution of the offence;
  - 12.4.2 attend or have their agent attend, court on the required date indicated on the ticket and elect to enter a plea with respect to the offence.
- 12.5 An individual or corporation receiving a Provincial Violation Ticket, where there is no voluntary fine amount indicated, must appear in court.
- 12.6 Acting on behalf of the Council of the City of Cold Lake enforcement of this Bylaw, depending on the situation, circumstance and severity of violation, shall be performed by the CAO or their designate, Municipal Enforcement or the RCMP.

## **SECTION 13 – ENACTMENT/REPEAL**

- 13.1 This Bylaw shall come into full force and effect immediately upon the date of its final passage.
- 13.2 City of Cold Lake Bylaw No. 431-AD-12 is hereby repealed.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 14th day of May, A.D. 2019, on motion by Councillor Buckle.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 11th day of June, A.D. 2019, on motion by Councillor Buckle.

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 25th day of June, A.D. 2019, on motion by Councillor Buckle.

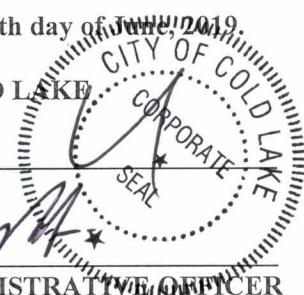
**CARRIED  
UNANIMOUSLY**

Executed this 25th day of June, 2019.

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**SCHEDULE 'A'**  
**CEMETERY FEES**

ITEM	FEE
<b>PLOTS: Human Remains</b>	
Infant / Child Plot:	\$ 300.00
Standard Adult Plot (Single-Depth): <i>-allows for One (1) Full Burial prior to Four (4) Cremated Remains</i>	500.00
Standard Adult Plot (Double-Depth): <i>- allows for Two (2) Full Burials in the same plot</i>	1,250.00
Field of Honour Plot:	300.00
Green Burial Plot:	1,000.00
<b>PLOTS: Cremated Remains</b>	
Standard / Green Burial Cremation Plot:	\$ 500.00
Columbarium Niche Plot:	1,250.00
Standard Adult (cremation only) Plot: <i>- allows for Six (6) Cremated Remains only</i>	500.00
Green Burial (cremation only) Plot:	1,000.00
<b>MEMORIALS: Installation Permits</b>	
Flat Marker Permit	\$ 75.00
Upright Monument Permit	75.00
Columbarium Niche Plate Permit	125.00
Green Burial Inscription Permit	75.00
<b>INTERMENT / SERVICES: Administration / Records Management</b>	
Interment - Infant/Child: Human Remains	\$ 50.00
Interment - Adult: Human Remains	125.00
Interment – In-Ground: Cremated Remains	75.00
Interment – Niche: Cremated Remains	75.00
Scattering: Cremated Remains	50.00
Saturday / Sunday / Holiday - Services	200.00
Late Notice for Interment	125.00
Disinterment / Exhumation	500.00
<b>GENERAL: Administration &amp; Records Management</b>	
Transfer of Interment Right – to another individual and Name Change for Plot	\$100.00
Transfer of Interment Right returned to City of Cold Lake <i>will be purchased by the City at 85% of the original cost charged to the Owner by the City.</i>	
Records Fee – Second (double-depth) Interment of Human Remains	75.00
Records Fee – Secondary Interment in Occupied Plot – Cremation Urn	75.00
Witness Close & Fill of Grave	nil
Records – Amend / Correct / Add to an Existing Record	50.00

*Services are subject to availability. All fees are subject to change. All fees are subject to GST. Prices are effective January 1, 2019.*

*CC  
jul*





Submitted to the City of Cold Lake on September 29, 2016

# City of Cold Lake Cemetery Services Master Plan

Submitted to:



Submitted by:





E . L e e s   &   A s s o c i a t e s   C o n s u l t i n g   L t d .

LEES+Associates Contact Information:

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51 Wolseley Street, **Toronto** ON Canada, M5T 1A4 | p: 416.645.7033 | f: 416.645.7046  
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## EXECUTIVE SUMMARY

The City of Cold Lake is committed to providing quality cemetery services to the citizens of Cold Lake and as such commissioned LEES+Associates to deliver a comprehensive Cemetery Services Master Plan that provides a clear road map to guide the development and operation of the cemeteries, and meet the cemetery needs of the community into the future.

This Executive Summary highlights the key findings, recommendations and actions proposed to move the cemetery system towards long term, sustainable cemetery operations.

### CONSULTATION KEY FINDINGS

Key findings that emerged from the City staff, stakeholder and community consultations, include:

- **Internal stakeholders** who attended the site visits and staff workshop noted the need for updating the Cemetery Bylaw, implementing standard operating procedures for grave opening and closing and maintenance, enhancing records management systems, increasing the range of services and interment options offered on a fee for service basis, improving signage and increasing the overall profile of the cemeteries within the community.
- **External stakeholders** who attended the workshop expressed a desire for new service offerings such as columbaria, green burial, scattering and a new Field of Honour. A need for improved maintenance, access, and enhanced snow removal were also noted.
- **Members of the public** who attended the Open House are strongly supportive of the concept designs presented, and support the City offering new interment and memorialization options, especially columbaria, a memorial wall, green burial and a cenotaph. Upgrading the cemetery driveways and access, improving overall aesthetics, and introducing walking paths, benches and rest areas were noted as priorities for improvement.

### OPPORTUNITIES + CONSTRAINTS KEY FINDINGS

- **Lakeview Cemetery** (2.0 acres) is located in Cold Lake North. The cemetery is 74% sold within around 50 traditional in-ground plots remaining. The cemetery has an attractive park-like character. Opportunities for improvement include improving access and circulation for visitors and operations, increasing the range of cremation interment options to include columbaria and scattering, creating a formalized storage area, marking and celebrating the existing Veterans area, adding benches and seating, and enhancing signage and wayfinding.
- **Grand Centre Memorial Park** (1.9 acres) is located in Cold Lake South. The cemetery is 30% developed. The cemetery is on a sloping site creating attractive view towards the west. Opportunities for improvement include improving access and circulation for visitors and operations, increasing the range of interment and memorialization options to include columbaria, scattering, and other cremated remains interment options, creating specialized interment areas, enhancing buffers and fencing, creating a formalized storage area, adding benches and seating, adding trees and other character defining elements, and improving signage and wayfinding from Hwy 28.



## DEMOGRAPHICS, MARKET + CULTURAL TRENDS ANALYSIS

Key findings that emerged from analysis of the City of Cold Lake's cemetery market include:

- The City population has been growing at an average rate of 2.6% per year for 5 years;
- The City's future population growth will increase to an average 3.0% per year over the next 25 years;
- The City population is on average, younger than the rest of the Municipal District of Bonnyville and the rest of the Province;
- The City has averaged a lower death rate (4.4 deaths per 1,000 people) than the rest of the Province (5.6 deaths per 1,000 people) over the past 5 years;
- The City has a lower cremation rate (68.1% in 2015) than the Province (70.3% in 2015). The cremation rate is increasing across the Province of Alberta;
- Casket market capture was below average compared to the standard market capture rate of casket burials in Cold Lake cemeteries from 2011 to 2015;
- Cremated remains market capture was below average compared to the standard market capture rate for cremated remains in Cold Lake cemeteries from 2011 to 2015;
- In the next 25 years, the City's death rate will increase to 5.3 per 1,000, due to the passing of the large Baby Boom Generation;
- In the next 25 years, the City will experience approximately 2,850 deaths, and
- In the next 25 years, 500 residents (18%) from the City of Cold Lake will choose casket burial and 2,350 residents (82%) from the City of Cold Lake will choose cremation.

## DEMAND/NEEDS ANALYSIS + FUNCTIONAL PLAN

Key findings that emerged from the land needs assessment are that Cold Lake Cemeteries:

- Will experience 540 interments – 160 caskets (30%) and 380 cremated remains (70%) interments in the next 25 years;
- Will sell all existing burial plots within 5 years, assuming demand is met by all inventory as it remains available from both Lakeview Cemetery and Grand Centre Memorial Park;
- Have enough plots available to bury residents for another 20 to 26 years, and
- Will need to develop slightly less than **1 acre** of land over the next 25 years to meet sales and interment demand after the existing inventory is used, depending on the City's in-fill strategy, new service offerings and its density plan for future development.
- 1.4 acres of land is available for development at Grand Centre Memorial Park therefore the City does not need to acquire new land to meet 25 years of forecast demand. However, additional land will be required to meet a longer horizon of community interment needs.

It is recommended that the City of Cold Lake:

- Consider the development of in-fill areas at Lakeview Cemetery;
- Prioritize development of smaller, 2 ft. by 2 ft. cremation lots to the current interment offer;
- Add and install new cremation options such as columbaria niches, scattering gardens and family vessels into the City's cemetery inventory. This will decrease the high demand and pressure on the use of land for the in-ground burial of cremated remains;





- Develop a green burial section to respond to community interest in this type of interment, and to further diversify the current offerings at Cold Lake Cemeteries;
- Develop 1 acre of land at Grand Centre Memorial Park within 5 years to accommodate new plot sales. This will meet the City's cemetery needs for the next 25 years;
- Designate 2 acres of land adjacent to Grand Centre Memorial Park as future cemetery lands to be developed as needed within 15 to 20 years, when City capital funds permit.
- Begin to track and report the number and type of multiple interments in each lot sold at each cemetery site, to better evaluate the sites' interment density. This includes recording the number of caskets and urns within each in-ground burial lot at each cemetery site, and how many double depth interments take place each year, and
- Plan to revisit the cemetery land needs assessment five years after the recommendations in this study are implemented in order to effectively respond to updates in land use and interment trends that emerge from new services offered (such as green burial) as well as enhanced operations and community engagement.

#### **OPERATIONAL REVIEW + BUSINESS MODEL FOR CEMETERY SERVICES**

It is recommended that the City of Cold Lake:

- Change the pricing structure to include "Resident" and "Non-Resident" fees. Create a Non-Resident Boundary Map for the fees that aligns with the planning boundaries used by the Province of Alberta;
- Define "Resident" in the Cemetery By-law as anyone who has lived within or has owned property within the City of Cold Lake limits, for a minimum of 5 years;
- Inform the community that the cemetery rates structure will change and fees increased in 2017. Provide residents with a means to provide feedback about the proposed changes;
- Increase prices annually, at a minimum, by the rate of inflation (approximately 2%), as annually defined by the Bank of Canada, Consumer Price Index;
- Raise Cold Lake cemeteries prices in 2017 to better align rates with those offered within the Alberta cemetery market. Specific price recommendations are in Chapter 7.
- Evaluate the feasibility of providing interments through City staff or by the City directly contracting interment services;
- Discuss potential alliances with industry partners to provide new memorial and grave-side service options. The City should acknowledge partners in future marketing efforts;
- List prices for interments in the fee schedule, including rates for burying adults, children and infant caskets, urns, niche opening and closing, scatterings, etc. Consider adding distinct rates for weekends, holidays and double depth burial;
- Offer new cemetery products and services, including smaller cremation graves, green burial, columbaria niches, scattering areas, family vessels, new memorialization options and accessories, and grave-side set-up. Proposed rates for new offerings are in Chapter 7;
- Update and expand upon the Definitions section in the cemetery bylaw;
- Add clarification around legalities of Ownership in the cemetery bylaw;
- Move all monument type and size requirements to Schedule "B" in the cemetery bylaw;



- Add rules and conditions in the bylaw for new forms of interment that are not currently offered at the cemeteries (e.g. scattering, columbaria, family vessels and green burial);
- Incorporate clarifying details about ornamentation emphasizing the importance of safety in the bylaw. Create a handout for families with key policies regarding planting;
- Provide clarity on enforcement of the bylaw;
- Adopt new definitions for veterans of the Armed Forces and Protection Services and policy for the new Field of Honour in the cemetery bylaw;
- Revise the bylaw to clarify who is responsible for grave cover and headstone maintenance, and the circumstances under which cracked or broken grave covers should be removed.
- Adopt specialized cemetery software that enhances record-keeping and performance measurement (e.g. Stone Orchard Software) and links records to electronic maps of graves. Implement the iCemetery App for use by field work staff, contractors and the public;
- Begin the process of reconciling the inventory, interment and customer records at Lakeview Cemetery to enable more efficient land management and customer service;
- Create an organizational chart which outlines a reporting structure as well as roles, responsibilities for all those involved in the cemeteries;
- Develop standard operating procedures for grave marking, opening/closing, maintenance, etc.;
- Formalize the procurement of a contractor to perform opening and closing, with clear reporting structure to the City and review and renewal of the contract every 5 years;
- Establish the role of a Cemetery Manager, responsible for administration and maintenance;
- Hold quarterly meetings per year with all City staff who are involved in the cemeteries;
- Hold one meeting per year with the City staff and external cemetery stakeholders;
- Send at least one member of City staff to a cemetery conference or training every year, building cemetery knowledge within the staff team;
- Replace tracked backhoe with wheeled equipment. Require use of 4' x 8' plywood boards to reduce turf impacts;
- Plan to increase care and maintenance at both City cemetery sites (e.g. the City could plow snow on site to provide some pedestrian access through winter);
- Identify a budget, staff resources and vision for a City cemeteries' marketing strategy. This should include developing a plan for "start-up" initiatives such organizing social media accounts, community events and cemetery walking tours;
- Adopt the proposed alternate business model in Chapter 7 to guide future planning. This model includes price increases and creation of a perpetual care fund;
- Add new revenue accounts to enhance performance measurement and the ability to track sales by customer segment (resident/non-resident), product/service type (casket plots, cremation plots, niches, permits, etc) and time of sale (at-need/pre-need);
- Add new expense accounts to enhance the City's ability to track costs by function; these could include creating new accounts and account groupings for administration costs, maintenance costs, contractor costs (for interments), etc;





- Draft policies for posting cemetery-related sales and expenses to ensure consistent and accurate reporting. This includes posting an appropriate % portion of maintenance and labor expenses from the Parks budget to cemetery expense accounts;
- Meet with the representatives of the churches receiving a City transfer of funds to support their cemeteries. Gather information and evaluate whether the annual transfer should continue. If it is decided that it should, then draft an updated agreement that outlines the terms, conditions, accountability and responsibilities of all parties involved;
- Create a Perpetual Care Fund by consulting with an investment specialist. Contribute 30% of annual plot sales and 10% of columbaria niche sales to the PCF annually. The City will need to decide on the appropriate measures to increase the PCF balance;
- Transfer future profits to a new Development Fund. This will fund future inventory, land acquisitions and improvements to cemetery site infrastructure;
- Monitor changes in revenue, expenses, profit/loss and community response, to ensure the proposed marketing plan and financial strategies evolve as expected and that the impact of these changes on the cemetery-community relationship is measured, and
- In 5 to 10 years, revisit the market capture, and financial projections for the cemeteries.

#### CONCEPT DESIGNS + SITE IMPROVEMENT RECOMMENDATIONS

- Concept designs are proposed for Grand Centre Memorial Park and Lakeview Cemetery, outlining access and circulation improvements as well as recommendations for new interment, amenity and landscape areas.
- The proposed concept designs will provide approximately 30 years of additional burial capacity.

#### DEVELOPMENT + PHASED IMPLEMENTATION PLAN

- The total estimated costs for the proposed improvements are:
  - Grand Centre Memorial Park – Phase 1: \$810,631 and Phase 2: \$510,315
  - Lakeview Cemetery – Phase 1: \$551,401 and Phase 2: \$301,990

#### CONCLUSION

The purpose of this comprehensive Cemetery Services Master Plan is to review the cemetery needs of the City, outline recommendations to enhance the cemetery properties and operations over the coming years, and serve as a guide for future development.

This plan will assist the City of Cold Lake in preparing to effectively meet the future interment and service needs of the community for the foreseeable future and charting a path forward that will move this important social service towards long term sustainability in its future operations.



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### COMMUNITY STAKEHOLDERS

*CAF St. Mark's Protestant Chapel*  
*Cold Lake Community Church*  
*Cold Lake Mosque*  
*Cold Lake Seniors' Society*  
*Community Baptist Church*  
*Family and Community Support Services*  
*Lakeland Lutheran Church*  
*Momento Funeral Chapel*  
*Points West Living Residents Association*  
*Royal Canadian Legion Br. 211*  
*RCAF Association*  
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# 1 INTRODUCTION

## 1.1 OVERVIEW

The City of Cold Lake is committed to providing quality cemetery services to the citizens of Cold Lake and as such commissioned LEES+Associates to deliver a comprehensive Cemetery Services Master Plan to provide a clear road map to guide the development and operation of the cemetery system, and meet the needs of the community into the future.

This Cemetery Services Master Plan provides the City with a vision and strategy for the long term sustainability of its cemetery operations. The plan considers how best to provide attractive interment options to the City's growing population and how cemeteries can be recognized as valuable community spaces. The end result is a concise set of recommendations for improvements to the physical, operational and business components of the cemetery system.



Report chapters can be summarized as follows:

**1. Introduction**

- An overview of the City of Cold Lake cemetery master plan project;

**2. Methodology**

- A summary of the analysis and planning methodologies used in this plan;

**3. Demographics, Market + Cultural Trends Analysis**

- An analysis of the Cold Lake cemetery market, demographics, disposition trends, interment practices, and future demand;

**4. Consultations**

- A summary of the key findings from the cemetery immersion workshop, and City staff, stakeholder and community consultations for this project;

**5. Opportunities + Constraints**

- A summary of the key opportunities and constraints for the two cemetery sites analyzed through this project;

**6. Demand-Needs Analysis + Functional Plan**

- A comparison of the forecasted cemetery demand to the remaining land supply at Cold Lake cemeteries. A spatial-needs analysis in this section summarizes current site capacity and provides time estimates for the cemeteries' remaining developed and undeveloped land;

**7. Operational Review + Business Model**

- An analysis and key recommendations concerning City cemetery offerings, operations, bylaws, policies, procedures, financial performance, and the establishment of a sustainable Perpetual Care Fund;

**8. Concept Design Options + Site Improvements**

- a. Concept design options for each cemetery site, and a summary of recommended aesthetic and functional improvements;

**9. Development + Phased Implementation Plans**

- a. A phasing plan that outlines a prioritized list of development initiatives, and order of magnitude cost estimates to provide a roadmap for capital planning and future improvements at each cemetery site;

**10. Conclusion**

- a. This chapter concludes the City of Cold Lake cemetery master plan, and

**11. Appendices**

- a. Supplementary and supporting details for the City of Cold Lake Cemetery Services Master Plan key findings and recommendations.





## 2 METHODOLOGY

### 2.1 DATA ASSEMBLY

LEES+Associates gathered background information from City Staff concerning historic cemetery operations. This information was analyzed in conjunction with external cemetery market research and a review of demographic, disposition and interment activity in the City of Cold Lake. Data sources reviewed in the process of generating this report include, but are not limited to:

- Alberta Vital Statistics and Alberta Municipal Affairs data;
- Statistics Canada, (National Census 2006 + 2011 and Household Survey 2011);
- Cold Lake Municipal Census (2006 to 2015);
- Cemetery Bylaw # 431-AD-12 and Land Use Bylaw 382-LU-10;
- Cemetery Maps and Aerial Photos;
- Municipal Development Plan 2007 – 2037;
- Open Space and Linkages Plan 2013, and





- Additional cemetery records, financial reports and correspondence provided by City of Cold Lake staff.

## 2.2 STAFF, STAKEHOLDER + COMMUNITY CONSULTATION

LEES+Associates engaged internal and external cemetery stakeholders in the process of information gathering and analysis through a cemetery immersion workshop with City Staff, and a workshop with external stakeholders including private sector and community representatives to achieve a holistic perspective of the City's cemetery operations, as well as land, cultural and social needs. Feedback from the staff and stakeholder workshops is summarized in **Appendix A**.

## 2.3 ANALYSIS TOOLS + METHODOLOGY

This analysis examines the expected demand, land need, inventory (developed interment space for sale), and remaining land capacity at the City's cemeteries. Death data for the City of Cold Lake segmented by disposition type (cremation versus casket) was obtained from Alberta Vital Statistics. The majority of those served by Cold Lake cemeteries are residents of the City of Cold Lake, therefore in this report, it is assumed the primary market catchment area for Cold Lake cemeteries is defined by the boundaries of the City of Cold Lake.

Future demand for cemetery services was extrapolated from historic death and disposition trends, and a determination of cemetery use patterns, known as "market capture." Cemetery market capture was calculated by comparing annual interments (provided by City Staff) to the number of deaths reported by Alberta Vital Statistics. For these analyses, market capture rates were assumed to remain consistent over the next 25 years. If changes to cemetery operations (such as increased sales, marketing, maintenance and community engagement initiatives) are implemented, then it is possible that market capture rates would increase.

The primary tool for this analysis is LEES+Associates' Cemetery Business Case Analysis Tool (CBCAT). The CBCAT is municipal cemetery planning tool specifically developed for tracking and analyzing market trends in Canada. The CBCAT incorporates baseline historic market data and cemetery sales activity data within a pro-forma template used for long term land needs and financial forecasting.

Business model analyses and financial projections in this report build upon the Demographic, Market and Cultural Trends Analysis, as market changes are expected to be key sales and cost drivers. Alternative scenarios are presented based on a detailed sensitivity analysis of key variables to determine how the City could achieve more sustainable cemetery operations.



City of Cold Lake Cemetery Services Master Plan - FINAL Report



Figure 1: Cold Lake Cemeteries Aerial Photographs (Left - Lakeview Cemetery, Right - Grand Centre Memorial Park),  
Source: City of Cold Lake.





## 3 DEMOGRAPHICS, MARKET + CULTURAL TRENDS ANALYSIS

This chapter identifies the regional context, age distribution, population profile, death, cremation and burial trends that affect cemetery land capacity and service options for Cold Lake cemeteries.

### 3.1 REGIONAL CONTEXT

Originally three communities, the City of Cold Lake was formed by merging the Town of Grand Centre, the Town of Cold Lake, and Medley (Canadian Forces Base 4 Wing). Grand Centre is locally known as Cold Lake South. The original Cold Lake is known as Cold Lake North. The City of Cold Lake was incorporated in the year 2000.

The City of Cold Lake is situated in the Municipal District of Bonnyville, 300 km (190 mi) northeast of Edmonton, near the Alberta-Saskatchewan provincial border. The area surrounding the City is sparsely populated, and consists mostly of farmland. The Cold Lake Air Weapons Range, located to the north of the City, is the country's premier air weapons training base.





The City maintains and operates two cemeteries to serve residents of the area; Grand Centre Memorial Park and Lakeview Cemetery. Both cemeteries offer traditional in-ground burial or in-ground cremation.

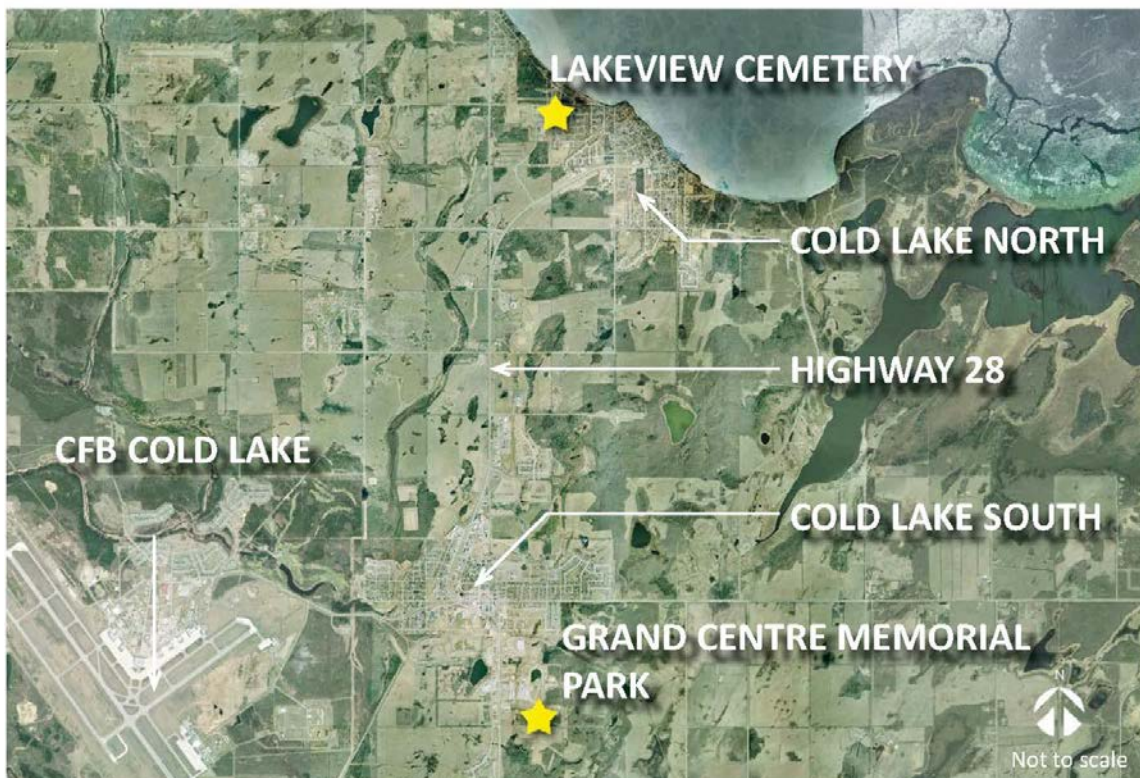


Figure 2. Cemetery location map, Source: LEES+Associates.

**Lakeview Cemetery** is located at 2205 1<sup>st</sup> Ave, Cold Lake, Alberta. Lakeview Cemetery was established in 1930 by the United Church. The City of Cold Lake officially took over the ownership, management and maintenance of the cemetery in January 2001. The land for the existing Lakeview Cemetery is 8,087 sq. meters (2.0 acres). The historic Northern half of this cemetery with 613 plots is 100% sold. The Southern section of the cemetery featuring 20 concrete runners with 200 plots, is 74% sold, which equates to approximately 50 traditional in-ground burial plots remaining. There is a small Field of Honour for veterans in the Northern half of the cemetery; no plots remain available within this section.

**Grand Centre Memorial Park** (also known by the community as “Cold Lake South”) is located at 4608 38<sup>th</sup> Ave, Cold Lake, Alberta. Grand Centre Memorial Park was established in 1992. The site is 7,810 sq. meters (1.9 acres). The cemetery has five concrete runners installed on the Eastern side with 180 plots which occupy approximately 30% of the site. The rest of the land is undeveloped.



Most graves, unless otherwise marked, are 4 feet wide and 10 feet 6 inches long with a 2-foot cement ribbon along the top side.

Ensuring that the cemeteries remain relevant to the community they serve means accommodating the needs of the significant proportion of the Cold Lake population that are shorter term or transient residents due to their association with the Canadian Forces Base and the oil and gas industry. In addition, the City of Cold Lake has a significant First Nations population from the Cold Lake First Nations Band, and the Cold Lake 149 Reserve, although it is understood from stakeholder consultations that most members of these communities are laid to rest on reserve. The City of Cold Lake has a growing Muslim population with approximately 30 Muslim families living in Cold Lake at this time (Ajaz Quaraishi, personnel communication, June 29, 2016). According to stakeholder consultations, most members of the Cold Lake Muslim community are buried in Edmonton.

There are 10 other cemeteries located within the cemetery market area of Cold Lake operated by private and religious groups that are likely to serve community residents. These cemeteries are identified on the regional map shown in Figure 4 and include the following sites:



Figure 3: Alberta Municipal District Map 2013,  
Source: Wikimedia Commons.

#### **Duclos Memorial United Church Cemetery (G)**

- Lies 16 miles [25.7 km] to the Southwest (SW) of Cold Lake North, in Alberta;
- Owned by the United Church of Canada, run by volunteers;
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2237012&CScn=Duclos+&>

#### **Golden Ridge Roman Catholic Cemetery (F)**

- Lies 44 miles [70.8 km] to the East Southeast (ESE) of Cold Lake, in Saskatchewan.
- Also known as: Saint Mary Roman Catholic Cemetery, and
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2237877>



#### **Holy Family Cemetery (H)**

- Lies 27 miles [43.5 km] to the West Southwest (WSW) of Cold Lake, in Alberta, a
- Owned by the Holy Family Church, Catholic Diocese, and
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2417442&CScn=Holy+Family+Cemetery+&CScntry=10&>

#### **North Pine Mennonite Cemetery (C)**

- Lies 17 miles [27.4 km] to the East (E) of Cold Lake, in Saskatchewan;
- Owned by the Emmanuel Mennonite Church, and
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2574136&CScn=North+Pine+Mennonite&>

#### **Our Lady of the Assumption Roman Catholic Cemetery (D)**

- Lies 4 miles [6.4 km] to the South Southwest (SSW);
- <http://www.stdominicparish.ca/>

#### **Rife and District Cemetery (J)**

- Lies 38 miles [61.2 km] to the West Southwest (WSW) of Cold Lake;
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2547881&CScn=Rife&CScntry=10&>
- <http://www.cwgc.org/find-a-cemetery/cemetery/2090844/Rife%20and%20District%20Anglican%20Cemetery>

#### **Sacred Heart Russian Greek Catholic Cemetery (I)**

- Lies 27 miles [43.5 km] to the West Southwest (WSW) of Cold Lake, in Alberta;

#### **Saint Dominic Roman Catholic Cemetery (B)**

- Lies less than 2 miles to the South Southeast (SSE), in the vicinity of Cold Lake, in Alberta;
- <http://geneofun.on.ca/cems/ab/ABBON1411>, and
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2344866&CScn=Saint+Dominic+Roman+Catholic+Cemetery&>

#### **Sideview Cemetery (E)**

- Lies 48 miles [77.2 km] to the West (W) of Cold Lake. Owned by the Sideview Cemetery Company,
- Owned by Sideview Cemetery Company, and
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2260857&CScn=Sideview+Cemetery+&>

#### **St-John the Evangelist Anglican Church Cemetery (K)**

- 4,810 50th Ave, Cold Lake, and
- Owned by Anglican Diocese of Edmonton.





Figure 4: Cemetery Sites in the Cold Lake Region, Source: Roadside Thoughts.com.

## 3.2 DEMOGRAPHIC PROFILES

In summary, demographic research shows that:

- The City of Cold Lake has a younger than average population – the median age in the City is 30.5; in the Municipal District of Bonnyville it is 37.1 and across the Province of Alberta it is 36.5;
- A full 29% of the City's population is not affiliated with any particular religion;
- The most prevalent religion in the City is Catholicism at 35%;
- "Other religions" groups in the City include those who are Muslim, Sikh, Buddhist and those who follow traditional Aboriginal spirituality;
- 77% of City residents are Caucasians of European descent. A high proportion of these are from a heritage originating in the British Isles, France, Germany and Ukraine, and
- The City's largest minority group is Aboriginals composing 12% of the total population.

Over the past five years, the City has been growing at an average rate of 2.6% per year, slightly faster than the rest of the Province at 2.4%. The military and oil sectors are currently driving growth in the community, with military personnel increasingly choosing to stay in Cold Lake and living out their lives in the community.

Over the past five years, the City's death rate has averaged 4.4 deaths per 1,000 population, which is lower than the Provincial average of 5.6 deaths per 1,000 population.

The following graph shows the distribution of religions in the City of Cold Lake as of the 2011 National Household Survey.

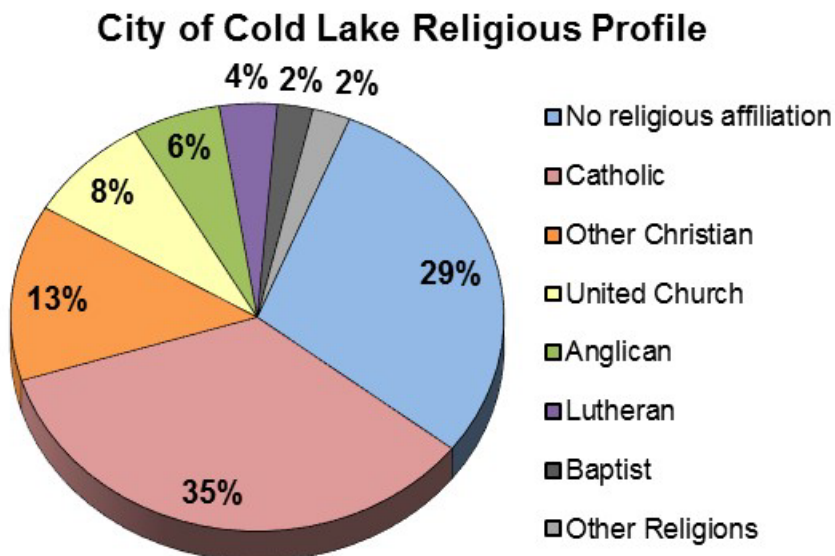


Figure 5: City of Cold Lake Religious Profile, Source: National Household Survey 2011.

Additional demographic details can be found in “**Appendix B – Demographic Profiles.**”

### 3.3 DISPOSITIONS + INTERMENTS PROFILE

Disposition is the way in which human remains are transformed after the event of death, in preparation for any formal viewing or visitation, ritual, rite, service or ceremony. Disposition in this analysis means the casket burial or cremation of a cemetery customer.

Canadian disposition trends indicate that cremation is becoming the preferred option nationwide. The average cremation rate in Canada rose from **56% in 2006** to **67% in 2014**, and is expected to continue to rise in most provinces (including Alberta).

The average cremation rate in Alberta was **60% in 2006** and increased to **69% in 2014**.

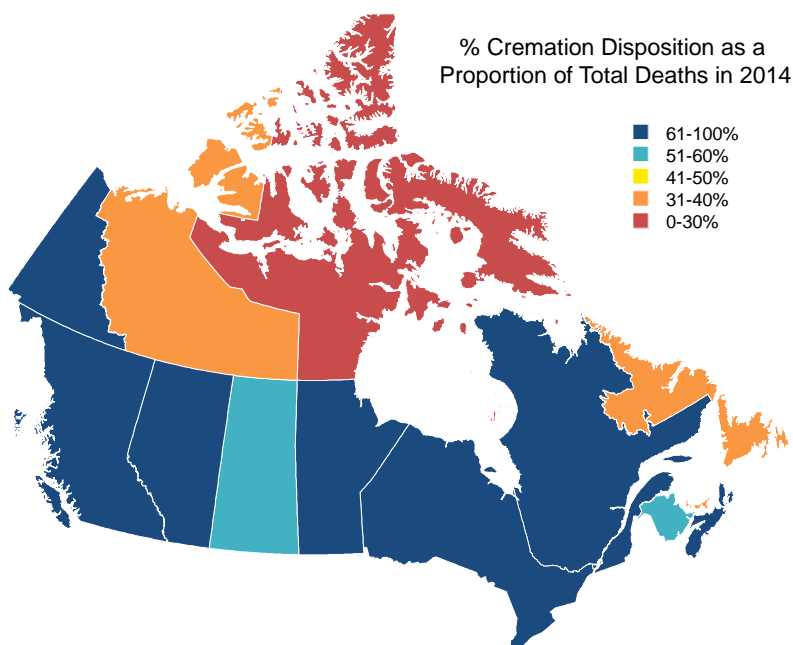


Figure 6: Canadian Rates of Cremation, Source: Cremation Association of North America.





In comparison, the annual average cremation rate in the City of Cold Lake was **44%** in 2006 and **61%** in 2014, lower than the Provincial and National averages.

The Cremation Association of North America predicts Alberta cremation rates will rise to **75% by 2019**. If the City's cremation rate increases at the same pace as the Province, it will be **71% by 2019**.

From 2011 to 2015, the City of Cold Lake experienced:

- 334 deaths, of which:
  - 121 residents chose casket burial;
  - 210 residents chose cremation;
  - 3 residents chose to donate their bodies to the Department of Anatomy, and
  - 68 residents were interred in City Cemeteries.
- 20% of all interments during this period were at City Cemeteries;
- 35 of all interments were for casket burial (51%), and
- 33 of all interments were for the burial of cremated remains (49%).

Further disposition and interment information and graphs are available in “**Appendix C – Cemetery Market Dispositions and Market Capture Details.**”

### 3.4 HISTORIC COMMUNITY USE

The extent to which residents in an area choose to be buried in City cemeteries is known as the market capture. Municipal and religious Canadian cemeteries generally experience the following standard market capture rates under conditions of low to medium competition intensity:

- **80 - 90%** of all casket interments, and
- **10 - 20%** of all cremated remains interments.

These rates are based on our firm's experience, market research and results of monitoring Canadian cemeteries over the last 18 years. From 2011 to 2015, Cold Lake City cemeteries experienced:

- **30%** market capture of all traditional casket burials in City of Cold Lake;
- **16%** market capture of all cremations in the City of Cold Lake, and
- **20%** total market capture of all deaths in the City of Cold Lake.

Historically, most of the deaths in the local First Nations community lead to burials in caskets on reserve. In addition, City staff and local stakeholders report that they are not aware of any active military members from the local military base buried in Cold Lake cemeteries.



Market capture is affected by historic family choice of cemetery, customer satisfaction, marketing, price, distribution, competition, and range of available interment options. Cremated remains usually have a lower capture rate because they can be kept or interred in many different places, or structures, or spread on non-sanctioned ground. Those that opt for in-ground burial usually have no choice but to use a cemetery.

It is important to keep in mind that market capture rates are highly variable depending on the number of private, religious and not-for-profit cemeteries within the same or overlapping service areas.

**“Appendix C – Cemetery Market and Market Capture Details”** provides additional information on the City’s historic cemetery market capture trends in detailed graphs.

### 3.5 FUTURE COMMUNITY USE

The following graph summarizes the future cemetery market demand that can be expected for City cemetery services over the next 25 years.

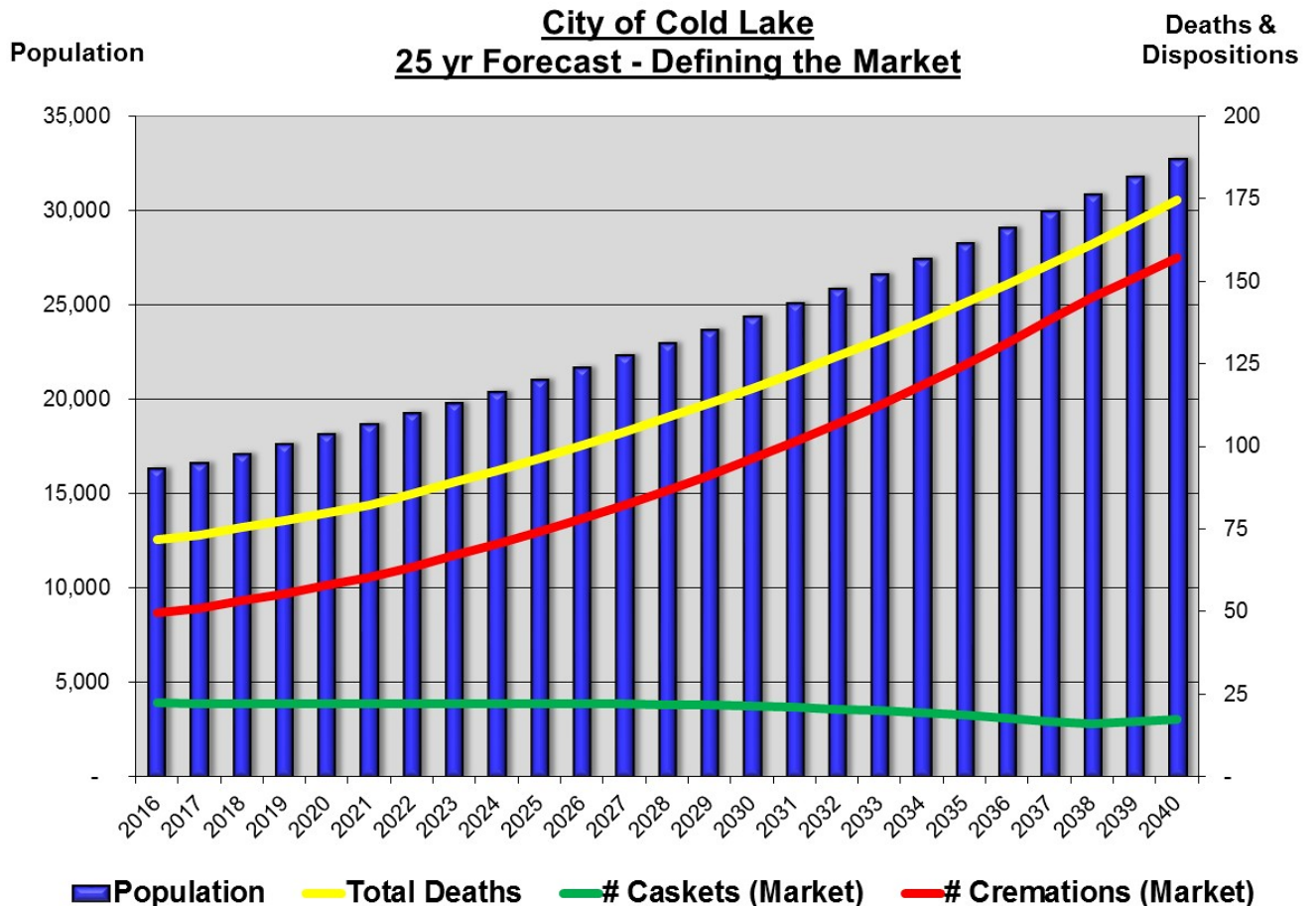


Figure 7: 25 Year Cemetery Market Forecast for the City of Cold Lake, Source: LEES+Associates.



According to the City of Cold Lake's Municipal Development Plan 2007 – 2037, the City is expecting its future growth to increase to an average of 3.0% per year over the next 25 years.

The City's annual rate of death is also expected to increase over the next 25 years due to the anticipated passing of the large "Baby Boom" generation. Demographically, the largest single cohort in Canada is the "Baby Boom" generation: people born between **1952 and 1965**<sup>1</sup>.

As this generational cohort reaches its life expectancy, an increase in the demand for cemetery services is expected. According to Statistics Canada, the aging of the population should cause cemetery and funeral related purchasing to accelerate from 2022 to 2032.

The oldest Baby Boom generation members will reach the age of 65 in 2017. The average life expectancy for this cohort is about 80 years. In 2032, the oldest of this group will reach the age of 80. An increase in demand for death-related goods and services is expected prior to this time, around 2022 or sooner. The number of deaths is then expected to decrease again towards 2045, when the youngest of this generation turns 80.

Overall, the average number of deaths in the City of Cold Lake is expected to rise in the upcoming 25-year period from 72 per year in 2016 to 174 per year in 2040.

Assuming current operating practices continue as they are and past trends continue, the City of Cold Lake can expect approximately 2,850 deaths, but only 540 interments at City cemeteries over the next 25 years.

The remaining resident deaths are expected to be accommodated by cemeteries in neighbouring communities, or the many different locations and structures where an urn with cremated remains may be kept or spread on non-sanctioned interment grounds.

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<sup>1</sup> "Canada's Baby Boom Is Nothing like the One in the US," Robert L. Brown, Past President of the Canadian Institute of Actuaries, expert advisor EvidenceNetwork.ca,  
[http://www.huffingtonpost.ca/robert-l-brown/canada-baby-boom\\_b\\_6478760.html](http://www.huffingtonpost.ca/robert-l-brown/canada-baby-boom_b_6478760.html)



The following graph identifies where City of Cold Lake resident deaths are expected to be accommodated over the next 25 years.

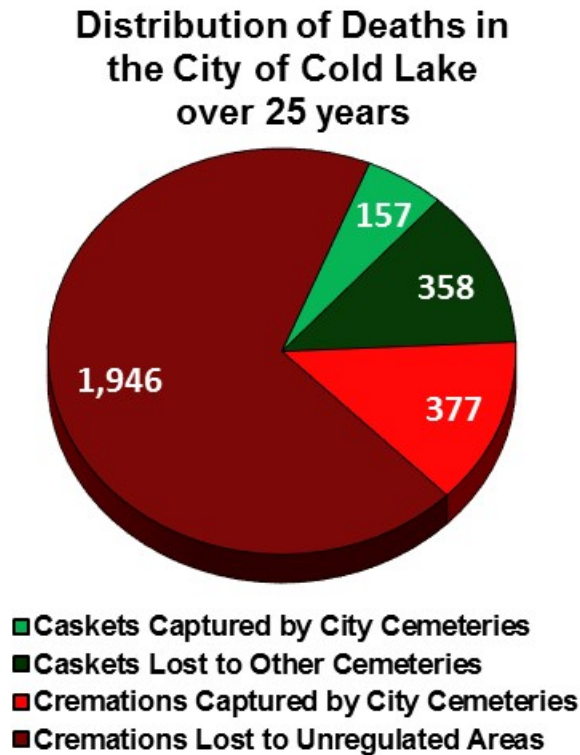


Figure 8: Distribution of Deaths in the City of Cold Lake over the next 25 years, Source: LEES+Associates.

### 3.6 KEY FINDINGS: DEMOGRAPHIC, MARKET + CULTURAL TRENDS ANALYSIS

Key findings that emerged from this analysis of the City of Cold Lake's cemetery market include:

- The City population has been growing at an average rate of 2.6% per year for 5 years;
- The City's future population growth rate will increase to an average of 3.0% per year over the next 25 years;
- The City population is on average, younger than the rest of the Municipal District of Bonnyville and the rest of the Province;
- The City has averaged a lower death rate (4.4 deaths per 1,000 people) than the rest of the Province (5.6 deaths per 1,000 people) over the past 5 years;



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- The City has a lower cremation rate (68% in 2015) than the Province (70% in 2015). The cremation rate is increasing across the Province of Alberta;
- Casket market capture was below average compared to the standard market capture rate of casket burials in City of Cold Lake cemeteries from 2011 to 2015;
- Cremated remains market capture was below average compared to the standard market capture rate of cremated remains in City of Cold Lake cemeteries from 2011 to 2015;
- In the next 25 years, the City of Cold Lake's death rate will increase to 5.3 per 1,000, due to the passing of the large Baby Boom generation;
- In the next 25 years, the City of Cold Lake will experience approximately 2,850 deaths, and
- In the next 25 years, 500 residents (18%) of the City of Cold Lake will choose casket burial and 2,350 residents (82%) from the City of Cold Lake will choose cremation.





## 4 CONSULTATIONS

This chapter provides a summary of the key findings from the City staff, stakeholder and community consultations for this project.

### 4.1 THE CONSULTATION PROCESS

In order to bring forward core issues and identify key opportunities and constraints related to the cemetery system, consultations were held with City staff, external stakeholder representatives and the public, including:

1. **Site Visits with Cemetery Staff:** site visits were conducted on April 28 and 29, 2016 at each cemetery site with City of Cold Lake staff who are involved in the administration and maintenance of the cemeteries in order to become oriented and document significant site features, opportunities and constraints.
2. **Internal Cemetery Immersion Workshop:** a workshop was held with City staff on April 29, 2016 including a presentation of cemetery trends and issues in cemeteries internationally, nationally, and locally in Alberta. The workshop included discussion about key staff needs as well as the cemeteries and cemetery services offered.



3. **External Stakeholder Cemetery Immersion Workshop:** a workshop was held with external stakeholders on April 28, 2016 including representatives from local funeral homes, the Legion, CFB Cold Lake, residents' associations, seniors' associations and local faith communities in order to gather stakeholder feedback about the cemeteries.
4. **External Stakeholder Interviews:** follow-up emails and telephone interviews were conducted with external stakeholder representatives who indicated an interest in the project but were not able to attend the workshop.
5. **Public Open House:** a Public Open House was held on June 29, 2016 from 3 - 8pm at the Cold Lake Energy Centre. Conceptual design options and supporting information was displayed, in order to seek feedback and engage the community on the range and type of improvements they would like to see at the cemeteries. Approximately 30 people attended.
6. **Online Questionnaire:** a hard copy feedback form was available at the Open House, and was posted online on the City website for three weeks. Copies of the Open House display boards were also made available online. There were approximately 21 downloads of the Open House boards, and seven people completed the online questionnaire.

## 4.2 CONSULTATION SUMMARY HIGHLIGHTS

The following is a summary of key findings and issues that were brought forward during the consultation workshops with internal and external stakeholders as well as the Public Open House:

### Internal City Staff noted that:

- **The Cemetery Bylaw** requires clarification and updating notably around responsibility for maintenance for grave covers and monuments, enforcement and regulations regarding ornamentation.
- The City requires **standard procedures** for grave layout and marking, grave opening and closing, headstone releveling and addressing sinking graves.
- There is a need for **improved record keeping, maintenance and clarity around roles and responsibilities** for those involved in maintaining, using and administering the cemeteries.
- There is an interest in **increasing the range of services and interment options** offered on a fee for service basis.
- **Wayfinding and educational signage** at the sites could be improved.
- There is interest in **increasing the profile** of the cemeteries, and building community.





**External Stakeholders noted that:**

- **New service offerings** are desired including columbaria, a green burial area, a designated scattering area, and a new Field of Honour for retired veterans.
- **Poor maintenance** is an issue, particularly at Grand Centre where the dirt road is often muddy and there is a need for enhanced snow removal to improve winter access.
- **Access improvements** should be considered including relocation of the main gate at Lakeview.

**Members of the Public noted that:**

- They strongly support the **proposed concept designs** presented at the Open House. 100% of questionnaire respondents indicated that they either “support” or “strongly support” the proposed upgrades to the cemeteries.
- Upgrading **cemetery driveways and access**, and **enhancing the overall aesthetics** are the top priorities for improvement.
- Of the new interment and memorialization options proposed, the strongest support is for the **addition of columbaria** (67%), and **memorialization without interment** (100%). Approximately 40% of respondents indicated they would consider **green burial** if it were made available.
- **Walking paths, benches and rest areas, trees and horticultural features** and **improved winter access** are the priorities for improved amenities.
- Other requests for improvements include a **cenotaph**.

Please see “**Appendix A – Staff + Stakeholder Consultations**” for a full summary of staff and stakeholder feedback, and “**Appendix L – Public Open House Summary**” for a full report of community feedback.



## 5 OPPORTUNITIES + CONSTRAINTS

This chapter provides a summary of the key opportunities and constraints for the two cemetery sites analyzed through this project.

On April 28 and 29, 2016, LEES+Associates and members of the City's Project Team visited Lakeview Cemetery and Grand Centre Memorial Park. From this site analysis a series of opportunities and constraints for the development and enhancement of the cemeteries were determined. Those key elements summarized in this section. Site Analysis Plans accompanying this chapter are located in **"Appendix I – Site Analysis Plans."**





## 5.1 LAKEVIEW CEMETERY – OPPORTUNITIES AND CONSTRAINTS

- The cemetery entry sign needs renewing and relocation closer to the 22nd Street entry, which is used as the primary entry to the site;
- The pedestrian gate in the northwest corner does not connect to any internal pathways;
- Large mature trees throughout the cemetery create an attractive, park-like character at the site;
- Perimeter trees create a strong boundary, and have been pruned to optimize views in and out of the cemetery;
- The cemetery has a Veterans area but it is full and not well marked;
- The existing internal roadway is not well defined and can be muddy in wet conditions;
- The primary access point on 22nd Street is not aligned with internal roadways;
- There is a lack of seating in the cemetery;
- The materials spoil and supply of concrete vaults should be moved to a less prominent location, and
- Buffering to adjacent residential properties to the south and west could be enhanced.

## 5.2 GRAND CENTRE MEMORIAL PARK – OPPORTUNITIES AND CONSTRAINTS

- The site's sloping topography creates attractive views towards the west;
- An allee of mature trees gives strong definition to the southern edge of the property;
- The interior of the cemetery lacks trees and other character defining elements;
- The existing dirt road can be muddy in wet conditions;
- The existing chain-link fence and entry gates are unsightly and need replacing;
- The materials spoil should be relocated to a less prominent location;
- The site sometimes serves as an informal park and picnic area for locals in the area, as there are few greenspaces in this part of the City;
- There is a lack of seating in the cemetery;
- The entry lacks signage and a formalized parking area;
- There is a need for directional signage to the cemetery from Highway 28, and
- The access road to the cemetery from Highway 28 is rough and can be difficult to navigate in wet conditions.



## 6 DEMAND-NEEDS ANALYSIS + FUNCTIONAL PLAN

This chapter compares the forecasted cemetery demand to the remaining land supply at Cold Lake cemeteries and provides a functional plan to guide the City in meeting expected future demand over the next 25 years. The spatial-needs analysis in this chapter summarizes current site capacity and provides estimates of the years of remaining capacity within the cemeteries' remaining undeveloped and developed land.

The analysis in this chapter assumes that community use, market capture rates and historic sales trends will not change and that the City will continue to provide its existing cemetery products and services, with no changes to the current offerings. Increasing the attractiveness of the cemetery sites through greater diversity of products and services, marketing and community engagement and customer service enhancement would likely increase the rate of future land use at Cold Lake cemeteries. It will be important for the City to monitor and address changes in land use patterns in future updates to the City of Cold Lake's cemetery plan, as new community trends are established.





## 6.1 FUTURE CEMETERY DEMAND

The following graph summarizes the future cemetery activity that can be expected for City cemeteries over the next 25 years.

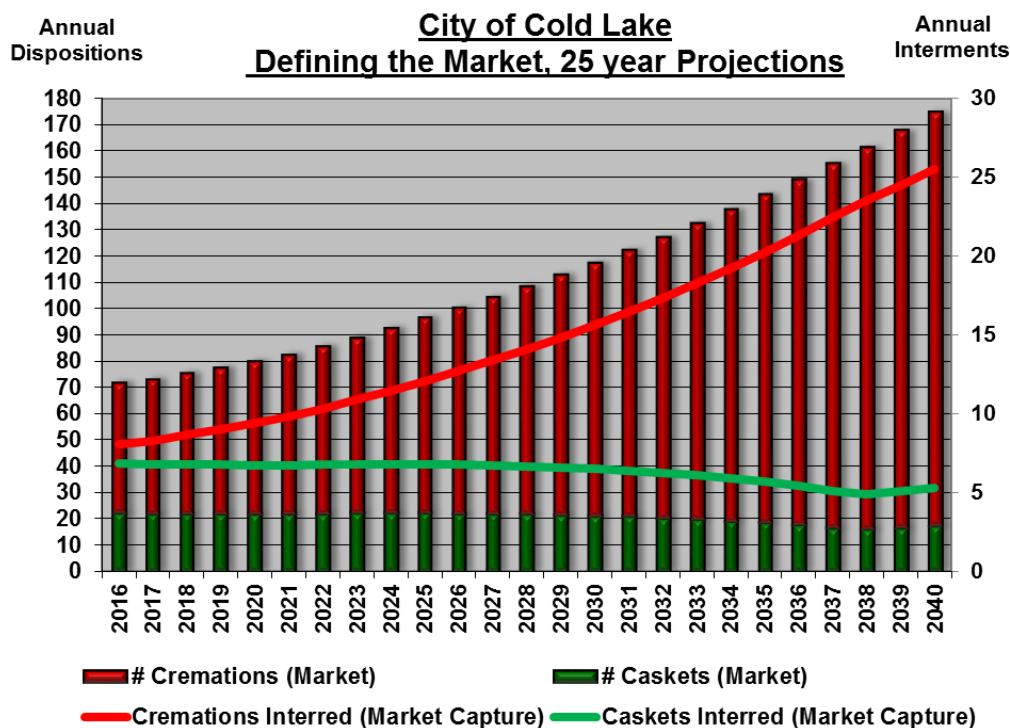


Figure 9: 25 Year Capture Forecast of the City of Cold Lake Cemetery Market, Source: LEES+Associates.

Assuming operating practices and trends continue as they are, the City can expect to receive 540 interments – 160 casket (30%) and 380 cremated remains (70%) interments over the next 25 years.

## 6.2 EXISTING INVENTORY

All graves in Cold Lake cemeteries are currently 4 ft. x 10.5 ft. with a 2' concrete ribbon. These graves are used for interring both caskets and cremated remains. The City does not offer smaller size graves for infants, children or cremated remains.





The following graph summarizes the distribution of existing developed inventory at Cold Lake Cemeteries.

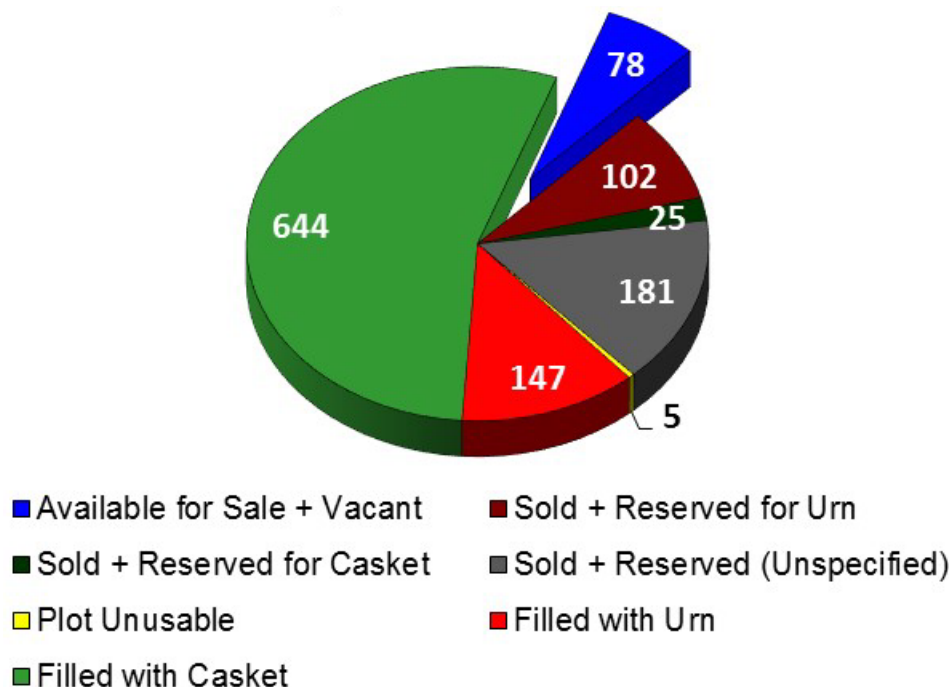


Figure 10: Distribution of Inventory of Existing Inventory at Cold Lake Cemeteries, as of March 15, 2016, Source: City of Cold Lake Inventory Records.

Inventory details by cemetery site can be found in “**Appendix D – Cemetery Inventory Details.**”

After all plots are sold, cemeteries continue to have interments in reserved lots, purchased prior to the time of death. Burials will continue in reserved lots for years after all inventory is sold.

A cemetery site’s total capacity is greater than its inventory, as one lot or niche can contain more than one set of interments. For instance, the City permits multiple interments in a single grave.

When a grave is used for the multiple interment of urns, it may be subdivided into 6 sections, approximately 2 ft. x 3 ft. Graves can also accommodate a combination of a casket and urns. In this case, the area is subdivided into 4 sections, approximately 2 ft. x 4.5 ft. Multiple interments have not been common at City of Cold Lake cemeteries in the past 5 years, with only 5 urns being added to previously purchased plots.

In this assessment, “**Minimum Use**” demand is the remaining time estimate based on the assumption of **one sale and one interment per plot.**

“**Likely Use**” demand is the remaining time estimate based on the expected, long term, average interment capacity for each type of inventory during a cemetery’s entire life cycle. For this analysis, the “Likely Use” of a plot assumes that 50% of families will eventually opt for a double depth, or second burial, within a previously purchased plot over the active life of the cemetery, creating a likely average site capacity of **1.5 interments per burial plot.** Usually this second burial is anticipated to be the interment of an urn with cremated remains.



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The City and local Funeral Home do not explicitly advertise the option of double depth and multiple interments to the community. While the City's Cemetery Bylaw does technically permit double depth burial of caskets, plots at Cold Lake Cemeteries have not typically accommodated multiple casket interments. Historically, the second interment in a burial plot has always been cremated remains.

The table below compares the existing inventory at Cold Lake cemeteries to the expected future demand, and provides estimates for the time remaining before inventory is exhausted.

<b>Cold Lake Cemeteries Developed Inventory</b>	<b>Current Supply (plots)</b>	<b>Likely Use – Average Capacity (inters)</b>	<b>25 Years Demand</b>	<b>Minimum Use, New Plots Needed</b>	<b>Likely Use, New Plots Needed</b>	<b>Minimum Use, Time Horizon</b>	<b>Likely Use, Time Horizon</b>
<b>Plots for Sale</b>	<b>78</b>	<b>118</b>	<b>495</b>	<b>417</b>	<b>377</b>	<b>5 years</b>	<b>5 years</b>
<b>Plots for Interment</b>	<b>386</b>	<b>579</b>	<b>540</b>	<b>154</b>	<b>0</b>	<b>20 years</b>	<b>26 years</b>

*Table 1: Estimated Remaining Capacity based on Projected Demand at the Status Quo Market Capture Rate.  
Source: Cold Lake Inventory Records + LEES+Associates' Cemetery Market Review.*

“**Plots for Interment**” includes both lots that are currently available for sale, as well as lots that have been pre-purchased but are expected to be filled in the future.

## 6.3 FUTURE LAND NEED

The following table identifies the land area that needs to be developed in order to continue selling lots and carrying out interments after existing developed capacity is used. This scenario assumes that 0.002 acres of land is needed for each new casket-sized burial plot. This will accommodate the average interment space of 4 ft. x 10.5 ft. and surrounding buffer space for monuments, paths and other cemetery infrastructure. In the place of a casket-sized plot, four 2 ft. x 2 ft. cremated remains lots can be placed. Therefore, each new cremation lot would use 0.0005 acres of land.

<b>Inventory</b>	<b>Minimum Use, New Plots Needed</b>	<b>Likely Use, New Plots Needed</b>	<b>Added Land Need under Minimum Use</b>	<b>Added Land Need under Likely Use</b>
<b>Plots for Sale</b>	<b>417</b>	<b>377</b>	<b>0.83 acres</b>	<b>0.75 acres</b>
<b>Plots for Interments</b>	<b>154</b>	<b>0</b>	<b>0.31 acres</b>	<b>0.00 acres</b>

*Table 2: Estimated Land Need for 25 years of Sales and Interments at the Status Quo Market Capture Rate,  
Source: Cold Lake Inventory Records + LEES+Associates' Cemetery Market Review.*

The land need identified in the Table above summarizes the amount of land that needs to be developed to meet the City of Cold Lake's community demand for the next 25 years, or up to 2040.



## 6.4 OPPORTUNITIES TO EXPAND CAPACITY

### BEST PRACTICES FOR EXPANSION

This plan forecasts up to 25 years of cemetery land need for the City of Cold Lake. Typically, it takes Canadian cemetery operators an average of 5 to 7 years to design, obtain government approvals, and develop a cemetery property.

Due to the long initial start-up time, and the multi-generational, perpetual nature of cemeteries, it is the industry best practice for Canadian municipalities to use a longer time horizon of 100 to 150 years for future cemetery capacity planning.

The City currently owns lands to the north of Grand Centre Memorial Park. To effectively meet industry best practice, the City should designate 2 acres of these lands, directly north of Grand Centre, as future cemetery land.



Figure 11. Potential future expansion lands (2 acres) at Grand Centre Memorial Park.



## INFILL + UNDEVELOPED CAPACITY

In addition to the developed inventory at Cold Lake cemeteries, the City has undeveloped land and infill capacity at its existing cemetery sites that can be used to create more capacity.

Traditionally, a design measure of approximately 500 casket-sized burial lots per acre of land, is used to develop cemetery sites in Canada. Industry design standards also typically assume that the area of one casket burial lot can also accommodate four 2 ft. x 2 ft. cremation lots.

Lakeview Cemetery's northern half is 100% sold. Lakeview Cemetery's southern half is 74% sold. This site has maximized its development of casket interment inventory, however a cremation garden with columbaria, scattering, and family vessels could be added to the site. In addition, approximately **200 additional in-ground cremation burial lots** could be infilled along the site's existing roads in the future.

Grand Centre Memorial Park is currently 30% developed. Approximately 1.4 acres of land is currently available for development at this site. This could create **675 additional burial plots** to Cold Lake cemeteries, providing approximately **30 years** of additional sales capacity and **35 years** of additional interment capacity to the community.

Therefore, added to the existing inventory, with the full development of Grand Centre Memorial Park, the City could have upwards of 35 years of plot sales and 61 years of interment capacity.

## NEW INTERMENT OPTIONS

New service options, such as smaller dedicated cremations plots (2 ft. x 2 ft.), columbaria, family vessels, and scattering areas would increase the horizon of in-ground cemetery inventory, as some of the projected in-ground land use for burial would be converted to these new above-ground interment options, which have a much smaller land use "foot-print."

Smaller burial plots for cremated remains, columbaria niches and scattering gardens are popular, commonly offered cremated remains interment options at Canadian municipal cemeteries. Typically, approximately 25% of all cremated remains interred at Canadian municipal cemeteries are interred in columbaria. Family vessels are a new above-ground interment option at Canadian municipal cemeteries. These are large, secure containers designed to hold several smaller urns that contain the remains of members of one family, or serve as an ossuary for community interment, or comingled cremated remains.



Figure 12. Example of columbaria,  
Source: LEES+Associates.





The City of Cold Lake is also considering the addition of “Green Burial” services to Cold Lake cemeteries. Green burial is a new service and revenue stream for most Canadian cemeteries and there is little market trend data currently available to reasonably project the degree of conversion for Cold Lake cemeteries from existing services to green burial. Conversion to green burial often correlates with the degree of marketing investment in community engagement and educating the community about green burial. There is variation in the acceptance of green burial between different geographic areas and communities with different demographic profiles and sustainability culture.

Green burial service providers have observed that the majority of conversion (approximately 80%) to traditional green burial seems to come from families who would have otherwise chosen cremation. Therefore, the City’s projected land use would be expected to increase marginally. However, service providers have also noted a particular interest in the scattering of cremated remains within green burial areas. This would decrease the demand for in-ground burial, consequently decreasing the City’s land use.

At this time, green burial is not very well known in Canadian communities and established green burial service providers still have a relatively low annual capture rate from the market compared with other cemetery services. However, green burial service providers have seen numbers increasing and are confident that these numbers will grow over time, as awareness increases. Additional information is provided in “**Appendix F – New Interment Options.**”



Figure 13: Green Burial Funeral Service, Source: LEES+Associates.

## 6.5 KEY FINDINGS: DEMAND-NEEDS ANALYSIS + FUNCTIONAL PLAN

Key findings that emerged from this land needs assessment are that Cold Lake cemeteries:

- Will experience 540 interments – 160 caskets (30%) and 380 cremated remains (70%) interments in the next 25 years;
- Will sell all existing burial plots within 5 years, assuming demand is met by all inventory as it remains available from both Lakeview Cemetery and Grand Centre Memorial Park;
- Have enough plots available to bury residents for another 20 to 26 years, and





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- Will need to develop slightly less than **1 acre** of land over the next 25 years to meet sales and interment demand after the existing inventory is used, depending on the City's in-fill strategy, new service offerings and its density plan for future development.
- With 1.4 acres of land available for development at Grand Centre Memorial Park the City does not need to acquire new land to meet 25 years of forecast demand. However, additional land will be required to meet a substantially longer, multi-generational horizon of community interment needs.



*Figure 14: Lakeview Cemetery, Source: LEES+Associates.*



## 6.6 RECOMMENDATIONS: DEMAND-NEEDS ANALYSIS + FUNCTIONAL PLAN

It is recommended that the City of Cold Lake:

- Consider the development of cremation in-fill areas at Lakeview Cemetery;
- Prioritize the development of smaller, 2 ft. by 2 ft. cremation lots as an addition to the current interment offer;
- Add and install new cremation interment options including columbaria niches, scattering gardens and family vessels into the City's inventory. This will decrease the high demand and pressure on the use of land for the in-ground burial of cremated remains;
- Develop a green burial section to respond to community interest in this type of interment, and to further diversify the current offerings at Cold Lake cemeteries;
- Develop 1 acre of the undeveloped land at Grand Centre Memorial Park within 5 years to accommodate new plot sales. This will meet the City's cemetery needs for the next 25 years;
- Designate 2 acres of land adjacent to Grand Centre Memorial Park as future cemetery lands to be developed as needed within 15 to 20 years, when City capital funds permit.
- Begin to track and report the number and type of multiple interments in each lot sold at each cemetery site, to better evaluate the sites' interment density. This includes recording the number of caskets and urns within each in-ground burial lot at each cemetery site, and how many double depth interments take place each year, and
- Plan to revisit the cemetery land needs assessment in five years after the recommendations in this study are implemented in order to effectively respond to updates in land use and interment trends that emerge from new services offered (such as green burial) as well as enhanced operations and community engagement.



Figure 15: Grand Centre Memorial Park, Source: LEES+Associates.

LEES+Associates





## 7 OPERATIONAL REVIEW + BUSINESS MODEL

This chapter provides an analysis and key recommendations concerning City cemetery fees, diversity of offerings, operations, bylaws, policies, procedures, financial performance, and the establishment of a sustainable Perpetual Care Fund.

### 7.1 REGIONAL CEMETERY MARKET PRICING

#### RESIDENT AND NON-RESIDENT POLICIES

The current practice of many Canadian municipalities is to charge different rates for cemetery plots to residents and non-residents.

To provide clarity about the criteria for resident cemetery fees, these municipalities will usually define “resident” and “non-resident” in the municipal cemetery bylaw, using language such as:





- **Resident** means a person who currently resides in the municipality (City/Town/Region) and/or is a property owner within the municipality for 5 consecutive years, and
- **Non-resident** means any person who resides beyond the geographical boundaries of the municipality and has not owned property within the municipality for the past 5 years.

Municipalities usually set a qualifying time period for residency, most commonly ranging between 1 and 5 years. Although a less common practice, some Canadian communities do require upwards of 10 years of residency.

The City of Cold Lake does not currently distinguish between residents and non-residents of the community in its cemetery fee schedule.

This is because historically, customers at the cemeteries are mostly locals or families that used to live in Cold Lake.

It is an industry best practice for municipal cemeteries to charge a premium to non-residents. This practice recognizes the financial contribution that residents provide to the cemetery system, indirectly through their contributions to an annual tax subsidy for cemetery operations. Charging non-residents higher rates balances the contributions from families that use the cemetery, by increasing City revenues and decreasing the tax subsidy required to support cemetery operations.



Figure 16: City of Cold Lake Residential Boundaries, Source: Alberta Municipal Affairs, [http://www.municipalaffairs.alberta.ca/mc\\_boundary\\_maps](http://www.municipalaffairs.alberta.ca/mc_boundary_maps).

## PRICE BENCHMARKING

The tables in this section summarize regional cemetery fees and key benchmarks that identify the average fees for the communities of comparable market profiles to the City of Cold Lake, reviewed in this study. The communities examined include Lac La Biche, Slave Lake, Whitecourt, High River, Camrose, Okotoks, Leduc, Rock View County and Grand Prairie.

The following table summarizes the average **resident grave and niche** fees for the Alberta communities examined in this study. The City of Cold Lake's cemetery rates are generally substantially lower than the regional average rates.



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Product/Service	Cold Lake Rate	Regional Average Rate	Canada Average Rate <sup>2</sup>	Comparing Benchmarks to Cold Lake
Adult Casket Grave Resident	\$500	\$892	\$1,250 to \$2,250	Lower than Regional and Canada Benchmarks
Child Casket Grave Resident	\$300	\$645	\$400 to \$1,000	Lower than Regional and Canada Benchmarks
Infant Casket Grave Resident	\$300	\$435	\$250 to \$750	Lower than Regional and on par with Canada Benchmarks
Cremation Grave Resident	\$500	\$598	\$500 to \$1000	On par with Regional and Canada Benchmarks
Veteran's Grave Resident	\$300	\$580	\$625 to \$1,125	Lower than Regional and Canada Benchmarks
Columbaria Niche Resident	not applicable	\$1,284 to \$1,389	\$1,250 to \$4,000	Not offered by Cold Lake Cemeteries

Table 3: Cold Lake Cemeteries Resident Grave Prices Compared to Regional + National Benchmarks –

Source: LEES+Associates.

The following table summarizes the average **non-resident grave and niche** fees for the Alberta communities examined in this study.

Product/Service	Cold Lake Rate	Regional Average Rate	Canada Average Rate	Comparing Benchmarks to Cold Lake
Adult Casket Grave (Flat Marker) Non-Resident	\$500	\$1,144	\$1,550 to \$2,800	Higher than Regional and on par with Canada Benchmarks
Child Casket Grave Non-Resident	\$300	\$858	\$600 to \$1,500	Lower than Regional and Canada Benchmarks
Infant Casket Grave Non-Resident	\$300	\$634	\$500 to \$1,500	Lower than Regional and Canada Benchmarks.
Cremation Grave Non-Resident	\$500	\$709	\$500 to \$750	Higher than Regional and Canada Benchmarks
Veteran's Grave Non-Resident	\$300	\$654	\$775 to \$1,400	Lower than Regional and Canada Benchmarks
Columbaria Niche Non-Resident	not applicable	\$1,419 to \$1,524	\$1,250 to \$4,000	Higher than Regional and on par with Canada Benchmarks

Table 4: Cold Lake Cemeteries Non-Resident Grave and Niche Prices Compared to Regional + National Benchmarks – Source: LEES+Associates.

The City does not offer **opening and closing services** to the community. Currently, the Funeral Home recommends a contractor to the family to provide the opening and closing services at Cold Lake cemeteries, who then bills the family directly. The contractor is typically paid \$850 for the service of opening and closing a grave. This charge is reduced to \$250 for urns as the contractor is able to use a smaller machine (auger) in this circumstance. For winter burials, the contractor has also historically provided snow clearing to grave sites for families prior to a funeral at no extra cost.

It is an unusual practice for Canadian municipalities to grant local funeral homes direct control over burial services at its cemetery sites. More typically, staff from the Public Works or Parks department

<sup>2</sup> LEES+Associates pricing benchmark studies, 2014 + 2015.





will provide opening and closing services directly to the families or the municipality will establish a direct municipal-contractor arrangement to provide interment services at its cemetery sites.

While the practice of fully outsourcing opening and closing services does reduce the cost of cemetery operations for the City of Cold Lake, it also diminishes the City's ability to manage quality control over interments, fees, and grave-side customer service.

The following table summarizes the average opening and closing fees for the Alberta communities examined in this study.

Product/Service	Cold Lake Rate via Contractor	Regional Average Rate	Canada Average Rate <sup>3</sup>	Comparing Benchmarks to Cold Lake
Adult Casket Opening/Closing	\$850	\$639	\$750 to \$1,250	Higher than with Regional rates, and Canada Benchmarks
Child Casket Opening/Closing	\$850	\$624	\$500 to \$1,000	Higher than Regional rates, on par with Canada Benchmarks
Infant Casket Opening/Closing	\$850	\$577	\$250 to \$750	Higher than Regional and Canada Benchmarks
Cremation Grave Opening/Closing	\$250	\$331	\$250 to \$500	On par with Regional and Canada Benchmarks
Columbaria Niche Opening/Closing	not applicable	\$173	\$100 to \$250	The City doesn't offer columbaria niche inurnment

*Table 5: Cold Lake Cemeteries Opening/Closing Prices Compared to Regional + National Benchmarks – Source: LEES+Associates.*

Canadian municipal cemeteries also typically offer the scattering of cremated remains in areas of flowering plants or in an ossuary at \$100 to \$350 per scattering. Municipal cemeteries also often offer specialized interment areas, such as green burial or Muslim burial areas which accommodate special requirements such as burial in a shroud, direct contact of the casket with the earth, and specialized grave orientation. These interment options are not currently offered to the community at Cold Lake cemeteries.

The cemetery industry's best practice for price benchmarking entails the comparison of prices in communities of comparable supply and demand. This involves identifying and examining the rates of other cemeteries with similar business models, in communities with similar populations, trends, ethnic and religious composition.

Pricing policies often vary significantly between small and large, rural and urban communities, due to the different, competitive markets for cemeteries within each environment. Pricing policies also tend to be very different between municipal, non-profit, religious and private cemeteries. Private cemeteries often charge higher prices to reflect their very wide range of attractive, premium cemetery offerings.

Religious groups often choose to either focus on offering high-end, premium cemetery products and services (similar to private organizations), or at the other end of the spectrum, there are religious groups that offer cemetery services to their members for a fee significantly lower than

<sup>3</sup> LEES+Associates pricing benchmark studies 2011 to 2016.



standard market rates. St-Dominic's Cemetery, less than two miles from Cold Lake, is run by a Catholic Society that offers plots for \$250 and a \$250 perpetual care fee. They also offer an urn burial plot at the same price. Families can also pay \$200 for an engraved plaque which is affixed to a remembrance wall for people who were from Cold Lake, but are buried elsewhere.

The City's plot rates are significantly lower than the regional market average. On the one hand, these low rates may make Cold Lake cemeteries more attractive than other sites in the Province. These lower rates provide Cold Lake with a certain sales advantage within the community, decreasing the risk of residents choosing interment outside of the City.

However, cemetery demand is inelastic and there is usually little customer response to price changes provided they are within the normal market range. Therefore, the City can expect to increase rates without incurring a significant loss in sales. In addition, the undervaluing of cemetery land – a limited resource, which is used in perpetuity – is not financially sustainable in the long term nor is it in the best interest of the community to create a cemetery system that is an inadequately resourced, indefinite tax burden.

Therefore, the City needs to increase its fees to generate greater revenues, and better support its cemeteries' sustainability - minimizing the risk that the cemetery system will need to be supported by taxes in the long term.

#### PRICING PRACTICES

The City last increased its cemetery fees in 2012, when the price of a plot increased from \$300 to \$500. The Canadian cemeteries best practice is to increase fees annually (at minimum) by the rate of inflation. This pricing policy is increasingly becoming the standard across Canada. The Bank of Canada's Consumer Price Index reports that inflation has ranged from 2% to 3% over the past decade.

Typically, non-residents are charged a premium of 25% to 50% on plots at municipal cemeteries. Currently, the City does not charge a premium to non-residents interred at its cemeteries.

Cemetery pricing in most Canadian cemeteries tends to follow consistent market trends. These trends include:

- Larger communities often have higher rates due to the increased demand relative to local supply, and they often offer greater diversity of offerings than smaller communities;
- Cemeteries with a greater diversity of offerings often have greater market capture and charge higher rates than other sites. Families value a variety of interment options and are willing to pay a premium to accommodate their cultural, religious and personal preferences;
- Cemeteries typically charge 1.5 times the standard interment rate for "Double Depth" and "Burial after Hours" on Weekdays, Weekends and Statutory Holidays.

A detailed list of Cold Lake's current cemetery rates and other municipal cemeteries in similar Alberta communities can be found in "**Appendix E – Cemetery Market Prices.**"



## 7.2 CEMETERY OFFERINGS DIVERSITY

Cold Lake cemeteries currently offer the community a very limited range of product and services. All graves are sized for in-ground casket burial and accommodate both flat and upright markers. The City does not currently offer smaller size graves for infants, children or cremated remains.

There are only two plot rates offered in the City's fee schedule – one rate for adult plots and one rate for child, infant and veteran plots. The City does not offer special rates for indigent/social services cases or cremated remains. The City also does not currently offer any above-ground interment options to the community.

Concrete vaults are mandatory for all graves as of the most recent update of the cemetery bylaw. Concrete ribbons are now used and preferred by staff, due to the clean lines and ease of locating grave plots.

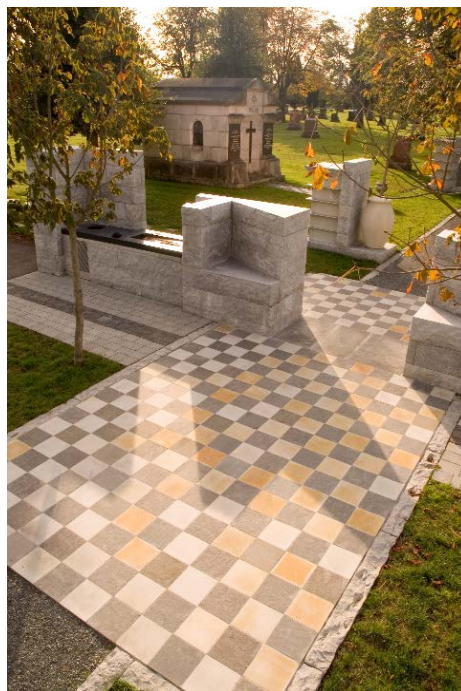
Opening and closing, graveside set-up and casket lowering services are currently handled by the Funeral Home and their designated contractor. The Funeral Home supplies greens and the lowering device. No chairs, or canopy are currently provided to families.

### NEW CEMETERY SERVICE OPTIONS

Products and services not currently offered at Cold Lake cemeteries, which are often available at other Canadian municipal cemeteries include:

- Dedicated cremated remains plots (2 ft. x 2 ft.);
- Smaller infant and child plots;
- Columbaria niches;
- Family vessels;
- Cremation ossuaries and scattering areas (gardens, ponds);
- Mausolea crypts and niches;
- A diverse range of memorialization options, and
- Custom grave-side set-up services for a wide range of religious groups, and
- Specialized interment areas, such as green burial, and Muslim burial.

**Columbaria niches** are increasing in demand across Canada and are very profitable. Columbaria installations are expected to be a key element of long term cemetery development across Alberta. With cremation on the rise and their popularity at Canadian cemeteries, niches are a key source of sales growth and provide effective conservation of limited land capacity. Columbaria construction costs vary widely depending on size, design details and the amenities placed within the adjacent landscape.



*Figure 17: Mountain View Cemetery, Columbaria, Family Vessels and Mausoleum, Source: LEES+Associates.*



**Family vessels** are a new product recently introduced to the Province in the Town of Slave Lake and the Regional Municipality of Wood Buffalo. Royal Oak Burial Park in Victoria, BC is the most experienced cemetery site selling these vessels, and provides an optimized benchmark for selling small family vessels at \$6,810 apiece.

**Memorialization products** are not currently offered by the City of Cold Lake for its cemetery sites. Common memorialization options offered at Canadian municipal cemeteries include memorial walls, benches, and trees, engraved rock markers, statuary, vases, plaques, and wreathes.

**“Appendix F – New Interment Options”** includes additional details about products and services typically offered at Canadian municipal cemeteries that are not presently offered at Cold Lake cemeteries.



*Figure 18: Family Vessel developed for Royal Oak Burial Park, Source: LEES+Associates.*

## 7.3 RECOMMENDATIONS: MARKET PRICES + OFFERINGS

It is recommended that the City of Cold Lake:

- Change the cemetery pricing structure to include **“Resident”** and **“Non-Resident”** fees and create a Non-Resident Boundary Map for the fees that aligns with the planning boundaries used by the Province of Alberta (see Figure 12);
- Define **“Resident”** in the Cemetery Bylaw as anyone who has lived within or has owned property within the City of Cold Lake limits, for a minimum of 5 years;
- Plan to increase prices annually, at a minimum, by the rate of inflation (approximately 2%), as annually defined by the Bank of Canada, Consumer Price Index, and
- Inform the community that the cemetery rates structure will change and fees will be increased in 2017. Provide residents with a means to provide feedback about the changes; Raise cemeteries prices in 2017 to better align rates with those offered within the Alberta cemetery market. Recommendations for changes in pricing include:
  - Increase the adult resident casket grave to \$700 and add a non-resident rate of \$875;
  - Offer a new rate for cremation-only graves, \$500 for residents and \$625 for non-residents;
  - Increase the veteran casket plot rate to \$350 and add a veteran cremation-only plot rate at \$250;
  - Increase the child resident casket grave rate to \$400, and add a non-resident rate of \$475. Add a non-resident infant grave rate of \$375;
  - Increase the Marker/Monument Permit Fee to \$100 (the regional rate averages \$100 per permit in the Province of Alberta);



- Evaluate the feasibility of providing opening and closing services through City staff or by the City directly contracting interment services with an external service provider. This would enable the City to control the quality of grave-side service, improve the opening and closing experience and offer new provisions to families (e.g. a tent, canopy, seating, etc.). If a contract is let, establish a clear reporting structure with regular performance reviews, and a review and renewal of the contract every five years.
- Develop relationships and discuss potential alliances with industry partners (local funeral home and regional monument, niche, urn and other suppliers) to provide and promote their memorialization, accessory and grave-side service options. The City should acknowledge partners in marketing materials and on their website;
- Expand the range of prices for interment services in the City's cemetery fee schedule. Fees should include distinct rates for adults, veterans, children and infant casket plots, cremation urns (in smaller graves), niche opening and closing, scattering, etc. The City should consider offering distinct rates for interment on weekends, and holidays and for double depth burial;
- Add new offerings to enhance the City's list of cemetery products and services. The City should add smaller sized cremation graves, green burial, columbaria niches, scattering areas, family vessels, a new Field of Honour for veterans, interment without memorialization, and accessory and grave-side set-up options, to its list of offerings. Recommended rates for new offerings include:
  - Columbaria niches, with prices ranging from \$1,000 to \$2,500 per niche depending on height and orientation. After columbaria are added, the City should add a new opening and closing rate for niches of \$250 on the fees list;
  - The scattering of cremated remains in designated areas at \$130 per scattering (lower than the National average, but on par with the City of Calgary).
  - Family vessels at \$6,000 per vessel and \$200 for each vessel interment, and
  - Green burial plots offered at the same rate as for non-green burial plots. This is the industry best practice for green burial, as it reflects the intrinsic value of offering an uncommon, sustainable interment alternative and the plot's perpetual land value.



*Figure 19: Royal Oak Burial Park Green Burial Section,  
Source: LEES+Associates.*





## 7.4 CEMETERY BYLAW REVIEW

This section provides an analysis of the City of Cold Lake Cemetery Bylaw No. 431-AD-12 in conjunction with the Alberta Cemeteries Act, C-3 RSA 2000, and the relevant Provincial Regulations.

## 7.5 KEY FINDINGS – CEMETERY BYLAW

The present Cemetery Bylaw requires updating in order to adequately address new and emerging topics that are currently being raised in the administration, policy, and management of Canadian municipal cemeteries.

The City should prioritize revisions to the bylaw to better meet best practices and current cemetery legislation, and to expand the present document to proactively add and clarify items that are giving legal challenges to cemeteries in Canada. This will improve customer service and prevent potential misunderstandings between the City, families, suppliers, and other community partners in the future. The following sections of the bylaw should be updated in order to meet the current needs of the community and to address future growth, cultural and burial practices.

### Introduction

The beginning of the bylaw should declare that the bylaw is in compliance with all Acts and Legislation that govern them in any way. By stating that the bylaw is in accordance with all of the Provincial acts, listed at the beginning of the bylaw, all references to “in accordance (or pursuant) to the Cemeteries Act” can be removed.

### Definitions

The City should update and expand the Definitions Section of the bylaw for further clarity and enhanced communication with the community with respect to cemetery and funeral industry terminologies. An updated Definitions Section will provide a more user friendly, concise and clear interpretation of the bylaw, by linking the wording of the Provincial Cemeteries Act and its definitions to the common terms used by the cemeteries and its administration.

### Ownership Priority

The bylaw should include a guideline with regard to ownership priorities or designated next of kin – this information is necessary to establish legal rights as generations pass and family members come to the Cemetery to use/reuse family owned interment sites. This is particularly pertinent as blended families and estates become more common.

### General Provisions

The City should update the clause around permitted activities within the cemeteries which is currently restricted to funerals or a ceremony of observance in order to expand the range of functions and programming that can occur in the cemeteries, with prior approval of the cemeteries administration.



## Monuments

The existing sections of the bylaw dealing with Monuments (specifically, types or materials, minimum and maximum sizes allowed) should be moved to Schedule "B." This would consolidate all monument/marker information in one location while leaving it in a schedule for ease of change or addition. The detailed schedule of monument dimensions and descriptions should be provided to monument suppliers while a short, abbreviated description on monuments should be made available to families as they purchase the appropriate burial space.

## New Forms of Interment

Add rules and conditions to address new forms of interment that are not currently offered at Cold Lake cemeteries but will be introduced in the future such as scattering, columbaria niches, family vessels and green burial.

## Ornamentation

Ornamentation is a very sensitive issue in all cemeteries. Stronger language emphasizing the importance of safety would add clarity for the community with respect to the cemetery rules concerning ornamentation. Expand the items concerning floral/decorations (items #3, #4) on the handout of most important cemetery regulations (Schedule "C") and include contact information (phone, email) of the cemetery caretaker/office or City Hall as appropriate. Develop a handout for families specific to decorations and plants that can be distributed at the time of a plot sale or interment (see example in "**Appendix G – Cemetery Bylaw Information**").

## Enforcement

Clarity around enforcement of the bylaw should be provided through expansion of the Enforcement Sections which describe enforcement of the Rules and Regulations of the Cemetery, special cases, and supervision and control of persons and activities in the Cemetery. An Error Correction Section and Disclaimer Section should be added to address future occasions where the Bylaw is challenged, for example an error in a plot sale.

## Veteran Burial

The City's Cemetery Bylaw should be updated to better reflect present day and future Veterans' needs. The current bylaw limits interment in a Veterans' area in the cemetery to those who saw active service "in any war which Canada participated." This definition combined with a diminished inventory has limited burials within a distinct Veterans' section. The City should create a new Veterans' Field of Honour at Grand Centre Memorial Park to ensure the community's Veterans are honoured and recognized for years to come. In tandem with this development, we recommend an update of the definition of Veteran in the bylaw to be in accordance with the Department of Veterans Affairs Canada. Additional information pertinent to Veteran burial, such as reference to the department of Veterans Affairs monument regulations and interment of a Veteran spouse should be included in the bylaw. We also recommend that a new burial section and corresponding definition for Veterans of Protection Services (ie. those who served in police or fire services) be included.



## Grave Covers

The Cemetery Bylaw requires updating to remove contradiction and ambiguity around grave covers, and to provide greater clarity regarding who is responsible for maintaining grave covers in the cemetery. The current bylaw states that no new covers are permitted, but also states it is permissible to match a new cover to an existing cover if prior to bylaws. This should be clarified.

Over time, grave covers can pose safety implications for visitors, staff and equipment due to settlement of the ground beneath the covers, and subsequent breaking. In order to start eliminating safety concerns related to old grave covers the bylaw should make clear that when there is damage or concern about safety on existing covers, that the covers will be removed, the ground filled and leveled and seeded at the expense of the Cemetery. The safety implications for visitors, staff and equipment should be emphasized.

When stating the right of the Cemetery to remove monuments to preserve proper appearance – the emphasis should be on the importance of safety. No one can argue about the responsibility and the City's duty when it comes to safety in the cemeteries, whereas proper appearance can be subjective.

## 7.6 RECOMMENDATIONS: CEMETERY BYLAW REVIEW

It is recommended that the City update the Cemetery Bylaw, in conjunction with the introduction of new forms of interment and other cemetery improvements. The following recommended changes should be incorporated into the update to ensure the bylaw is user friendly, uses current language, reflects the present day and future needs of the community, and is brought in line with Provincial definitions, guidelines and regulations:

- Update the **Introduction** to ensure clarity around compliance with all Acts and Legislation;
- Expand and update the **Definitions** section;
- Add clarification around **legalities of Ownership**;
- Move all **monument** type and size requirements to Schedule “B”;
- Add rules and conditions to address **new forms of interment** that are not currently offered by the City such as scattering, columbaria, family vessels and green burial;
- Incorporate clarifying details about **ornamentation** at the Cemetery emphasizing the importance of safety. Create a handout for families with key policies regarding planting;
- Provide clarity on **enforcement** of the bylaw;
- Adopt new definitions for **veteran burial**, including member of the Armed Forces and Protection Services and policies for the new Field of Honour, and
- Provide clarity around who is responsible for maintenance of **grave covers** and headstones, and under what circumstances cracked or broken grave covers should be removed.



## 7.7 OPERATIONS REVIEW

### RECORDS MANAGEMENT

The City of Cold Lake stores its cemetery records within a Microsoft Access database. The current records management software limits the ability of administrative and operations staff to locate graves in an accurate and timely fashion. A lack of accurate records, particularly at Lakeview Cemetery has led to operational challenges and inefficiencies.

There is an opportunity for the City to enhance the accuracy, transparency, and degree of detail within its records management by upgrading their systems to a dedicated cemetery records management software, such as **Stone Orchard Software**, that integrates interment records with financial information and inventory data, as well as up-to-date, electronic maps of grave locations.

With a cemetery specific software, such as Stone Orchard, the City could link digital records spatially with GIS mapping to improve the City's cemetery site operations and customer service.

This enhanced system would enable the City to meet the cemetery industry's best practices in records management and deliver advantages to Staff and the community including:

- Simple, efficient, secure and accurate record keeping and retrieval;
- The ability for cemetery records to be accessed remotely by Staff and members of the public, and utilized as an historical, educational and genealogical resource;
- A reduction in Staff time needed to respond to requests for information, and
- The ability for Staff and members of the public to easily and accurately locate a grave.

In addition to the cemetery management software and electronic maps, the **iCemetery app** for smartphones would be a significant addition to the City's range of options for serving customers and for timely, convenient grave location by field Staff without having to refer back or return to the office. It is an affordable, easy to use solution that takes advantage of the power of GIS and the standard cemetery records management software available.



Figure 20: Stone Orchard Software GIS Mapping and iCemetery APP can provide digital way-finding in the field, Source: LEES+Associates.



## City of Cold Lake Cemetery Services Master Plan - FINAL Report

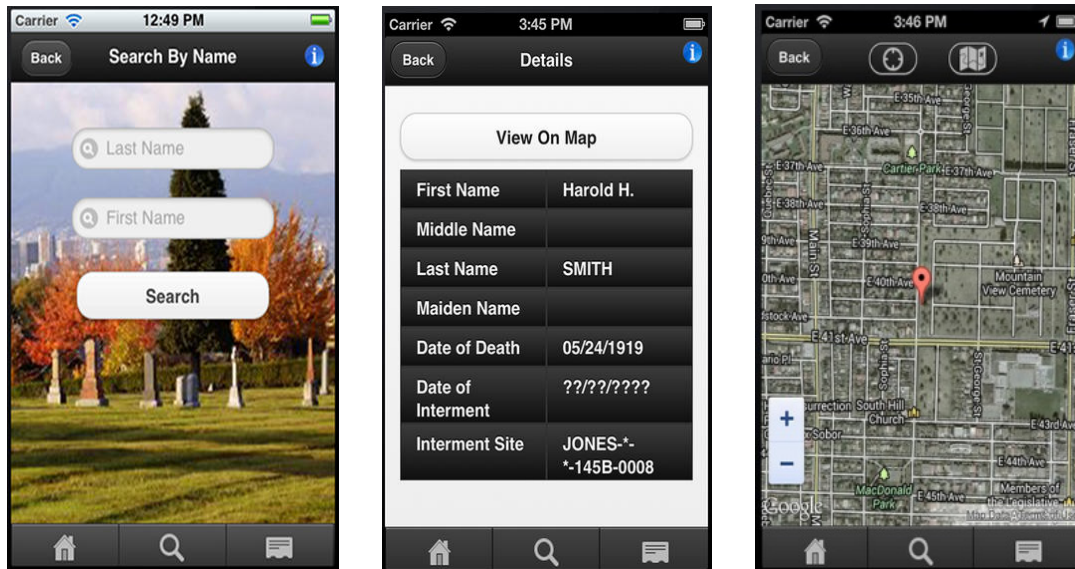


Figure 21: iCemetery screenshots, Source: LEES+Associates.

### HUMAN RESOURCES, ORGANIZATION + STANDARD OPERATING PROCEDURES

The General Manager of Corporate Services is responsible for the department under which the administration of the cemeteries falls. Parks, Community Services and Publics Works staff have all been assigned to work on the City cemeteries. No City staff member is exclusively dedicated to cemetery operations. There is no plan or funds currently budgeted to the annual training of staff in cemetery sales, operations and industry trends.

The City of Cold Lake does not currently have a cemetery-specific organizational chart, clearly showing staff responsibilities, reporting relationships and specific support structures for cemetery operations.

The City also does not have an internal standard operating procedures document to guide staff working for the cemetery system, beyond what is presently included in the cemetery bylaw. Standard operating procedures usually include sections with detailed guidance and instruction in:

- i. Provincial Cemetery Legislation;
- ii. Municipal Bylaws and Policies;
- iii. Work Place Safety and Work Safe Procedures;
- iv. Cemetery Section and Grave Location
- v. Measurement and Plot Location;
- vi. Opening and Closing Procedures;
- vii. Cemetery Equipment – Care and Operations, and
- viii. Cemetery Site Maintenance – Snow Removal, Landscape Care, and
- ix. Financial Policies.





## **ENGAGEMENT + STAKEHOLDER RELATIONSHIPS**

Recent evidence collected by research firms such as the Institute for Citizen-Centered Service (ICCS) and the Treasury Board Secretariat from the SQM Group links public sector employee engagement with citizens' service satisfaction and trust and confidence in public institutions.

Encouraging internal City staff engagement includes supporting the diligent and thorough training of cemetery staff, including regular attendance at regional cemetery conferences and enrollment of staff in cemetery industry training seminars.

The City has an opportunity to increase the attractiveness of using its cemeteries by enhancing its customer service. This can be accomplished by encouraging City staff engagement with the funeral home employees and families who use and visit the cemetery sites. There is significant potential for growth through the development of relationships with cemetery stakeholders.

Efficiencies can be gained through a regular quarterly meeting of all City cemetery staff to discuss current operations. This includes staff involved with the cemeteries' management, administration, financial records and field work. The City's cemetery staff would also benefit from an annual meeting with external stakeholders, such the local funeral home and representatives from local interest groups.

## **FIELD WORK: MAINTENANCE**

City staff are responsible for maintaining the two cemetery sites. Historically, maintenance begins on May 1, led by a full-time operator from the Community Services department, with summer student support. No staff member is exclusively dedicated to cemetery maintenance. The operator has many tasks to perform over the summer and cemeteries are only a small part of their duties. The Parks department also hires 18 summer students each summer and some of them do work in the cemeteries, but not exclusively.

The City provides snow plowing to the cemetery gate, but internal roads or pathways are not cleared regularly, therefore there is very little visitation to the cemeteries in the winter. The City does not specifically track snow removal costs for the cemeteries.

The local Funeral Home oversees snow removal within the cemetery to provide access to plots, as required for interment services. Funeral Home representatives report that Grand Centre Memorial Park in particular suffers from lack of winter maintenance and needs to be maintained year round.

At Lakeview Cemetery the alley adjacent to the cemetery is often used for access by cemetery operations and the funeral homes, however it is not regularly plowed. The cemeteries have poor accessibility in winter and the condition of the dirt roads is considered to be a problem. There have been complaints from the community about how the cemeteries look after the snow has melted.

The Community Services department oversees the cutting of the grass and does some maintenance of graves. City staff are not often involved with the direct maintenance of grave sites, apart from sweeping headstones, and topping up and reseeding recent interment sites. The City has experienced challenges with the public when trying to remove personal items from a plot.

Bylaw enforcement is an issue at both cemeteries particularly around personal gardens established by families on grave plots.



There is currently a lack of clarity regarding who is responsible for maintaining grave covers and monuments at the cemetery sites. The City does not currently undertake any headstone releveling.

#### **FIELD WORK: INTERMENTS**

The Parks department is responsible for marking each grave with ribbons and stakes before each interment in preparation for the contractor hired by the Funeral Home and families to open and close the plot using a tracked backhoe. Use of the tracked backhoe results in muddy conditions in locations of the cemeteries that see a lot of backhoe use.

These conditions could be improved upon by obtaining alternate wheeled equipment that has less impact on turf, or field staff could lay down 4 ft. x 8 ft. plywood boards along the backhoe's path to improve this situation. There is currently no protocol in place for City staff to inspect and ensure the cleanliness of the site after a funeral service is complete.

Interments are more challenging in the winter time. There is often damage done when graves are dug in the snow. The visibility of existing plots is limited in the winter and it is difficult to mark plots for opening due to presence of snow and freezing ground conditions.

There have been challenges resulting from the indirect contract arrangement in which interment services including opening and closing are outsourced to a contractor. There is a lack of clarity surrounding the nature of the relationships, lines of reporting, authority and responsibility between all parties. This represents a potential liability for the City in the event that something goes wrong.

#### **PARK SPACE + COMMUNITY USE**

Employees working in the surrounding businesses of Cold Lake South make use of Grand Centre Memorial Park as a site for informal picnicking and lunch. There are very few community greenspaces or parks in this part of the City.

City cemeteries would benefit from more character-defining elements to make them more park like and more appealing to City residents. Both sites lack seating and benches. The Grand Centre Memorial Park site lacks trees; especially species such as white spruce and pine which are representative of the Cold Lake landscape.

#### **CEMETERY SALES AND MARKETING**

The City has not historically allocated a budget or staff time to cemetery marketing, sales or promotional initiatives for its cemeteries. Municipal cemeteries commonly invest **2% to 5%** of projected gross revenues into marketing, community engagement, and promotional initiatives.<sup>4</sup>

The City's current cemetery sales practices are passive in nature, relying mainly on walk-in or call-in business. Currently there are no active strategies in place to attract families or engage the community with Cold Lake's cemeteries. This puts the City in a very weak position compared to proactive competitors and is likely the leading reason for the City's low market capture.

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<sup>4</sup> American Cemetery, August 2014, Marketing Roundtable, Patti Martin Bartsche.



There are a number of free and/or low cost opportunities available to the City to increase public awareness of its cemeteries, including but not limited to:

- **Social Media.** Municipalities often set up cemetery Facebook, Twitter, LinkedIn, YouTube, Pinterest and/or Instagram accounts;
- **Community Events.** Municipalities will often host gatherings at cemeteries celebrating a holiday, religious, cultural and historic events (e.g. Remembrance Day, Halloween, All Souls Night, Mothers and Fathers' Day, etc.). These events may include fundraisers, art exhibitions, performances, annual spring clean ups, etc.; and
- **Walking Tours.** Municipalities will often partner with local museums, genealogical and historical societies, schools, and youth groups to organize the aforementioned events and cemetery walking tours.

There is a wide range of further marketing opportunities available to the City cemeteries. This includes developing a cemeteries webpage on the municipal website, initiating brochure distribution throughout the cemeteries' catchment area, and pursuing active lead generation.



Figure 22: Alberta Cemetery Walking Tour, Source: The Eagle 100.9 FM.

<http://okotoksonline.com/the-agle-100-9-blog/29751-cemetery-tour-history-from-headstones>



## 7.8 RECOMMENDATIONS – OPERATIONS REVIEW

It is recommended that the City of Cold Lake:

- Adopt specialized cemetery software that enhances record-keeping and performance measurement (e.g. Stone Orchard Software) and links records to electronic maps of graves.
- Begin the process of reconciling the inventory, interment and customer records at Lakeview Cemetery to enable more efficient land management and customer service;
- Implement the iCemetery App for use by operations staff, contractors and the public;
- Create an organizational chart which outlines a reporting structure as well as roles and responsibilities for all those involved in the cemeteries;
- Develop Standard Operating Procedures that address key policies and procedures such as grave marking, opening and closing, standards for maintenance, etc.;
- Formalize the procurement of a contractor to perform grave opening and closing, with clear reporting structure to the City and review and renewal of the contract every 5 years;
- Establish the role of a Cemetery Manager who is responsible for both administration and maintenance;
- Hold four quarterly meetings per year with all City Staff who are involved in the cemeteries;
- Hold at least one annual meeting per year with City Staff and key community stakeholders who are involved with the cemeteries;
- Send at least one member of City staff to a cemetery conference or training every year building cemetery knowledge within their staff team;
- Replace the tracked backhoe with wheeled equipment and require the use of 4' x 8' plywood boards to reduce turf impacts;
- Plan to increase care and maintenance at both City cemetery sites (e.g. the City should plow snow on site to provide some pedestrian access through winter), and
- Identify a budget, staff resources and vision for a City cemeteries' marketing strategy. This should include developing a plan for "start-up" initiatives such organizing social media accounts, community events and cemetery walking tours.



## 7.9 FINANCIAL PRACTICES + HISTORIC PERFORMANCE

The City would prefer to move its cemetery operations towards costs recovery. Municipal cemetery operations across Canada are increasingly striving for the goal of long term self-sustainability.

### FINANCIAL MANAGEMENT + PERFORMANCE

#### Financial Tracking + Reporting

The City uses the municipal accounting software, Bellamy<sup>5</sup>, which is not linked to its cemetery records system. The City's chart of accounts and internal tracking codes are limited, constraining the City's ability to effectively measure product and service performance at Cold Lake Cemeteries.

The City does not currently record interment revenue since this service is not provided directly by the City. The City does record plots sales, but does not separate its revenue by source or the interment form within each plot. All cemetery sales are recorded under one account entitled "Sale of Plots," including miscellaneous revenue such as permit and transfer fees.

Municipalities that follow best practices track revenue and costs by cemetery site, and have sales accounts for each cemetery product and interment service (e.g. a separate account for casket plots, cremation plots, niches, permits, etc). Highly sophisticated cemetery systems will also have tracking codes or separate accounts to identify resident/non-resident and at-need/pre-need sales.

The City has the opportunity to better manage operating costs by increasing the number of its cemetery expense accounts and grouping them by function. For example, the City could allocate its staff salaries into the following categories, "Staff Salaries – Administration," "Staff Salaries – Maintenance", and "Staff Salaries – Interment (for those that perform interments in the future)."

#### Supporting Religious Cemeteries

The City has historically transferred \$1,000 annually to the local Anglican and Assumption cemeteries to assist those parishes with maintenance costs of their cemeteries. City records do not include any historical documents that outline the origin, terms or administration of these transfers.

According to staff, the City unofficially took over the management and maintenance of Lakeview Cemetery from the United Church in the 1960's and these transfers may have been set up in an attempt to be fair to other churches operating cemeteries in the community.

Canadian municipalities typically examine and revisit funding transfer arrangements every 5 to 10 year. Ideally, City staff should arrange a meeting with the leaders of the churches that currently receive this annual transfer, to discuss and reconcile how these funds are currently being spent. The church leaders may also have records in their archives concerning the origin and terms of this historic arrangement available to share with the City.

After these groups have been consulted, the City should evaluate whether it is in the community's best interest that these annual transfers continue. If it is decided that these should continue, then an updated agreement concerning the terms, conditions, accountability and responsibilities of all parties should be drafted and approved.

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<sup>5</sup> <http://www.bellamysoftware.com/>





### Perpetual Care and Maintenance

Currently, the City does not clearly identify and group cemetery maintenance costs in its chart of accounts, budgets or cemetery income statements. This is a very important performance indicator related to Perpetual Care Fund (PCF) planning.

The City of Cold Lake does not currently have a Perpetual Care Fund. This is a very important factor in the future viability of a cemetery system. Canadian cemeteries typically contribute to a PCF by setting aside a portion of lot fees and/or other cemetery revenue.

Alberta provincial legislation currently mandates **15%** of interment right purchases to a care and maintenance trust fund for all privately owned cemeteries. Religious and municipal cemeteries in Alberta are exempt from this care and maintenance fund requirement. Other Canadian Provinces mandate that municipal cemeteries must also contribute a portion of plot, crypt, niche and permit sales to a dedicated Perpetual Care Fund. Although municipal cemeteries in Alberta are exempt from mandatory contributions, the City of Calgary sets aside **40%** of the rights purchase towards care and maintenance. This is a practice several Canadian municipal cemeteries have adopted: contributing above and beyond the PCF statutory requirements.

In the past decade, interest rates on Perpetual Care Funds have averaged **2% to 5%** under conservative investment practices. Due to recent economic conditions, returns have declined to as low as **1% to 2%** in the past three years, creating new challenges to the long term financial sustainability of cemetery operations. Provincial legislation typically permits cemeteries to withdraw the interest earned, provided it is applied against the cemetery's current year care and maintenance costs. However, Canadian municipal cemeteries that follow best practices retain this interest income within the PCF, leveraging the long term strategic advantage of compounding.

Additional details concerning best practices for cemetery perpetual care and Provincial legislative requirements concerning PCF's, can be found in "**Appendix H – Perpetual Care Overview.**"

### Historic Financial Performance

From 2011 to 2015, Cold Lake cemeteries reported an average:

- **\$9,000** loss (net balance) per year;
- **\$5,200** in revenue per year with a decrease of **65%** since 2012. City staff report that sales at Grand Centre have been slow and that higher sales years reported, occurred when families decided to purchase a bulk number of plots;
- **\$14,000** in expenses per year and a **23%** increase in expenses since 2012, and
- **\$7,800** in site maintenance costs each year, not presently included in the Cold Lake Cemeteries financial report.

Cold Lake cemeteries operate at a loss, requiring a tax levy from the City to subsidize cemetery operations. The majority of municipal cemeteries operate in this manner and require tax support.

Budgeted resources for cemetery operations has not historically been reviewed at length and compared to actual financial performance by City staff. Historically, City accounting has allocated an account with **\$10,000** annually for cemeteries, which current cemetery staff were unaware of.



## City of Cold Lake Cemetery Services Master Plan - FINAL Report

The following graph summarizes the financial position (Revenue, Expenses and \*Net Balance) as reported for Cold Lake cemeteries over the past 5 years. \*Net Balance = Revenue – Expenses

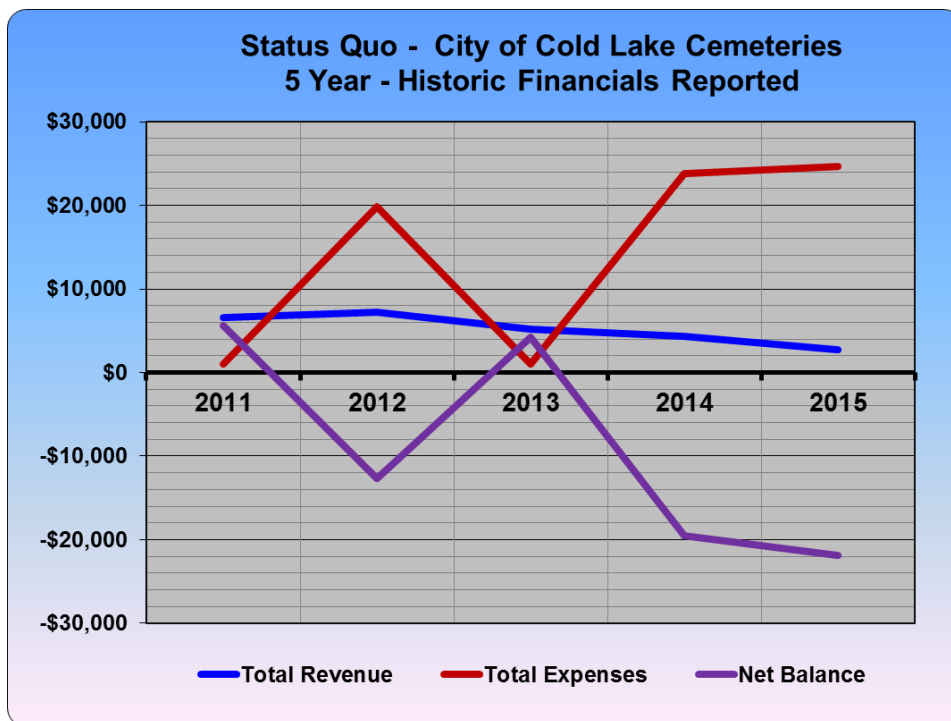


Figure 23: Historic Revenue, Expenses and Net Balance for Cold Lake Cemeteries,  
Source: City of Cold Lake Financials.

In practice, total revenue reported is limited to cemetery plot sales. This is because the City does not have other fees listed on its Cemetery Schedule of Fees, such as extra charges for funerals on weekends or statutory holidays, a permit fee for the installation of monuments, the transfer of a burial plot, or a permit fee to in-urn within an occupied plot.

Total expenses reported by the City of Cold Lake for its cemeteries do not include an allocated expense for site maintenance related to the mowing, weed whacking, fertilizer, herbicide, seeding and fuel costs related to the care of City cemeteries.

Total expenses also do not include any portion of regular City staff salaries. The salaries of staff that work on the cemeteries come out of the parks budget as maintenance of cemeteries is a very small portion of what they do over the summer.

In addition, City finance staff do not consistently post the expense of summer student work to the cemetery operations accounts. It is included in the total expenses for 2012, 2014 and 2015. In 2011 and 2013, the level of resourcing for summer students working in cemeteries was approximately the same as in other years, but their compensation was posted to the City's Parks department accounts.



## 7.10 FINANCIAL PLAN – SCENARIO ANALYSIS

To identify the best strategy for the City's future operations, two scenarios are presented in this section: **Scenario 1: “Maintaining Status Quo”** and **Scenario 2: “New Business Model.”**

“Maintaining the Status Quo” assumes a scenario where there are no changes to the Cold Lake Cemeteries business model. In this scenario, future cemetery prices, offerings and market capture does not change and financial performance is only driven by the future demographic demand and changes in the cemetery market.

The “New Business Model” is a more optimal alternative scenario resulting from changes to the City's internal operations, as well as external market factors.

On the revenue side of the equation, the financial estimates are related to market conversion (number of local families who choose to be interred in the cemetery system), annual rate increases, and anticipated adjustments to the fee schedule.

On the expense side of the equation, costs are related to inflation and prearranged contract agreements that exist (if any). A discussion of the two scenarios concludes this chapter.

The assumptions and expected changes incorporated in both financial scenarios include:

- Demographic and sales trends will define future demand and drive future revenues;
- Market capture will not change significantly in the next 50 years under status quo conditions. Market capture is anticipated to increase if the City invests in community engagement, customer service, marketing and sales initiatives;
- Annual cost increases will be equivalent to the historic rate of inflation at **2% per year**;
- The City will acquire and develop land as needed and actively provide cemetery services for the next 50 years, and
- Forecasts do not include extraordinary capital costs for acquiring land, development, and new infrastructure needed.

Graphs in this section illustrate the key aspects of each financial scenario, including projected revenues, expense, profits and losses (net balance), as well as PCF changes for the next 50 years.

Graphs in this section also refer to “Active Maintenance Cost,” which is the cost of maintaining Cold Lake cemeteries as an active system and “Inactive Maintenance Cost,” which is the cost of maintaining Cold Lake cemeteries as inactive sites (without further interments). Maintenance costs for an inactive site usually decrease to 50% of the site's active maintenance costs, due to lower levels of on-site traffic.



## 7.11 SCENARIO 1: MAINTAINING STATUS QUO

The following graph summarizes the projected financial position of the Cold Lake cemeteries over the next 50 years under Scenario 1, assuming nothing changes in future cemetery operations.

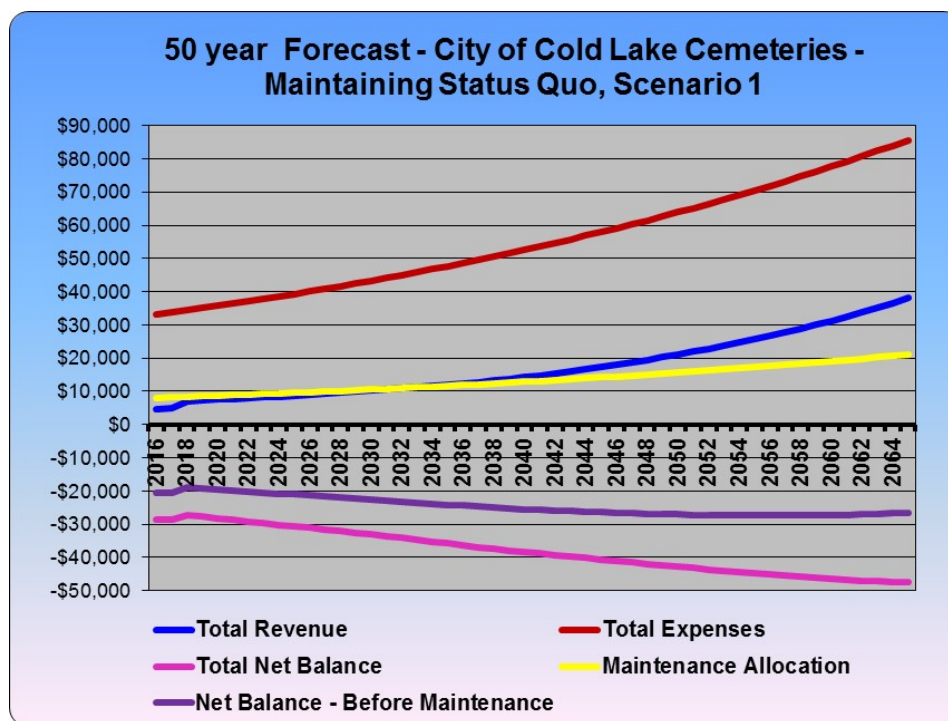


Figure 24: Cold Lake Cemeteries, Scenario 1 - Maintain Status Quo, 50 Year Forecast, Source: LEES+Associates.

The upcoming passing of the “Baby Boom” generation will boost sales, and steadily increase revenue growth over time. However, even with this positive trend, under status quo conditions, Cold Lake cemeteries are not expected to break-even in the foreseeable future.

Currently City Staff estimate that Cold Lake spends approximately **\$7,800** per year on cemetery care and maintenance of Cold Lake cemetery grounds. This is an approximation of a key performance indicator for long term sustainability and requires further tracking, verification and refinement by the City, to ensure all labour time and material costs for site care are accounted for.

Assuming the City’s estimation of 2015 maintenance costs, in 50 years, the costs of site care will increase, from inflation alone, to **\$21,000** per year. If the cemetery system is inactive at that time, then it is expected that the annual cost of supporting site maintenance would drop to **\$10,500** per year, at the lower levels of care provided at a cemetery site with less on-site traffic.

Under this scenario, the City does not have a PCF and would have to perpetually support this cost with an annual tax subsidy. Assuming an interest rate of 2%, the City would need to have a PCF balance of **\$1.1 million**, to fully cover the active care costs in 50 years,



## 7.12 SCENARIO 2: NEW BUSINESS MODEL

Scenario 2 is an assertive model that increases revenue through increased prices, market capture growth and changes to PCF practices. Key assumptions under Scenario 2 include:

- 2015 was an unusually low sales year. It is assumed that plot sales will increase back up to the average performance experienced in the past five years by 2018, through increased marketing and community engagement initiatives. After 2019, demand and sales will be driven higher by demographic trends;
- Price changes proposed in this chapter will begin in 2017. Cemetery services and products without specific rate changes identified in this chapter will increase by 2% in 2017;
- From 2017 forward, ongoing price increases of **2% per year** will apply to all rates;
- The City of Cold Lake will establish a Perpetual Care Fund in 2017, which will receive a transfer of **30%** of all annual plot sales;
- The City's new PCF will earn an average of **2.0% per year** over the next 50 years, and
- City staff will allocate some of their time towards marketing strategies and community engagement activities for Cold Lake Cemeteries.

The following graph summarizes the financial position of Cold Lake cemeteries over the next 50 years under Scenario 2, assuming the City adopts this study's proposed new model.

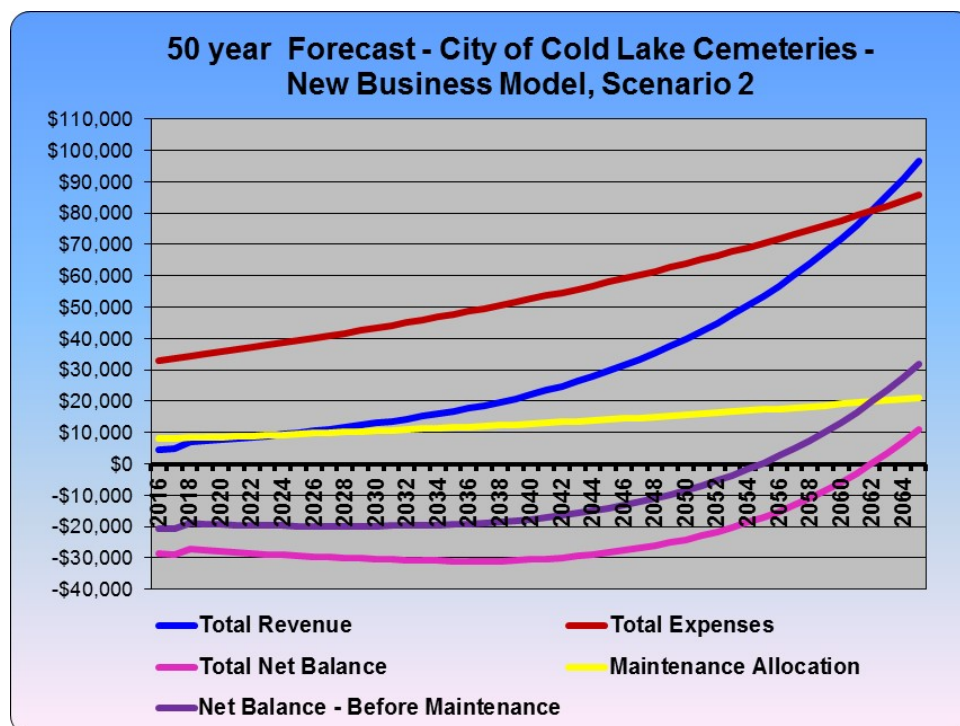


Figure 25: Cold Lake Cemeteries, Scenario 2 – New Business Model, 50 Year Forecast, Source: LEES+Associates.





It is expected under Scenario 2 that Cold Lake cemetery operations will become fully self-sustaining and begin to break even consistently (after maintenance costs are accounted for) in **47 years** or **by 2062**.

After the Cold Lake cemetery system begins to generate a profit, it is recommended that any excess income be allocated as an extra contribution to the new Perpetual Care Fund, as well as a new dedicated Cemetery Development Fund, designed to support capital projects such as developing new inventory, enhancing infrastructure, and purchasing new land in the future.

The projected sales revenue in this scenario does not include new cemetery offerings (e.g. columbaria niches, family vessels, scatterings, etc). This is because the City does not have any established sales patterns or history of demand for these offerings to reasonably extrapolate from. At cemeteries with low sales volumes, any projected revenues from high priced offerings such as columbaria niches are expected to have a substantial impact. Therefore, it is prudent to be conservative about their impact on future cash flows.

The following graph highlights the forecasted Perpetual Care Fund balance, interest income and the maintenance costs to be covered under Scenario 2.

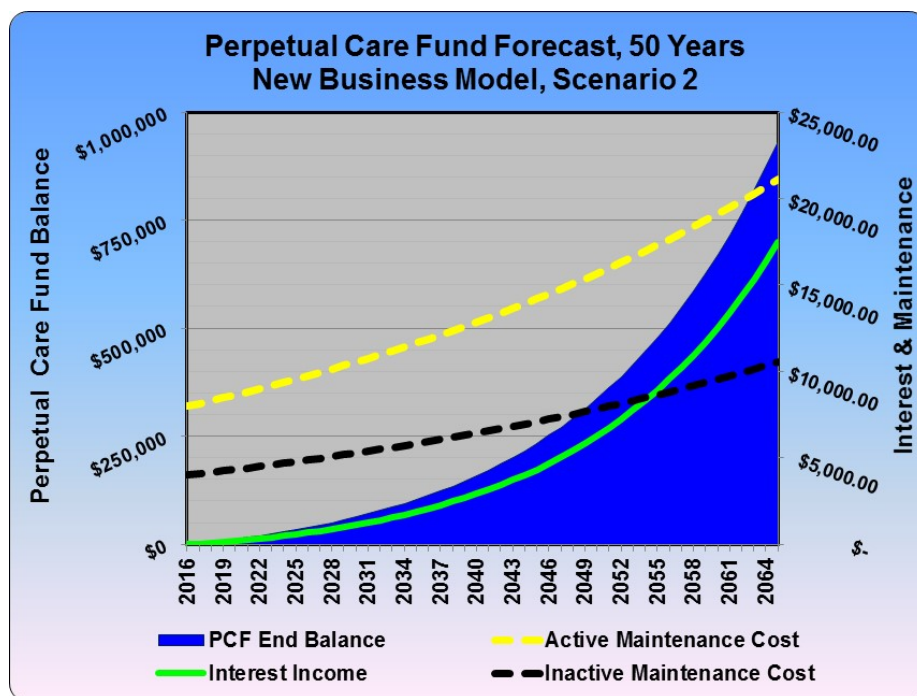


Figure 26: Cold Lake Cemeteries Perpetual Care Fund Forecast, Scenario 2 – New Business Model, Source: LEES+Associates.

Under this scenario, the PCF will reach a balance of **\$930,000** in 50 years. This will generate interest of **\$18,600** per year, at the rate of 2.0%. In this scenario, the City will comfortably achieve basic, inactive site sustainability within **40 years**.



If the City wishes to continue the current level of care (at the forecasted Active Cemetery Cost) using the PCF interest income, then it will likely take approximately **55 years** to achieve full active site sustainability, unless the City chooses to contribute a greater proportion of annual sales to the PCF or budgets a substantial donation to the PCF from its capital or general fund.

The projected PCF balance in this scenario does not include contributions from new cemetery offerings. Municipal cemeteries across Canada will often contribute **10%** of annual columbaria niche sales to further grow their PCF. The City can also choose to adopt this practice in order to further grow the PCF and shorten the timeline to full financial sustainability.

## 7.13 KEY FINDINGS – FINANCIAL PLAN

The key findings for the operating model and financial plan analysis include:

- Cold Lake cemeteries currently generate an annual loss, requiring tax subsidy from the City to support operations. This is consistent with the performance of most other Canadian municipal cemeteries;
- Increasing prices and City Staff time investment in marketing initiatives is necessary to increase revenue and achieve more sustainable financial projections in the long-term, and
- The City's perpetual care needs are underfunded. Under status quo conditions, when cemeteries become inactive the City will likely have an obligation to cover basic cemetery maintenance through ongoing tax subsidies.

## 7.14 RECOMMENDATIONS – FINANCIAL PLAN

The following recommendations are expected to improve future cash flows, performance tracking and perpetual care funding. To achieve self-sustaining operations the City should:

- **Adopt Scenario 2** to guide future planning. This will enable the City to:
  - Reduce the City's tax subsidy of cemetery operations;
  - Achieve the recovery of anticipated operating costs with reasonable price increases within the anticipated range of Alberta's cemetery market value, and
  - Improve long-term sustainability by growing a PCF to a balance which will generate sufficient interest to meet future maintenance costs.
- **Add new revenues accounts** to enhance performance measurement and the ability to track sales by customer segment (resident/non-resident), product/service type (casket plots, cremation plots, niches, permits, etc) and time of sale (at-need/pre-need).
- **Add new expense accounts** to enhance the City's ability to track costs by function; these could include creating new accounts and account groupings for administration costs, maintenance costs, contractor costs (for interments), etc.



- **Draft policies for posting** cemetery-related sales and expenses to ensure consistent and accurate reporting. This includes identifying and allocating an appropriate % portion of maintenance and labor expenses from the Parks budget to cemetery expense accounts to accurately track site costs;
- **Meet with the representatives of the churches** receiving a City transfer of funds to support their cemeteries. Gather information and evaluate whether the annual transfer should continue. If it is decided that it should, draft an updated agreement that outlines the terms, conditions, accountability and responsibilities of all parties involved;
- **Establish a Perpetual Care Fund** by consulting with an investment specialist. Contribute 30% of plot sales and 10% of columbaria niche sales to the PCF annually.
  - The City also needs to decide on the appropriate measures to increase the PCF balance, to compensate for the years of sales that did not contribute to perpetual care. This could include donations to the PCF from the City's budget.
- **Transfer future profits to a new Development Fund.** This will fund future inventory, land acquisitions and improvements to cemetery site infrastructure;
- **Monitor changes** in revenue, expenses, profit/loss and community response, to ensure the proposed marketing plan and financial strategies evolve as expected and that the impact of these changes on the cemetery-community relationship is measured, and
- In 5 to 10 years, **revisit the anticipated market capture, and financial projections** for Cold Lake Cemeteries. It will be important to evaluate the response to the City's new cemetery offerings and community engagement efforts, as well as course-correct the City cemetery operations in response to changing market conditions.



## 8 CONCEPT DESIGNS + SITE IMPROVEMENTS

This chapter provides concept design options for both Grand Centre Memorial Park and Lakeview Cemetery, and a summary of recommended aesthetic and functional improvements. The concept plans have been created in response to the need to:

- Improve the overall aesthetics of the cemeteries;
- Expand the range of interment types offered at each cemetery site to respond to changing community demographics, religious and cultural needs;
- Address access and operational deficiencies that reflect best practices and trends, and
- Enhance the potential for increased programming and use of the cemeteries as important assets in the community's park and open space system.

### 8.1 GRAND CENTRE MEMORIAL PARK – CONCEPT DESIGN

The following sections describe key recommendations for new interment, amenity and landscape areas designed for Grand Centre Memorial Park (Cold Lake South).

#### CREMATION GARDEN

A new cremation garden is proposed as a key feature of the cemetery upgrades. The cremation garden will feature ornamental plantings to provide horticultural interest, a sculptural feature and benches situated to optimize views to the west. A variety of cremation interment options are proposed including community columbaria, family vessels, and a scattering garden. Columbaria will be phased in over time, with two units recommended as part of the first phase of development.

#### GREEN BURIAL AREA

The introduction of a green burial area represents strong interest from stakeholder groups in the community who are interested in more environmentally sustainable interment options, and presents a marketing opportunity for the City to promote sustainability initiatives. More information on green burial is provided in “**Appendix F – New Interment Options.**”



Figure 27. Example of community columbaria,  
Source: LEES+Associates



## **MUSLIM BURIAL AREA**

The addition of a specialized interment area for Muslim Burial area reflects the current demographics of the community which has a growing Muslim population, as well as consultations with representatives of the Cold Lake Mosque. Members of the Cold Lake Muslim community currently use cemeteries in the City of Edmonton which provide specialized burial areas. Burial plots in the Muslim Burial Area should be aligned towards Mecca, at 28.19° from North towards East.

## **ACCESS IMPROVEMENTS**

Access improvements proposed for Grand Centre Memorial Park respond to the need to mitigate muddy conditions on the current driveway, and a desire for a more formalized arrival area and processional into the cemetery for visitors. Proposed improvements include paving of the internal cemetery driveway, creation of a formalized parking area at the cemetery entry, as well as improved entry gates for vehicle and pedestrian access. Road access from Highway 28 to the cemetery should be improved in the long-term.

## **VETERANS PLAZA AND WALK OF HONOUR**

The Veterans Plaza and Walk of Honour is designed to honour Veterans, and will include a plaza space for ceremonial purposes, processions and gatherings. A central obelisk defines the plaza space and provides a place for the laying of wreaths. A Field of Honour with areas for in-ground casket and cremation burial is provided for Veterans of the Armed Forces as well as Veterans of Protective Services (e.g., those who served in police or fire services). The Veterans Plaza includes spaces for the installation of columbaria dedicated to Veterans.





Figure 28. Rendering of the proposed Veterans' Memorial Plaza at Grand Centre Memorial Park, Source: LEES+Associates

The Concept Plan for Grand Centre Memorial Park as well as proposed access and interment diagrams are included in “**Appendix J – Cemetery Concept Designs.**”

## 8.2 LAKEVIEW CEMETERY – CONCEPT DESIGN

The following sections describe key recommendations for new interment, amenity and landscape areas designed for Lakeview Cemetery (Cold Lake North).

### CREMATION GARDEN

A new cremation garden is proposed as a key feature of the cemetery upgrades. The cremation garden will feature ornamental plantings to provide horticultural interest, and benches. A variety of cremation interment options are proposed including community columbaria, family vessels, and a scattering garden. Columbaria will be phased in over time, with two units recommended as part of the first phase of development.



Figure 29. Rendering of proposed cremation garden at Lakeview Cemetery, Source: LEES+Associates

## ACCESS IMPROVEMENTS

Access improvements proposed for Lakeview Cemetery include relocation of the primary vehicle entry along 22<sup>nd</sup> St in order to align with the primary internal driveway, and facilitate operational access. The primary east-west driveway will be upgraded for vehicle use, with the north-south driveway enhanced as a pedestrian pathway. A walking loop and benches around the perimeter of the cemetery provide space for reflection, and will increase the park-like function of the cemetery.

The Concept Plan for Lakeview Cemetery as well as proposed access and interment diagrams are included in “**Appendix J – Cemetery Concept Designs.**”



## OVERVIEW

Grand Centre Memorial Park (Cold Lake South) is currently 30% developed. The objectives of the design are to:

1. Enhance the overall aesthetics of the cemetery;
2. Respond to the site's topography;
3. Optimize views;
4. Improve access and circulation;
5. Accommodate a wider range of interment and memorialization options, and
6. Provide more opportunities to celebrate and remember loved ones who have passed away.

The proposed expansion will provide approximately 30 years of additional burial capacity.

## RENDERING OF PROPOSED VETERAN'S PLAZA



## GREEN BURIAL



“Green” or “Natural” Burial is an alternative to traditional burial practices and is seen as more environmentally friendly. The five principles of Green Burial are:

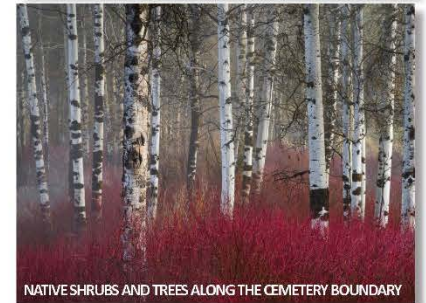
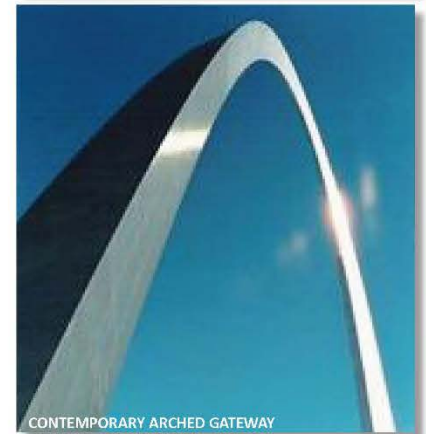
1. No embalming;
2. No outer burial container;
3. A biodegradable casket or shroud;
4. A communal marker, and
5. An element of habitat enhancement.

To find out more visit the Green Burial Society of Canada's website:  
[www.greenburialcanada.ca](http://www.greenburialcanada.ca)

## CONCEPT DESIGN



## PRECEDENT IMAGES



# GRAND CENTRE (COLD LAKE SOUTH) - CONCEPT PLAN

## COLD LAKE CEMETERY SYSTEM MASTER PLAN

**LEES+Associates**  
Landscape Architects and Planners  
509-318 Homer St Vancouver BC Canada V6B 2V2 | p: 604 899 3806  
51 Wolseley St Toronto ON Canada M5T 1A4 | p: 416 645 7033  
66 Klondike Rd Whitehorse YT Canada Y1A 3M1 | p: 867 332 3806  
[www.elac.ca](http://www.elac.ca)





OVERVIEW

The north half of Lakeview Cemetery is currently 100% sold, and the south half is 70% sold. The proposed concept plan will enhance the appearance of the existing site and provide increased capacity. The objectives of the design are to:

- 1. Improve the overall aesthetics of the cemetery;
- 2. Provide a more park like experience with trees and resting areas;
- 3. Improve access and circulation within the site;
- 4. Create additional cremation interment options;
- 5. Enhance the existing Veterans Field of Honour.

The Lakeview Cemetery improvements will provide approximately 30 years of additional cremation interment capacity as part of a phased development.

RENDERING OF PROPOSED CREMATION GARDEN

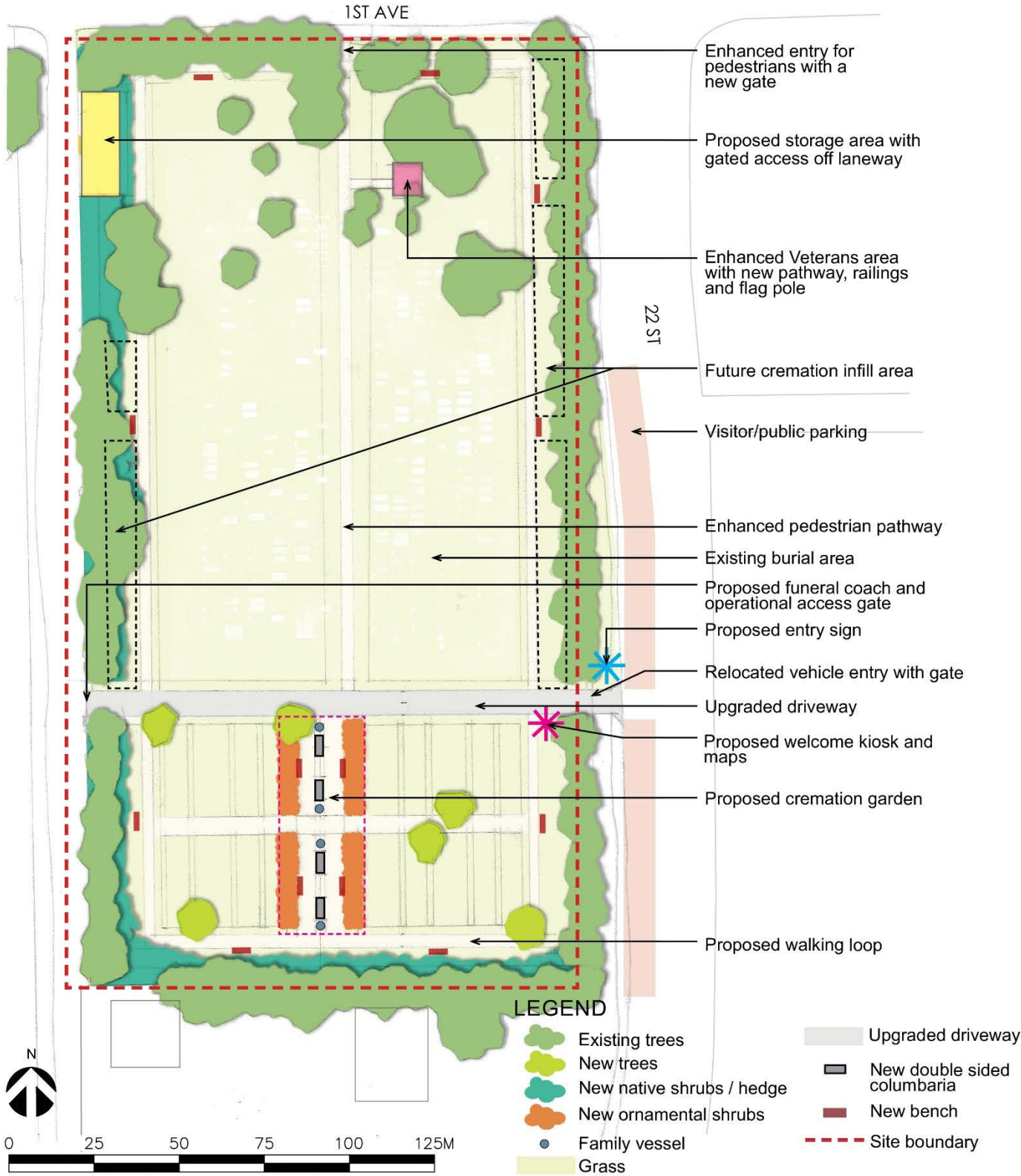


COLUMBARIA

A columbarium is a structure that contains niches for the interment of urns containing cremated remains. Columbaria may be “Family,” or “Community,” based on the number of niches and how they are sold. They have removable shutters for inscriptions and may have ledges for placing reliquary such as flowers or candles.



CONCEPT DESIGN



PRECEDENT IMAGES



LAKEVIEW CEMETERY - CONCEPT PLAN  
COLD LAKE CEMETERY SYSTEM MASTER PLAN

**LEES+Associates**  
Landscape Architects and Planners  
509-318 Homer St Vancouver BC Canada V6B 2V2 | p: 604 899 3806  
51 Wolsley St Toronto ON Canada M5T 1A4 | p: 416 645 7033  
66 Klondike Rd Whitehorse YT Canada Y1A 3M1 | p: 867 332 3806  
www.elac.ca





## 9 DEVELOPMENT + PHASED IMPLEMENTATION PLANS

This chapter includes phasing plans that outline a prioritized list of development initiatives, as well as order of magnitude cost estimates to provide a roadmap for capital planning and future improvements at Grand Centre Memorial Park and Lakeview Cemetery.

### 9.1 PHASING PLANS

It is recommended that the improvements for each cemetery site be delivered in phases. The recommended site changes are prioritized in the tables and figures below and identified as either Phase 1 or Phase 2 priorities.

The proposed phasing reflects the need to balance upcoming demand for new services and an expanded range of interment types along with functional improvements, while spreading the cost of development.

<b>Grand Centre Memorial Park - Proposed Improvements</b>	<b>Phase 1 Development</b>	<b>Phase 2 Development</b>
1. New Cremation Garden (Allow for 2 columbaria in Phase 1)		
2. New Veterans Memorial Plaza		
3. New Tree and Shrub Planting and Fence Upgrade to Buffer		
4. New Pedestrian Pathway		
5. New Pedestrian Entry with Gate, Welcome Kiosk and Maps		
6. Relocated Materials Storage Area		
7. New Asphalt Driveway		
8. New Vehicle Entry Gates		
9. New Parking Area		

Table 6. Summary of Recommended Priorities by Phase - Grand Centre Memorial Park



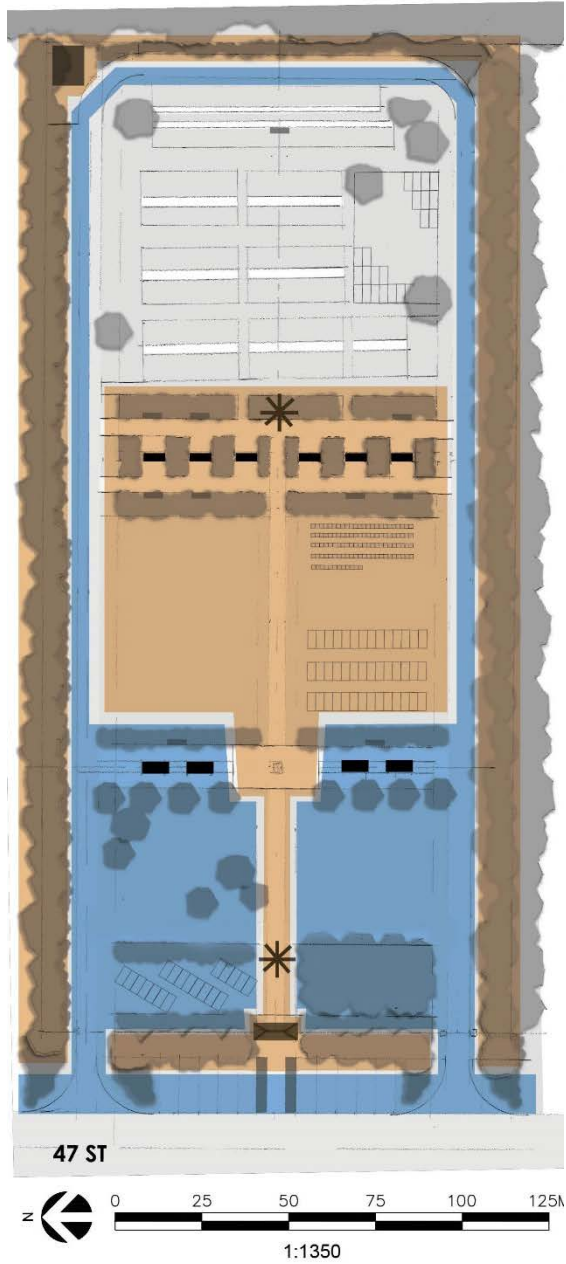


Figure 31. Phasing Plan - Grand Centre Memorial Park

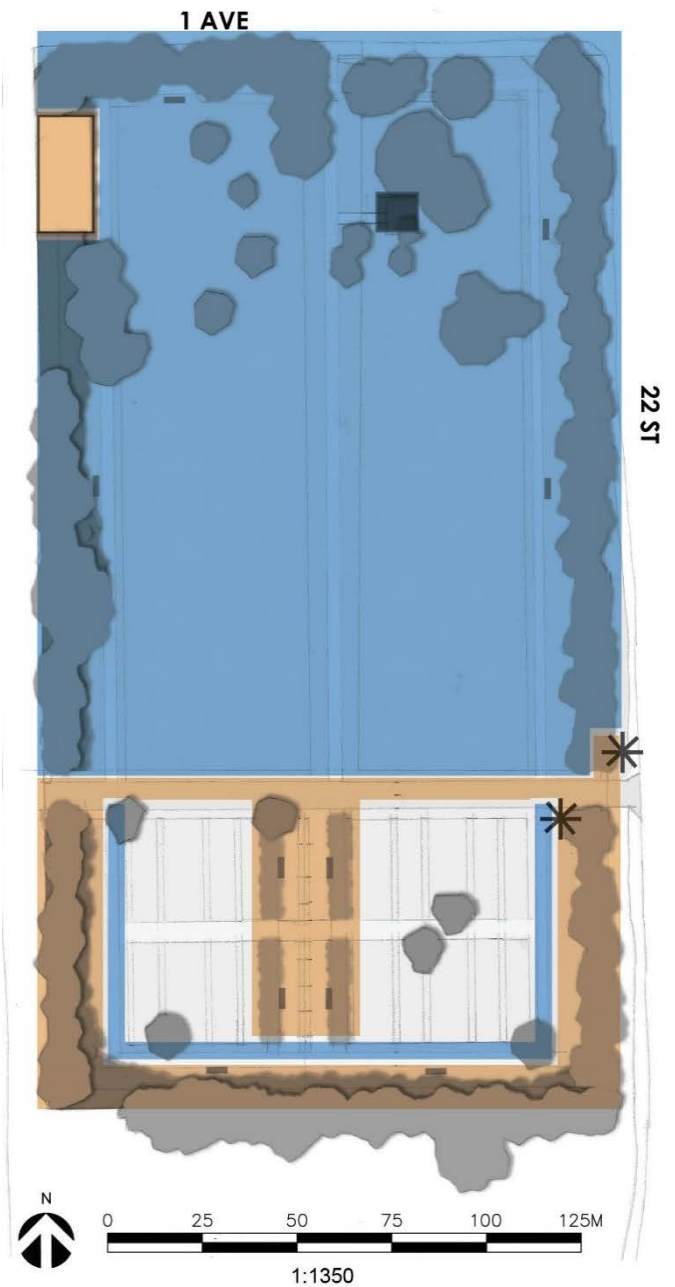


Figure 30. Phasing Plan - Lakeview Cemetery

Lakeview Cemetery - Proposed Improvement	Phase 1 Development	Phase 2 Development
1. New Cremation Garden (Allow for 2 columbaria in Phase 1)		
2. Upgraded Driveway with Relocated Vehicle Entry Gate		
3. Relocated Materials Storage Area		
4. New Entry Sign		
5. Welcome Kiosk and Maps		
6. New Pedestrian Pathways and Walking Loop with Benches		
7. Improved Veterans Area with New Pathway, Railings and Flag Pole		
8. New Native Shrub Planting to Buffer		
9. Existing Gate to North Converted to Pedestrian Only Entry		

Table 7. Summary of Recommended Priorities by Phase - Lakeview Cemetery

## 9.2 COST ESTIMATES

An opinion of probable costs for the proposed cemetery enhancements is presented in the tables below.

GRAND CENTRE MEMORIAL PARK - PHASE 1 SUMMARY	
ITEM	ESTIMATED COST
SITE PROTECTION, DEMOLITION AND REMOVALS	\$ 2,000.00
NEW EASTERN BOUNDARY FENCE	\$ 12,000.00
CREMATION GARDEN PAVING, LANDSCAPE, SCULPTURE, MEMORIAL WALL, AND BENCHES	\$ 220,134.00
CREMATION GARDEN COLUMBARIA NICHES	\$ 71,180.00
NEW CREMATION GARDEN FAMILY VESSELS AND OSSUARY	\$ 23,100.00
NEW CREMATION BURIAL AREA WITH SECTION MARKERS	\$ 8,180.00
NEW TRADITIONAL IN-GROUND BURIAL AREA WITH SECTION MARKERS	\$ 10,000.00
NEW VETERANS PLAZA WITH MEMORIAL OBELISK, FLAGPOLES AND BENCHES	\$ 79,520.00
NEW SANBLASTED CONCRETE PATHWAY	\$ 35,520.00
NEW PEDESTRIAN ENTRY GATE FEATURE, METAL BOUNDARY RAILINGS , VEHICLE ENTRY GATES, AND SHRUB PLANTING	\$ 100,000.00
NEW TREES AND HEDGING ALONG WESTERN CEMETERY BOUNDARY	\$ 32,320.00
NEW MATERIALS STORE	\$ 7,000.00
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$ 600,954.00</b>
<b>LANDSCAPE MAINTENANCE</b>	<b>\$ 5,000.00</b>
<b>GENERAL REQUIREMENTS</b>	<b>\$ 7,000.00</b>
<b>DESIGN AND CONSTRUCTION ADMIN FEES @ 15%</b>	<b>\$ 91,943.10</b>
<b>CONTINGENCY @ 15%</b>	<b>\$ 105,734.57</b>
<b>TOTAL</b>	<b>\$ 810,631.67</b>

Table 8. Summary of Estimated Costs - Grand Centre Memorial Park, Phase 1

GRAND CENTRE MEMORIAL PARK PHASE 2 - SUMMARY	
ITEM	ESTIMATED COST
SITE PROTECTION, DEMOLITION AND REMOVALS	\$ 4,900.00
NEW GREEN BURIAL AREA WITH COMMUNAL MARKER	\$ 59,980.00
CREMATION GARDEN PAVING, LANDSCAPE, AND BENCHES	\$ 98,192.00
CREMATION GARDEN COLUMBARIA NICHES	\$ 62,000.00
NEW CREMATION GARDEN FAMILY VESSELS	\$ 15,400.00
NEW TRADITIONAL IN-GROUND BURIAL AREAS WITH SECTION MARKERS	\$ 15,000.00
NEW ASPHALT CEMETERY DRIVEWAY AND PARKING AREA	\$ 88,400.00
NEW NATIVE TREE BUFFER ALONG NORTHERN CEMETERY BOUNDARY	\$ 30,000.00
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$ 373,872.00</b>
<b>LANDSCAPE MAINTENANCE</b>	<b>\$ 5,000.00</b>
<b>GENERAL REQUIREMENTS</b>	<b>\$ 7,000.00</b>
<b>DESIGN AND CONSTRUCTION ADMIN FEES @ 15%</b>	<b>\$ 57,880.80</b>
<b>CONTINGENCY @ 15%</b>	<b>\$ 66,562.92</b>
<b>TOTAL</b>	<b>\$ 510,315.72</b>
<b>PHASES 1 AND 2 COMBINED TOTAL</b>	<b>\$ 1,320,947.39</b>

Table 9. Summary of Estimated Costs - Grand Centre Memorial Park, Phase 2

LAKEVIEW CEMETERY PHASE 1 - SUMMARY	
ITEM	ESTIMATED COST
SITE PROTECTION, DEMOLITION AND REMOVALS	\$ 2,000.00
NEW MAIN ENTRY GATE AND UPGRADED DRIVEWAY	\$ 99,500.00
CREMATION GARDEN PAVING, LANDSCAPE AND BENCHES	\$ 82,720.00
CREMATION GARDEN MEMORIAL WALL	\$ 20,000.00
CREMATION GARDEN COLUMBARIA NICHES	\$ 86,700.00
NEW CREMATION GARDEN FAMILY VESSELS	\$ 16,400.00
NEW TREES TO EXISTING TRADITIONAL IN-GROUND BURIAL AREA	\$ 8,000.00
NEW SECTION MARKERS TO EXISTING TRADITIONAL IN-GROUND BURIAL AREA	\$ 10,000.00
NEW MAIN ENTRY SIGN	\$ 20,000.00
NEW WELCOME KIOSK WITH MAPPING	\$ 20,000.00
NEW SHRUBS ALONG SOUTHERN AND WESTERN CEMETERY BOUNDARY	\$ 19,618.50
NEW MATERIALS STORE	\$ 20,000.00
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$ 404,938.50</b>
<b>LANDSCAPE MAINTENANCE</b>	<b>\$ 5,000.00</b>
<b>GENERAL REQUIREMENTS</b>	<b>\$ 7,000.00</b>
<b>DESIGN AND CONSTRUCTION ADMIN FEES @ 15%</b>	<b>\$ 62,540.78</b>
<b>CONTINGENCY @ 15%</b>	<b>\$ 71,921.89</b>
<b>TOTAL</b>	<b>\$ 551,401.17</b>

Table 10. Summary of Estimated Costs - Lakeview Cemetery, Phase 1

<b>LAKEVIEW CEMETERY PHASE 2 - SUMMARY</b>	
<b>ITEM</b>	<b>ESTIMATED COST</b>
SITE PROTECTION, DEMOLITION AND REMOVALS	\$ 5,900.00
NEW INFILL CREMATION AND TRADITIOAL IN-GROUND BURIAL AREAS WITH SECTION MARKERS	\$ 25,000.00
IMPROVED VETERANS PLAZA, MONUMENT RESTORATION, COMMUNAL MARKER, PATHWAY, RAILINGS, BENCH AND FLAGPOLE	\$ 42,000.00
UPGRADE WITH PEDESTRIAN ENTRY GATE AT THE NORTHERN BOUNDARY	\$ 20,000.00
NEW PEDESTRIAN GRAVEL PATHWAYS WITH CONCRETE EDGES	\$ 68,385.00
SIX NEW BENCHES	\$ 24,000.00
NEW NATIVE TREE AND SHRUB BUFFER ALONG WESTERN CEMETERY BOUNDARY	\$ 21,549.00
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$ 206,834.00</b>
<b>LANDSCAPE MAINTENANCE</b>	<b>\$ 5,000.00</b>
<b>GENERAL REQUIREMENTS</b>	<b>\$ 7,000.00</b>
<b>DESIGN AND CONSTRUCTION ADMIN FEES @ 20%</b>	<b>\$ 43,766.80</b>
<b>CONTINGENCY @ 15%</b>	<b>\$ 39,390.12</b>
<b>TOTAL</b>	<b>\$ 301,990.92</b>
<b>PHASES 1 AND 2 COMBINED TOTAL</b>	<b>\$ 853,392.09</b>

Table 11. Summary of Estimated Costs - Lakeview Cemetery, Phase 2



## 10 CONCLUSION

This Cemetery Services Master Plan comprehensively reviews the cemetery needs of the City of Cold Lake, and outlines recommendations to serve as a guide to future cemetery site development and operations. This plan will help ensure that the City of Cold Lake will have the resources required to effectively meet the future interment and service needs of the community for the next 25 years, and charts a path forward that will move this important social service towards long term sustainability in its future operations.

## 11 APPENDICES

- Appendix A – Staff + Stakeholder Consultation**
- Appendix B – Demographic Profiles**
- Appendix C – Cemetery Market and Market Capture Details**
- Appendix D – Cemetery Inventory Details**
- Appendix E – Cemetery Market Prices**
- Appendix F – New Interment Options**
- Appendix G – Cemetery Bylaw Information**
- Appendix H – Perpetual Care Fund Overview**
- Appendix I – Site Analysis Plans**
- Appendix J – Cemetery Concept Designs**
- Appendix K – Cemetery Phasing Plans**
- Appendix L – Public Open House Summary**
- Appendix M – Glossary of Cemetery Terms**

## APPENDIX A – STAFF + STAKEHOLDER CONSULTATION

### MEETING #1 – SITE VISIT TO GRAND CENTRE MEMORIAL PARK

**Date:** April 28, 2016 at 1:30 PM

**Location:** Grand Centre Memorial Park

**Attending:**

**Client Representatives:** Tasha Elliott, Jim Fedyk, Shannon Boychuk, George Urlacher, Jazelle Robb, Cindy Reimer, Sophie Ke, Kristy Isert, Robert Serediuk – City of Cold Lake

**Cemetery Consultants:** Heidi Redman, Richard Cook – LEES+Associates

1. The City provides snow plowing to the cemetery gate; the Funeral Home does snow removal within the cemetery to provide access to plots as required for interments; internal roads or pathways are not cleared regularly, therefore there is very little visitation to the cemeteries in the winter.
2. Maintenance begins on May 1, corresponding with annual hiring of summer students by the City; the summer students cut grass at the cemeteries and sweep headstones along with other parks maintenance duties.
3. By-law enforcement is an issue, particularly around personal gardens established by families on grave plots. These gardens cause maintenance issues at both of the cemeteries, but especially at Grand Centre.
4. There is a lack of moisture at both sites; irrigation is an expectation by many community members.
5. Concrete vaults are mandatory per the most recent update of the bylaw. Previously rough wooden boxes were used.
6. The General Manager of Corporate Services is responsible for the department under which the administration of the cemeteries falls. Cemetery maintenance is handled by Parks.
7. Concrete ribbons are now used and preferred by staff, due to the clean lines and ease of locating grave plots.
8. Groundwater is not an issue at Grand Centre (estimated at 3-4m depth).
9. A contractor handles the opening and closing (not City forces). The contractor is contracted by the Funeral Home but paid for by the family. The funeral home recommends the contractor to the family. The contractor is subcontracted and billed to the family. The funeral home describes it to remain 'arms-length.' The City's perspective is that the funeral home subcontracts the contractor. The City is not involved.
10. There are no pre-dug graves in the winter.
11. Plot sales at Grand Centre have been fairly slow.
12. Customers at the cemeteries are mostly locals or families that used to live in Cold Lake.

13. The military and the oil sector are driving growth in the community. More and more military (CFB) people are staying in Cold Lake and living out their lives in the community.
14. There is no cemetery on the military base.
15. There is often damage when graves are dug in the snow; the visibility of existing plots is limited in the winter and it is difficult to mark plots for opening due to presence of snow and freezing ground conditions.
16. Wayfinding to Grand Centre is an issue. More signage is needed to direct people to the cemetery.
17. There are no trails or green space linkages in proximity to Grand Centre Cemetery. The area is mostly semi-industrial.
18. Maintaining perimeter fencing at the site is important due to the adjacent stables, and to keep out snow machines in the winter.
19. Employees working in the surrounding businesses make use of the site for picnicking / lunch. There are very few community greenspaces or parks in this part of the city.
20. Green burial was discussed on site as a potential new form of interment that may have traction in the community.
21. The cemetery would benefit from more character-defining elements to make it more parklike and more appealing to City residents. The cemetery lacks trees; especially species such as white spruce and pine which are endemic to the Cold Lake landscape.

Notes by: Heidi Redman

## MEETING #2 – WORKSHOP WITH EXTERNAL STAKEHOLDERS

**Date:** April 28, 2016

**Location:** Golf course meeting room

**Attending:**

**Client Representatives:** Tasha Elliott, Jim Fedyk – City of Cold Lake

**Stakeholder Representatives:** Evelyn Berkshire (Points West Living Residents Association); Bev Brule; Helen Flaming, Judy Soholt (Lakeland Lutheran Church); Cathy Aust (Family and Community Support Services); Mary Ann Latty (Seniors Society/United Church); Jeff Thackeray (Momento Funeral Chapel); Phil Crump (Community Baptist Church); Hayward Eastman (Cold Lake Community Church); John Camp (Cold Lake Community Church); Capt Chris Willis (CAF St. Mark's Protestant Chapel); Todd Rorke (Royal Canadian Legion Br. 211); Keith Reider (RCAF Association)

**Cemetery Consultants:** Heidi Redman, Richard Cook – LEES+Associates

1. There was a question/comment about how the Grand Centre (GC) cemetery could possibly be an open space when it is so far from everything?
2. Question about wayfinding options within the cemetery itself.

3. Someone shared that most of the deaths in the First nations community lead to burials in caskets on the Cold Lake reserve
4. Comment that Lakeview Cemetery only has vehicle access on the north side which is a very limited space.
  - a. Suggestion for access gate off of 25<sup>th</sup> Street located about the middle of the parcel length
5. Several concerns raised about the landscaping at each site.
6. The Legion would like to see a Field of Honour in one or both cemeteries (he personally knew of some military members buried in the Grand Centre cemetery)
7. Some comments that the costs associated with a columbarium would affect its viability.
8. Padre Willis from 4 Wing said he hasn't witnessed any active military members buried in Cold Lake.
  - a. Jeff from Memento Funeral Home added that he hasn't seen any active military members buried in Cold Lake either, and
  - b. Interest in a special area for retired military members to be buried was expressed from the Legion.
9. Memento Funeral Home:
  - a. Sees a need for a columbarium.
  - b. Grand Centre cemetery has poor maintenance, poor accessibility in winter (snow removal should be enhanced), dirt road is a problem and needs to be maintained year round.
10. Options discussed:
  - a. At least some interest in green burial was expressed.
  - b. Also an 'official' place to scatter ashes.
  - c. Perhaps a stream to scatter ashes.
11. Pet cemetery:
  - a. Lots of military members have pets
  - b. People don't currently have a lot of options when burying pets
  - c. LEES pointed out there are regulations/restrictions around burying people and pets in the same vicinity
12. Cold Lake Legion:
  - a. Asked if the City can collect info from people when they request a burial about whether the person is a veteran or not.
  - b. Then subsequently pass that info onto the Legion for memorial purposes.

Notes by: Tasha Elliott



## MEETING #3 – SITE VISIT TO LAKEVIEW CEMETERY

**Date:** April 29, 2016 at 9:00 AM

**Location:** Lakeview Cemetery

### **Attending**

**Client Representatives:** Tasha Elliott, Jim Fedyk, Shannon Boychuk, George Urlacher, Jazelle Robb, Cindy Reimer, Sophie Ke, Kristy Isert – City of Cold Lake

**Cemetery Consultants:** Heidi Redman, Richard Cook – LEES+Associates

1. There is a lack of clarity regarding who is responsible for maintaining grave covers and monuments in the cemetery.
2. Once a funeral service at the site is completed, there is currently not a protocol in place for City staff to inspect / ensure cleanliness of the site.
3. Grave marking has been an issue. There are no grave marker pins, which makes grave marking particularly difficult in the older section where many families have reserved side by side plots in very tight locations.
4. There is a need for clean-up after the snow melts, but before the maintenance activity resumes on May 1.
5. The contractor uses a tracked backhoe; this results in muddy conditions in some locations of the cemetery that see a lot of backhoe use. Using wheeled equipment that has less impact on turf, and/or putting 4x8' plywood boards down were discussed as possible options to improve the situation.
6. The alley adjacent to Lakeview Cemetery is used for access by operations and the funeral homes, however it is not regularly plowed.
7. The Materials spoil is currently in a prominent location in the cemetery. It should be moved to a less visible location.
8. Lakeview Cemetery has more foot traffic than Grand Centre due to its location within an established neighbourhood.
9. Ornamentation is managed more consistently and actively at Lakeview Cemetery, and as a result poses less of a problem than at Grand Centre.
10. The site is very dry, and has many sinking graves.
11. There is a small Field of Honour at Lakeview but it is poorly marked, and is full.

12. Graveside set-up and casket lowering is handled by the funeral home (they supply greens and the lowering device). No chairs, or canopy are provided. This may be a service the City could consider providing on a fee for service basis.
13. There have been historic water table issues at Lakeview, but these have now been resolved with installation of a pump system.
14. The City does not undertake any headstone releveled, but field staff would be interested in learning about this and possibly incorporating releveled into the maintenance program.
15. The Cemetery Bylaw requires clarity around who is responsible for maintenance of grave covers and headstones, and under what circumstances cracked or broken grave covers should be removed.
16. Generally, there needs to be more clarity with regards to roles and responsibilities of those involved in maintaining, using and administering the cemeteries.
17. Mother's Day is a very popular event, with many families leaving flowers at the cemetery.
18. There is a lack of seating or benches at the cemetery.
19. Records for the older sections of Lakeview Cemetery exist only in map format. GIS record keeping would be a useful addition to assist with operations.
20. There is a need for section or row markers to help with wayfinding, as well possible use of stakes in the winter to help locate grave rows.
21. The existing concrete ribbons were installed approximately 10-15 years ago.
22. An increase in the maintenance program will require a commensurate increase in staff resources.
23. There is currently minimal signage on site (one entry sign); increased wayfinding and educational signage (regarding bylaw), is required.
24. A handout for families outlining key policies in the bylaw, and what is permissible on site would be helpful to handout at the time of a plot sale or interment.
25. The City is interested in increasing the profile of the cemeteries, and building community.

Notes by: Heidi Redman

## MEETING #4 – ADDITIONAL STAKEHOLDER INPUTS

**Location:** received via email

**Stakeholder Representatives:** Heather Hiebert (Community Baptist Church Cold Lake)

**Cemetery Consultants:** Heidi Redman (LEES+Associates)

1. There is an expression of interest in the offering of natural burial options in Cold Lake, with reference to the Natural Burial Association of Canada.

Notes by: HR

**Location:** via telephone

**Stakeholder Representatives:** Mahmoud El-Kadri (Cold Lake Mosque)

**Cemetery Consultants:** Heidi Redman (LEES+Associates)

1. The Cold Lake Mosque currently works with a mosque in Edmonton who arranges burial for members in Edmonton Cemeteries. The Edmonton mosque sends a car to the Cold Lake hospital, provides transportation of the body, and assists with arrangements for a funeral in Edmonton.
2. As far as Mahmoud is aware, all members of the Cold Lake Mosque are currently being buried in Edmonton.
3. There may be potential interest in burial in City of Cold Lake Cemeteries by member of the Cold Lake Mosque in the future. The Muslim community in Cold Lake is small but continuing to grow.
4. There was discussion of the potential for an area of graves within the Cold Lake South cemetery which would accommodate members of the Muslim community to be buried in a plot aligned towards Mecca.

Notes by: HR

**Location:** Cold Lake Energy Centre

**Stakeholder Representatives:** Ajaz Quariashi

**Cemetery Consultants:** H.Redman, R.Cook (LEES+Associates), Jim Fedyk (City of Cold Lake)

1. The local Muslim community is growing with approximately 30 Muslim families in Cold Lake.
2. At this time, the local Muslim community inter their loved ones in Edmonton cemeteries. Interment typically involves burial in shroud with a concrete vault that allows contact with the ground.
3. The capacity shown in the proposed Muslim burial section at Grand Centre looks about right. The design could include the addition of a bench for reading the quran.

Notes by: HR

## APPENDIX B – DEMOGRAPHIC PROFILES

The following graphs shows the age distribution of the City of Cold Lake, Municipal District of Bonnyville and Province of Alberta.

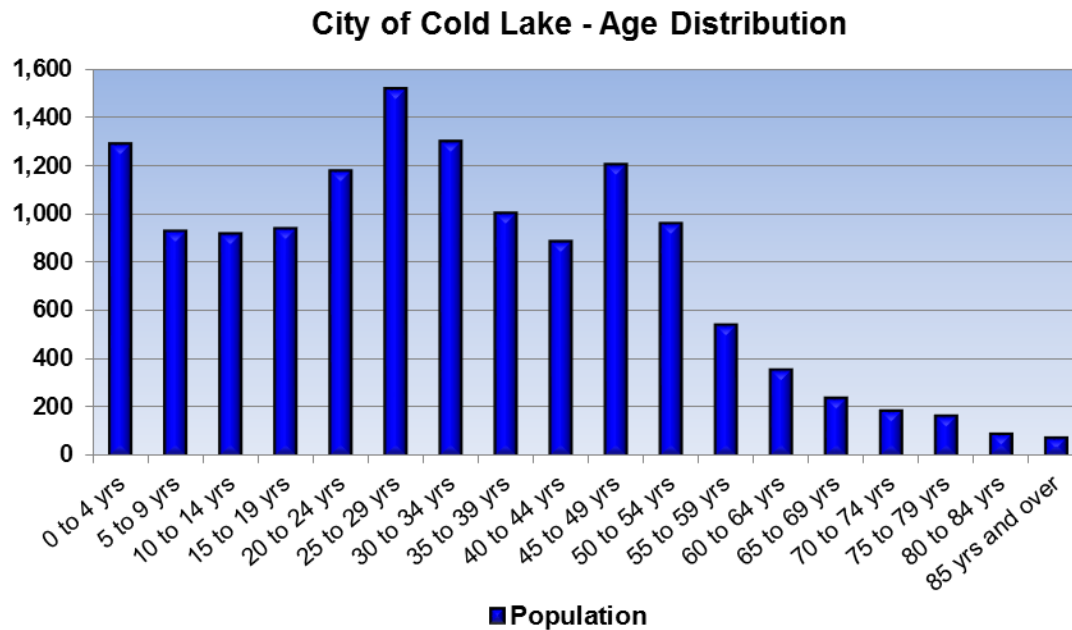


Figure 32: City of Cold Lake's Population Age Distribution as of 2011, Source: Statistics Canada.

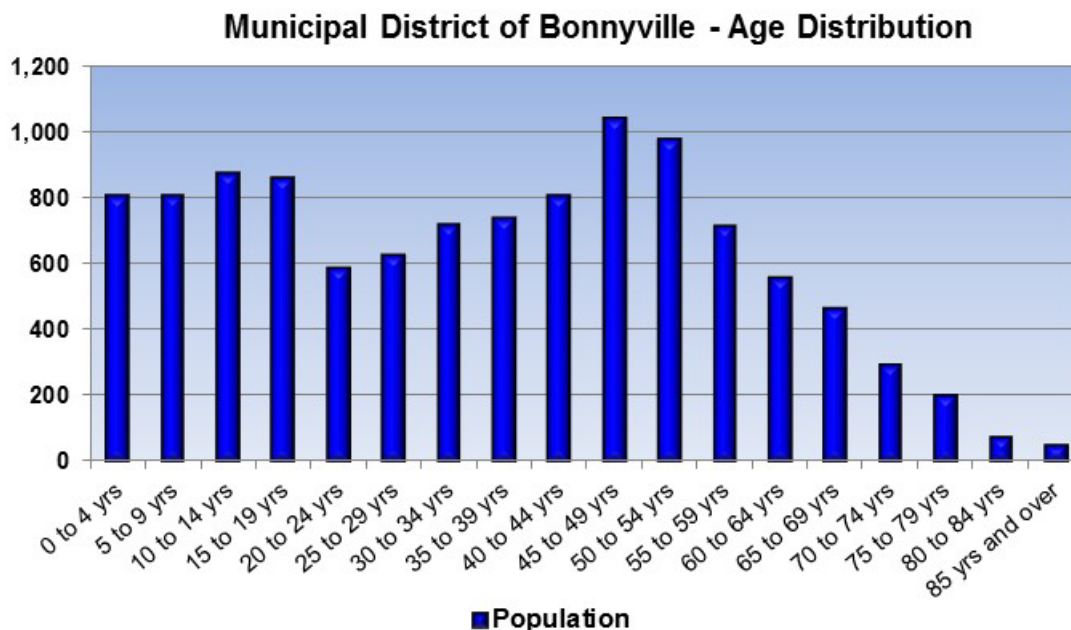


Figure 33: Municipal District of Bonnyville's Population Age Distribution as of 2011, Source: Statistics Canada.

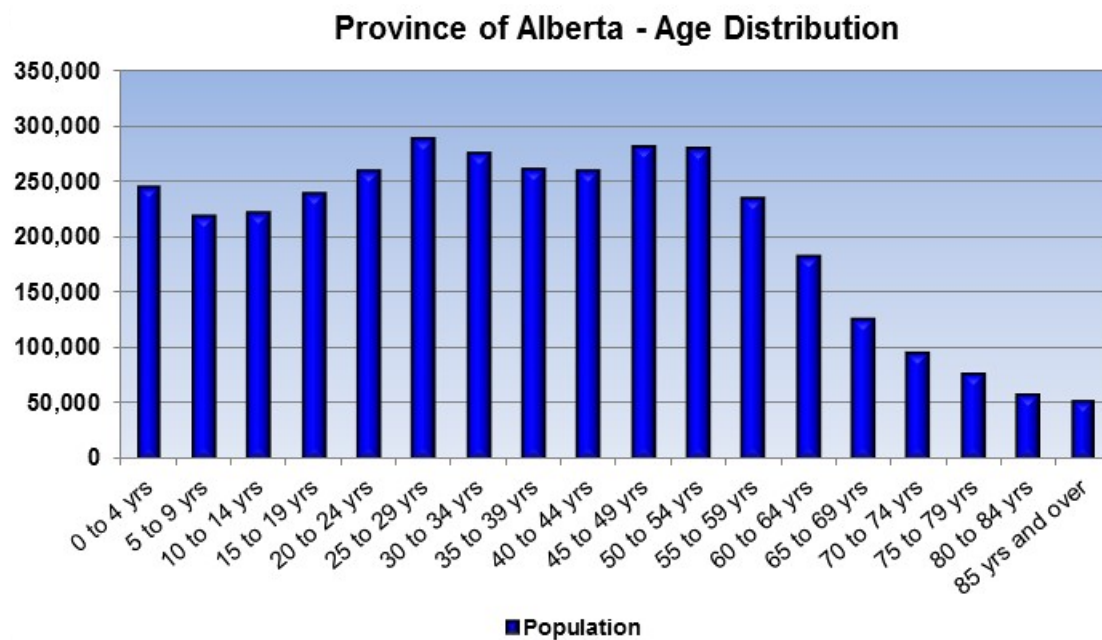


Figure 34: Alberta's Population Age Distribution as of 2011, Source: Statistics Canada.



The following table shows the historic population growth rates for City of Cold Lake and the Province of Alberta, over a 5 year and 10 year period.

<b>Population Measurement</b>	<b>2006 Population</b>	<b>2011 Population</b>	<b>2015 Population</b>	<b>2011-2015 Population Growth/Yr 5 yr *AVG</b>	<b>2006-2015 Population Growth/Yr 10 yr *AVG</b>
City of Cold Lake	12,586	14,240	16,018	2.62%	2.73%
Alberta	3,421,361	3,790,193	4,196,464	2.37%	2.30%

*Table 12: Municipal and Provincial Population Growth Rates, Source: Alberta Municipal Census.*  
\*AVG = Annual Average Rate.

The following table shows the death rates in the City of Cold Lake compared to the Province of Alberta over a 5 year and 10 year period.

<b>Deaths Measurement</b>	<b>2006 Deaths</b>	<b>2011 Deaths</b>	<b>2015 Deaths</b>	<b>2011-2015 Deaths/Yr 5 yr *AVG</b>	<b>2006-2015 Deaths/Yr 10 yr *AVG</b>
City of Cold Lake	57	57	72	67	65
Alberta	19,523	21,018	24,299	22,500	21,410
City of Cold Lake Death Rate per 1,000 people	4.53	4.00	4.49	4.41	4.56
Alberta Deaths per Death Rate per 1,000 people	5.71	5.55	5.79	5.62	5.64

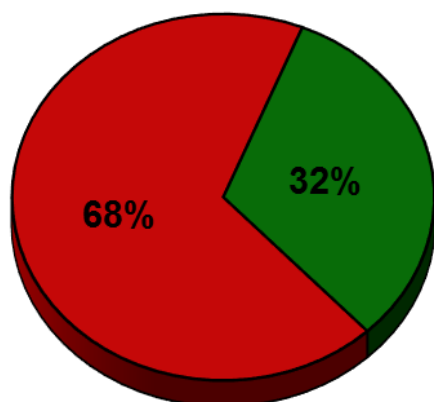
*Table 13: Municipal and Provincial Death Rates, Source: Alberta Vital Statistics and Alberta Municipal Census.*

The death rate in this report measures the number deaths for each 1,000 individuals in the region's population for a particular year or stated time period.

## APPENDIX C – CEMETERY MARKET DISPOSITIONS AND MARKET CAPTURE DETAILS

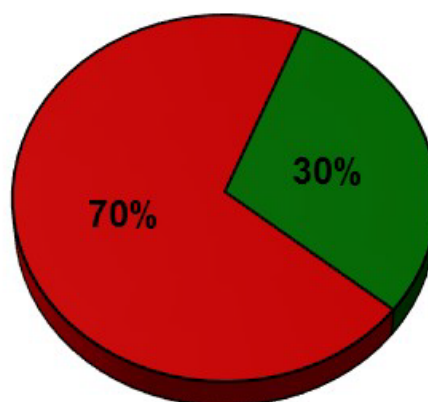
The pie charts below show the rate of disposition in the City of Cold Lake and Alberta in 2015.

**Disposition Preferences -  
City of Cold Lake, 2015**



■ Casket Disposition  
■ Cremation Disposition

**Disposition Preferences -  
Alberta, Canada, 2015**



■ Casket Disposition  
■ Cremation Disposition

*Figure 35: Disposition Preferences in the City of Cold Lake and Alberta,  
Source: Alberta Vital Statistics, LEES+Associates.*

The following table summarizes the interment activity at City cemeteries over the last 5 years.

Service Type	5 years of City of Cold Lake Cemeteries Activity, 2011-2015		
	Total Interments	Average Interments	% of Total Interments
Traditional Casket	35	7	51%
Cremation Urns	33	7	49%
<b>Total</b>	<b>68</b>	<b>14</b>	<b>100%</b>

*Table 14: Summary of 5 Years of Interments by Service Type at City of Cold Lake Cemeteries,  
Source: City of Cold Lake Interment Records.*

The following two graphs summarizes the historic cemetery market that characterized the City of Cold Lake for the past 5 years.

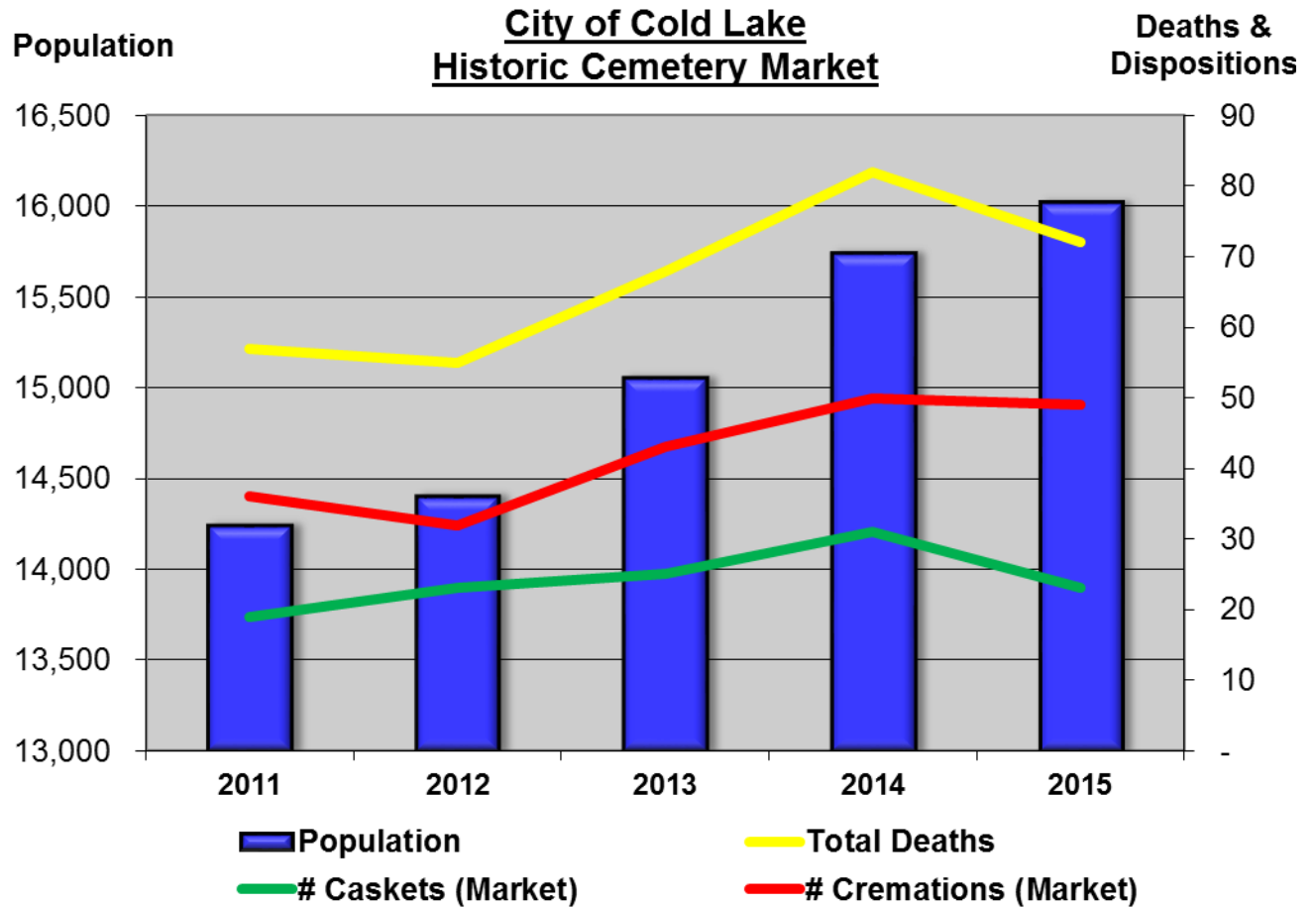


Figure 36: 5 Year City of Cold Lake Cemetery Market Overview, Source: LEES+Associates.

The following graph summarizes the historic cemetery market capture activity that characterized the City of Cold Lake cemeteries for the past 5 years.

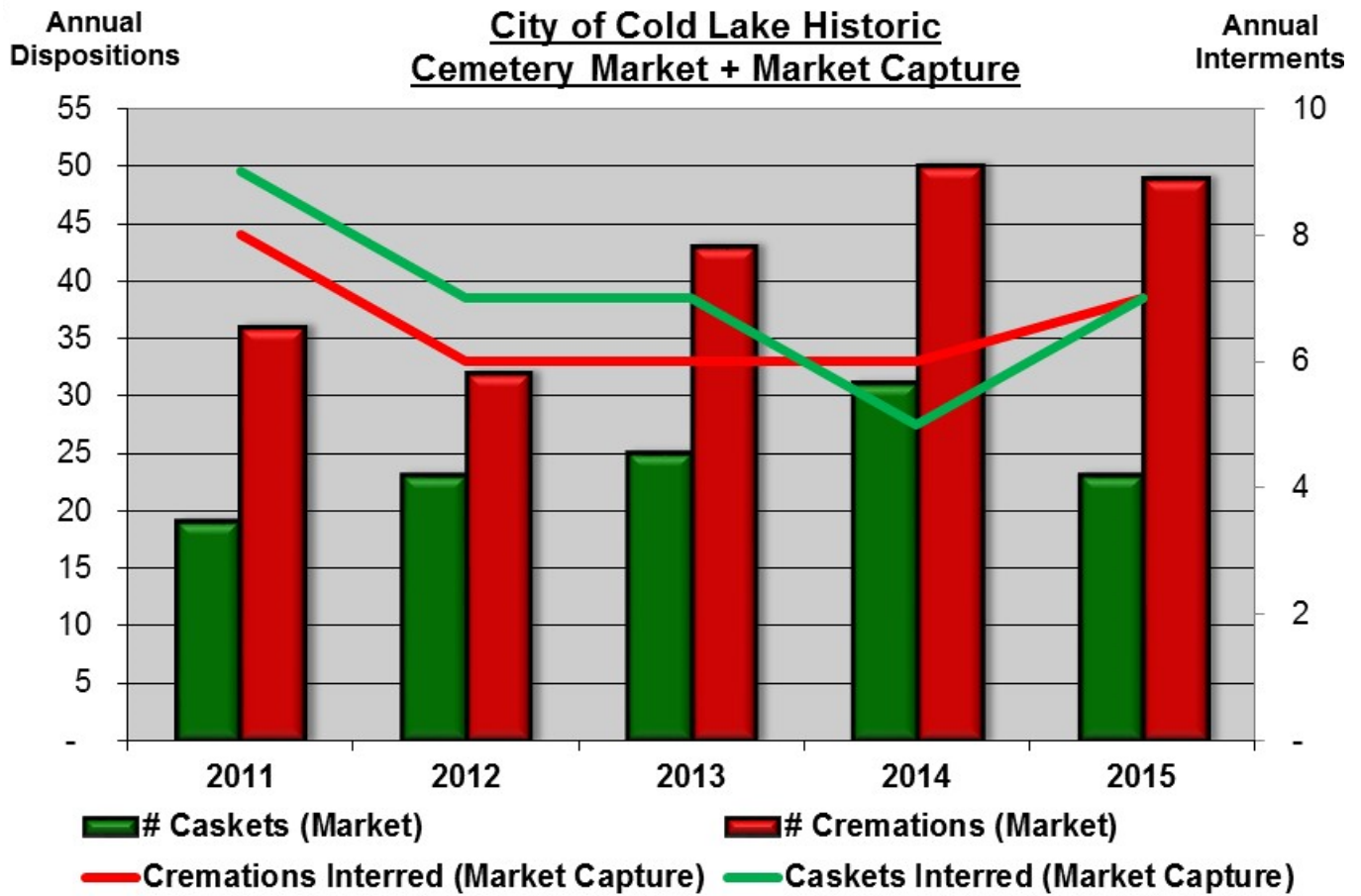


Figure 37: 5 Year Cemetery Market Capture of the City of Cold Lake Cemetery Market,  
Source LEES+Associates.

## APPENDIX D – CEMETERY INVENTORY DETAILS

The following graph summarizes the distribution of existing inventory at Lakeview Cemetery

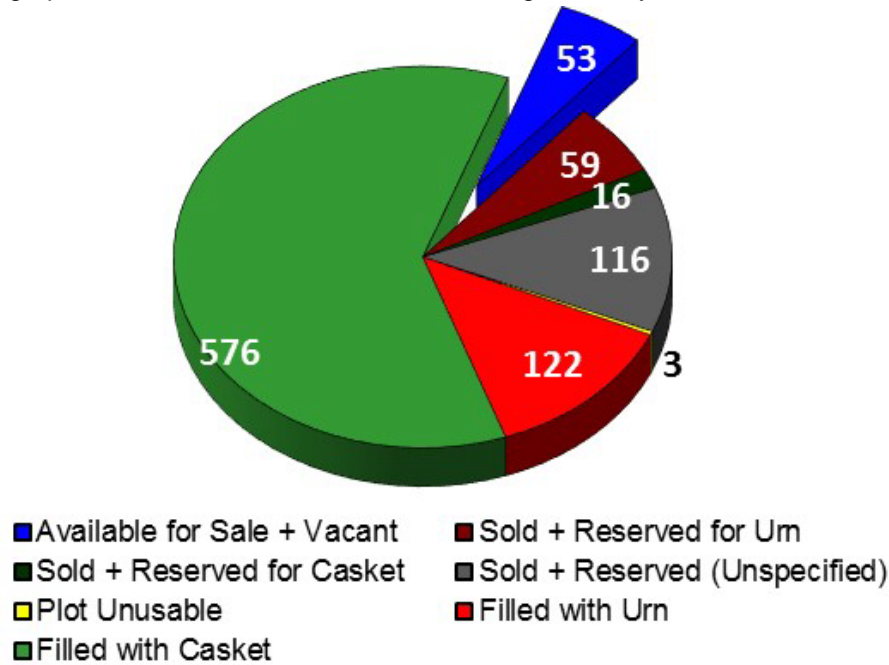


Figure 38: Distribution of Inventory of Existing Inventory at Lakeview Cemetery,  
Source: City of Cold Lake Inventory Records.

The following graph summarizes the distribution of existing inventory at Lakeview Cemetery

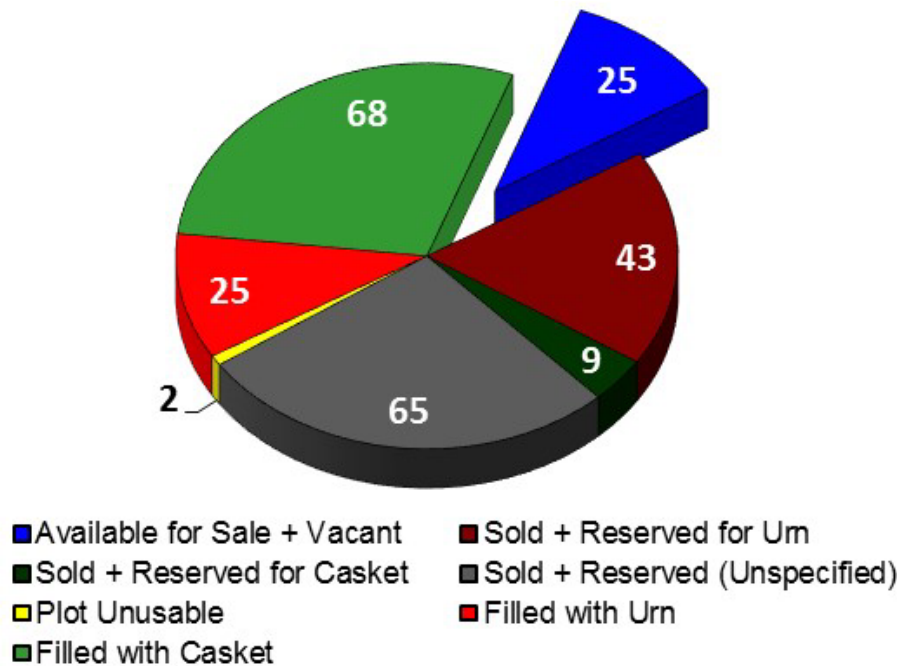


Figure 39: Distribution of Inventory of Existing Inventory at Grand Centre Memorial Park,  
Source: City of Cold Lake Inventory Records.



## APPENDIX E – CEMETERY MARKET PRICES

City of Cold Lake - 2016 Resident Rates Comparison											
Cemetery Plot / Niche Price Comparison											
Product	City of Cold Lake Resident	Town of Slave Lake Resident	Lac La Biche Resident	Town of Whitecourt Resident	Town of High River Resident	Camrose Resident	Town of Okotoks Resident	Leduc Resident	Rocky View County Resident	Grand Prairie Resident	Average Resident Fee
Population 2011	13,839	6,782	8,402	9,605	12,920	17,286	23,981	24,279	36,461	55,032	20,859
Sale of Cemetery Plots											
Adult Flat Casket Plot	\$ 500.00	\$ 310.00	\$ 550.00	\$ 400.00	\$ 880.00	\$ 752.00	\$ 894.89	\$ 850.00	\$ 2,458.90	\$ 1,325.00	\$892
Adult Upright Casket Plot	\$ 500.00	\$ 310.00	\$ 550.00	\$ 400.00	\$ 880.00	\$ 752.00	\$ 1,081.08	\$ 850.00	\$ 3,046.19	\$ 1,325.00	\$969
Child Plot	\$ 300.00	\$ 310.00	\$ 550.00	\$ 400.00	\$ 880.00	\$ 376.00	\$ 894.89	\$ 475.00	\$ 935.00	\$ 1,325.00	\$645
Infant Plot	\$ 300.00	\$ 310.00	\$ 150.00	\$ 400.00	\$ 310.00	\$ 376.00	\$ 894.89	\$ 100.00	\$ 935.00	\$ 575.00	\$435
Veteran Casket Plot	\$ 500.00	\$ 310.00	\$ 550.00	\$ -	\$ 880.00	\$ 376.00	\$ 468.75	\$ 850.00	\$ 1,240.43	\$ 825.00	\$600
Cremation Flat Plot	\$ 500.00	\$ 310.00	\$ 550.00	\$ 400.00	\$ 290.00	\$ 376.00	\$ 453.02	\$ 450.00	\$ 1,778.32	\$ 575.00	\$568
Veteran Cremation Plot	\$ 500.00	\$ 310.00	\$ 550.00	\$ -	\$ 290.00	\$ 376.00	\$ 220.22	\$ 450.00	\$ 834.27	\$ 675.00	\$421
Columbaria Niche MIN	n/a	\$ 990.00	\$1,500.00	\$ 500.00	n/a	\$1,050.00	\$ 1,305.15	\$ 1,100.00	\$ 3,474.30	\$ 350.00	\$1,284
Columbaria Niche MAX	n/a	\$ 990.00	\$1,500.00	\$ 750.00	n/a	\$1,050.00	\$ 1,443.75	\$ 1,550.00	\$ 3,474.30	\$ 350.00	\$1,389

City of Cold Lake - 2016 Non-Resident Rates Comparison											
Cemetery Plot / Niche Price Comparison											
Product	City of Cold Lake Non-Resident	Town of Slave Lake Non-Resident	Lac La Biche Non-Resident	Town of Whitecourt Non-Resident	Town of High River Non-Resident	Camrose Non-Resident	Town of Okotoks Non-Resident	Leduc Non-Resident	Rocky View County Non-Resident	Grand Prairie Non-Resident	Average Non-Resident Fee
Population 2011	13,839	6,782	8,402	9,605	12,920	17,286	23,981	24,279	36,461	55,032	20,859
Sale of Cemetery Plots											
Adult Flat Casket Plot	\$ 500.00	\$ 310.00	\$ 700.00	\$ 550.00	\$ 880.00	\$1,504.00	\$ 2,357.35	\$ 850.00	\$ 2,458.90	\$ 1,325.00	\$1,144
Adult Upright Casket Plot	\$ 500.00	\$ 310.00	\$ 700.00	\$ 550.00	\$ 880.00	\$1,504.00	\$ 2,927.93	\$ 850.00	\$ 3,046.19	\$ 1,325.00	\$1,259
Child Plot	\$ 300.00	\$ 310.00	\$ 700.00	\$ 550.00	\$ 880.00	\$ 752.00	\$ 2,357.35	\$ 475.00	\$ 935.00	\$ 1,325.00	\$858
Infant Plot	\$ 300.00	\$ 310.00	\$ 150.00	\$ 550.00	\$ 310.00	\$ 752.00	\$ 2,357.35	\$ 100.00	\$ 935.00	\$ 575.00	\$634
Veteran Casket Plot	\$ 500.00	\$ 310.00	\$ 700.00	\$ -	\$ 880.00	\$ 752.00	\$ 1,533.68	\$ -	\$ 1,240.43	\$ 825.00	\$674
Cremation Plot	\$ 500.00	\$ 310.00	\$ 700.00	\$ 550.00	\$ 290.00	\$ 752.00	\$ 1,179.75	\$ 450.00	\$ 1,778.32	\$ 575.00	\$709
Veteran Cremation Plot	\$ 500.00	\$ 310.00	\$ 700.00	\$ -	\$ 290.00	\$ 752.00	\$ 1,234.81	\$ -	\$ 834.27	\$ 675.00	\$530
Columbaria Niche MIN	n/a	\$ 990.00	\$1,500.00	\$ 850.00	n/a	\$1,050.00	\$ 2,037.00	\$ 1,100.00	\$ 3,474.30	\$ 350.00	\$1,419
Columbaria Niche MAX	n/a	\$ 990.00	\$1,500.00	\$ 850.00	n/a	\$1,050.00	\$ 2,425.50	\$ 1,550.00	\$ 3,474.30	\$ 350.00	\$1,524

City of Cold Lake - 2016 Rates Comparison - Cemetery Services Price Comparison											
Service	City of Cold Lake - Via Contractor	Town of Slave Lake	Lac La Biche	Town of Whitecourt	Town of High River	Camrose	Town of Okotoks	Leduc	Rocky View County	Grand Prairie	Average Fees
Population 2011	13,839	6,782	8,402	9,605	12,920	17,286	23,981	24,279	36,461	55,032	20,859
Opening / Closing											
Adult Burial	\$ 850.00	\$515.00	\$700.00	\$350.00	\$310.00	\$1,024.00	\$551.25	\$500.00	\$840.00	\$600.00	\$624
Adult Burial - Weekend/Holiday	\$ 850.00	\$515.00	\$700.00	\$450.00	\$560.00	\$1,575.00	\$897.75	\$750.00	\$850.50	\$1,200.00	\$835
Child Burial	\$ 850.00	\$515.00	\$700.00	\$350.00	n/a	\$1,024.00	n/a	\$300.00	\$500.00	\$600.00	\$605
Infant Burial	\$ 850.00	\$515.00	\$700.00	\$350.00	n/a	\$1,024.00	n/a	\$250.00	\$500.00	\$275.00	\$558
Cremated Remains Burial	\$ 250.00	\$105.00	\$700.00	\$150.00	\$120.00	\$320.00	\$207.90	\$200.00	\$210.00	\$300.00	\$256
Cremation Burial - Weekend/Holiday	\$ 1,050.00	\$155.00	\$700.00	\$150.00	\$120.00	\$320.00	\$279.90	\$200.00	\$346.50	\$300.00	\$362
Columbarium Inurnment	n/a	\$105.00	\$50.00	\$150.00	n/a	n/a	\$207.90	\$100.00	\$210.00	n/a	\$137
Scattering Ashes	n/a	n/a	n/a	n/a	n/a	\$107.00	n/a	n/a	\$543.38	n/a	\$325
Disinterment - Adult Casket	n/a	n/a	\$700.00	n/a	n/a	n/a	\$810.34	n/a	\$3,150.00	\$800.00	\$1,365
Disinterment - Cremated Remains	n/a	n/a	\$700.00	n/a	n/a	n/a	\$465.88	n/a	\$945.00	\$400.00	\$628
Monument Permit	\$75.00	n/a	n/a	n/a	n/a	\$107.00	\$52.50	\$50.00	\$274.43	\$50.00	\$101

## APPENDIX F – NEW INTERMENT OPTIONS

**Columbaria niches** are increasing in demand and can be very profitable. Columbaria installations at cemetery sites should be prioritized as a key element in future development. With cremation on the rise and their popularity at Canadian cemeteries, niches are a key source of sales growth and provide effective conservation of limited land capacity. Columbaria construction costs vary widely depending on size, design details and the amenities placed within the adjacent landscape.

**Scattering gardens** are areas in a cemetery that provide an attractive natural or ornamental setting, dedicated to the scattering of cremated remains. Scattering gardens often include memorial walls. With increasingly mobile families and people choosing not to inter the cremated remains of their loved ones in a cemetery environment, there is a large market for the sale of plaques that will enable people to memorialize family members whose remains are interred or scattered elsewhere. Developing scattering gardens at cemeteries offers an opportunity to improve the cemetery's means of meeting the rising demand for the interment of cremated remains.

**Community and family vessels** are large, secure containers designed to hold several smaller urns that contain the remains of members of one family, neighborhood or community group. These vessels are a new interment option in Canada, therefore the introduction of a new product into the community will require target marketing time and investment to increase the awareness of this new option. Best practices advise that vessels inventory be developed in phases, as driven by demand – with small numbers of inventory on hand to show customers. These vessels can be strategically located at attractive positions adjacent to scattering gardens, columbaria and paths.

**Green burial** is emerging as a type of full body interment that is attracting increasing interest across North America. Also known as “natural burial,” “country burial” or “woodland burial,” this type of interment is an emerging choice in Canada. In 2014, the Green Burial Society of Canada was established. Its role is to promote green burial standards, including cemetery participation in the (international) Green Burial Council's certification system.



Green burial is defined as traditional earth burial with:

- No embalming;
- No use of grave liners or vaults;
- A fully biodegradable burial container (casket or shroud);
- Interment sites planted with only indigenous groundcover, and
- No individual grave markers.

*Figure 40: Green Burial Service, Royal Oak Burial Park, Victoria BC, Source: LEES+Associates.*

**Green burial** has three core tenets:

- Social;
- Economic, and
- Environmental Sustainability.

Societal trends exhibit a preference for environmentally sustainable choices, opening up green burial as an attractive service option and new revenue stream. Green burial can generate equivalent or larger margins than other interments due to the intrinsic ethical value families place on this service.

Green burial interment areas can be developed as separate areas of developed cemeteries, such as meadows or a wooded area requiring minimal maintenance, and no individual memorials marking the grave.

Green burial allows for slightly shallower excavations (1.2m/ 4' depth) compared with the 1.8m/6' depth of conventional burials. Excavated soils do not need to be removed, nor does the grave need to be replanted with turf grass. Families typically pay for the re-vegetation of graves with native plant materials, which gradually restores the area to a more natural condition.

In the spring of 2014 the inaugural meeting of the Green Burial Society of Canada occurred. This organization is working collaboratively with the US Green Burial Council to develop a “made in Canada” green burial, funeral and products standard and to advocate for green burial cemeteries and areas within established cemeteries in Canada.

With the involvement of environmentalists, scientists, lawyers, and representatives from the funeral service industry, the US Green Burial Council has set forth the World’s first standards for burial grounds, funeral homes and burial products. The Council maintains all relevant documentation (i.e. conservation easements, deed restrictions, general price lists, material safety data sheets, engineering reports) to demonstrate proof of compliance with green burial standards.

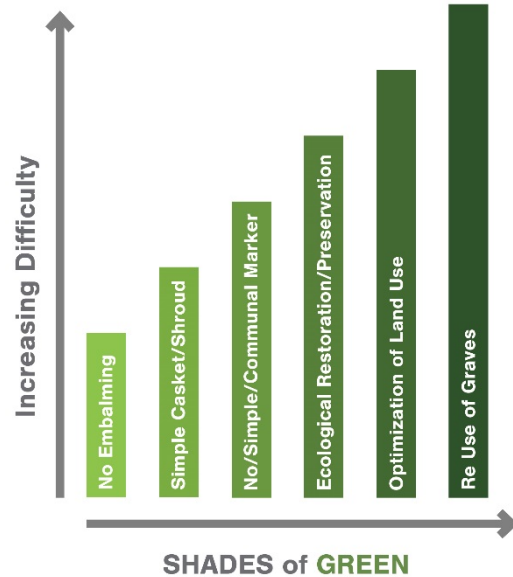


Figure 41: Shades of Green in Green Burial Practices, Source: LEES+Associates.

#### Best Management Practices:

Green Burial cemeteries and areas within cemeteries are becoming more prevalent in many countries around the world. Royal Oak Burial Park in Victoria, BC opened Canada’s first green burial site in 2008. Waverley cemetery in New South Wales, AU utilizes a ‘Limited Renewable Tenure’ policy whereby a family can purchase a grave and inter three full bodies and 3 cremations for a fixed period.

Green burial has its roots in a desire felt by some to reconnect with the key events of life, including death, and to restore the personal meaning to the traditions that surround these events. Many who would otherwise choose cremation are attracted to green burial, especially as it better meets their environmental values by imposing a much smaller “environmental footprint.”

Choosing green burial is for many an expression of their personal values. Since the people choosing green burial would typically not choose to be interred in a conventional cemetery, offering green burial could be a means of tapping into a market segment that is currently unavailable.

Most people have heard of green burial and are curious to learn more about it. The largest green burial area in a public cemetery in Canada is the “Woodlands” at Royal Oak Burial Park near Victoria, BC. This site opened in late 2008 and since then has sold over 70 at-need and 100 preneed lots. Offering green burial is advantageous in terms of its **marketing value**. Print, TV and radio media are very attuned to stories about green burial. Stephen Olson, the Executive Director of Royal Oak attests to the promotional value of green burial to his cemetery.<sup>6</sup>

Green burial should be just as valued – and valuable – as traditional burial grounds and for that reason should be priced commensurate with other full depth burial sites. Over the long term, maintenance becomes less as a green burial area is expected to return to nature, if not take on a naturalistic, less manicured appearance.

Due to the small number of cemetery sites currently offering green burial, any new dedicated green burial area would have a distinct advantage to capture market share from families interested in the service.

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<sup>6</sup> CTV News, 'More people opting for 'The Green Goodbye'', February 20, 2013

(<http://bc.ctvnews.ca/more-people-opting-for-the-green-goodbye-1.1158345>)



# APPENDIX G – CEMETERY BYLAW INFORMATION

## EXAMPLE OF TOPICS THAT CAN BE COVERED IN A CEMETERY BYLAW

<p><b>I. Introduction</b></p> <p><b>II. Definitions</b></p> <p><b>III. Administration of the Cemeteries</b></p> <ol style="list-style-type: none"> <li>1. Application</li> <li>2. Non-Limitation</li> <li>3. Amendments</li> <li>4. Special Cases</li> <li>5. Error Correction</li> <li>6. Disclaimer</li> <li>7. Admission</li> <li>8. Enforcement</li> </ol> <p><b>IV. Sale and Ownership of Plots</b></p> <ol style="list-style-type: none"> <li>1. Responsibilities</li> <li>2. Address Change</li> <li>3. Cost</li> <li>4. Easement</li> <li>5. Hold Request</li> <li>6. Documentation</li> <li>7. Subdivide</li> <li>8. Cancellation</li> <li>9. Refunds</li> <li>10. Error Correction</li> <li>11. Replacement</li> <li>12. Resale</li> <li>13. Reclamation</li> <li>14. Replot</li> <li>15. Inheritance</li> <li>16. Ownership Priority</li> </ol> <p><b>V. Burial/ Interment/ Disinterment</b></p> <ol style="list-style-type: none"> <li>1. Authorization</li> <li>2. Space User</li> <li>3. Responsibilities</li> <li>4. Burial Information</li> <li>5. Documentation</li> <li>6. Ownership Proof</li> <li>7. Burial Restriction</li> <li>8. Notice</li> <li>9. Information</li> <li>10. Schedule Times</li> </ol>	<ol style="list-style-type: none"> <li>11. Scheduling</li> <li>12. Rescheduling</li> <li>13. Overtime</li> <li>14. Burial Receptacle</li> <li>15. Suitable Container</li> <li>16. Further Usage</li> <li>17. Funeral Services</li> <li>18. Casket Opening</li> <li>19. Veteran Burial</li> <li>20. Veteran Expenses</li> <li>21. Indigent Burial</li> <li>22. Disinterment Permission</li> <li>23. Disinterment Requirements</li> <li>24. Disinterment Restriction</li> <li>25. Disinterment Procedures</li> </ol> <p><b>VI. Lot Burial Options</b></p> <ol style="list-style-type: none"> <li>1. Casket Burial Number</li> <li>2. Double Depth</li> <li>3. Total Burial Number</li> <li>4. Cremains in Full Size Plot</li> <li>5. Existing Occupied Plots</li> <li>6. Unauthorized Additional Burial</li> <li>7. Veteran Restriction</li> </ol> <p><b>VII. Markers and Monuments</b></p> <ol style="list-style-type: none"> <li>1. Regulations</li> <li>2. Material Specifications</li> <li>3. Permits</li> <li>4. Authorization</li> <li>5. Plot Costs</li> <li>6. Section Guidelines</li> <li>7. Additional Memorialization</li> <li>8. Liability</li> <li>9. Contractors</li> <li>10. Installation</li> <li>11. Preneed Memorialization</li> <li>12. Grave Covers, Vaults, Crypt, Curbing</li> <li>13. Grave Identification</li> <li>14. Removal, Alteration, Additions</li> <li>15. Repair</li> <li>16. Removal</li> <li>17. Safety</li> </ol>	<ol style="list-style-type: none"> <li>18. Work Times</li> <li>19. Liability</li> <li>20. Owner Responsibility</li> </ol> <p><b>VIII. Cemetery Operation and Maintenance</b></p> <ol style="list-style-type: none"> <li>1. General Maintenance</li> <li>2. Authority</li> <li>3. Floral Arrangements</li> <li>4. Floral Timelines</li> <li>5. Landscaping</li> <li>6. Memorial Programs</li> <li>7. Personal Responsibilities</li> <li>8. Authorization of Work</li> <li>9. Times of Work</li> <li>10. Liability</li> <li>11. Access</li> <li>12. Vehicle</li> <li>13. Activities</li> <li>14. Behaviour</li> <li>15. Injury</li> <li>16. Fire Arms</li> <li>17. Hours</li> <li>18. Memorial Services</li> <li>19. Rule Information</li> <li>20. Enforcement</li> <li>21. Changes</li> </ol> <p><b>IX. Flowers and Decorations</b></p> <ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Planting</li> <li>3. Authorized Vases</li> <li>4. Seasonal Memorialization</li> <li>5. Burial Flowers</li> <li>6. Seasonal Decorations</li> <li>7. Retrieval</li> <li>8. Authorization</li> <li>9. Liability</li> </ol>
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## BYLAW HANDOUT SAMPLE

### -Decorations, Plants handout

#### SELECTED REGULATIONS AND GUIDELINES

NO planting of any kind.

Decorating with fresh cut and artificial flowers is appropriate and welcomed. Decorations must be placed within vases approved by the cemetery management and installed by cemetery personnel.

The approved vase is a retractable permanent metal vase that is part of the marker or installed separately in front of the memorial or in the case of an upright monument the vase is attached to the monument.

Artificial flowers can be left in vases all year round, however we encourage fresh flowers if possible in the summer months. Artificial wreaths, crosses and decorations are permitted from October 31 to March 31 only and will be removed without notice after March 31.

At the time of burial, floral tributes will be left on the grave until they are wilted or in the case of artificial flowers left for about a week. Flowers or arrangements will be removed without notice by the cemetery staff to prepare or sod the grave. After sodding, all flowers must be in the approved vases, not set out on the grass.

One week after major holidays all seasonal decorations will be removed. Each week during the mowing season cemetery personnel will remove unsightly (wilted flower) decorations and all decorations not in the approved vases to properly attend to the cleaning and maintenance required through the cemetery.

Flowers, arrangements or decorations removed from the graves will be placed in a common area of the cemetery for families to claim.

No unattended open flames or candles are permitted on any Cemetery property.

No memorials may be set, or borders added except by the Cemetery personal in accordance with the cemetery regulations.

Improperly or unapproved memorials will be removed without further notice.

The cemeteries are open when cemetery employees are not present and there have been occasions when flowers and decoration have been stolen; the cemetery cannot assume any liability for decoration placed at burial sites. Please do not leave articles of value on the grave sites or monuments.

The rules and regulations of the Cemeteries are uniformly enforced. All consideration will be given to family requests and needs but employees working in the cemeteries who happen upon decorations or flowers in violation of the rules will remove the offending items, for the safety of all and the beauty of the Cemeteries.

Visiting hours are daily during day light hours. Anyone found in the cemeteries after dark could be subject to prosecution. No pets are allowed in the Cemetery and children under 16 years of age must be accompanied by an adult.

FOR INFORMATION  
CONTACT

## APPENDIX H – PERPETUAL CARE FUND OVERVIEW

### DEFINITION OF PERPETUAL CARE + LEGISLATIVE REQUIREMENTS

Cemeteries are generally expected to become inactive in the future and subsequently become dependent on a PCF for the care and maintenance of the property. The PCF investment income is used to maintain, secure and preserve the cemetery, including its grounds, buildings, structures and infrastructure, and the equipment used to maintain, secure and preserve the cemetery.

A PCF grows through annual contributions and interest retained within the fund. Annual contributions are often (but not always) provincially legislated. If a PCF is not adequately funded, a tax subsidy will be required to maintain a cemetery after it is full and after operating revenues cease.

This maintenance obligation begins at the time a cemetery is established, extends through the period during which they are active and generating revenue, and continues long after they are full and no longer generating sales.

#### Canadian Provincial Legislation:

**Ontario** provincial legislation mandates that all cemeteries contribute **40%** of the price of a right of interment related to an in-ground grave, **15%** of a right of interment related to a columbarium, **20%** of a right of interment related to a mausoleum, and **\$50 to \$200** for each memorial installed at the place of interment.

**British Columbia** provincial legislation mandates that all cemeteries contribute **25%** of the price of a right of interment related to an in-ground grave, **10%** of a right of interment related to a columbarium or mausoleum, and **\$10** for each memorial installed at the place of interment. In the last two years of pricing research, LEES+Associates has also found British Columbia communities are often contributing above the provincial minimum to the Care and Maintenance Fund - at **30%** of plot sales, **20%** of columbaria and **15%** of mausolea sales.

The level of care at Canadian cemeteries varies widely. While a cemetery is active, it is in the interest of its owner to maintain it so the site will attract families seeking a pleasant, respectful and safe environment for the interment of their loved ones. Once it is no longer active, there is less incentive for an owner to invest in site care and maintenance.

It is important to recognize that long term changes in community demographics, interment choices (cremation or burial) and memorialization practices will have an impact on the level of revenues received. As demand increases, so do projected sales.

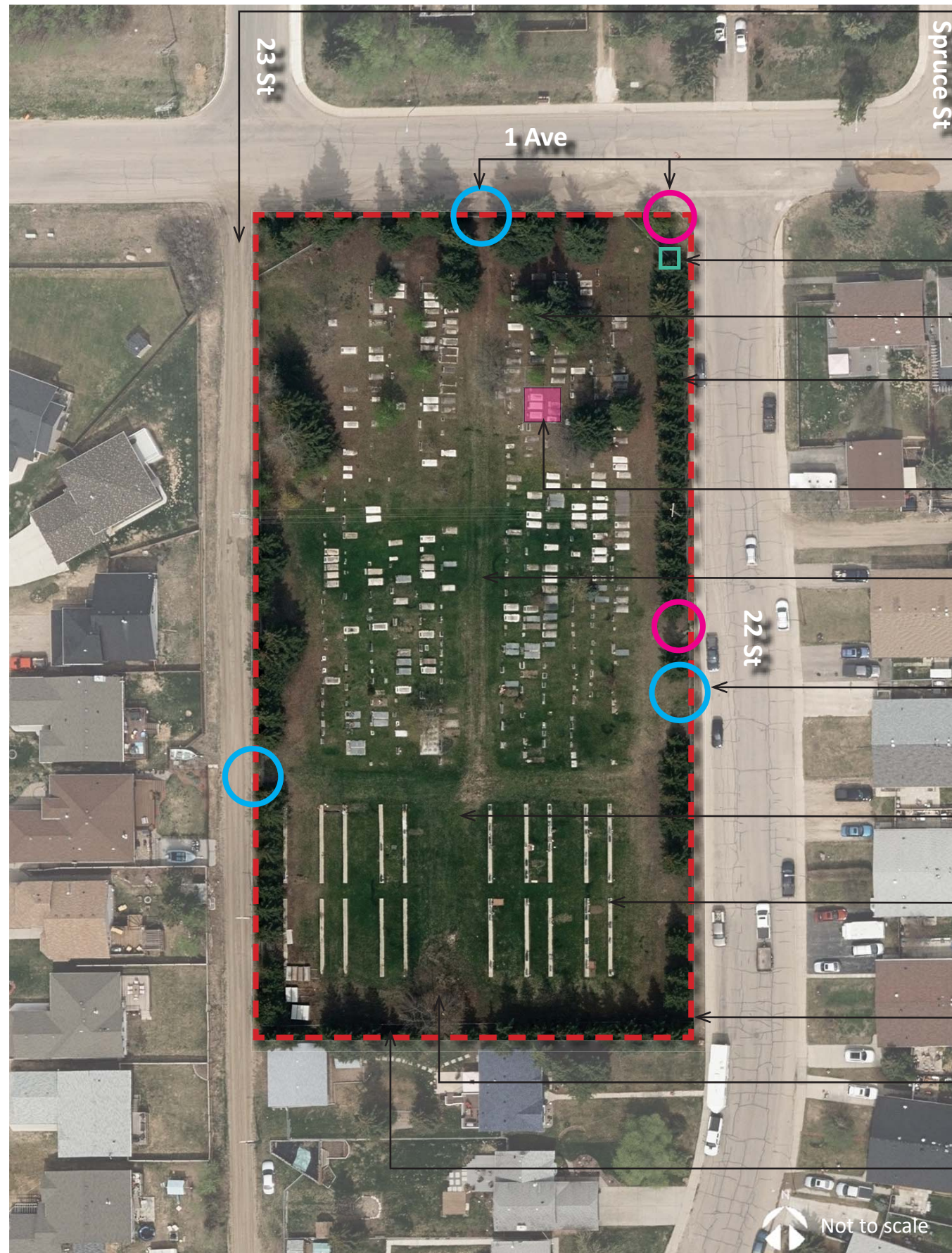
Optimal strategies used by Canada's most sustainable municipal cemeteries for the strategic planning of long term care and maintenance include:

- Charging the appropriate **% contributions from sales** to the PCF. The most sustainable municipalities often choose to contribute more than the minimum % required and/or contribute to the PCF from more than just the mandated services;
- Effective investment practices maximize **interest returns**. The most financially sustainable practice is to retain annual interest within the fund and let it **compound** rather than withdraw it annually to cover current operating costs, and
- Tracking the current **maintenance costs** for each cemetery site, which are then projected into the future, is based on the expected rate of inflation. Identifying non-maintenance expenses such as sales and opening/closing costs is important as these will no longer be incurred once the cemetery becomes reliant on PCF interest income.

Canadian municipal cemeteries are increasingly moving away from withdrawing interest income and leaving it to compound within the PCF to maximize long term growth and sustainability.

## APPENDIX I – SITE ANALYSIS PLANS





THE ALLEY IS USED FOR ACCESS BY OPERATION AND FUNERAL HOME VEHICLES

THE NORTH SIDE VEHICLE AND PEDESTRIAN GATES ARE NOT USED OFTEN

ENTRY SIGN NEEDS RENEWING AND RELOCATING

LARGE MATURE TREES GIVE CHARACTER TO THE SITE

PERIMETER TREES HAVE BEEN PRUNED CREATING ATTRACTIVE VIEWS IN AND OUT OF THE CEMETERY

THE VETERANS AREA IS FULL AND NOT WELL MARKED

THE EXISTING ROADWAY IS NOT WELL DEFINED

PRIMARY ACCESS POINT IS NOT WELL ALIGNED WITH INTERNAL ROADWAYS

THERE IS A LACK OF SEATING IN THE CEMETERY

CONCRETE RIBBONS PROVIDE CLEAN LINES AND MAKE IT EASIER TO LOCATE GRAVES FOR OPENING AND CLOSING

EXISTING CHAINLINK PERIMETER FENCING

THE MATERIALS SPOIL + SUPPLY OF CRYPTS SHOULD BE MOVED TO A LESS PROMINENT LOCATION

BUFFER TO ADJACENT PROPERTIES COULD BE ENHANCED



VETERANS' AREA



PEDESTRIAN GATE



VIEW TOWARDS THE SOUTHEAST

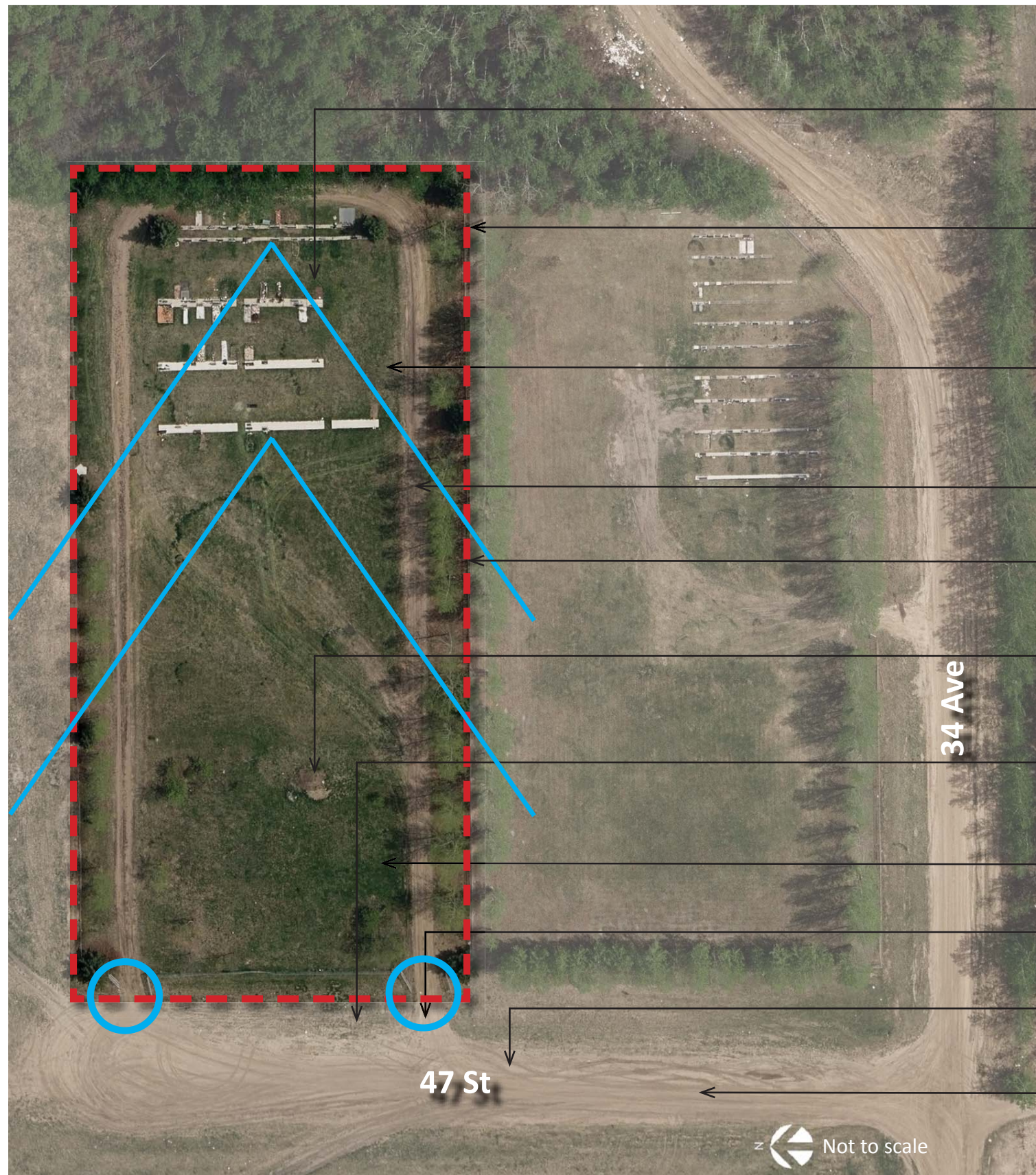
#### LEGEND

- SITE BOUNDARY
- VEHICLE ACCESS/ GATE
- ENTRY SIGN
- VETERANS AREA
- MAN GATE

# LAKEVIEW CEMETERY - SITE ANALYSIS PLAN

## CITY OF COLD LAKE CEMETERY SERVICES MASTER PLAN





THE SITE'S SLOPING TOPOGRAPHY  
CREATES ATTRACTIVE VIEWS  
TOWARDS THE WEST

AN ALLEE OF MATURE TREES  
DEFINES THE SOUTHERN EDGE OF  
THE PROPERTY, ALONG WITH AN  
UNSIGHTLY CHAINLINK FENCE

THE CEMETERY LACKS TREES AND  
OTHER CHARACTER DEFINING  
ELEMENTS

THE EXISTING DIRT ROAD CAN BE  
MUDDY IN WET CONDITIONS

THE EXISTING CHAINLINK  
FENCING + ENTRY GATES NEED  
REPLACING

THE MATERIALS SPOIL SHOULD  
BE RELOCATED TO A LESS  
PROMINENT LOCATION

THE SITE IS SOMETIMES USED FOR  
PICNICKING AS THERE ARE FEW  
GREENSPACES IN THIS PART OF  
CITY

THERE IS A LACK OF  
SEATING IN THE CEMETERY

THE ENTRY LACKS SIGNAGE AND  
A FORMALIZED PARKING AREA

THERE IS A LACK OF DIRECTIONAL  
SIGNAGE TO THE CEMETERY  
FROM HIGHWAY 28

THE ENTRY ROAD IS ROUGH AND  
CAN BE DIFFICULT TO NAVIGATE



VIEWS TOWARDS THE SOUTHWEST



MAIN ENTRY GATE



BOUNDARY WITH ADJACENT CEMETERY

#### LEGEND

--- SITE BOUNDARY

○ VEHICLE ACCESS/ GATE

< DESIRABLE VIEWS

# GRAND CENTRE - SITE ANALYSIS PLAN

## CITY OF COLD LAKE CEMETERY SERVICES MASTER PLAN



## APPENDIX J – CEMETERY CONCEPT DESIGNS



OVERVIEW

Grand Centre Memorial Park (Cold Lake South) is currently 30% developed. The objectives of the design are to:

1. Enhance the overall aesthetics of the cemetery;
2. Respond to the site's topography;
3. Optimize views;
4. Improve access and circulation;
5. Accommodate a wider range of interment and memorialization options, and
6. Provide more opportunities to celebrate and remember loved ones who have passed away.

The proposed expansion will provide approximately 30 years of additional burial capacity.

RENDERING OF PROPOSED VETERAN'S PLAZA



GREEN BURIAL



“Green” or “Natural” Burial is an alternative to traditional burial practices and is seen as more environmentally friendly. The five principles of Green Burial are:

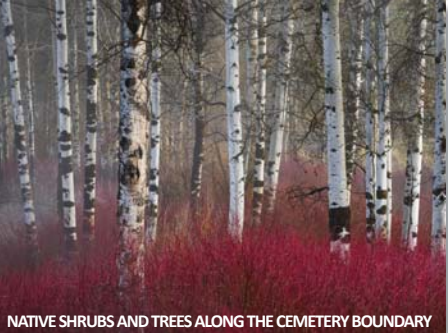
1. No embalming;
2. No outer burial container;
3. A biodegradable casket or shroud;
4. A communal marker, and
5. An element of habitat enhancement.

To find out more visit the Green Burial Society of Canada's website: [www.greenburialcanada.ca](http://www.greenburialcanada.ca)

CONCEPT DESIGN

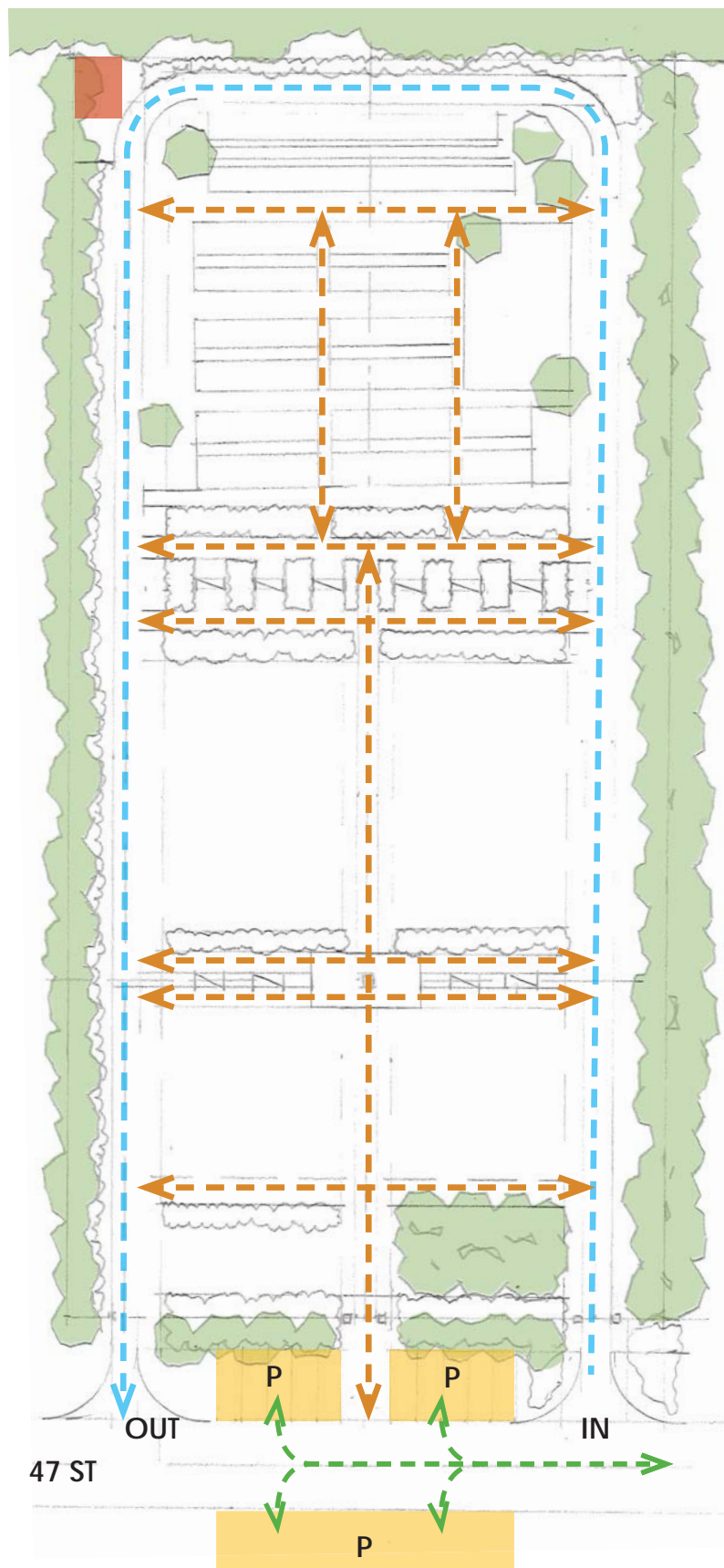


PRECEDENT IMAGES



GRAND CENTRE (COLD LAKE SOUTH) - CONCEPT PLAN  
COLD LAKE CEMETERY SYSTEM MASTER PLAN

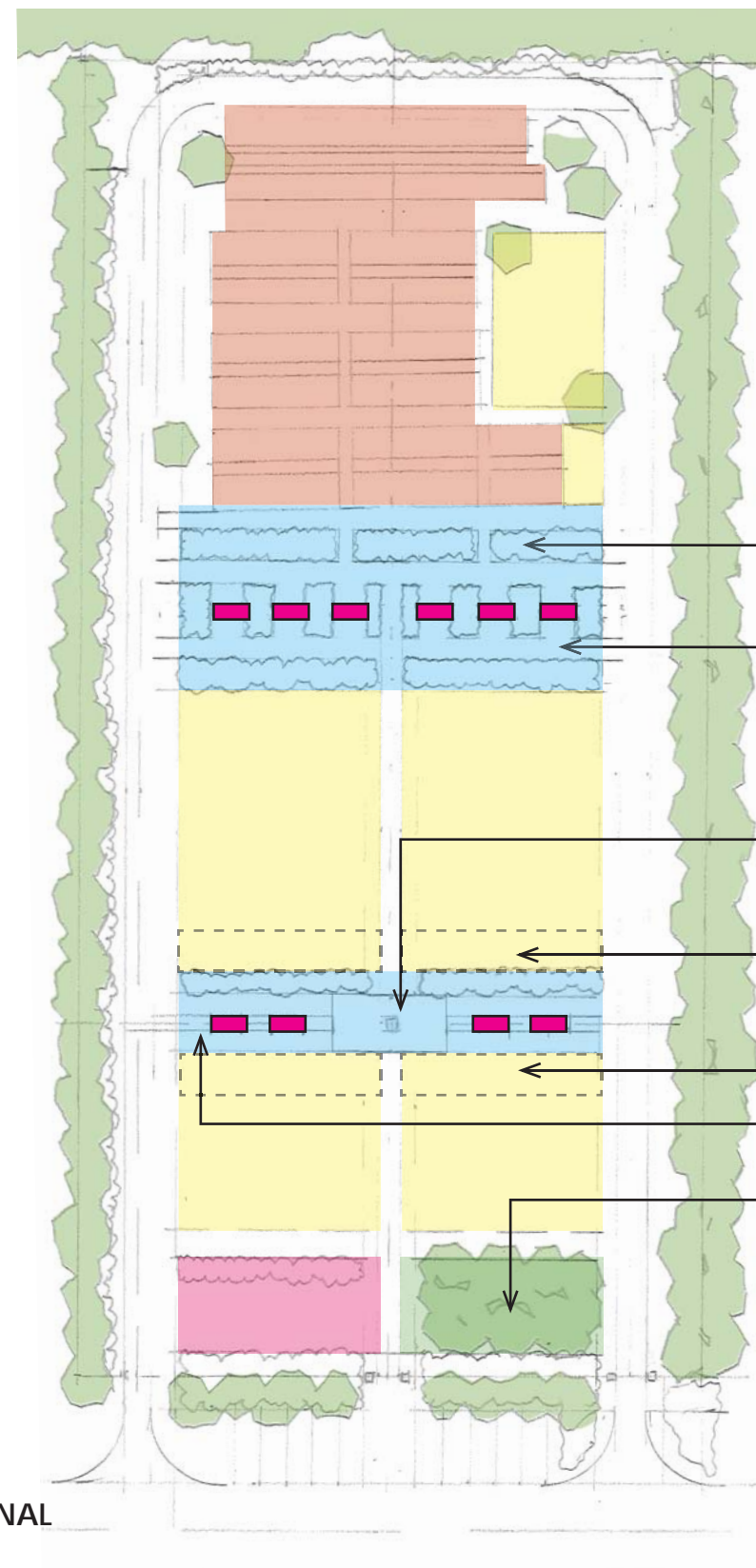




NOTE: MOST VISITORS ARE EXPECTED TO PARK IN STREET PARKING LOTS PROVIDED

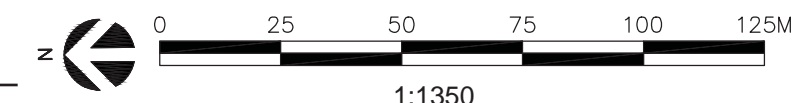
- LEGEND**
- MATERIALS STORAGE AREA
  - VISITOR/PUBLIC PARKING
  - PEDESTRIAN CIRCULATION
  - FUNERAL COACH AND OPERATIONAL VEHICLE CIRCULATION
  - VISITOR/PUBLIC VEHICLE CIRCULATION

ACCESS AND CIRCULATION DIAGRAM



- SCATTERING GARDEN
- COMMUNITY CREMATION GARDEN
- VETERANS MEMORIAL PLAZA (WITH FLAG POLES AND MEMORIAL WALL)
- PROTECTION SERVICES BURIAL
- VETERANS BURIAL
- WALK OF HEROS CREMATION GARDEN
- GREEN BURIAL AREA BOSQUE
- LEGEND**
- EXISTING TRADITIONAL IN-GROUND BURIAL
  - NEW MUSLIM BURIAL AREA
  - NEW CREMATION GARDENS
  - NEW TRADITIONAL IN-GROUND BURIAL AREAS
  - NEW GREEN BURIAL AREA
  - NEW DOUBLE SIDED COLUMBARIA

INTERMENT AND MEMORIALIZATION DIAGRAM



# GRAND CENTRE - ACCESS & INTERMENT

## CITY OF COLD LAKE CEMETERY SYSTEM MASTER PLAN



OVERVIEW

The north half of Lakeview Cemetery is currently 100% sold, and the south half is 70% sold. The proposed concept plan will enhance the appearance of the existing site and provide increased capacity. The objectives of the design are to:

- 1. Improve the overall aesthetics of the cemetery;
- 2. Provide a more park like experience with trees and resting areas;
- 3. Improve access and circulation within the site;
- 4. Create additional cremation interment options;
- 5. Enhance the existing Veterans Field of Honour.

The Lakeview Cemetery improvements will provide approximately 30 years of additional cremation interment capacity as part of a phased development.

RENDERING OF PROPOSED CREMATION GARDEN

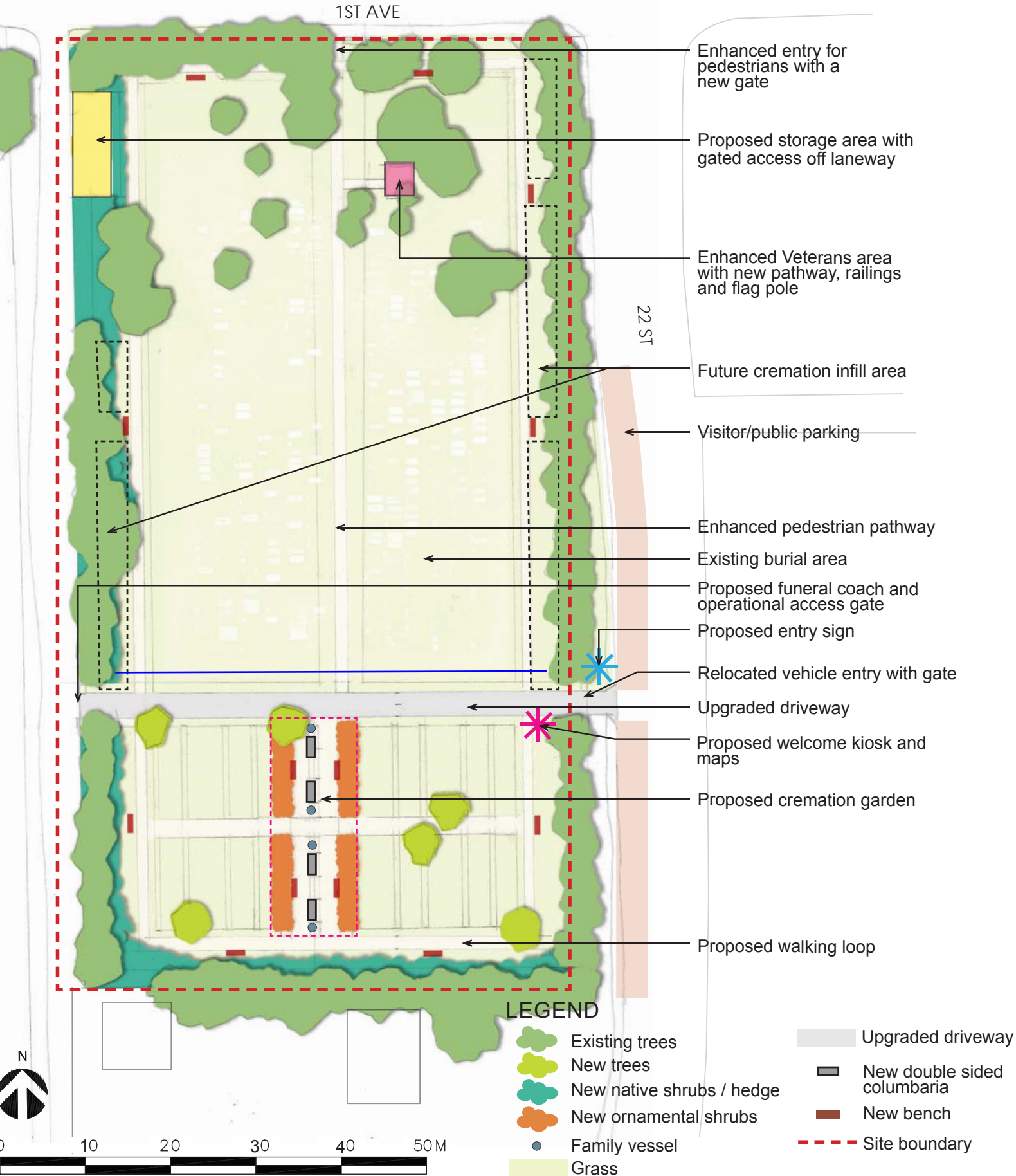


COLUMBARIA

A columbarium is a structure that contains niches for the interment of urns containing cremated remains. Columbaria may be “Family,” or “Community,” based on the number of niches and how they are sold. They have removable shutters for inscriptions and may have ledges for placing reliquary such as flowers or candles.



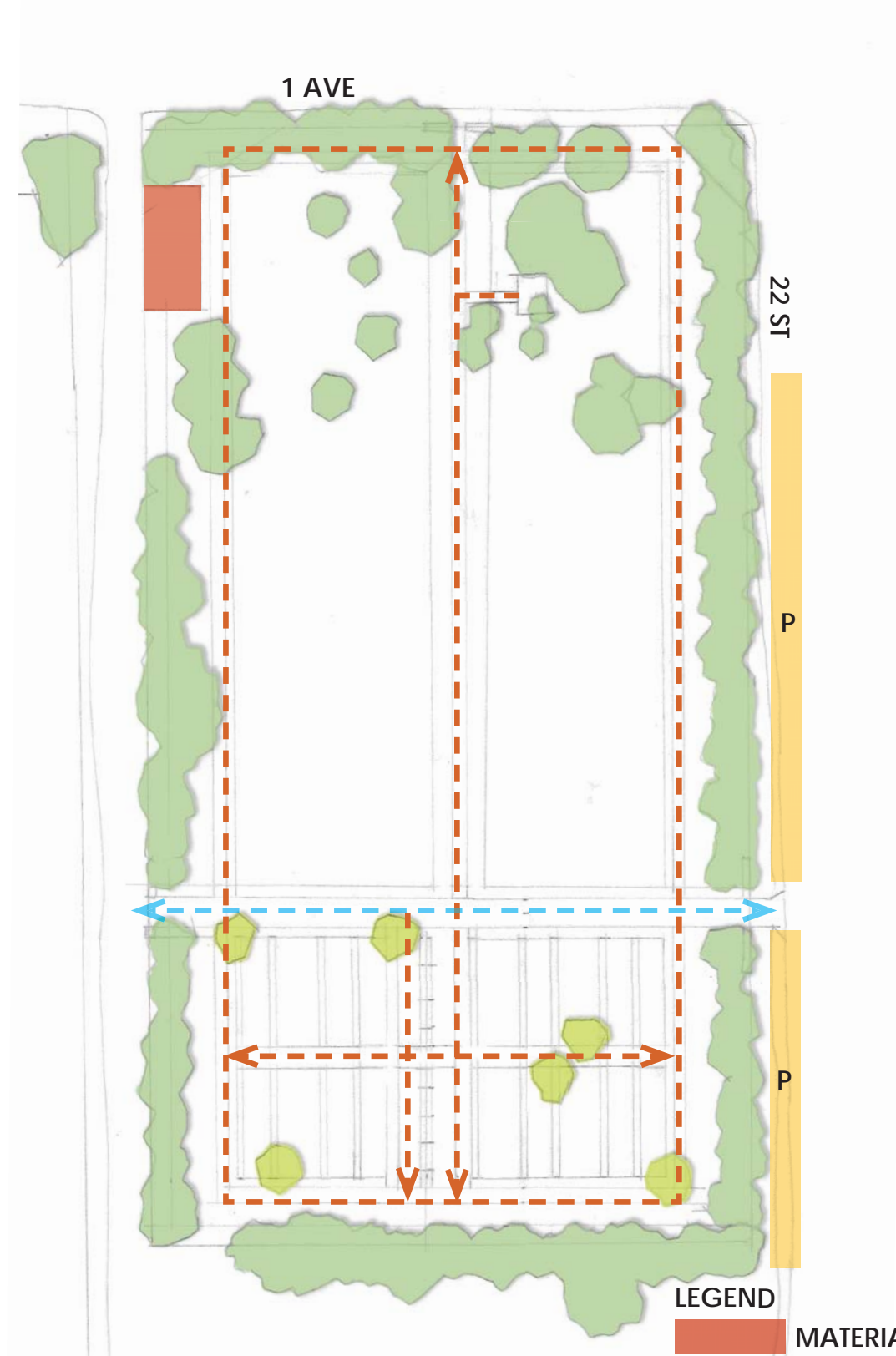
CONCEPT DESIGN



PRECEDENT IMAGES



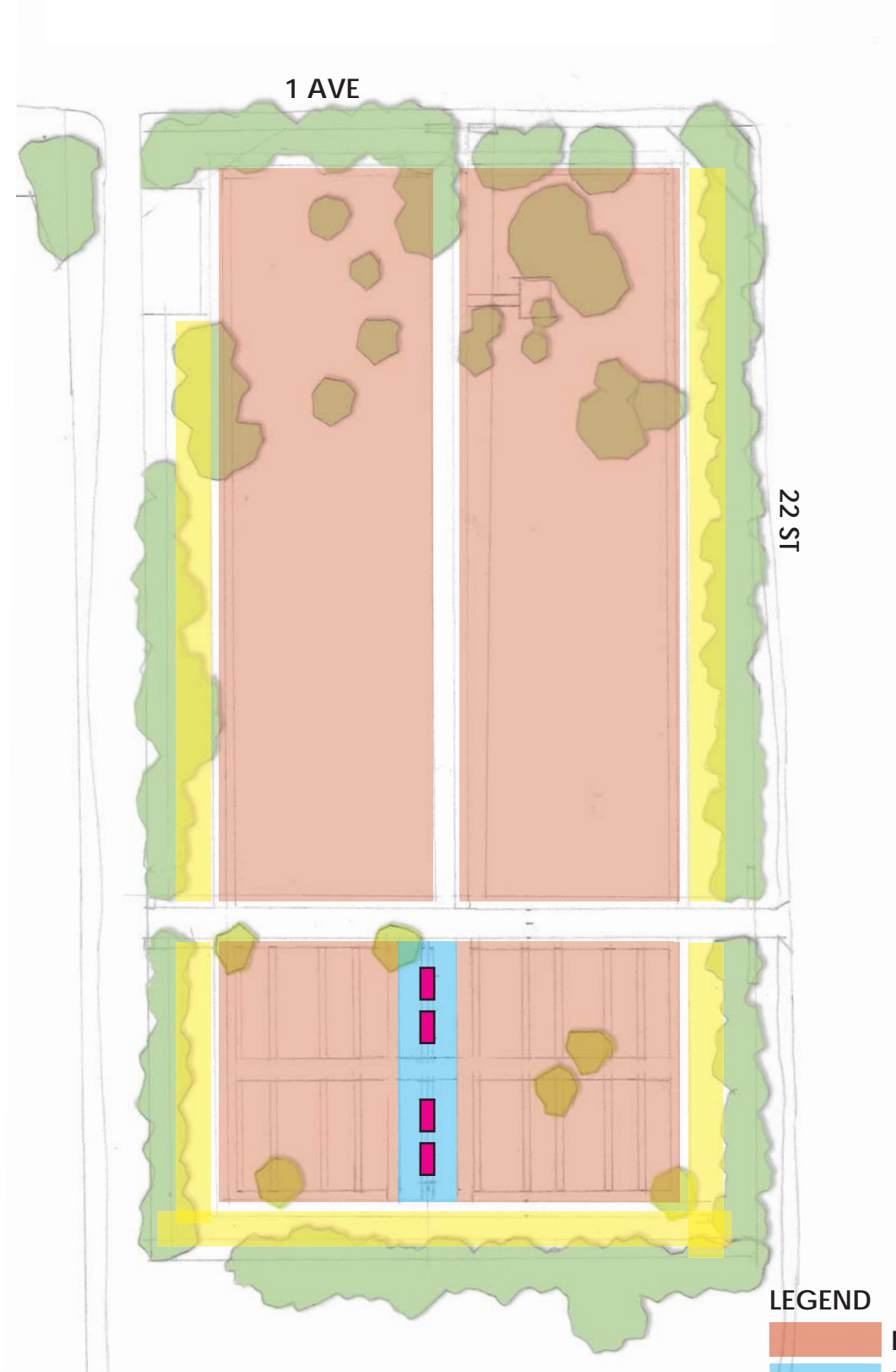




**ACCESS AND CIRCULATION DIAGRAM**

**LEGEND**

- MATERIALS STORAGE AREA
- PEDESTRIAN CIRCULATION
- FUNERAL COACH AND OPERATIONAL VEHICLE CIRCULATION
- VISITOR/PUBLIC PARKING



**INTERMENT AND MEMORIALIZATION DIAGRAM**

**LEGEND**

- EXISTING TRADITIONAL IN-GROUND BURIAL
- NEW CREMATION GARDEN
- FUTURE INFILL AREAS
- NEW DOUBLE SIDED COLUMBARIA



1:1350





IN-GROUND CREMATION GARDEN



BIRCH BOSQUE



DOUBLE-SIDED COLUMBARIA



FAMILY VESSEL



LYCH GATE



GREEN BURIAL AREA



BENCHES WITH ORNAMENTAL PLANTING



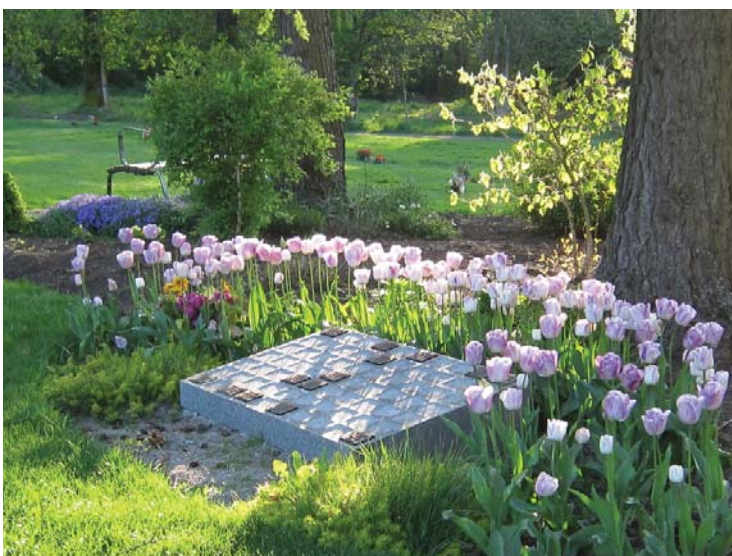
WELCOME KIOSK AND MAPS



MEMORIAL WALL



VETERANS MONUMENT



SCATTERING GARDEN



WALK OF HEROES



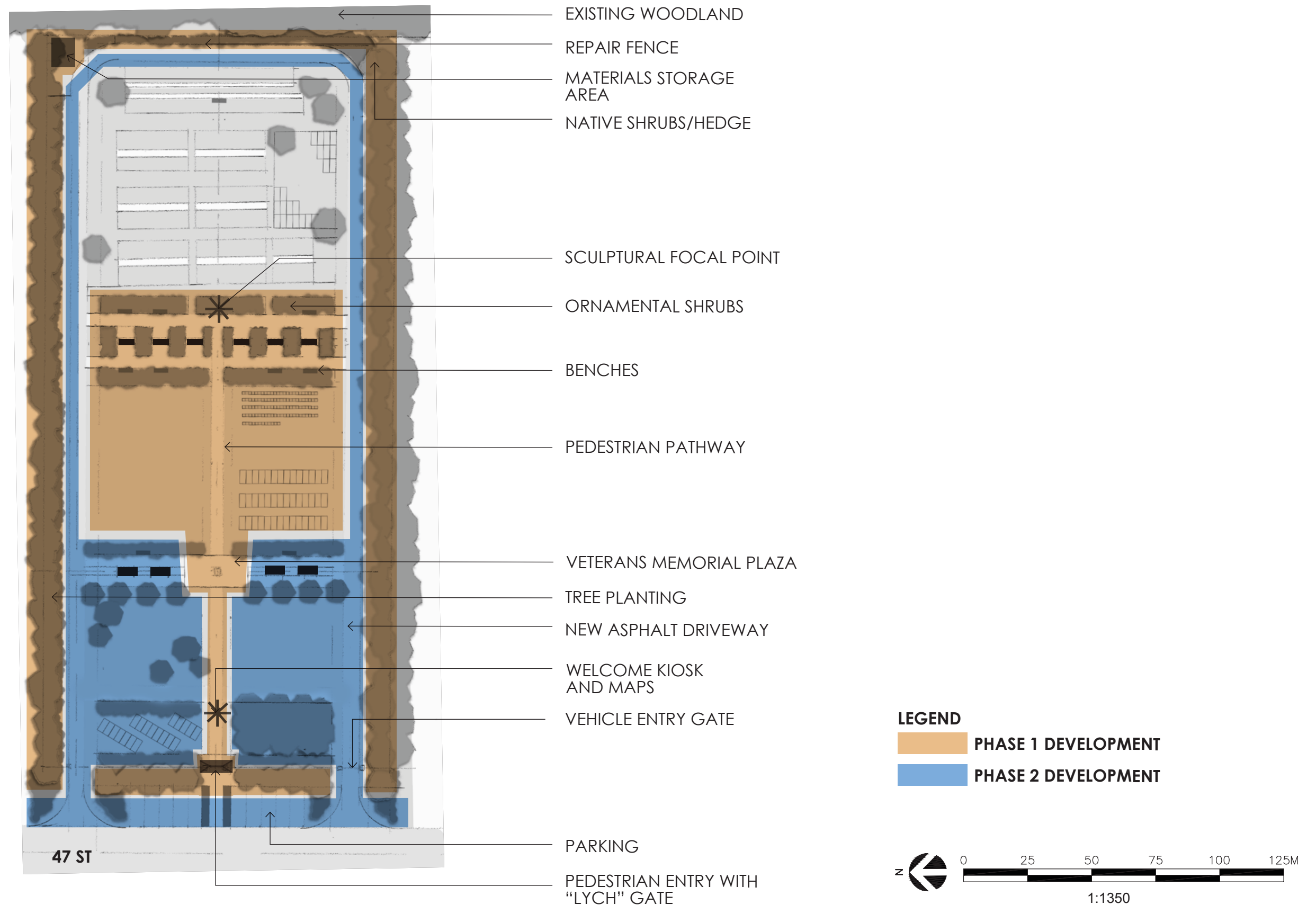
NATIVE SHRUBS

# PRECEDENT IMAGES

## CITY OF COLD LAKE CEMETERY SYSTEM MASTER PLAN

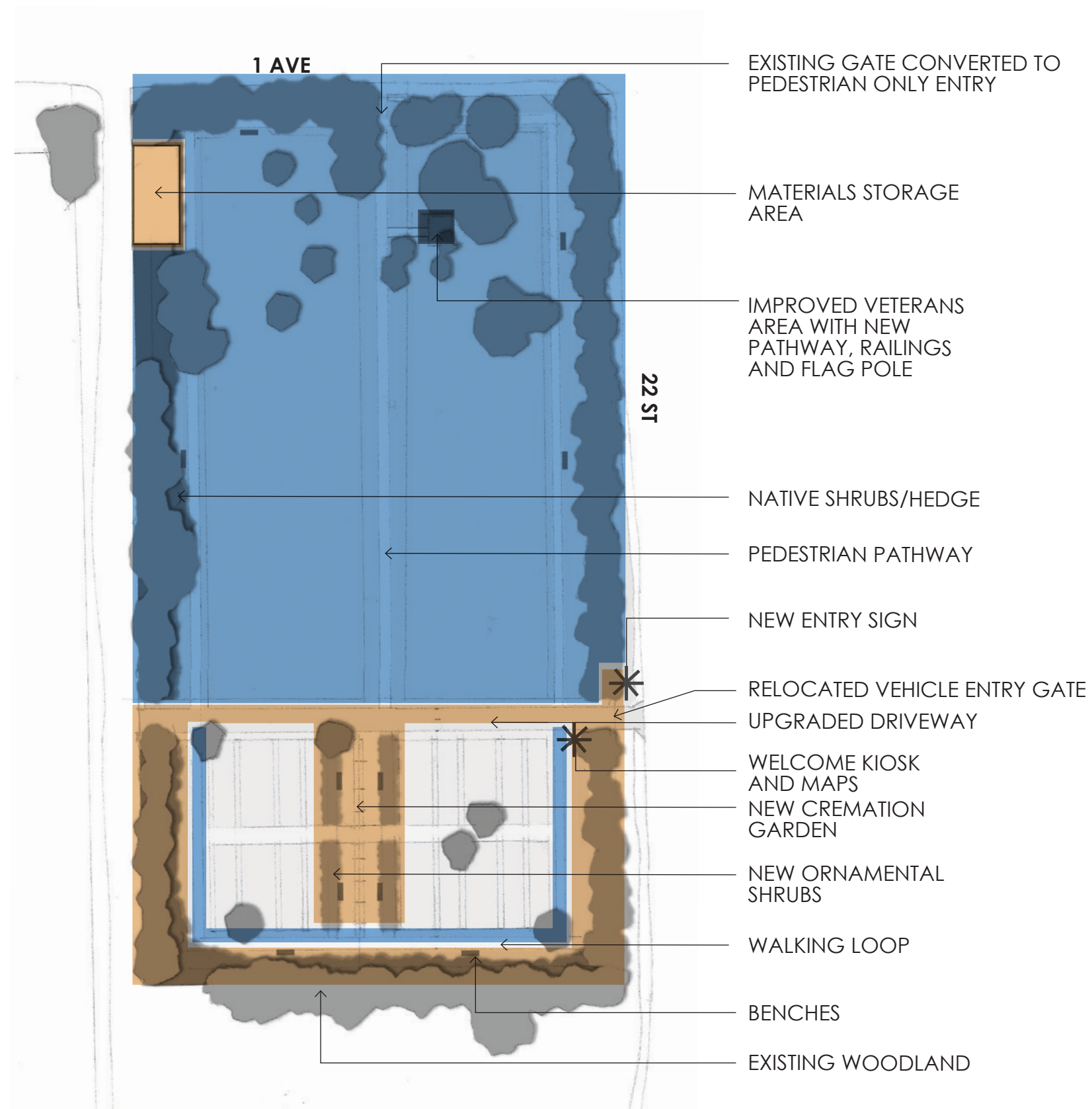


## APPENDIX K – CEMETERY PHASING PLANS



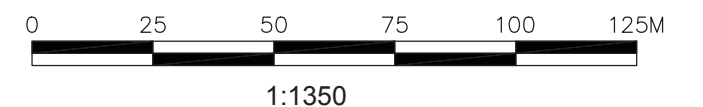
# **GRAND CENTRE - PHASING PLAN** CITY OF COLD LAKE CEMETERY SYSTEM MASTER PLAN





#### LEGEND

- PHASE 1 DEVELOPMENT
- PHASE 2 DEVELOPMENT



# LAKEVIEW - PHASING PLAN

## CITY OF COLD LAKE CEMETERY SYSTEM MASTER PLAN

## APPENDIX L – PUBLIC OPEN HOUSE SUMMARY

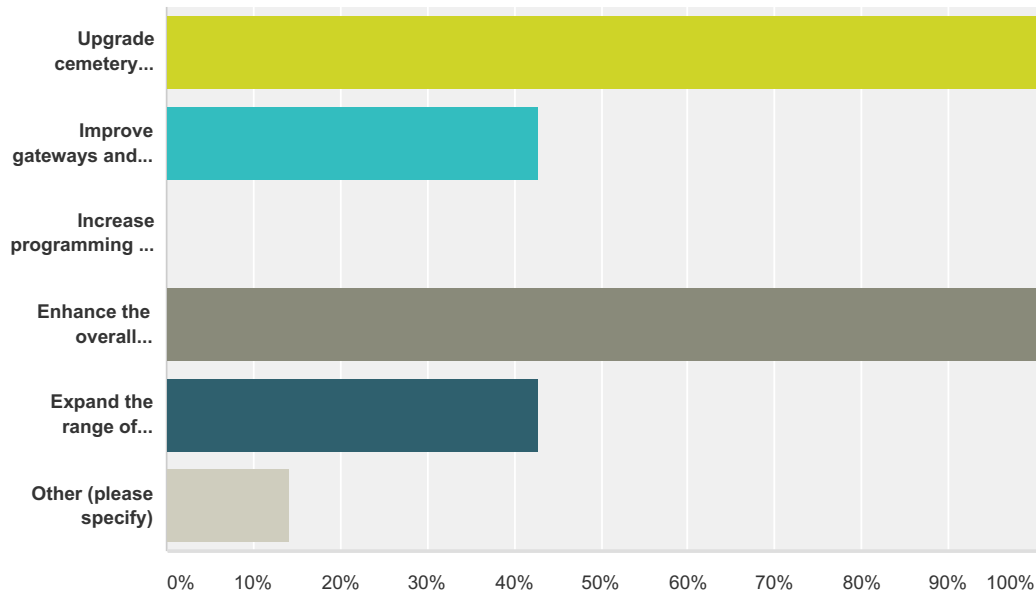
## Q1 What is your overall impression of the proposed concept designs?

Answered: 5 Skipped: 2

#	Responses	Date
1	Beauty of trees,etc is exciting... More vegetation, pathways, brick/paving stones, clean finishes	7/6/2016 9:23 PM
2	Absolutely beautiful!	7/5/2016 3:06 PM
3	Great possibility to beautify the areas and make it more welcoming. Hopefully access will be a major improvement.	7/4/2016 11:13 AM
4	Very informative and well laid out.	7/4/2016 10:40 AM
5	Looks great.	7/4/2016 10:37 AM

## Q2 What are the top three features that you think the City should include as part of future cemetery improvements? Please choose three.

Answered: 7 Skipped: 0



Answer Choices	Responses
Upgrade cemetery driveways and access	100.00% 7
Improve gateways and fencing	42.86% 3
Increase programming and events at the cemeteries	0.00% 0
Enhance the overall aesthetics of the cemeteries	100.00% 7
Expand the range of interment options at the cemeteries	42.86% 3
Other (please specify)	14.29% 1

Total Respondents: 7

#	Other (please specify)	Date
1	No comments.	7/4/2016 10:37 AM

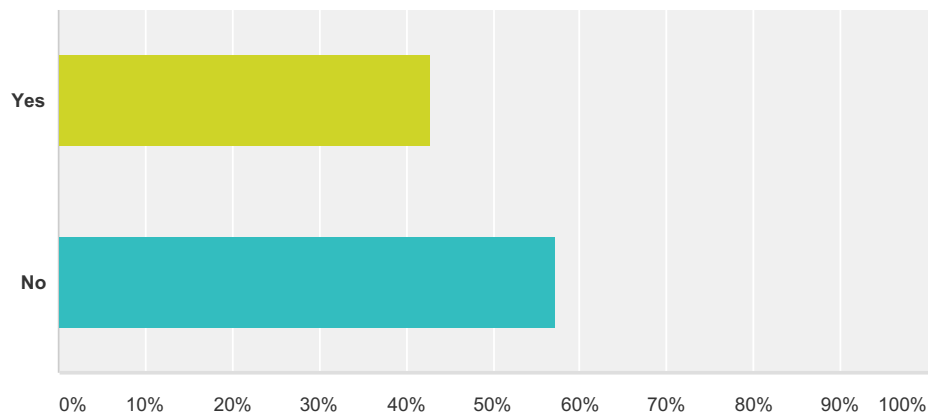
**Q3 Are there any additional specific religious, cultural or secular practices that you would like to see accommodated at the cemeteries?**

Answered: 2 Skipped: 5

#	Responses	Date
1	Cenotaph, remembrance ceremonies	7/6/2016 9:23 PM
2	Success interfaith practices as well as religious practices are unlaunched.	7/4/2016 11:13 AM

**Q4 Green Burial is an interment option that involves no embalming, and burial in a simple biodegradable casket or container. Would you consider Green Burial if it were made available at Grand Centre Memorial Park (Cold Lake South)?**

Answered: 7 Skipped: 0



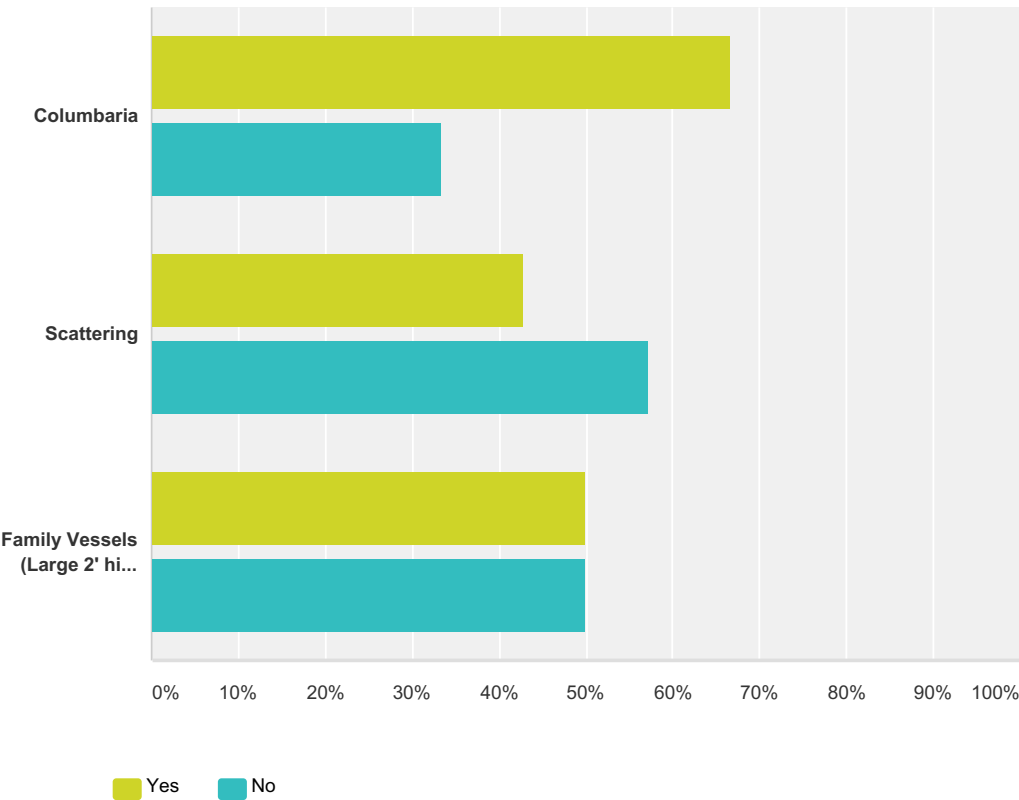
Answer Choices	Responses
Yes	42.86% 3
No	57.14% 4
<b>Total</b>	<b>7</b>

**Q5 Would you consider one or more of the following options for cremated remains**



interment if they were made available?

Answered: 7   Skipped: 0

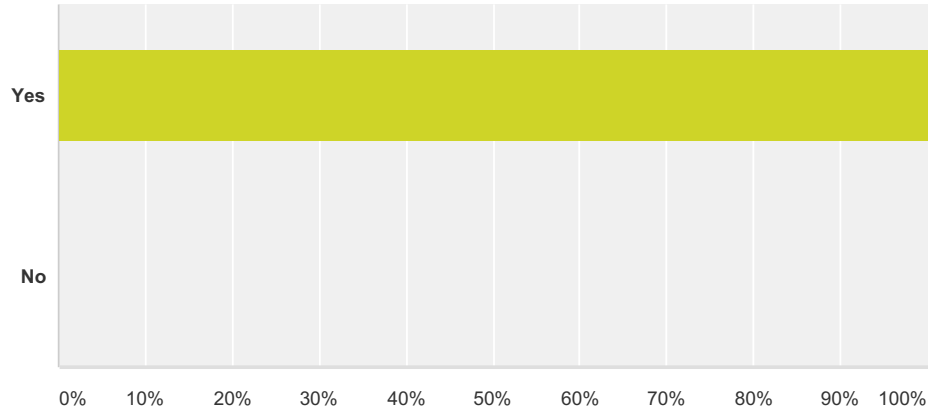


	Yes	No	Total
Columbaria	66.67% 4	33.33% 2	6
Scattering	42.86% 3	57.14% 4	7
Family Vessels (Large 2' high vessels in which multiple urns are nested or cremated remains are commingled)	50.00% 3	50.00% 3	6

Q6 Is an inscription as part of a memorial wall an option your family might choose for commemoration of loved ones, possibly even memorializing those buried elsewhere?

Answered: 6   Skipped: 1

## City of Cold Lake - Cemetery System Master Plan

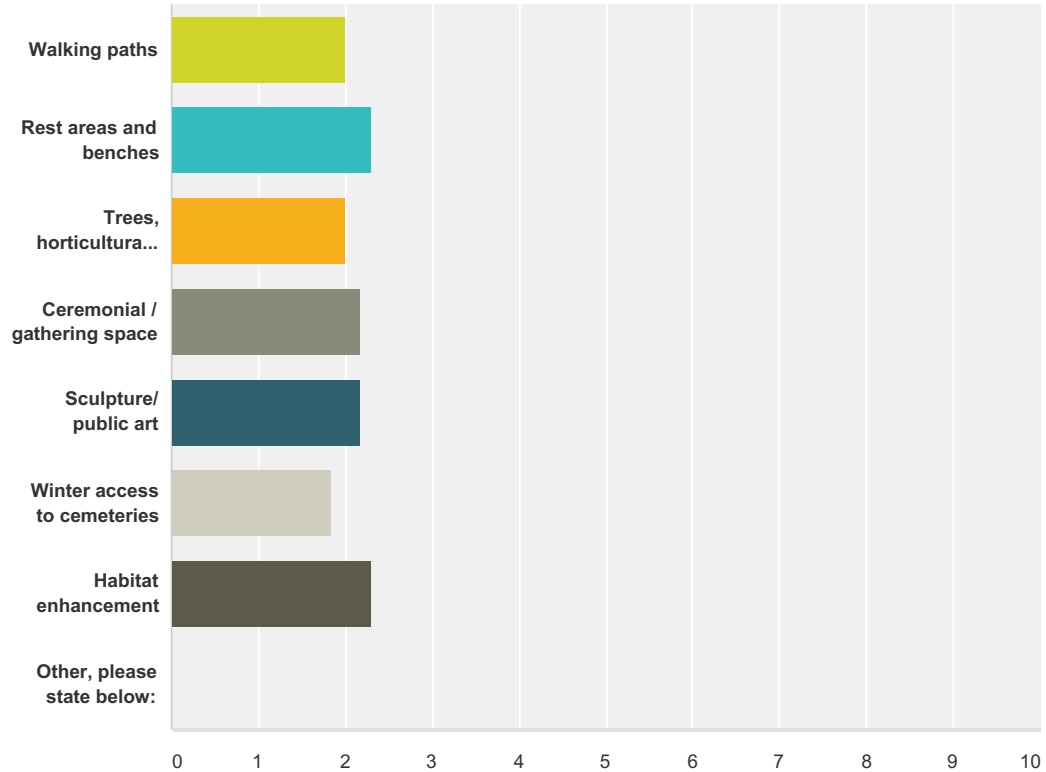


Answer Choices	Responses
Yes	100.00% 6
No	0.00% 0
Total	6

**Q7 The cemeteries are intended to accommodate a wide variety of uses other than burial, including acting as extensions of the community's green spaces. What are the MOST IMPORTANT amenities you would like to see in the improved cemeteries?**

Answered: 7 Skipped: 0

## City of Cold Lake - Cemetery System Master Plan



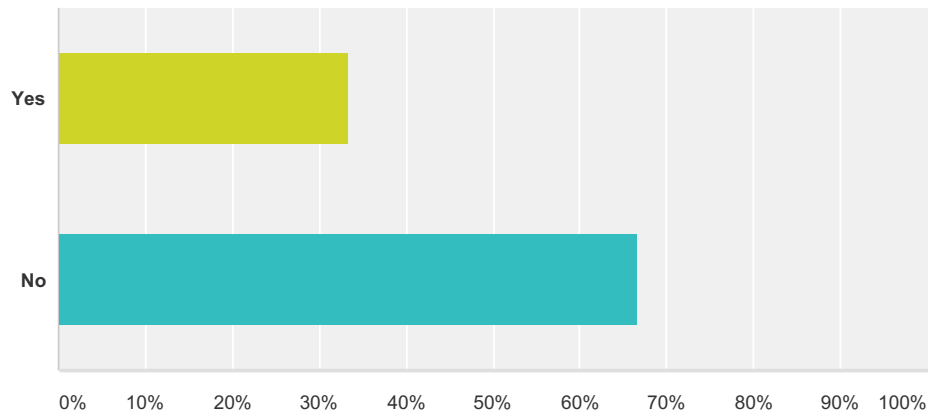
	Very Important	(no label)	(no label)	(no label)	Not Important	Total	Weighted Average
Walking paths	57.14% 4	14.29% 1	0.00% 0	28.57% 2	0.00% 0	7	2.00
Rest areas and benches	28.57% 2	42.86% 3	0.00% 0	28.57% 2	0.00% 0	7	2.29
Trees, horticultural features	57.14% 4	14.29% 1	0.00% 0	28.57% 2	0.00% 0	7	2.00
Ceremonial / gathering space	50.00% 3	0.00% 0	33.33% 2	16.67% 1	0.00% 0	6	2.17
Sculpture/ public art	33.33% 2	33.33% 2	16.67% 1	16.67% 1	0.00% 0	6	2.17
Winter access to cemeteries	66.67% 4	16.67% 1	0.00% 0	0.00% 0	16.67% 1	6	1.83
Habitat enhancement	42.86% 3	14.29% 1	14.29% 1	28.57% 2	0.00% 0	7	2.29
Other, please state below:	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00

#	Other (please specify)	Date
	There are no responses.	

**Q8 Would community events at the cemeteries such as music, candle-lighting services or 'Night for All Souls' appeal to you or your family?**

Answered: 6 Skipped: 1

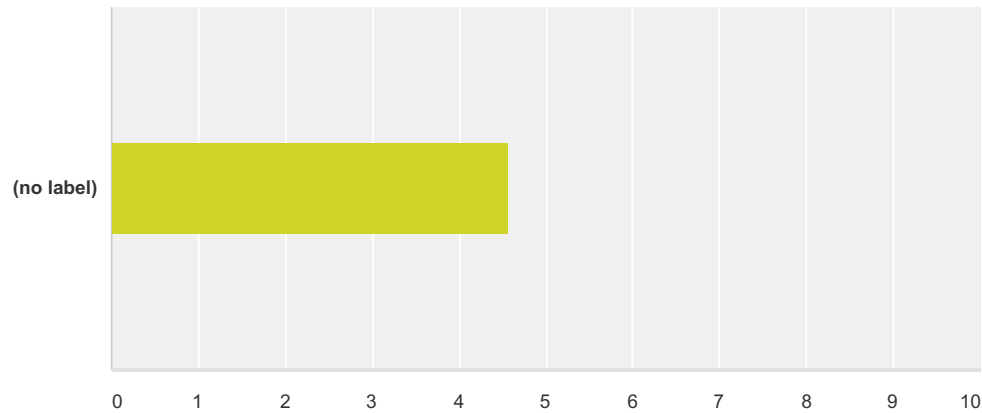
## City of Cold Lake - Cemetery System Master Plan



Answer Choices	Responses
Yes	33.33% 2
No	66.67% 4
<b>Total</b>	<b>6</b>

### Q9 Are you supportive of the proposed upgrades to the cemeteries?

Answered: 7 Skipped: 0



	Strongly Opposed	Opposed	Neutral	Support	Strongly Support	Total	Weighted Average
(no label)	0.00% 0	0.00% 0	0.00% 0	42.86% 3	57.14% 4	7	4.57

### Q10 Do you have any additional suggestions or comments in relation to the Master Plan?

Answered: 3 Skipped: 4

#	Responses	Date
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## APPENDIX M – GLOSSARY OF CEMETERY TERMS

ADAPTED FROM VARIOUS SOURCES BY LEES+ASSOCIATES.

AT-NEED	<ul style="list-style-type: none"><li>▪ At the time of, or immediately following, death.</li><li>▪ Usually refers to the time of purchase of funeral or cemetery services.</li></ul>
BOOK OF MEMORIES	<ul style="list-style-type: none"><li>▪ Plaque with list of names of the deceased who typically are located in areas not readily accessible.</li><li>▪ A type of memorial monument.</li></ul>
BURIAL	<ul style="list-style-type: none"><li>▪ One form of interment.</li><li>▪ The placement of human or cremated remains in a grave.</li></ul>
BURIAL LINER	<ul style="list-style-type: none"><li>▪ Similar to a burial vault, however, unlike a vault it only covers the top and sides of the casket</li></ul>
BURIAL PERMIT	<ul style="list-style-type: none"><li>▪ A legal document issued by a regulatory authority authorizing final disposition of human remains.</li></ul>
BURIAL VAULT	<ul style="list-style-type: none"><li>▪ A protective, sealable outer receptacle, into which a casket or urn is placed, designed to restrict the entrance of gravesite elements into the casket or urn.</li></ul>
BYLAWS	<ul style="list-style-type: none"><li>▪ The written regulations, rules or laws governing the organization, management and operation of a cemetery, mausoleum, columbarium or crematorium.</li></ul>
CARE FUND (also known as PERPETUAL CARE FUND or MAINTENANCE FUND)	<ul style="list-style-type: none"><li>▪ An irrevocable trust fund established, held and administered in accordance with applicable law, with the income from the fund to be used for the upkeep and repair of a cemetery, mausoleum or columbarium.</li></ul>
CASKET	<ul style="list-style-type: none"><li>▪ A rigid container usually constructed of wood, metal or similar material, ornamented and lined with fabric, designed for the encasement of human remains.</li></ul>
CASKET ENTOMBMENT	<ul style="list-style-type: none"><li>▪ When a casket is interred in a mausoleum.</li></ul>

CEMETERY SERVICES	<ul style="list-style-type: none"><li>▪ The disposition of human remains by interment or cremation and includes the supply of goods incidental to the provision of such service, but does not include the sale of lots.</li></ul>
COLUMBARIUM (plural: COLUMBARIA)	<ul style="list-style-type: none"><li>▪ A structure, building, an area in a structure or building that contains, as an integral part of the structure or building or as a freestanding sections, niches for the inurnment of cremated remains.</li><li>▪ Can be “Individual”, “Family” or “Community”, based on the number of niches, and how they are sold.</li></ul>
COMMEMORATION	<ul style="list-style-type: none"><li>▪ A ceremony, service or symbol of memory for a person/people or event</li></ul>
COMMINGLING	<ul style="list-style-type: none"><li>▪ The mixing of the cremated remains of more than one deceased person.</li></ul>
CONTAINER	<ul style="list-style-type: none"><li>▪ A self-contained receptacle or enclosure other than a casket, made of rigid cardboard, pressed wood or other similar material that is of sufficient strength to hold and conveniently transport human remains, but does not include a metal or fibre glass casket, or receptacle or enclosure made of plastic or similar substance, or a pouch or bag.</li></ul>
CREMATED REMAINS	<ul style="list-style-type: none"><li>▪ The human bone fragments that remain after cremation that may also include the residue of any other materials cremated with the human remains.</li></ul>
CREMATION	<ul style="list-style-type: none"><li>▪ The irreversible reduction of human remains to bone fragments through the application of flame and intense heat; in some jurisdictions this may include the repositioning or movement of the body during the process to complete the cremation; and the manual or mechanical reduction of the bone fragments after removal from the cremation chamber.</li></ul>
CREMATION LOT	<ul style="list-style-type: none"><li>▪ A space used, or intended to be used, specifically for the interment of cremated remains.</li><li>▪ Typically, a smaller than full-sized lot.</li></ul>

CREMATORIUM	<ul style="list-style-type: none"> <li>▪ The building or part of a building that is fitted with approved appliances for the purpose of cremation human remains and includes everything incidental or ancillary to it.</li> </ul>
CRIB GRAVE	<ul style="list-style-type: none"> <li>▪ A grave lot surrounded by a small picket fence.</li> </ul>
CRYPT	<ul style="list-style-type: none"> <li>▪ One kind of lot.</li> <li>▪ Typically, a space in a mausoleum used or intended to be used for the entombment of human remains.</li> </ul>
DEATH CERTIFICATE	<ul style="list-style-type: none"> <li>▪ A legal document certifying the vital statistics pertaining to the life and death of a deceased person.</li> </ul>
DIRECT (or IMMEDIATE) DISPOSITION	<ul style="list-style-type: none"> <li>▪ The final disposition of human remains without any formal viewing or visitation, ritual, rite, service or ceremony.</li> </ul>
DISINTERMENT	<ul style="list-style-type: none"> <li>▪ The removal of human remains, along with the casket or container or any remaining portion of the casket or container holding the remains, from the lot in which the remains had been interred.</li> </ul>
DOUBLE DEPTH LOT	<ul style="list-style-type: none"> <li>▪ A lot dug at extra depth at the time of the interment of the first casket to allow for the accommodation of a second interment at regular depth.</li> </ul>
EASEMENT	<ul style="list-style-type: none"> <li>▪ The right acquired, whether or not supported by a certificate, to interment in a lot.</li> </ul>
ENTOMBMENT	<ul style="list-style-type: none"> <li>▪ One form of interment.</li> <li>▪ The placement of human remains in a mausoleum crypt.</li> </ul>
FAMILY COLUMBARIUM	<ul style="list-style-type: none"> <li>▪ See columbarium</li> </ul>
FAMILY ESTATE LOTS	<ul style="list-style-type: none"> <li>▪ A family estate lot contains 6-12 lots together.</li> </ul>
FAMILY VESSEL	<ul style="list-style-type: none"> <li>▪ A large urn for several cremated remains. Remains may be comingled or may be contained in smaller, individual urns, held within the larger vessel.</li> </ul>
FLAT MARKER	<ul style="list-style-type: none"> <li>▪ A grave marker set flush with the ground.</li> </ul>
FUNERAL SERVICES	<ul style="list-style-type: none"> <li>▪ The arrangements, care and preparation of human remains for interment, cremation or other disposition and includes the supply of goods incidental to the arrangements, care and preparation, but does not include the sale of lots.</li> </ul>

GRAVE	<ul style="list-style-type: none"><li>▪ One kind of lot.</li><li>▪ A portion of ground in a cemetery, used or intended to be used, for the burial of human remains or cremated remains.</li></ul>
GRAVE LINER	<ul style="list-style-type: none"><li>▪ A fibreglass or concrete structure installed over a casket once it has been placed in the grave.</li></ul>
GRAVE MARKER	<ul style="list-style-type: none"><li>▪ Can be in-ground (flat) or upright.</li></ul>
GREEN BURIAL	<ul style="list-style-type: none"><li>▪ A more environmentally conscious alternative to “traditional burial.” Typically includes:<ul style="list-style-type: none"><li>a. no embalming;</li><li>b. burial directly in the ground without a grave liner or vault;</li><li>c. a fully biodegradable burial container (casket or shroud);</li><li>d. interment sites planted with indigenous ground cover, and</li><li>e. without individual grave markers.</li></ul></li></ul>
INTERMENT	<ul style="list-style-type: none"><li>▪ Disposition by:<ul style="list-style-type: none"><li>a. burial of human remains or cremated remains in a grave;</li><li>b. entombment of human remains in a mausoleum, crypt, or;</li><li>c. inurnment of cremated remains in a columbarium niche.</li></ul></li></ul>
INURNMENT	<ul style="list-style-type: none"><li>▪ One form of cremated remains interment.</li><li>▪ The process of placing cremated remains in a receptacle including, but not limited to, an urn and placing the urn into a niche.</li></ul>
LAWN CRYPT	<ul style="list-style-type: none"><li>▪ A concrete or other durable and rigid outer receptacle installed in a grave prior to burial.</li></ul>
LOT	<ul style="list-style-type: none"><li>▪ A space used, or intended to be used, for the interment of human remains or cremated remains under a right of interment and includes a grave, crypt, niche or plot.</li></ul>



LOT HOLDER	<ul style="list-style-type: none"><li>▪ The person in whose name the right of interment in a lot is registered in the records of a cemetery and, where the interment has taken place, includes the person who has legally acquired ancillary rights to the lot.</li></ul>
MAINTENANCE FUND (also known as CARE FUND or PERPETUAL CARE FUND)	<ul style="list-style-type: none"><li>▪ A fund established for the upkeep and repair of a cemetery, mausoleum or columbarium.</li></ul>
MAUSOLEUM (plural: MAUSOLEA)	<ul style="list-style-type: none"><li>▪ A structure or building that contains interior or exterior crypts designed for the entombment of human remains.</li></ul>
MAUSOLEUM CRYPT	<ul style="list-style-type: none"><li>▪ A chamber of a mausoleum or sufficient size for entombment of human remains.</li></ul>
MEMORIAL	<ul style="list-style-type: none"><li>▪ A product, meeting the bylaw standard of a cemetery, used or intended to be used to identify a lot or to memorialize a deceased person interred or to be interred in a lot, including but not limited to:<ul style="list-style-type: none"><li>a. a marker, headstone, tombstone monument, plaque, tablet or plate on a lot; or</li><li>b. a tablet inscription, lettering or ornamentation on a crypt or niche front, or</li><li>c. a tree, boulder or other feature so identified.</li></ul></li><li>▪ A ceremony, rite or ritual commemorating the life of a deceased individual without the human remains being present.</li></ul>
NECESSARIUM	<ul style="list-style-type: none"><li>▪ Necessaria are stations located throughout a cemetery for filling vases and disposing of garbage. They often provide watering cans, flower vases, a rake and hand tools. They should be located within 60m from all graves.</li></ul>
NICHE	<ul style="list-style-type: none"><li>▪ One kind of lot.</li><li>▪ A space, usually within a columbarium, for placing a receptacle containing cremated remains.</li></ul>
OSSUARY	<ul style="list-style-type: none"><li>▪ A vessel for the interment of two or more cremated remains.</li><li>▪ Typically, the cremated remains are commingled</li></ul>

OUTER CONTAINER	<ul style="list-style-type: none"><li>▪ A receptacle, which is designed for placement in a lot to accept the placement of a casket or urn.</li></ul>
PERPETUAL CARE FUND (also CARE FUND or MAINTENANCE FUND)	<ul style="list-style-type: none"><li>▪ An irrevocable trust fund established, held and administered in accordance with applicable law, with the income from the fund to be used for the upkeep and repair of a cemetery, mausoleum or columbarium.</li></ul>
PRE-NEED	<ul style="list-style-type: none"><li>▪ Any time prior to death.</li><li>▪ Usually refers to the time of purchase of funeral or cemetery services.</li><li>▪ “Pre-need planning” refers to the process of making arrangements and/or entering into contracts regarding future cemetery services for one or more persons who are still alive at the time.</li></ul>
REGISTRAR	<ul style="list-style-type: none"><li>▪ The person responsible for the administration and enforcement of applicable laws and regulations relating to cemetery and funeral services. In British Columbia or Alberta, this person is known as the “Director of Cemeteries.”</li></ul>
SCATTERING	<ul style="list-style-type: none"><li>▪ The irreversible dispersal of cremated remains over land or water, or commingling in a defined area in a cemetery.</li></ul>
SCATTERING GARDEN	<ul style="list-style-type: none"><li>▪ An area within a cemetery, usually providing an attractive natural or ornamental setting, dedicated to the scattering of cremated remains.</li></ul>
SPIRIT HOUSE	<ul style="list-style-type: none"><li>▪ A wooden shelter over a grave to house the spirit of the dead, typical of First Nations cemeteries.</li></ul>
UPRIGHT MARKER	<ul style="list-style-type: none"><li>▪ A grave marker that is not flush with the ground is mounted on a footing and intended to be visible over the surrounding finished grade.</li></ul>
URN	<ul style="list-style-type: none"><li>▪ A receptacle for containing cremated remains.</li></ul>





## STAFF REPORT

**Title:** Policy No. 207-AD-19 - Cemetery Management Policy

**Meeting Date:** September 8, 2020

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### **Executive Summary:**

Policy No. 207-AD-19, Cemetery Management Policy was passed June 25, 2019 providing the guidelines pertaining to cemetery fees, interment rights and memorial specifications. Administration proposes amendments to the policy to establish specifications for the new columbarium and memorial wall features, as well as to simplify the policy by removing unavailable plot and interment options.

Administration has prepared amendments to Policy No. 207-AD-19, for Council's consideration.

### **Background:**

Policy No. 207-AD-19, prepared with the assistance of Lees and Associates, was passed June 25, 2019. Administration recommends several amendments including:

- Schedule "A" Prices has been removed. This list of prices is also an Appendix to Bylaw No. 646-AD-19, Cemetery Management Bylaw.
- Removal of all references to the types of plots that we are not currently offering (Field of Honor Plots, Green Burial Plots, Standard/Green Burial Cremation Plot, Green Burial (cremation only) Plots, Cremation Scattering areas, Standard Double Depth Plots. This will significantly simplify the policy.
- Schedule "B" Interment Rights and Specifications:
  - Section 1 "Interment Rights", Section 2 "Interment Plot Size", Section 3 "Interments" have been simplified to reflect the types of plots available. The Columbarium Double Niche Plot has been added.
  - In a standard adult plot, to date, the City has permitted the interment of 1 casket and the secondary interment of 4 urns, or the interment of 6 urns. Amendments to section 1.5 propose that 6 urns be permitted as secondary interments over a casket. Each community canvased permitted a different number of urn interments from 1 to 8 over a casket. Permitting 6 urns above a casket will simplify the permitted interments as 6 urns are already permitted in a plot where no casket is interred.
  - Section 4 "Cremation Scattering" has been removed.





- Schedule C "Memorial Regulations":
  - Specifications have been added for the columbarium niche and communal memorial wall. The City shall arrange for engraving of the columbarium niche plates and memorial wall plaques. This is consistent with municipally run cemeteries across Alberta, and will maintain the esthetics of the memorial features.
  - Section 3 has been rewritten to reflect the types of plots that we have available. The original text was provided from the consultant as general specifications which were not specific to our plots.
  - Section 4.5 - Administration has conducted research to see how other municipalities offer donation and dedication memorial features (for example, trees, benches or other custom options). A new form and process will be introduced to being permitting memorial benches to be placed within the Cemetery. The type of bench offered will match the benches added to the columbarium area in the capital improvements. This option will be offered to the public at cost recovery.
  
- Schedule C "Green Burial" has been removed.

Administration seeks Council's feedback on the proposed amendments to Policy No. 207-AD-19, Cemetery Management Policy.

**Alternatives:**

Council may consider the following options:

1. Council may pass a resolution to amend Policy No. 207-AD-19, Cemetery Management Policy as recommended.
2. Council may defeat a resolution to amend Policy No. 207-AD-19, Cemetery Management Policy as recommended

**Recommended Action:**

Administration recommends that Council pass a resolution to amend Policy No. 207-AD-19, being the Cemetery Management Bylaw, as recommended.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



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## **Cemetery Management Policy**

**POLICY NUMBER: 207-AD-19**

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Approval Date: June 25, 2019

Revise Date: September 8, 2020

Motion Number: CRM20190625. 1009

Repeal Date:

Supersedes: New

Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to the management, regulation, operation and maintenance of the City of Cold Lake cemeteries. The City wishes to provide the public, its agents, contractors, and funeral service providers with guidelines pertaining to cemetery fees, interment rights & specifications, and memorial specifications. The guidelines are not intended to be interpreted as rigid policies, but rather provide a guide outlining the City's minimum requirements.

### **2.0 Purpose**

The purpose of the Cemetery Management Policy is to ensure the City of Cold Lake cemeteries conform to minimum expectations and delegate authority to Administration to update the guidelines from time to time when required.

### **3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish cemetery interment rights and specifications, and memorial specifications.
- 3.2 The management, regulation, operation and maintenance of the City of Cold Lake cemeteries shall be implemented in accordance with the guidelines outlined in this policy.

### **4.0 Managerial Guidelines**

- 4.1 The Cemetery Fees have been set out in Bylaw No. 677-AD-20, Cemetery Management Bylaw.
- 4.2 The Interment Rights and Specifications have been attached hereto as Appendix "A".
- 4.3 The Memorial Specifications have been attached hereto as Appendix "B".

### **5.0 References**

N/A

**6.0 Persons Affected**

- City of Cold Lake Staff.
- The public

**7.0 Revision/Review History**

N/A

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

**SCHEDULE 'A'**  
**INTERMENT RIGHTS & SPECIFICATIONS**

**SECTION 1.0 INTERMENT RIGHTS**

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to rights of interment, the interment of human remains and the interment of cremated remains in a City cemetery.
- 1.2 The City, subject to payment of an established fee, may grant an interment right for a vacant plot in a City cemetery on an at-need or a reserve basis.
- 1.3 Possession of an interment right;
  - 1.3.1 confers to a rights holder, a right in perpetuity to use, in compliance with the *Cemetery Management Bylaw* and any rules and regulations made thereto, a plot for the interment of human remains or cremated remains for a person named on an Interment Rights Certificate;
  - 1.3.2 does not confer to a rights holder, any title to, ownership of, or interest in the land of a City cemetery or of a plot or any other special privilege over any land of a City cemetery;
  - 1.3.3 does not require the City to permit an interment of human remains or cremated remains into a plot until the rights holder complies in all other respects with the *Cemetery Management Bylaw* and any rules and regulations made thereto as it relates to the interment of human remains or cremated remains, or the purchase and placement of a memorial and, without limitation, the payment of all fees.
- 1.4 An applicant may, on an at-need or on a reserve basis and upon payment in full for a fee set out in *Cemetery Management Bylaw*, purchase an interment right for not more than four (4) human remains or cremated remains plots.
- 1.5 Generally, and except where it may be otherwise set out in the *Cemetery Management Bylaw* and any rules and regulations made thereto, the City shall offer for sale, and a right of interment shall confer the following permitted uses for a human remains interment plot or a cremated remains interment plot:
  - 1.5.1 Standard Adult Plot (Single Depth):  
This form of plot is limited to the interment of the human remains of not more than one (1) person and the secondary interment of the cremated remains of not more than six (6) persons; or the interment of the cremated remains of not more than six (6) persons;
  - 1.5.2 Columbarium Single Niche Plot:  
This form of plot is limited to the interment of the cremated remains of not more than two (2) persons;
  - 1.5.3 Columbarium Double Niche Plot:  
This form of plot is limited to the interment of the cremated remains of not more than four (4) persons.
- 1.6 The CAO may, in a special or emergent at-need circumstance, permit the sale of the interment rights for more than four (4) but not more than ten (10) plots of any type to an applicant and under such terms and conditions as the CAO deems appropriate.

- 1.7 The City shall have the authority to establish other interment rights for plots in a City cemetery that may have the same classification as the plots described herein but may also have different interment capacity and memorial criteria specific to their design and location in a City cemetery.

## **SECTION 2.0 INTERMENT PLOT SIZE**

- 2.1. **HUMAN REMAINS AND/OR CREMATED REMAINS:** Plots designed, laid out and designated for the interment of human remains shall be the following;
- 2.1.1 Standard Adult (single depth):  
Shall not exceed 1.2 meters wide (4') by 2.8 meters (9') long;
  - 2.1.2 Columbarium Single Niche Plot:  
The dimensions of a niche are 15'' depth, 12'' height, and 12'' width;
  - 2.1.3 Columbarium Double Niche Plot  
The dimensions of a niche are 15'' depth, 12'' height and 24'' width.
- 2.2 Interment plots may be laid out separately, in combinations or in combination of one plot type with another plot type.
- 2.3 In every instance, the official dimensions of any plot in a City cemetery shall be those set-out in the design plan and subsequent plot survey completed for the cemetery in which they are located.
- 2.4 The City shall have the authority to vary the dimensions of a plot or group of plots as circumstances may dictate or as it deems appropriate for the operation and maintenance of the Cemetery.

## **SECTION 3.0 INTERMENTS**

The following specifications shall be followed in making an interment of human remains or cremated remains into a plot at a City cemetery.

- 3.1. **HUMAN REMAINS:** Every interment of human remains into a plot in a City Cemetery shall be made as follows:
- 3.1.1. Standard Adult Interment Plot:  
In every instance, the first interment of human remains shall be made at the lowest depth of the plot and shall be of sufficient depth to permit a future second interment of human remains and where, after the second interment of human remains in a plot, after being filled and closed, there shall be, where grave liners have been used, not less than twenty-four (24) inches (0.6 m) of soil between the finished surface of the plot and the uppermost surface of the grave liner in the upper level of the plot or, where no grave liners have been used, there shall be not less than thirty-six (36) inches (0.9 m) between the finished surface of the plot and the uppermost surface of the casket or container enclosing the human remains resting in the upper level of the plot;
- 3.2. **CREMATED REMAINS:** Every interment of cremated remains into a plot in a City Cemetery shall be made as follows:
- 3.2.1. In-Ground Interment:  
Every interment of cremated remains shall be made at a depth where after, being filled



and closed, there shall be not less than twelve (12) inches (30.5 cm) of soil between the finished surface of the plot and the uppermost surface of the cremated remains resting in the plot.

3.2.2. Niche Interment:

A niche shall be opened and closed according the design parameters and specifications established by and provided to the City by the columbarium supplier.

- 3.3. The secondary interment of cremated remains into a human remains plot shall only be permitted after the human remains interment(s) has (have) been made into the plot.
- 3.4. The number of permitted interments into any plot shall, without exception, be limited to the number set-out for interment rights in articles 1.5 of this Schedule.
- 3.5. After interment, the installation of a memorial on any plot in a City cemetery shall comply with the *Cemetery Management Bylaw* and *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* as is in force at the time of the memorial installation.

**SCHEDULE 'B'**  
**MEMORIAL REGULATIONS**

**SECTION 1 MEMORIAL GENERAL RULES**

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to the installation of any form of memorial in a City cemetery.
- 1.2 Every memorial and the installation thereof in a City cemetery shall conform to the plan established for the plot and the section of the City cemetery in which the memorial is proposed to be installed.
- 1.3 Every memorial shall be constructed of granite, or bronze on a granite base or another material that is permanent and durable, approved by the City and that conforms to this Schedule.
- 1.4 No memorial, inscription, engraving, ornamentation or combination thereof that makes any reference to a pet or pets or is inconsistent with the dignity of adjacent plots, the cemetery or community standards, shall be placed on any memorial.
- 1.5 No memorial shall be installed on a plot until:
  - 1.5.1 an application for a permit to install a memorial has been approved by the City;
  - 1.5.2 an applicant for a memorial permit submits plans and specifications describing fully the memorial's proposed size, design, material, inscription and location have been submitted to the City, in a form prescribed by the City;
  - 1.5.3 all outstanding indebtedness as relates to the interment right, plot, interment, and memorial installation has been paid in full to the City;
  - 1.5.4 and upon satisfying all of the above, a memorial permit may be issued by the City to authorize installation of the memorial.
- 1.6 The type and design of a memorial and, the maximum width, depth and thickness of a memorial and, the form and style of a memorial inscription is conditional on the type of plot or plots on which it is being installed.
- 1.7 No memorial may be installed or placed on a plot prior to the interment of human remains or cremated remains into the plot.
- 1.8 Every memorial, at a City cemetery shall be installed, relocated or removed, subject to the direction of the City, by a memorial supplier or agent authorized by the City and at the owner's expense.

**SECTION 2 MEMORIAL SPECIFICATIONS**

- 2.1 Except for the thickness of a flat memorial installed flush with the ground, which shall be not less than three (3") inches (7.6 cm) thick, the memorial dimensions set out in this schedule may have a variance of not more than plus-or-minus one (1") inch (2.5 cm).
- 2.2 Every memorial foundation in a City cemetery shall be made of concrete of not less than one thousand five hundred forty two (1,542) kilograms P.S.I strength and not less than a 10.2 cm (4 inches), a standard, acceptable to the City and shall incorporate design elements to address local weather extremes, grounds conditions and the potential effects of ground frost and freezing.
- 2.3 **Flat Markers:**  
A memorial taking the form of a flat marker to be installed flush with the ground shall be

- 2.3.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
    - 2.3.1.1 excavation of the installation site;
    - 2.3.1.2 placement and compaction of sufficient consolidated aggregate materials and/or concrete to ensure a stable and level, vertical and horizontal installation of the flat marker flush with the surface level of the plot.
  - 2.3.2 a granite memorial that is smooth sawn on the bottom and its sides and the side surfaces shall be true and perpendicular with the memorial's top surface and the inscription and design shall be carving or engraving on the face of the memorial;
  - 2.3.3 a bronze memorial anchored onto a granite base which shall be both wider and longer than the bronze marker and has a border of exactly two (2") inches (5 cm) of the base surface exposed on all sides and, the base top, bottom and sides shall be smooth sawn and, the side surfaces shall be true and perpendicular with the base's top surface and, the base shall be not less than three (3") inches (7.6 cm) thick;
  - 2.3.4 a bronze memorial anchored onto a reinforced concrete base which shall have a border of not more than two (2") inches (5 cm) of concrete exposed on all sides and;
    - 2.3.4.1 the concrete base shall consist of one (1) mat of No. 3 steel reinforcing bar placed in the center of the three (3") inch (7.6 cm) slab and protected from the edges with one and one-half (1.5") inches (3.8 cm) of concrete. This form of mat shall have not less than two (2) pieces of reinforcing bar running the width of the base and three shorter pieces running the length of base, or;
    - 2.3.4.2 the concrete base may consist of not less than two (2) layers of No. 9 wire reinforcing mesh placed in the center of the slab and spaced 0.4" inches (1cm) to 0.8" inches (2 cm) apart from the other, and;
    - 2.3.4.3 the concrete base for a bronze memorial shall be not less than three (3") inches (7.6 cm) thick;
  - 2.3.5 a bronze memorial mounted on a granite or concrete base shall not exceed the maximum permitted size of memorial that may be permitted on a plot;
  - 2.3.6 the scrolls, letters, figures or other design elements of a bronze memorial shall not be raised more than one-half (0.5") inch (1.2 cm) above the finished surface of the memorial.
- 2.4 **Upright Monuments:**  
A memorial taking the form of an upright monument, of a maximum height of 1.02 meters (3 feet 4 inches), installed above the ground level of a plot shall be:
- 2.4.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
    - 2.4.1.1 excavation of the installation site ;
    - 2.4.1.2 placement so that the top edge of the monument foundation shall be in alignment with all other foundations in that particular row and compaction of sufficient consolidated aggregate materials and installation of a reinforced concrete pad that:
      - for a standard upright monument is not less than six (6") inches (15.24 cm) thick;

- for a large upright monument is not less than eight (8") inches (20.3 cm) thick;  
is not less than two (2") inches (5 cm) wider and longer than the base of the monument to be installed on the plot;  
ensures the stable and level, vertical and horizontal installation of the upright monument above the surface level of the plot.
- 2.4.2 a monument base shall be made of granite and shall first be installed and secured to its foundation in a manner approved by the City and the bottom of the granite base shall be smooth sawn and unpolished so as to permit effective placement of the base on the foundation;
- 2.4.3 a monument base side surfaces shall be true and perpendicular with the base's top surface and may be smooth sawn or rock pitch and may be polished or unpolished, and;
- 2.4.4 a monument base shall be wider and longer than the monument tablet in order to provide a minimum border of two (2") inches (5 cm) to a maximum border of four (4") inches (10.1 cm) of the base surface exposed on all sides, and;
- 2.4.5 a monument tablet shall be constructed of granite and attachment of a monument tablet to its base shall be with dowel pins and / or an adhesive epoxy compound approved by the City and, in the instance where dowels are mandated by the City, the dowels shall be made of a non-corrosive material, be centered on the base, be not less than six (6") inches (15.2 cm) in length and evenly extended into both the tablet and the base, and installed in a 'dry' mode, and;
- 2.4.6 a monument tablet shall be not less than six (6") inches (15.2 cm) thick and may be no thicker than a dimension that leaves not less than a two (2") inch (5 cm) to a maximum of a four (4") inch (10.1 cm) border of the monument base surface exposed on all sides and shall not extend over the space where a plot may be opened to accommodate the interment of human remains;
- 2.4.7 a monument tablet inscription lettering, plaque or other form of adornment or decoration and design shall be carved or engraved on the face of the tablet only, or a bronze plaque securely anchored to the face of the tablet with non-corrosive fasteners and / or an adhesive epoxy approved by the City. Nothing shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.5 No inscription, lettering, plaque or other form of adornment or decoration shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.6 No upright monument shall be installed to extend over the space where a plot has been or may be opened to accommodate the interment of human remains.
- 2.7 An upright monument with a design feature that is an integral part of a monument tablet may be permitted so long as the monument and design feature conform to the size specifications set out in these specifications.
- 2.8 A monument in the form of a freestanding design shall not be permitted.
- 2.9 No monument shall have any uncovered vertical joint.
- 2.10 No form of candleholder, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed.
- 2.11 **Niches:**
- 2.11.1 No inscription shall be made on a niche plate until;
- 2.11.1.1 the inscription is approved by the City'

- 2.11.1.2all outstanding indebtedness to the City relating to the right of interment for the niche, interment and the memorial permit have been paid in full.
- 2.11.2 A memorial taking the form of a niche plate shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for the columbarium of which the inscription is a part, and:
  - 2.11.2.1sandblasted to a standard depth of 5 mm in Palatino font with all lettering painted with a lithochrome paint in the color silver;
  - 2.11.2.2of an inscription limited to: given name(s) and/or initial(s) and the surname of a deceased, date of birth and death, short message as space may permit.
  - 2.11.2.3shall not have any other form of symbol, decoration or other form of adornment engraved, inscribed or attached to the surface of the plate.
- 2.11.3 The City shall have the right to determine when inscriptions are made on niche plates and shall arrange to have new inscriptions made.
- 2.12 **Communal Memorial Wall**
  - 2.12.1 A inscription on a memorial wall shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for a communal memorial of which the inscription is a part, and:
  - 2.12.2 No inscription shall be made on a memorial wall until
    - 2.12.2.1the inscription is approved by the City
    - 2.12.2.2all outstanding indebtedness to the City relating to the right of interment for a plot of interment and the engraving of the inscription has been paid in full
  - 2.12.3 Every memorial inscription on a memorial wall shall be
    - 2.12.3.1recorded sequentially on the appropriate memorial as permitted;
    - 2.12.3.2sandblasted to a standard depth of 5 mm in Palatino font with all lettering painted with a lithochrome paint in the color silver
    - 2.12.3.3of an inscription limited to the given name(s) and/or initial(s) and the surname of a deceased, date of birth and death, short message as space may permit.
  - 2.12.4 The City shall have the right to determine when inscriptions are made on a memorial wall and shall arrange to have new inscriptions made as they may accumulate at a minimum of two (2) times in each calendar year.
  - 2.12.5 The City shall have the right to maintain, reposition, move, relocate or otherwise change a memorial wall as deemed necessary and subject to compliance with cemetery legislation.
  - 2.12.6 There is no requirement that a memorial wall inscription correspond with an interment at the cemetery where the memorial wall is located.
- 2.13 **Temporary Memorials:**

At the time of an interment the City may permit a temporary, non-permanent marker, of a design and size approved by the City, to be placed on a plot and shall be limited to placement on the plot for a period not more than six (6) months from the date of interment. The City shall have the



authority to remove and dispose of, without prior notice, a temporary, non-permanent marker remaining on a plot where more than six (6) months have expired from the date of interment.

### **SECTION 3 PLOT TYPES & PERMITTED MEMORIALS**

The following specifications shall constitute the type and number of memorials permitted on different plot types that may be designed and laid-out in a City cemetery:

**3.1 Standard Adult Plot (Single Depth):** May have either:

**3.1.1 Flat Marker Memorials** installed flush with the ground which are limited to:

**3.1.1.1** one (1) flat marker that is eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) person, and;

**3.1.1.2** Either

three (3) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

not more than six (6) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

**3.1.2 Upright Monument Memorials and Flat Marker Memorials** limited to

**3.1.2.1** one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by thirty-six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm) high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm) thick memorializing not more than two (2) persons, and;

**3.1.2.2** Either;

three (3) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

not more than six (6) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

**3.2 Columbarium Single Niche Plot & Columbarium Double Niche Plot:**

This form of plot shall have as its primary form of memorial an inscription made on the face of the niche plate in a design, font style, size and layout that is consistent with this Schedule and with the overall design established by the City for the columbarium of which the niche is a part.

**3.3 Where two Standard Adult Single Depth Plots are located side-by-side, the following memorial markers may be utilized:**

**3.3.1** one (1) flat marker, installed over the center line of the adjoining plots, that is eighteen (18") inches (45.7 cm) deep by forty-eight (48") inches (121.9 cm) wide by three (3") inches (7.6 cm) thick and memorializing a maximum of four (4) persons, and

Either;

- 3.3.3.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoining plots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
  - 3.3.3.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoining plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.
- 3.3.2 one (1) large upright monument, installed over the center line of the adjoining plots, that has a base that is sixteen (16") inches (40.6 cm) deep by forty eight (48") inches (121.9 cm) wide by eight (8") inches (20.3cm) high AND a monument tablet that is thirty six ( 36") inches (86.3 cm) wide by not more than forty (40") inches (101.6 cm) high by twelve (12") inches (30.4 cm) thick memorializing a maximum of four (4) persons, and
- Either;
- 3.3.2.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoining plots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
  - 3.3.2.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoining plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.

#### **SECTION 4 POLICY & SCHEDULE APPLICATION**

- 4.1 The memorial standards and specifications set out in the *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and this Schedule shall be in effect after the date of adoption of this Policy and shall not retroactively apply to any memorial installed on or before the date of adoption of *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 4.2 For an interment right, plot or plot purchased, or interment made, prior to the date of the adoption of *City of Cold Lake Cemetery Management Bylaw, the Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and its accompanying Schedules the City, and subject to the written approval of the City, may at its sole discretion permit a limited exemption to this Schedule where such an exemption shall be made solely for the purpose of matching a pre-existing memorial on a plot.
- 4.3 Notwithstanding any form of matching exemption under article 4.2 of this Schedule,
  - 4.3.1 the installation of any form of grave cover or cap in any City cemetery is prohibited and, for any form of grave cover or cap that pre-exists no matching or replacement exemption shall be granted by the City.
  - 4.3.2 The City shall have the authority, without prior notice, to remove and restore the surface of any grave in a City cemetery with soil and turf and to dispose of any grave cover, cap, curb, coping, fence, railing, adornment or flower vase that, in the judgement of the City is in an advanced state of disrepair, has created an uneven or unsafe ground condition, become a safety hazard to persons using, visiting or working in the Cemetery or that has otherwise deteriorated to an unsightly state that is inconsistent with the dignity of adjacent plots and the general aesthetic of the Cemetery.

- 4.4 Memorials and monuments are installed in the Cemetery at the owner's risk and the City assumes no responsibility for damage or loss due to vandalism, deterioration, theft, etc. It is the owner's responsibility to contact an Insurance Agent to discuss the possible coverage for loss.
- 4.5 The donation and dedication of a memorial planting, memorial bench or other form of custom memorial feature at a City cemetery may be permitted, at the expense of the applicant, subject to a request being made, the approval of the City and providing that;
  - 4.5.1 an application for installation, in a form prescribed by the City, is made to the City giving the proposed specifications, design and materials of the proposed memorial, to be purchased by the applicant;
  - 4.5.2 the application and site selection must be approved in writing by the City before any delivery or installation may proceed and must conform to the plan of the City cemetery as determined by the City;
  - 4.5.3 a dedicated item or custom memorial shall only be installed, removed or modified in a City cemetery by a memorial dealer or an authorized agent of the City and under the supervision of the City at the expense of the applicant and subject to the terms and conditions, as may be applicable, set out in the Bylaw;
  - 4.5.4 the placement of a dedicated item or custom memorial does not confer to a donor or applicant any privilege over or control of the land upon which the donated memorial may be situated.



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## Cemetery Management Policy

POLICY NUMBER: 207-AD-19

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Approval Date: June 25, 2019

Revise Date:

Motion Number: CRM20190625. 1009

Repeal Date:

Supersedes: New

Review Date:

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### 1.0 Policy Intent

The City of Cold Lake is committed to the management, regulation, operation and maintenance of the City of Cold Lake cemeteries. The City wishes to provide the public, its agents, contractors, and funeral service providers with guidelines pertaining to cemetery fees, interment rights & specifications, and memorial specifications. The guidelines are not intended to be interpreted as rigid policies, but rather provide a guide outlining the City's minimum requirements.

### 2.0 Purpose

The purpose of the Cemetery Management Policy is to ensure the City of Cold Lake cemeteries conform to minimum expectations and delegate authority to Administration to update the guidelines from time to time when required.

### 3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish cemetery ~~fees,~~ interment rights and specifications, ~~and~~ memorial specifications, ~~and green burial specifications.~~
- 3.2 The management, regulation, operation and maintenance of the City of Cold Lake cemeteries shall be implemented in accordance with the guidelines outlined in this policy.

### 4.0 Managerial Guidelines

- 4.1 ~~The Cemetery Fees have been set out in Bylaw No. 677-AD-20, Cemetery Management Bylaw. attached hereto as Appendix "A".~~
- 4.2 The Interment Rights and Specifications have been attached hereto as Appendix "A".
- 4.3 The Memorial Specifications have been attached hereto as Appendix "B".

~~4.4 The Green Burial Specifications have been attached hereto as Appendix “D”.~~

## 5.0 References

N/A

## 6.0 Persons Affected

- City of Cold Lake Staff.
- The public

## 7.0 Revision/Review History

N/A

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor



**SCHEDULE 'A'**  
**CEMETERY FEES**

ITEM	FEE (\$)
<b>PLOTS: Human Remains</b>	
Infant/child plot	300.00
Standard Adult Plot (Single-Depth) <i>-allows for either: One (1) Full Burial prior to Six (6) Cremated Remains OR Six (6) Cremated Remains only.</i>	<del>750.00</del>
Standard Adult Plot (Double-Depth) <i>-allows for Two (2) Full Burials in the same plot</i>	<del>1,250.00</del>
Field of Honor Plot	300.00
Green Burial Plot	1,000.00
<b>Plots: Cremated Remains</b>	
Columbarium Single Niche Plot <i>-allows for Two (2) Cremated Remains</i>	<del>1,250.00</del>
Columbarium Double Niche Plot <i>-allows for Four (4) Cremated Remains</i>	2,500.00
Standard/Green Burial Cremation Plot	500.00
Green Burial (cremation-only) Plot	1,000.00
<b>MEMORIALS: Installation Permits</b>	
Flat Marker Permit	<del>75.00</del>
Upright Monument Permit	<del>75.00</del>
Columbarium Niche Plate Permit*	<del>125.00</del> 75.00*
Communal Memorial Wall Inscription Permit*	75.00*
<b>INTERMENT / SERVICES: Administration / Records Management</b>	
Interment — Infant/Child Human Remains	50.00
Interment — Adult: Human Remains	<del>125.00</del> 75.00
Interment — In-Ground: Cremated Remains	<del>75.00</del>
Interment — Niche: Cremated Remains	<del>75.00</del>
Scattering: Cremated Remains	50.00
Saturday / Sunday / Holiday Services	<del>200.00</del>
Late Notice for Interment	<del>125.00</del>
Disinterment / Exhumation	<del>500.00</del>
<b>INTERMENT SERVICES: Opening and Closing</b>	
Interment — Human Remains Casket Burial**	**
Interment — In-Ground: Cremated Remains — November 1 <sup>st</sup> to April 30 <sup>th</sup>	400.00
Interment — In-Ground: Cremated Remains — May 1 <sup>st</sup> to October 31 <sup>th</sup>	250.00
Interment — Niche: Cremated Remains	100.00
Disinterment / Exhumation**	**
<b>GENERAL: Administration &amp; Records Management</b>	
Interment — Infant/Child Human Remains	50.00
Transfer of Interment Right — to another individual and plot Name Change	100.00
Transfer of Interment Right returned to City of Cold Lake will be purchased by the City at 85% of the original cost charged to the Owner by the City.	nil
Records Fee — Second (double depth) Interment of Human Remains	<del>75.00</del>
Records Fee — Secondary Interment in Occupied Plot — Cremation Urn	<del>75.00</del>

<del>Witness Close &amp; Fill of Grave</del>	<del>-nil</del>
<del>Records — Amend / Correct / Add to an Existing Record</del>	<del>-50.00</del>

~~\*Plus the cost of engraving~~

~~\*\*Fee varies based on ground conditions~~

~~*Services are subject to availability. All fees are subject to change. All fees are subject to GST.  
Prices are effective January 1, 2019.*~~

**SCHEDULE 'A'**  
**INTERMENT RIGHTS & SPECIFICATIONS**

**SECTION 1.0 INTERMENT RIGHTS**

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to rights of interment, the interment of human remains and the interment ~~or scattering~~ of cremated remains in a City cemetery.
- 1.2 The City, subject to payment of an established fee, may grant an interment right for a vacant plot in a City cemetery on an at-need or a reserve basis.
- 1.3 Possession of an interment right;
- 1.3.1 confers to a rights holder, a right in perpetuity to use, in compliance with the *Cemetery Management Bylaw* and any rules and regulations made thereto, a plot for the interment of human remains or cremated remains for a person named on an Interment Rights Certificate;
- 1.3.2 does not confer to a rights holder, any title to, ownership of, or interest in the land of a City cemetery or of a plot or any other special privilege over any land of a City cemetery;
- 1.3.3 does not require the City to permit an interment of human remains or cremated remains into a plot until the rights holder complies in all other respects with the *Cemetery Management Bylaw* and any rules and regulations made thereto as it relates to the interment of human remains or cremated remains, ~~or the scattering of cremated remains~~ or the purchase and placement of a memorial and, without limitation, the payment of all fees.
- 1.4 An applicant may, on an at-need or on a reserve basis and upon payment in full for a fee set out in ~~*Cemetery Management Bylaw Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*~~, purchase an interment right for not more than four (4) human remains or cremated remains plots.
- 1.5 Generally, and except where it may be otherwise set out in the *Cemetery Management Bylaw* and any rules and regulations made thereto, the City shall offer for sale, and a right of interment shall confer the following permitted uses for a human remains interment plot ~~or a cremated remains interment plot~~:
- 1.5.1. Standard Adult Plot (Single Depth):  
This form of plot is limited to the interment of the human remains of not more than ~~one (1) person and the secondary interment of the cremated remains of not more than six (6) persons; or the interment of the cremated remains of not more than six (6) persons;~~
- ~~1.5.3. Standard Adult Plot (Double Depth):  
This form of plot is limited to the interment of human remains of not more than two (2) persons.~~
- 1.5.2 Columbarium Single Niche Plot:  
~~This form of plot is limited to the interment of the cremated remains of not more than two (2) persons;~~
- 1.5.3 Columbarium Double Niche Plot:

This form of plot is limited to the interment of the cremated remains of not more than four (4) persons.

~~1.6 — Generally, and except where it may be otherwise set out in the Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy and any rules and regulations made thereto, the City shall offer for sale and a right of interment shall confer the following permitted uses for a cremated remains interment plot:~~

~~1.6.1 — Columbarium Single Niche Plot:~~

~~This form of plot is limited to the interment of the cremated remains of not more than two (2) persons;~~

~~1.6.3 — Columbarium Double Niche Plot:~~

~~This form of plot is limited to the interment of the cremated remains of not more than four (4) persons.~~

~~1.6.2 — Standard Adult (cremation only) Plot:~~

~~This form of plot, normally intended for human remains interment, may be purchased for the purpose of making only cremated remains interment and in this instance, this plot is limited to the interment of the cremated remains of not more than six (6) persons;~~

1.6 The CAO may, in a special or emergent at-need circumstance, permit the sale of the interment rights for more than four (4) but not more than ten (10) plots of any type to an applicant and under such terms and conditions as the CAO deems appropriate.

1.7 The City shall have the authority to establish other interment rights for plots in a City cemetery that may have the same classification as the plots described herein but may also have a different interment capacity and memorial criteria specific to their design and location in a City cemetery.

## **SECTION 2.0 INTERMENT PLOT SIZE**

2.1. **HUMAN REMAINS AND/OR CREMATED REMAINS:** Plots designed, laid out and designated for the interment of human remains shall be the following;

2.1.1. Standard Adult (single depth):

Shall not exceed 1.2 meters wide (4') by 2.8 meters (9') long;

~~2.1.3. Standard Adult (double depth):~~

~~Shall not exceed 1.2 meters wide (4') by 2.8 meters (9') long;~~

2.1.2 Columbarium Single Niche Plot:

The dimensions of a niche are 15'' depth, 12'' height, and 12'' width;

2.1.3. Columbarium Double Niche Plot

The dimensions of a niche are 15'' depth, 12'' height and 24'' width.

~~2.2. CREMATED REMAINS: Generally, plots designed, laid out and designated for the interment of cremated remains shall be the following;~~

~~2.2.1. — Columbarium Single Niche Plot:~~

~~The dimensions of a niche are 15'' depth, 12'' height, and 12'' width;~~

~~2.2.3. — Columbarium Double Niche Plot~~

~~The dimensions of a niche are 15'' depth, 12'' height and 24'' width.~~

~~2.2.2. Standard Adult (cremation only) Plot:  
Shall not exceed 1.2 meters wide (4') by 2.8 meters (9') long.~~

- 2.2 Interment plots may be laid out separately, in combinations or in combination of one plot type with another plot type.
- 2.3 In every instance, the official dimensions of any plot in a City cemetery shall be those set-out in the design plan and subsequent plot survey completed for the cemetery in which they are located.
- 2.4 The City shall have the authority to vary the dimensions of a plot or group of plots as circumstances may dictate or as it deems appropriate for the operation and maintenance of the Cemetery.

### **SECTION 3.0 INTERMENTS**

The following specifications shall be followed in making an interment of human remains or cremated remains into a plot at a City cemetery.

- 3.1. **HUMAN REMAINS:** Every interment of human remains into a plot in a City Cemetery shall be made as follows:
  - 3.1.1. Standard Adult Interment Plot:

In every instance, the first interment of human remains shall be made at the lowest depth of the plot and shall be of sufficient depth to permit a future second interment of human remains and where, after the second interment of human remains in a plot, after being filled and closed, there shall be, where grave liners have been used, not less than twenty-four (24) inches (0.6 m) of soil between the finished surface of the plot and the uppermost surface of the grave liner in the upper level of the plot or, where no grave liners have been used, there shall be not less than thirty-six (36) inches (0.9 m) between the finished surface of the plot and the uppermost surface of the casket or container enclosing the human remains resting in the upper level of the plot;
- 3.2. **CREMATED REMAINS:** Every interment of cremated remains into a plot in a City Cemetery shall be made as follows:
  - 3.2.1. In-Ground Interment:

Every interment of cremated remains shall be made at a depth where after, being filled and closed, there shall be not less than twelve (12) inches (30.5 cm) of soil between the finished surface of the plot and the uppermost surface of the cremated remains resting in the plot.
  - 3.2.2. Niche Interment:

A niche shall be opened and closed according the design parameters and specifications established by and provided to the City by the columbarium supplier.
- 3.3. The secondary interment of cremated remains into a human remains plot shall only be permitted after the human remains interment(s) has (have) been made into the plot.
- 3.4. The number of permitted interments into any plot shall, without exception, be limited to the number set-out for interment rights in articles 1.5 ~~and 1.6~~ of this Schedule.
- 3.5. After interment, the installation of a memorial on any plot in a City cemetery shall comply with the *Cemetery Management Bylaw* and *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* as is in force at the time of the memorial installation.



**SCHEDULE 'B'**  
**MEMORIAL REGULATIONS**

**SECTION 1 MEMORIAL GENERAL RULES**

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to the installation of any form of memorial in a City cemetery.
- 1.2 Every memorial and the installation thereof in a City cemetery shall conform to the plan established for the plot and the section of the City cemetery in which the memorial is proposed to be installed.
- 1.3 Every memorial shall be constructed of granite, or bronze on a granite base or another material that is permanent and durable, approved by the City and that conforms to this Schedule.
- 1.4 No memorial, inscription, engraving, ornamentation or combination thereof that makes any reference to a pet or pets or is inconsistent with the dignity of adjacent plots, the cemetery or community standards, shall be placed on any memorial.
- 1.5 No memorial shall be installed on a plot until:
  - 1.4.1 an application for a permit to install a memorial has been approved by the City;
  - 1.4.2 an applicant for a memorial permit submits plans and specifications describing fully the memorial's proposed size, design, material, inscription and location have been submitted to the City, in a form prescribed by the City;
  - 1.4.3 all outstanding indebtedness as relates to the interment right, plot, interment, and memorial installation has been paid in full to the City;
  - 1.4.4 and upon satisfying all of the above, a memorial permit may be issued by the City to authorize installation of the memorial.
- 1.6 The type and design of a memorial and, the maximum width, depth and thickness of a memorial and, the form and style of a memorial inscription is conditional on the type of plot or plots on which it is being installed.
- 1.7 No memorial may be installed or placed on a plot prior to the interment of human remains or cremated remains into the plot.
- 1.8 Every memorial, at a City cemetery shall be installed, relocated or removed, subject to the direction of the City, by a memorial supplier or agent authorized by the City and at the owner's expense.

**SECTION 2 MEMORIAL SPECIFICATIONS**

- 2.1 Except for the thickness of a flat memorial installed flush with the ground, which shall be not less than three (3") inches (7.6 cm) thick, the memorial dimensions set out in this schedule may have a variance of not more than plus-or-minus one (1") inch (2.5 cm).
- 2.2 Every memorial foundation in a City cemetery shall be made of concrete of not less than one thousand five hundred forty two (1,542) kilograms P.S.I strength and not less than a 10.2 cm (4 inches), a standard, acceptable to the City and shall incorporate design elements to address local weather extremes, grounds conditions and the potential effects of ground frost and freezing.
- 2.3 **Flat Markers:**  
A memorial taking the form of a flat marker to be installed flush with the ground shall be

- 2.3.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
    - 2.3.1.1 excavation of the installation site;
    - 2.3.1.2 placement and compaction of sufficient consolidated aggregate materials and/or concrete to ensure a stable and level, vertical and horizontal installation of the flat marker flush with the surface level of the plot.
  - 2.3.2 a granite memorial that is smooth sawn on the bottom and its sides and the side surfaces shall be true and perpendicular with the memorial's top surface and the inscription and design shall be carving or engraving on the face of the memorial;
  - 2.3.3 a bronze memorial anchored onto a granite base which shall be both wider and longer than the bronze marker and has a border of exactly two (2") inches (5 cm) of the base surface exposed on all sides and, the base top, bottom and sides shall be smooth sawn and, the side surfaces shall be true and perpendicular with the base's top surface and, the base shall be not less than three (3") inches (7.6 cm) thick;
  - 2.3.4 a bronze memorial anchored onto a reinforced concrete base which shall have a border of not more than two (2") inches (5 cm) of concrete exposed on all sides and;
    - 2.3.4.1 the concrete base shall consist of one (1) mat of No. 3 steel reinforcing bar placed in the center of the three (3") inch (7.6 cm) slab and protected from the edges with one and one-half (1.5") inches (3.8 cm) of concrete. This form of mat shall have not less than two (2) pieces of reinforcing bar running the width of the base and three shorter pieces running the length of base, or;
    - 2.3.4.2 the concrete base may consist of not less than two (2) layers of No. 9 wire reinforcing mesh placed in the center of the slab and spaced 0.4" inches (1cm) to 0.8" inches (2 cm) apart from the other, and;
    - 2.3.4.3 the concrete base for a bronze memorial shall be not less than three (3") inches (7.6 cm) thick;
  - 2.3.5 a bronze memorial mounted on a granite or concrete base shall not exceed the maximum permitted size of memorial that may be permitted on a plot;
  - 2.3.6 the scrolls, letters, figures or other design elements of a bronze memorial shall not be raised more than one-half (0.5") inch (1.2 cm) above the finished surface of the memorial.
- 2.4 **Upright Monuments:**  
A memorial taking the form of an upright monument, of a maximum height of 1.02 meters (3 feet 4 inches), installed above the ground level of a plot shall be:
- 2.4.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
    - 2.4.1.1 excavation of the installation site ;
    - 2.4.1.2 placement so that the top edge of the monument foundation shall be in alignment with all other foundations in that particular row and compaction of sufficient consolidated aggregate materials and installation of a reinforced concrete pad that:
      - a) for a standard upright monument is not less than six (6") inches (15.24 cm) thick;

- b) for a large upright monument is not less than eight (8") inches (20.3 cm) thick;
  - c) is not less than two (2") inches (5 cm) wider and longer than the base of the monument to be installed on the plot;
  - d) ensures the stable and level, vertical and horizontal installation of the upright monument above the surface level of the plot.
- 2.4.2 a monument base shall be made of granite and shall first be installed and secured to its foundation in a manner approved by the City and the bottom of the granite base shall be smooth sawn and unpolished so as to permit effective placement of the base on the foundation;
- 2.4.3 a monument base side surfaces shall be true and perpendicular with the base's top surface and may be smooth sawn or rock pitch and may be polished or unpolished, and;
- 2.4.4 a monument base shall be wider and longer than the monument tablet in order to provide a minimum border of two (2") inches (5 cm) to a maximum border of four (4") inches (10.1 cm) of the base surface exposed on all sides, and;
- 2.4.5 a monument tablet shall be constructed of granite and attachment of a monument tablet to its base shall be with dowel pins and / or an adhesive epoxy compound approved by the City and, in the instance where dowels are mandated by the City, the dowels shall be made of a non-corrosive material, be centered on the base, be not less than six (6") inches (15.2 cm) in length and evenly extended into both the tablet and the base, and installed in a 'dry' mode, and;
- 2.4.6 a monument tablet shall be not less than six (6") inches (15.2 cm) thick and may be no thicker than a dimension that leaves not less than a two (2") inch (5 cm) to a maximum of a four (4") inch (10.1 cm) border of the monument base surface exposed on all sides and shall not extend over the space where a plot may be opened to accommodate the interment of human remains;
- 2.4.7 a monument tablet inscription lettering, plaque or other form of adornment or decoration and design shall be carved or engraved on the face of the tablet only, or a bronze plaque securely anchored to the face of the tablet with non-corrosive fasteners and / or an adhesive epoxy approved by the City. Nothing shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.5 No inscription, lettering, plaque or other form of adornment or decoration shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.6 No upright monument shall be installed to extend over the space where a plot has been or may be opened to accommodate the interment of human remains.
- 2.7 An upright monument with a design feature that is an integral part of a monument tablet may be permitted so long as the monument and design feature conform to the size specifications set out in these specifications.
- 2.8 A monument in the form of a freestanding design shall not be permitted.
- 2.9 No monument shall have any uncovered vertical joint.
- 2.10 No form of candleholder, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed.
- 2.11 **Niches:**
  - 2.11.1 No inscription shall be made on a niche plate until;

- 2.11.1.1the inscription is approved by the City'
    - 2.11.1.2all outstanding indebtedness to the City relating to the right of interment for the niche, interment and the memorial permit have been paid in full.
  - 2.11.2 A memorial taking the form of a niche plate shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for the columbarium of which the inscription is a part, and:
    - 2.11.2.1sandblasted to a standard depth of 5 mm in Palatino font with all lettering painted with a lithochrome paint in the color silver;
    - 2.11.2.2of an inscription limited to: given name(s) and/or initial(s) and the surname of a deceased, date of birth and death, short message as space may permit.
    - 2.11.2.3shall not have any other form of symbol, decoration or other form of adornment engraved, inscribed or attached to the surface of the plate.
  - 2.11.3 The City shall have the right to determine when inscriptions are made on niche plates and shall arrange to have new inscriptions made.
- 2.12 **Communal Memorial Wall**
  - 2.12.1 A inscription on a memorial wall shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for a communal memorial of which the inscription is a part, and:
    - 2.12.2 No inscription shall be made on a memorial wall until
      - 2.12.2.1the inscription is approved by the City
      - 2.12.2.2all outstanding indebtedness to the City relating to the right of interment for a plot of interment and the engraving of the inscription has been paid in full
  - 2.12.3 Every memorial inscription on a memorial wall shall be
    - 2.12.3.1recorded sequentially on the appropriate memorial as permitted;
    - 2.12.3.2sandblasted to a standard depth of 5 mm in Palatino font with all lettering painted with a lithochrome paint in the color silver
    - 2.12.3.3of an inscription limited to the given name(s) and/or initial(s) and the surname of a deceased, date of birth and death, short message as space may permit.
  - 2.12.4 The City shall have the right to determine when inscriptions are made on a memorial wall and shall arrange to have new inscriptions made as they may accumulate at a minimum of two (2) times in each calendar year.
  - 2.12.5 The City shall have the right to maintain, reposition, move, relocate or otherwise change a memorial wall as deemed necessary and subject to compliance with cemetery legislation.
  - 2.12.6 There is no requirement that a memorial wall inscription correspond with an interment at the cemetery where the memorial wall is located.
- 2.13 **Temporary Memorials:**

At the time of an interment the City may permit a temporary, non-permanent marker, of a design and size approved by the City, to be placed on a plot and shall be limited to placement on the plot

for a period not more than six (6) months from the date of interment. The City shall have the authority to remove and dispose of, without prior notice, a temporary, non-permanent marker remaining on a plot where more than six (6) months have expired from the date of interment.

### **SECTION 3 PLOT TYPES & PERMITTED MEMORIALS**

The following specifications shall constitute the type and number of memorials permitted on different plot types that may be designed and laid-out in a City cemetery:

**3.1 Standard Adult Plot (Single Depth):** May have either:

**3.1.1 Flat Marker Memorials** installed flush with the ground which are limited to:

**3.1.1.1** one (1) flat marker that is eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) person, and;

**3.1.1.2** Either

three (3) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

not more than six (6) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

**3.1.2 Upright Monument Memorials and Flat Marker Memorials** limited to

**3.1.2.1** one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by thirty-six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm) high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm) thick memorializing not more than two (2) persons, and;

**3.1.2.2** Either;

three (3) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

not more than six (6) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

~~**3.2 Standard Adult Plot (Double Depth):** This form of plot may have either:~~

~~**3.2.1 Flat Marker Memorial:** Memorial markers installed flush with the ground which are limited to:~~

~~**3.2.1.1** one (1) flat marker that is eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons or~~

~~**3.2.1.2** one (1) flat marker that is eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by three (3") inches (7.6 cm) thick and memorializing one (1) person, and one (1) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20")~~



~~inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and  
memorializing one (1) person.~~

~~3.2.2 Upright Monument Memorial: As its primary form of memorial, have an  
upright monument~~

~~3.2.2.1 one (1) upright monument with a base that is twelve (12") inches (30.4 cm)  
deep by thirty six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm)  
high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not  
more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm)  
thick memorializing not more than two (2) persons; or~~

~~3.2.2.2 one (1) upright monument with a base that is twelve (12") inches (30.4 cm)  
deep by thirty six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm)  
high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not  
more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm)  
thick memorializing one (1) person and one additional flat marker that is twelve  
(12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three  
(3") inches (7.6 cm) thick and memorializing one (1) person.~~

3.2 Columbarium Single Niche Plot & Columbarium Double Niche Plot:

This form of plot shall have as its primary form of memorial an inscription made on the face of the niche plate in a design, font style, size and layout that is consistent with this Schedule and with the overall design established by the City for the columbarium of which the niche is a part.

3.3 Where two Standard Adult Single Depth Plots are located side-by-side, the following memorial markers may be utilized:

3.3.1 one (1) flat marker, installed over the center line of the adjoining plots, that is eighteen (18") inches (45.7 cm) deep by forty-eight (48") inches (121.9 cm) wide by three (3") inches (7.6 cm) thick and memorializing a maximum of four (4) persons, and

Either;

3.3.3.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoining plots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

3.3.3.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoining plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.

3.3.2 one (1) large upright monument, installed over the center line of the adjoining plots, that has a base that is sixteen (16") inches (40.6 cm) deep by forty eight (48") inches (121.9 cm) wide by eight (8") inches (20.3cm) high AND a monument tablet that is thirty six ( 36") inches (86.3 cm) wide by not more than forty (40") inches (101.6 cm) high by twelve (12") inches (30.4 cm) thick memorializing a maximum of four (4) persons, and

Either;

3.3.2.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoined plots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

3.3.2.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoined plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.

#### **SECTION 4 POLICY & SCHEDULE APPLICATION**

- 4.1 The memorial standards and specifications set out in the *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and this Schedule shall be in effect after the date of adoption of this Policy and shall not retroactively apply to any memorial installed on or before the date of adoption of *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 4.2 For an interment right, plot or plot purchased, or interment made, prior to the date of the adoption of *City of Cold Lake Cemetery Management Bylaw, the Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and its accompanying Schedules the City, and subject to the written approval of the City, may at its sole discretion permit a limited exemption to this Schedule where such an exemption shall be made solely for the purpose of matching a pre-existing memorial on a plot.
- 4.3 Notwithstanding any form of matching exemption under article 4.2 of this Schedule,
  - 4.3.1 the installation of any form of grave cover or cap in any City cemetery is prohibited and, for any form of grave cover or cap that pre-exists no matching or replacement exemption shall be granted by the City.
  - 4.3.2 The City shall have the authority, without prior notice, to remove and restore the surface of any grave in a City cemetery with soil and turf and to dispose of any grave cover, cap, curb, coping, fence, railing, adornment or flower vase that, in the judgement of the City is in an advanced state of disrepair, has created an uneven or unsafe ground condition, become a safety hazard to persons using, visiting or working in the Cemetery or that has otherwise deteriorated to an unsightly state that is inconsistent with the dignity of adjacent plots and the general aesthetic of the Cemetery.
- 4.4 Memorials and monuments are installed in the Cemetery at the owner's risk and the City assumes no responsibility for damage or loss due to vandalism, deterioration, theft, etc. It is the owner's responsibility to contact an Insurance Agent to discuss the possible coverage for loss.
- 4.5 The donation and dedication of a memorial planting, memorial bench or other form of custom memorial feature at a City cemetery may be permitted, at the expense of the applicant, subject to a request being made, the approval of the City and providing that;
  - 4.5.1 an application for installation, in a form prescribed by the City, is made to the City giving the proposed specifications, design and materials of the proposed memorial, to be purchased by the applicant;
  - 4.5.2 the application and site selection must be approved in writing by the City before any delivery or installation may proceed and must conform to the plan of the City cemetery as determined by the City;
  - 4.5.3 a dedicated item or custom memorial shall only be installed, removed or modified in a City cemetery by a memorial dealer or an authorized agent of the City and under the

supervision of the City at the expense of the applicant and subject to the terms and conditions, as may be applicable, set out in the Bylaw;

- 4.5.4 the placement of a dedicated item or custom memorial does not confer to a donor or applicant any privilege over or control of the land upon which the donated memorial may be situated.

**SCHEDULE 'D'**  
**GREEN BURIAL**

- ~~1. The City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy together with the rules and regulations that follow here shall apply to the provision of green burial rights of interment, green burial interment of human remains and cremated remains in a green burial area, memorialization, planting and visitation in a green burial area in a City cemetery.~~
- ~~2. Interment rights for a green burial plot may be purchased on an at need or a reserve basis for the following type of green burial plot:~~
  - ~~2.1 a single depth interment plot which can be used for the interment of the human remains of one (1) person and the secondary interment of the cremated remains of a not more than two (2) persons;~~
  - ~~2.2 a double depth interment plot which can be used for the interment of the human remains of two (2) persons and the secondary interment of the cremated remains of a not more than two (2) persons;~~
  - ~~2.3 where no interment of human remains will be made into a green burial plot, the plot may be used for the interment of the cremated remains of not more than four (4) persons.~~
- ~~3. Green burial plot assignment shall only be made at the time a plot is required for an interment of human remains or cremated remains.~~
- ~~4. The City shall have the authority to control a green burial area and the assignment of plots to be used for interment where such assignment shall be subject to the plot use, planting and ecosystem management plan established by the City for the green burial area where a plot is located.~~
- ~~5. Human remains proposed for interment in a green burial plot shall:~~
  - ~~5.1 be in a natural state and shall not be embalmed;~~
  - ~~5.2 be clothed, wrapped or shrouded in natural and fully biodegradable fiber or material;~~
  - ~~5.3 be enclosed in a biodegradable shroud, casket or alternative container that is approved by the City for use in a green burial plot;~~
  - ~~5.4 be enclosed in a shroud, casket or alternative container with a rigid base that permits the dignified transport and safe handling of the human remains by all persons so charged.~~
- ~~6. For human remains green burial, a shroud, casket or alternative container shall:~~
  - ~~6.1 comply with any provision set out for caskets or containers set out in cemetery legislation;~~
  - ~~6.2 be approved for use in a green burial area of the cemetery by the City prior to a scheduled interment service;~~
  - ~~6.3 not have any interior upholstery, shroud, bag or other form of lining that is fabricated from a non biodegradable material;~~
  - ~~6.4 be primarily constructed of fully biodegradable and environmentally sustainable materials;~~
  - ~~6.5 with the exception of minimally necessary structural hinges, nails and screws;~~

- ~~not have any extraneous part, fixture or decoration attached that is made of plastic, metal, or other non-biodegradable material;~~
- ~~6.6 not have a high gloss or polish finish achieved through the application of a synthetic or environmentally hazardous, toxic or non-biodegradable chemical or agent;~~
- ~~6.7 not be constructed with the use of a synthetic or environmentally hazardous, toxic or non-biodegradable glue, epoxy or other form of bonding agent;~~
- ~~6.8 not have any non-biodegradable personal item, memento or article placed inside the space occupied by the human remains;~~
- ~~6.9 have, as a function of their design, a safe and secure means with which to facilitate the dignified transfer of the human remains enclosed to the interment site and lowered into the excavated plot.~~
- ~~7. Cremated human remains proposed for disposition in a green burial area shall be enclosed in an urn or container that;~~
  - ~~7.1 is approved for use by the City, prior to a scheduled interment service, in a green burial area;~~
  - ~~7.2 is made of a fully biodegradable material which may include recycled and unbleached paper or cardboard;~~
  - ~~7.3 shall not have any interior plastic, metal or other form of permanent or semi-permanent liner, container or bag.~~
- ~~8. Shrouds, caskets, urns or alternative containers that are constructed from fibre board, particleboard, plywood, non-sustainable or exotic wood, hardwood, metal, bleached or non-recycled cardboard or other form of non-sustainable, non-biodegradable or artificial material are prohibited from interment in a green burial plot.~~
- ~~9. The legal representative of a deceased person to be interred in a green burial plot, or their funeral service provider or authorized agent shall ensure a shroud, casket, urn or alternative container proposed for interment in a green burial plot in a City cemetery is a City approved container.~~
- ~~10. The City shall have the right to approve, or refuse to accept, for burial any shroud, casket, urn or alternative container proposed for interment in a green burial plot.~~
- ~~11. No form of exterior grave liner is permitted in a green burial interment plot.~~
- ~~12. The interment of human remains in a green burial plot or section shall be considered non-recoverable from the date of interment. The City shall have no obligation, except where ordered by a Court of competent jurisdiction, to disinter or exhume human remains from a green burial plot or section.~~
- ~~13. The interment or scattering of cremated remains in a green burial area shall be considered irreversible and non-recoverable from the date of interment or scattering. The City shall have no obligation and shall not be required to recover cremated remains interred or scattered in a green burial area.~~
- ~~14. The City shall install communal memorials of a design of their choosing for the purpose of making approved memorial inscriptions to commemorate green burial interment and cremated remains scattering, and inscriptions made on communal memorials shall comply with *Cold Lake Policy No. 207 AD-19, Cemetery Management Policy*.~~
- ~~15. Floral tributes that accompany human remains or cremated human remains as part of an interment service shall be permitted to remain on a plot for a maximum of two (2) weeks. After~~



- ~~two (2) weeks the City, or their authorized agent, shall have the right, without prior notice, to remove and dispose of the floral tributes on a green burial plot.~~
- ~~16. Except for floral tributes accompanying an interment service no other floral tributes, artificial flowers, potted plants, planting, memorial, vase, decoration or adornment of any form or type may be placed on a green burial plot. The City, or their authorized agent, shall have the right, without prior notice, to remove and dispose of any unauthorized flower, potted plant or planting on a green burial plot.~~
  - ~~17. The City, or their authorized agent, shall have the right, without prior notice, to remove and dispose of any unauthorized memorial, memorial object, decoration, adornment or memento from a green burial plot or a green burial area.~~
  - ~~18. To maintain a balance of planting species in green burial areas only the City, or their authorized agent, shall make plantings according to a pre-established planting plan for the area.~~
  - ~~19. Only locally indigenous trees, bushes, shrubs, groundcover and wildflowers native to and typical of those found in the City's climate zone shall be planted in a green burial area.~~
  - ~~20. Planting in a green burial area shall only be done as is seasonally appropriate for the type of planting to be made.~~
  - ~~21. Depending on the location of a plot used, an interment rights holder or the legal representative of a deceased may be offered a choice of planting for a plot and may be offered the opportunity to participate in the planting process for their plot.~~
  - ~~22. The City shall have the right to manage, maintain and alter the interment areas, memorials, roads and pathways, change or remove plantings, grade, alter in shape or size, or otherwise to change all or any part of a green burial area as they deem necessary and subject only to compliance with any applicable requirements of cemetery legislation.~~
  - ~~23. The City shall establish and maintain pedestrian paths and visitation zones around green burial communal memorials to facilitate visitation.~~
  - ~~24. To protect and maintain the health and integrity of green burial area plantings and eco-systems the City shall have the right to limit, restrict or prohibit the visitation of individual graves in any green burial area in a City cemetery.~~
  - ~~25. The City shall have the right to limit, restrict or prohibit vehicle access to any green burial area in a City cemetery.~~



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## **Cemetery Management Policy**

**POLICY NUMBER: 207-AD-19**

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Approval Date: June 25, 2019

Revise Date:

Motion Number: CRM20190625. 1009

Repeal Date:

Supersedes: New

Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to the management, regulation, operation and maintenance of the City of Cold Lake cemeteries. The City wishes to provide the public, its agents, contractors, and funeral service providers with guidelines pertaining to cemetery fees, interment rights & specifications, memorial specifications, and green burial specifications. The guidelines are not intended to be interpreted as rigid policies, but rather provide a guide outlining the City's minimum requirements.

### **2.0 Purpose**

The purpose of the Cemetery Management Policy is to ensure the City of Cold Lake cemeteries conform to minimum expectations and delegate authority to Administration to update the guidelines from time to time when required.

### **3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish cemetery fees, interment rights and specifications, memorial specifications, and green burial specifications.
- 3.2 The management, regulation, operation and maintenance of the City of Cold Lake cemeteries shall be implemented in accordance with the guidelines outlined in this policy.

### **4.0 Managerial Guidelines**

- 4.1 The Cemetery Fees have been attached hereto as Appendix "A".
- 4.2 The Interment Rights and Specifications have been attached hereto as Appendix "B".
- 4.3 The Memorial Specifications have been attached hereto as Appendix "C".
- 4.4 The Green Burial Specifications have been attached hereto as Appendix "D".

**5.0 References**

N/A

**6.0 Persons Affected**

- City of Cold Lake Staff.
- The public

**7.0 Revision/Review History**

N/A

July 4, 2019  
Date

July 4, 2019  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Mayor



**SCHEDULE 'A'**  
**CEMETERY FEES**

ITEM	FEE
<b>PLOTS: Human Remains</b>	
Infant / Child Plot:	\$ 300.00
Standard Adult Plot (Single-Depth): <i>-allows for One (1) Full Burial prior to Four (4) Cremated Remains</i>	500.00
Standard Adult Plot (Double-Depth): <i>- allows for Two (2) Full Burials in the same plot</i>	1,250.00
Field of Honour Plot:	300.00
Green Burial Plot:	1,000.00
<b>PLOTS: Cremated Remains</b>	
Standard / Green Burial Cremation Plot:	\$ 500.00
Columbarium Niche Plot:	1,250.00
Standard Adult (cremation only) Plot: <i>- allows for Six (6) Cremated Remains only</i>	500.00
Green Burial (cremation only) Plot:	1,000.00
<b>MEMORIALS: Installation Permits</b>	
Flat Marker Permit	\$ 75.00
Upright Monument Permit	75.00
Columbarium Niche Plate Permit	125.00
Green Burial Inscription Permit	75.00
<b>INTERMENT / SERVICES: Administration / Records Management</b>	
Interment - Infant/Child: Human Remains	\$ 50.00
Interment - Adult: Human Remains	125.00
Interment – In-Ground: Cremated Remains	75.00
Interment – Niche: Cremated Remains	75.00
Scattering: Cremated Remains	50.00
Saturday / Sunday / Holiday - Services	200.00
Late Notice for Interment	125.00
Disinterment / Exhumation	500.00
<b>GENERAL: Administration &amp; Records Management</b>	

Transfer of Interment Right – to another individual and Name Change for Plot	\$100.00
Transfer of Interment Right returned to City of Cold Lake <i>will be purchased by the City at 85% of the original cost charged to the Owner by the City.</i>	
Records Fee – Second (double-depth) Interment of Human Remains	75.00
Records Fee – Secondary Interment in Occupied Plot – Cremation Urn	75.00
Witness Close & Fill of Grave	nil
Records – Amend / Correct / Add to an Existing Record	50.00

***Services are subject to availability. All fees are subject to change. All fees are subject to GST. Prices are effective January 1, 2019.***



**SCHEDULE 'B'**  
**INTERMENT RIGHTS & SPECIFICATIONS**

**SECTION 1.0 INTERMENT RIGHTS**

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to rights of interment, the interment of human remains and the interment or scattering of cremated remains in a City cemetery.
- 1.2 The City, subject to payment of an established fee, may grant an interment right for a vacant plot in a City cemetery on an at-need or a reserve basis.
- 1.3 Possession of an interment right;
  - 1.3.1 confers to a rights holder, a right in perpetuity to use, in compliance with the *Cemetery Management Bylaw* and any rules and regulations made thereto, a plot for the interment of human remains or cremated remains for a person named on an Interment Rights Certificate;
  - 1.3.2 does not confer to a rights holder, any title to, ownership of, or interest in the land of a City cemetery or of a plot or any other special privilege over any land of a City cemetery;
  - 1.3.3 does not require the City to permit an interment of human remains or cremated remains into a plot until the rights holder complies in all other respects with the *Cemetery Management Bylaw* and any rules and regulations made thereto as it relates to the interment of human remains or cremated remains, or the scattering of cremated remains or the purchase and placement of a memorial and, without limitation, the payment of all fees.
- 1.4 An applicant may, on an at-need or on a reserve basis and upon payment in full for a fee set out in *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*, purchase an interment right for not more than four (4) human remains or cremated remains plots.
- 1.5 Generally, and except where it may be otherwise set out in the *Cemetery Management Bylaw* and any rules and regulations made thereto, the City shall offer for sale, and a right of interment shall confer the following permitted uses for a human remains interment plot:
  - 1.5.1. Infant / Child Plot:  
This form of plot is limited to the interment of the human remains of one (1) infant or child and the secondary interment of the cremated remains of not more than four (4) persons who have a direct and immediate family (parent, sibling or grandparent) relationship to the interred infant or child;
  - 1.5.2. Standard Adult Plot:  
This form of plot is limited to the interment of the human remains of not more than two (2) persons and the secondary interment of the cremated remains of not more than four (4) persons;
  - 1.5.3. Green Burial Plot:  
This form of plot is limited to the interment of the human remains of not more than one (1) person and the secondary interment of the cremated remains of not more than three (3) persons and the use of a green burial plot is subject to *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.

- 1.6 Generally, and except where it may be otherwise set out in the *Cemetery Management Bylaw*, *Cold Lake Policy No. 207-AD-19*, *Cemetery Management Policy* and any rules and regulations made thereto, the City shall offer for sale and a right of interment shall confer the following permitted uses for a cremated remains interment plot:
- 1.6.1 Standard / Green Burial Cremation Plot:  
This form of plot is limited to the interment of the cremated remains of not more than two (2) persons and the use of any form of green burial plot is subject to *Cold Lake Policy No. 207-AD-19*, *Cemetery Management Policy*;
  - 1.6.2 Columbarium Niche Plot:  
This form of plot is limited to the interment of the cremated remains of not more than two (2) persons;
  - 1.6.3 Standard Adult (cremation only) Plot:  
This form of plot, normally intended for human remains interment, may be purchased for the purpose of making only cremated remains interment and in this instance, this plot is limited to the interment of the cremated remains of not more than six (6) persons;
  - 1.6.4 Green Burial (cremation only) Plot:  
This form of plot, normally intended for human remains green burial, may be purchased for the purpose of making only cremated remains burial and in this instance, this plot is limited to the interment of the cremated remains of not more than four (4) persons.
- 1.7 The CAO may, in a special or emergent at-need circumstance, permit the sale of the interment rights for more than four (4) but not more than ten (10) plots of any type to an applicant and under such terms and conditions as the CAO deems appropriate.
- 1.8 The City shall have the authority to establish other interment rights for plots in a City cemetery that may have the same classification as the plots described herein but may also have a different interment capacity and memorial criteria specific to their design and location in a City cemetery.

## **SECTION 2.0 INTERMENT PLOT SIZE**

- 2.1. **HUMAN REMAINS:** Plots designed, laid out and designated for the interment of human remains shall be the following;
- 2.1.1. Infant / Child Plot:  
Shall not exceed, but may be less than 1.2 meters (4') wide by 2.8 meters (9') long;
  - 2.1.2. Standard Adult / Green Burial Plot:  
Shall not exceed 1.2 meters wide (4') by 2.8 meters (9') long;
- 2.2. **CREMATED REMAINS:** Generally, plots designed, laid out and designated for the interment of cremated remains shall be the following;
- 2.2.1. Standard / Green Burial Cremation Plot:  
Shall not exceed 0.6 meters (2') wide by 0.6 meters (2') long;
  - 2.2.2. Cremation Niche:  
The dimensions of a niche, which may vary depending on a columbarium design, shall be those that are designed for and provided to the City by a columbarium / niche supplier;
  - 2.2.3. Standard Adult / Green Burial (cremation only) Plot:



Shall not exceed 1.2 meters wide (4') by 2.8 meters (9') long.

- 2.3. Interment plots may be laid out separately, in combinations or in combination of one plot type with another plot type.
- 2.4. In every instance, the official dimensions of any plot in a City cemetery shall be those set-out in the design plan and subsequent plot survey completed for the cemetery in which they are located.
- 2.5. The City shall have the authority to vary the dimensions of a plot or group of plots as circumstances may dictate or as it deems appropriate for the operation and maintenance of the Cemetery.

### **SECTION 3.0 INTERMENTS**

The following specifications shall be followed in making an interment of human remains or cremated remains into a plot at a City cemetery.

- 3.1. **HUMAN REMAINS:** Every interment of human remains into a plot in a City Cemetery shall be made as follows:
  - 3.1.1. **Infant / Child Plot:**

Every interment of an infant/child human remains shall be made at a depth where, after being filled and closed, there shall be, where a grave liner has been used, not less than twenty-four (24) inches (0.6 m) of soil between the finished surface of the plot and the uppermost surface of the grave liner in the plot, or where no grave liner has been used, there shall be not less than thirty-six (36) inches (0.9 m) between the finished surface of the plot and the uppermost surface of the casket or container enclosing the infant or child resting in the plot;
  - 3.1.2. **Standard Adult Interment Plot:**

In every instance, the first interment of human remains shall be made at the lowest depth of the plot and shall be of sufficient depth to permit a future second interment of human remains and where, after the second interment of human remains in a plot, after being filled and closed, there shall be, where grave liners have been used, not less than twenty-four (24) inches (0.6 m) of soil between the finished surface of the plot and the uppermost surface of the grave liner in the upper level of the plot or, where no grave liners have been used, there shall be not less than thirty-six (36) inches (0.9 m) between the finished surface of the plot and the uppermost surface of the casket or container enclosing the human remains resting in the upper level of the plot;
  - 3.1.3. **Green Burial Plot:**

Every green burial of human remains shall be made at a depth where, after being filled and closed, there shall be not less than thirty-six (36) inches (0.9 m) between the finished surface of the plot and the uppermost surface of the shroud, casket or container enclosing the human remains resting in the plot.
- 3.2. **CREMATED REMAINS:** Every interment of cremated remains into a plot in a City Cemetery shall be made as follows:
  - 3.2.1. **In-Ground Interment:**

Every interment of cremated remains shall be made at a depth where after, being filled and closed, there shall be not less than twelve (12) inches (30.5 cm) of soil between the finished surface of the plot and the uppermost surface of the cremated remains resting in the plot.

## 3.2.2. Niche Interment:

A niche shall be opened and closed according the design parameters and specifications established by and provided to the City by the columbarium supplier.

- 3.3. The secondary interment of cremated remains into a human remains plot shall only be permitted after the human remains interment(s) has (have) been made into the plot.
- 3.4. The number of permitted interments into any plot shall, without exception, be limited to the number set-out for interment rights in articles 1.5 and 1.6 of this Schedule.
- 3.5. After interment, the installation of a memorial on any plot in a City cemetery shall comply with the *Cemetery Management Bylaw* and *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* as is in force at the time of the memorial installation.

**SECTION 4.0 CREMATION SCATTERING**

- 4.1. The City may create designated areas or features within a City cemetery for purpose of accommodating the scattering of cremated remains.
- 4.2. The scattering of cremated remains in a City cemetery is strictly prohibited except for scattering in a designated area or feature of a City cemetery.
- 4.3. Areas or features designed, laid out and designated for the scattering of cremated remains shall be of sufficient size and design to permit for the discreet, dignified, comingled disposition of cremated remains.
- 4.4. Scattered cremated remains shall not be assigned a unique, individual plot descriptor or locator but shall, for the purposes of maintaining cemetery records, be recorded as having been scattered in a designated scattering area or feature of a City cemetery.
- 4.5. The scattering of cremated remains shall be made into a feature designed to contain comingled cremated remains or onto the surface of the ground in a designated scattering area of a City Cemetery.
- 4.6. Where, subject to the written permission of the City, cremated remains have been scattered onto the surface of the ground the City may, after the scattering, place a shallow layer of leaf or bark mulch over the scattered cremated remains to protect the cremated remains from disturbance.
- 4.7. The scattering of cremated remains shall always be performed by or under the supervision of a City employee or an authorized agent of the City and every scattering shall be made in a respectful and dignified manner.



**SCHEDULE 'C'**  
**MEMORIAL REGULATIONS**

**SECTION 1 MEMORIAL GENERAL RULES**

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to the installation of any form of memorial in a City cemetery.
- 1.2 Every memorial and the installation thereof in a City cemetery shall conform to the plan established for the plot and the section of the City cemetery in which the memorial is proposed to be installed.
- 1.3 Every memorial shall be constructed of granite, or bronze on a granite base or another material that is permanent and durable, approved by the City and that conforms to this Schedule.
- 1.4 No memorial, inscription, engraving, ornamentation or combination thereof that makes any reference to a pet or pets or is inconsistent with the dignity of adjacent plots, the cemetery or community standards, shall be placed on any memorial.
- 1.5 No memorial shall be installed on a plot until:
  - 1.4.1 an application for a permit to install a memorial has been approved by the City;
  - 1.4.2 an applicant for a memorial permit submits plans and specifications describing fully the memorial's proposed size, design, material, inscription and location have been submitted to the City, in a form prescribed by the City;
  - 1.4.3 all outstanding indebtedness as relates to the interment right, plot, interment, and memorial installation has been paid in full to the City;
  - 1.4.4 and upon satisfying all of the above, a memorial permit may be issued by the City to authorize installation of the memorial.
- 1.6 The type and design of a memorial and, the maximum width, depth and thickness of a memorial and, the form and style of a memorial inscription is conditional on the type of plot or plots on which it is being installed.
- 1.7 No memorial may be installed or placed on a plot prior to the interment of human remains or cremated remains into the plot.
- 1.8 Every memorial, at a City cemetery shall be installed, relocated or removed, subject to the direction of the City, by a memorial supplier or agent authorized by the City and at the owner's expense.

**SECTION 2 MEMORIAL SPECIFICATIONS**

- 2.1 Except for the thickness of a flat memorial installed flush with the ground, which shall be not less than three (3") inches (7.6 cm) thick, the memorial dimensions set out in this schedule may have a variance of not more than plus-or-minus one (1") inch (2.5 cm).
- 2.2 Every memorial foundation in a City cemetery shall be made of concrete of not less than one thousand five hundred forty two (1,542) kilograms P.S.I strength and not less than a 10.2 cm (4 inches), a standard, acceptable to the City and shall incorporate design elements to address local weather extremes, grounds conditions and the potential effects of ground frost and freezing.
- 2.3 **Flat Markers:**  
A memorial taking the form of a flat marker to be installed flush with the ground shall be



- 2.3.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
    - 2.3.1.1 excavation of the installation site;
    - 2.3.1.2 placement and compaction of sufficient consolidated aggregate materials and/or concrete to ensure a stable and level, vertical and horizontal installation of the flat marker flush with the surface level of the plot.
  - 2.3.2 a granite memorial that is smooth sawn on the bottom and its sides and the side surfaces shall be true and perpendicular with the memorial's top surface and the inscription and design shall be carving or engraving on the face of the memorial;
  - 2.3.3 a bronze memorial anchored onto a granite base which shall be both wider and longer than the bronze marker and has a border of exactly two (2") inches (5 cm) of the base surface exposed on all sides and, the base top, bottom and sides shall be smooth sawn and, the side surfaces shall be true and perpendicular with the base's top surface and, the base shall be not less than three (3") inches (7.6 cm) thick;
  - 2.3.4 a bronze memorial anchored onto a reinforced concrete base which shall have a border of not more than two (2") inches (5 cm) of concrete exposed on all sides and;
    - 2.3.4.1 the concrete base shall consist of one (1) mat of No. 3 steel reinforcing bar placed in the center of the three (3") inch (7.6 cm) slab and protected from the edges with one and one-half (1.5") inches (3.8 cm) of concrete. This form of mat shall have not less than two (2) pieces of reinforcing bar running the width of the base and three shorter pieces running the length of base, or;
    - 2.3.4.2 the concrete base may consist of not less than two (2) layers of No. 9 wire reinforcing mesh placed in the center of the slab and spaced 0.4" inches (1 cm) to 0.8" inches (2 cm) apart from the other, and;
    - 2.3.4.3 the concrete base for a bronze memorial shall be not less than three (3") inches (7.6 cm) thick;
  - 2.3.5 a bronze memorial mounted on a granite or concrete base shall not exceed the maximum permitted size of memorial that may be permitted on a plot;
  - 2.3.6 the scrolls, letters, figures or other design elements of a bronze memorial shall not be raised more than one-half (0.5") inch (1.2 cm) above the finished surface of the memorial.
- 2.4 **Upright Monuments:**  
A memorial taking the form of an upright monument, of a maximum height of 1.02 meters (3 feet 4 inches), installed above the ground level of a plot shall be:
- 2.4.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
    - 2.4.1.1 excavation of the installation site ;
    - 2.4.1.2 placement so that the top edge of the monument foundation shall be in alignment with all other foundations in that particular row and compaction of sufficient consolidated aggregate materials and installation of a reinforced concrete pad that:
      - a) for a standard upright monument is not less than six (6") inches (15.24 cm) thick;

- b) for a large upright monument is not less than eight (8") inches (20.3 cm) thick;
  - c) is not less than two (2") inches (5 cm) wider and longer than the base of the monument to be installed on the plot;
  - d) ensures the stable and level, vertical and horizontal installation of the upright monument above the surface level of the plot.
- 2.4.2 a monument base shall be made of granite and shall first be installed and secured to its foundation in a manner approved by the City and the bottom of the granite base shall be smooth sawn and unpolished so as to permit effective placement of the base on the foundation;
- 2.4.3 a monument base side surfaces shall be true and perpendicular with the base's top surface and may be smooth sawn or rock pitch and may be polished or unpolished, and;
- 2.4.4 a monument base shall be wider and longer than the monument tablet in order to provide a minimum border of two (2") inches (5 cm) to a maximum border of four (4") inches (10.1 cm) of the base surface exposed on all sides, and;
- 2.4.5 a monument tablet shall be constructed of granite and attachment of a monument tablet to its base shall be with dowel pins and / or an adhesive epoxy compound approved by the City and, in the instance where dowels are mandated by the City, the dowels shall be made of a non-corrosive material, be centered on the base, be not less than six (6") inches (15.2 cm) in length and evenly extended into both the tablet and the base, and installed in a 'dry' mode, and;
- 2.4.6 a monument tablet shall be not less than six (6") inches (15.2 cm) thick and may be no thicker than a dimension that leaves not less than a two (2") inch (5 cm) to a maximum of a four (4") inch (10.1 cm) border of the monument base surface exposed on all sides and shall not extend over the space where a plot may be opened to accommodate the interment of human remains;
- 2.4.7 a monument tablet inscription lettering, plaque or other form of adornment or decoration and design shall be carved or engraved on the face of the tablet only, or a bronze plaque securely anchored to the face of the tablet with non-corrosive fasteners and / or an adhesive epoxy approved by the City. Nothing shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.5 No inscription, lettering, plaque or other form of adornment or decoration shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.6 No upright monument shall be installed to extend over the space where a plot has been or may be opened to accommodate the interment of human remains.
- 2.7 An upright monument with a design feature that is an integral part of a monument tablet may be permitted so long as the monument and design feature conform to the size specifications set out in these specifications.
- 2.8 A monument in the form of a freestanding design shall not be permitted.
- 2.9 No monument shall have any uncovered vertical joint.
- 2.10 No form of candleholder, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed.
- 2.11 **Niches:**



A memorial taking the form of a niche plate:

- 2.9.1 shall, subject to the plate size, have an inscription carved or engraved on the surface of the plate that consists solely of the given name(s) or initials, the surname, the year of birth and the year of death of the individual interred in the niche;
- 2.9.2 shall not have any other form of symbol, decoration or other form of adornment engraved, inscribed or attached to the surface of the plate;
- 2.9.3 every inscription shall be made in a font style, size and layout that is consistent with adjacent niches and with the overall design established by the City for the columbarium of which they are a part.

**2.12 Green Burial Memorials:**

A memorial inscription on a green burial communal memorial feature shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for a green burial area or a green burial communal memorial of which the inscription is a part, and:

- 2.10.1 No inscription shall be made on a green burial memorial until;
  - 2.10.1.1 the inscription is approved by the City;
  - 2.10.1.2 all outstanding indebtedness to the City relating to the right of interment for a plot, interment or scattering and the engraving of the inscription has been paid in full.
- 2.10.2 Every memorial inscription made on a green burial memorial shall be;
  - 2.10.2.1 placed on the memorial designated for the plot or group of plots where a green burial was made;
  - 2.10.2.2 recorded sequentially on the appropriate memorial as interments occur;
  - 2.10.2.3 composed on one line, as space may permit, of an inscription limited to the given name(s) and/or initial(s) and the surname of a deceased and the year of birth and the year of death of a deceased.
  - 2.10.2.4 engraved to a standard depth in a standard font established by the City for the memorial where the inscription is being made;
  - 2.10.2.5 made by an authorized agent of the City.
- 2.10.3 The City shall have the right to determine when inscriptions are made on a green burial memorial and shall arrange to have new inscriptions made as they may accumulate at a minimum of two (2) times in each calendar year.
- 2.10.4 There is no obligation to have a memorial inscription made on a green burial memorial after a green burial or cremation scattering in a green burial area;
- 2.10.5 The City shall have the right to maintain, reposition, move, relocate or otherwise change a green burial memorial as deemed necessary and subject to compliance with cemetery legislation.

**2.13 Temporary Memorials:**

At the time of an interment the City may permit a temporary, non-permanent marker, of a design and size approved by the City, to be placed on a plot and shall be limited to placement on the plot for a period not more than six (6) months from the date of interment. The City shall have the authority to remove and dispose of, without prior notice, a temporary, non-permanent marker

remaining on a plot where more than six (6) months have expired from the date of interment.

### **SECTION 3 PLOT TYPES & PERMITTED MEMORIALS**

Generally, the following specifications shall constitute the type and number of memorials permitted on different plot types that may be designed and laid-out in a City cemetery:

#### **3.1 Infant / Child Plot:**

This form of plot may have memorial markers installed flush with the ground which are limited to:

- 3.1.1 one (1) flat marker that is twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) infant/child, and;
- 3.1.2 not more than two (2) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than two (2) persons each.

#### **3.2 Flat Marker Plot:**

This form of plot may have memorial markers installed flush with the ground which are limited to:

- 3.2.1 where the single-depth or double-depth interment of human remains is made, one (1) flat marker that is eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) person, and;
- 3.2.2 for the permitted secondary interment of cremated remains;
  - 3.2.2.1 two (2) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
  - 3.2.2.2 not more than four (4) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

#### **3.3 Side-by-Side Flat Marker Plot:**

This form of plot may have memorial markers installed flush with the ground which are limited to:

- 3.3.1 one (1) flat marker, installed over the center line of the adjoined plots, that is eighteen (18") inches (45.7 cm) deep by forty-eight (48") inches (121.9 cm) wide by three (3") inches (7.6 cm) thick and memorializing a maximum of four (4) persons, or;
- 3.3.2 two (2) flat markers, installed one (1) on each of the adjoined plots, that are eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons, and;
- 3.3.3 for the permitted secondary interment of cremated remains;



- 3.3.3.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoining plots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
- 3.3.3.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoining plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.

### 3.4 Upright Monument Plot:

This form of plot shall, as its primary form of memorial, have an upright monument and may also have additional memorial markers installed flush with the ground which are limited to:

- 3.4.1. one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by thirty-six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm) high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm) thick memorializing not more than two (2) persons, and;
- 3.4.2. for the permitted secondary interment of cremated remains;
  - 3.4.2.1 two (2) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
  - 3.4.2.2 not more than four (4) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

### 3.5 Side-by-Side Upright Monument Plot:

This form of plot shall, as its primary form of memorial, have one (1) large upright monument or two (2) standard upright monuments and may also have additional flat markers installed flush with the ground which are limited to:

- 3.5.1 one (1) large upright monument, installed over the center line of the adjoining plots, that has a base that is sixteen (16") inches (40.6 cm) deep by forty eight (48") inches (121.9 cm) wide by eight (8") inches (20.3cm) high AND a monument tablet that is thirty six ( 36") inches (86.3 cm) wide by not more than forty (40") inches (101.6 cm) high by twelve (12") inches (30.4 cm) thick memorializing a maximum of four (4) persons, or;
- 3.5.2 two (2) standard upright monuments, installed one (1) on each of the adjoining plots, that consist of a base that is twelve (12") inches (30.4 cm) deep by thirty six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm) high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm) thick memorializing not more than two (2) persons each, and;
- 3.5.3 for the permitted secondary interment of cremated remains;
  - 3.5.3.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoining plots that are twelve (12") inches (30.4 cm) deep



by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

- 3.5.3.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoining plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.

**3.6 Standard Cremation Plot:**

This form of plot may have memorial markers installed flush with the ground which are limited to:

- 3.6.1 one (1) flat marker that is twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick memorializing not more two (2) persons, or;
- 3.6.2 up to two (2) flat markers, installed flush with the ground, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person.

**3.7 Flat Marker (cremation only) Plot:**

This form of plot may have memorial markers installed flush with the ground which are limited to:

- 3.7.1 three (3) flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
- 3.7.2 not more than four (4) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

**3.8 Columbarium Niche Plot:**

This form of plot shall have as its primary form of memorial an inscription made on the face of the niche plate in a design, font style, size and layout that is consistent with this Schedule and with the overall design established by the City for the columbarium of which the niche is a part.

**3.9 Green Burial Human Remains or Cremated Remains Plot:**

This form of plot does not permit for the installation of any form of memorial on the interment plot. Memorialization for a green burial plot shall only be made at a communal memorial feature established by the City for a green burial area.

## **SECTION 4 POLICY & SCHEDULE APPLICATION**

- 4.1 The memorial standards and specifications set out in the *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and this Schedule shall be in effect after the date of adoption of this Policy and shall not retroactively apply to any memorial installed on or before the date of adoption of *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.

- 4.2 For an interment right, plot or plot purchased, or interment made, prior to the date of the adoption of *City of Cold Lake Cemetery Management Bylaw, the Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and its accompanying Schedules the City, and subject to the written approval of the City, may at its sole discretion permit a limited exemption to this Schedule

where such an exemption shall be made solely for the purpose of matching a pre-existing memorial on a plot.

- 4.3 Notwithstanding any form of matching exemption under article 4.2 of this Schedule,
- 4.3.1 the installation of any form of grave cover or cap in any City cemetery is prohibited and, for any form of grave cover or cap that pre-exists no matching or replacement exemption shall be granted by the City.
  - 4.3.2 The City shall have the authority, without prior notice, to remove and restore the surface of any grave in a City cemetery with soil and turf and to dispose of any grave cover, cap, curb, coping, fence, railing, adornment or flower vase that, in the judgement of the City is in an advanced state of disrepair, has created an uneven or unsafe ground condition, become a safety hazard to persons using, visiting or working in the Cemetery or that has otherwise deteriorated to an unsightly state that is inconsistent with the dignity of adjacent plots and the general aesthetic of the Cemetery.
- 4.4 Memorials and monuments are installed in the Cemetery at the owner's risk and the City assumes no responsibility for damage or loss due to vandalism, deterioration, theft, etc. It is the owner's responsibility to contact an Insurance Agent to discuss the possible coverage for loss.
- 4.5 The donation and dedication of a memorial planting, memorial bench or other form of custom memorial feature at a City cemetery may be permitted, at the expense of the applicant, subject to a request being made, the approval of the City and providing that;
- 4.5.1 an application for installation, in a form prescribed by the City, is made to the City giving the proposed specifications, design and materials of the proposed memorial, to be purchased by the applicant;
  - 4.5.2 the application and site selection must be approved in writing by the City before any delivery or installation may proceed and must conform to the plan of the City cemetery as determined by the City;
  - 4.5.3 a dedicated item or custom memorial shall only be installed, removed or modified in a City cemetery by a memorial dealer or an authorized agent of the City and under the supervision of the City at the expense of the applicant and subject to the terms and conditions, as may be applicable, set out in the Bylaw;
  - 4.5.4 the placement of a dedicated item or custom memorial does not confer to a donor or applicant any privilege over or control of the land upon which the donated memorial may be situated.



**SCHEDULE 'D'**  
**GREEN BURIAL**

1. The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to the provision of green burial rights of interment, green burial interment of human remains and cremated remains in a green burial area, memorialization, planting and visitation in a green burial area in a City cemetery.
2. Interment rights for a green burial plot may be purchased on an at-need or a reserve basis for the following type of green burial plot:
  - 2.1 a single-depth interment plot which can be used for the interment of the human remains of one (1) person and the secondary interment of the cremated remains of a not more than two (2) persons;
  - 2.2 a double-depth interment plot which can be used for the interment of the human remains of two (2) persons and the secondary interment of the cremated remains of a not more than two (2) persons;
  - 2.3 where no interment of human remains will be made into a green burial plot, the plot may be used for the interment of the cremated remains of not more than four (4) persons.
3. Green burial plot assignment shall only be made at the time a plot is required for an interment of human remains or cremated remains.
4. The City shall have the authority to control a green burial area and the assignment of plots to be used for interment where such assignment shall be subject to the plot use, planting and ecosystem management plan established by the City for the green burial area where a plot is located.
5. Human remains proposed for interment in a green burial plot shall:
  - 5.1 be in a natural state and shall not be embalmed;
  - 5.2 be clothed, wrapped or shrouded in natural and fully biodegradable fiber or material;
  - 5.3 be enclosed in a biodegradable shroud, casket or alternative container that is approved by the City for use in a green burial plot;
  - 5.4 be enclosed in a shroud, casket or alternative container with a rigid base that permits the dignified transport and safe handling of the human remains by all persons so charged.
6. For human remains green burial, a shroud, casket or alternative container shall:
  - 6.1 comply with any provision set out for caskets or containers set out in cemetery legislation;
  - 6.2 be approved for use in a green burial area of the cemetery by the City prior to a scheduled interment service;
  - 6.3 not have any interior upholstery, shroud, bag or other form of lining that is fabricated from a non- biodegradable material;
  - 6.4 be primarily constructed of fully biodegradable and environmentally sustainable materials;
  - 6.5 with the exception of minimally necessary structural hinges, nails and screws,

- not have any extraneous part, fixture or decoration attached that is made of plastic, metal, or other non-biodegradable material;
- 6.6 not have a high gloss or polish finish achieved through the application of a synthetic or environmentally hazardous, toxic or non-biodegradable chemical or agent;
- 6.7 not be constructed with the use of a synthetic or environmentally hazardous, toxic or non-biodegradable glue, epoxy or other form of bonding agent;
- 6.8 not have any non-biodegradable personal item, memento or article placed inside the space occupied by the human remains;
- 6.9 have, as a function of their design, a safe and secure means with which to facilitate the dignified transfer of the human remains enclosed to the interment site and lowered into the excavated plot.
- 7. Cremated human remains proposed for disposition in a green burial area shall be enclosed in an urn or container that;
  - 7.1 is approved for use by the City, prior to a scheduled interment service, in a green burial area;
  - 7.2 is made of a fully biodegradable material which may include recycled and unbleached paper or cardboard;
  - 7.3 shall not have any interior plastic, metal or other form of permanent or semi-permanent liner, container or bag.
- 8. Shrouds, caskets, urns or alternative containers that are constructed from fibre-board, particleboard, plywood, non-sustainable or exotic wood, hardwood, metal, bleached or non-recycled cardboard or other form of non-sustainable, non-biodegradable or artificial material are prohibited from interment in a green burial plot.
- 9. The legal representative of a deceased person to be interred in a green burial plot, or their funeral service provider or authorized agent shall ensure a shroud, casket, urn or alternative container proposed for interment in a green burial plot in a City cemetery is a City approved container.
- 10. The City shall have the right to approve, or refuse to accept, for burial any shroud, casket, urn or alternative container proposed for interment in a green burial plot.
- 11. No form of exterior grave liner is permitted in a green burial interment plot.
- 12. The interment of human remains in a green burial plot or section shall be considered non-recoverable from the date of interment. The City shall have no obligation, except where ordered by a Court of competent jurisdiction, to disinter or exhume human remains from a green burial plot or section.
- 13. The interment or scattering of cremated remains in a green burial area shall be considered irreversible and non-recoverable from the date of interment or scattering. The City shall have no obligation and shall not be required to recover cremated remains interred or scattered in a green burial area.
- 14. The City shall install communal memorials of a design of their choosing for the purpose of making approved memorial inscriptions to commemorate green burial interment and cremated remains scattering, and inscriptions made on communal memorials shall comply with *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 15. Floral tributes that accompany human remains or cremated human remains as part of an interment service shall be permitted to remain on a plot for a maximum of two (2) weeks. After



two (2) weeks the City, or their authorized agent, shall have the right, without prior notice, to remove and dispose of the floral tributes on a green burial plot.

16. Except for floral tributes accompanying an interment service no other floral tributes, artificial flowers, potted plants, planting, memorial, vase, decoration or adornment of any form or type may be placed on a green burial plot. The City, or their authorized agent, shall have the right, without prior notice, to remove and dispose of any unauthorized flower, potted plant or planting on a green burial plot.
17. The City, or their authorized agent, shall have the right, without prior notice, to remove and dispose of any unauthorized memorial, memorial object, decoration, adornment or memento from a green burial plot or a green burial area.
18. To maintain a balance of planting species in green burial areas only the City, or their authorized agent, shall make plantings according to a pre-established planting plan for the area.
19. Only locally indigenous trees, bushes, shrubs, groundcover and wildflowers native to and typical of those found in the City's climate zone shall be planted in a green burial area.
20. Planting in a green burial area shall only be done as is seasonally appropriate for the type of planting to be made.
21. Depending on the location of a plot used, an interment rights holder or the legal representative of a deceased may be offered a choice of planting for a plot and may be offered the opportunity to participate in the planting process for their plot.
22. The City shall have the right to manage, maintain and alter the interment areas, memorials, roads and pathways, change or remove plantings, grade, alter in shape or size, or otherwise to change all or any part of a green burial area as they deem necessary and subject only to compliance with any applicable requirements of cemetery legislation.
23. The City shall establish and maintain pedestrian paths and visitation zones around green burial communal memorials to facilitate visitation.
24. To protect and maintain the health and integrity of green burial area plantings and eco-systems the City shall have the right to limit, restrict or prohibit the visitation of individual graves in any green burial area in a City cemetery.
25. The City shall have the right to limit, restrict or prohibit vehicle access to any green burial area in a City cemetery.





## STAFF REPORT

**Title:** Correspondence - Minister of Public Services and Procurement

**Meeting Date:** September 8, 2020

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### **Executive Summary:**

His Worship Mayor Craig Copeland received a letter dated August 25, 2020, from the Honourable Minister of Public Services and Procurement, Anita Anand. The letter confirms receipt of an earlier letter sent by His Worship dated January 28, 2020, as well as an email dated April 7, 2020 (all are attached to this report).

The minister assures the city that the Government of Canada is committed to resolving the issue, but refrains from making further comment, as part of the dispute remains before the Payments in Lieu of Taxes (PILT) Dispute Advisory Panel (DAP), and part remains before the federal court system.

The Government of Canada remains in arrears to the City of Cold Lake in an amount totaling over \$23 million. About \$13 million of this is disputed PILT (including school board requisitions currently being deferred by Alberta's Minister of Education) and the remainder is due to penalties and interest levied in accordance with the Municipal Government Act.

The minister states that a DAP decision is expected in 2020 and the federal court proceedings are proceeding "on schedule."

### **Background:**

The 4 Wing Cold Lake Military Base (the Base) consists of 8,533 acres of land in use as an active air force Base, improved with an airfield and approximately 1,300 buildings. These buildings include operational facilities, training facilities and accommodations for the military personnel and their families. The City of Cold Lake and Public Works and Procurement Canada (PSPC) are in close agreement as to the value of the buildings and structures, but cannot agree to the property value with respect to the underlying land occupied by the Base.

For years, the city assessed the land portion of the property at approximately \$45 million and made application to PSPC for the Payment in Lieu of Taxes (PILT) payment. PSPC provided a value for the land of \$14.5 million.

### Dispute Advisory Panel Review



The city applied to the Dispute Advisory Panel (DAP) for a review of the PILT on the Base for the year 2012 due to the fact that PSPC unilaterally reduced the PILT payment for the land by 70%. The City utilized the rulings of the Supreme Court of Canada in the *Halifax versus Canada* [*Halifax v. Canada* (Public Works and Government Services)] and *Montreal City v. Montreal Port Authority* that stated:

- The Minister has an obligation to make a fair and equitable determination of the valuation of federal property.
- Fairness to municipalities demands that the Minister's determination of valuation be informed by the tax system that would apply to the federal property if that property were taxable.
- The Minister cannot base his or her determination on a "fictitious tax system."

The city decided to have 2 independent appraisals completed on the property which resulted in significantly different results indicating the "market value" of this property for assessment purposes was between \$158 and \$198 million.

At the DAP hearing, the city provided rationale and conclusions for why the land is worth \$189 million while the PSPC's position was that the land had a minimal value of \$14.5 million.

The DAP rendered its recommendation to the Minister on April 17, 2014, in favor of the land being worth approximately \$158 million, less the cost to upgrade services which was said to be \$114 million, leaving the land value at approximately \$44 million.

The city agreed with the DAP recommendations except for its treatment of physical servicing on the land (water, sewer etc). There was minimal evidence to prove the upgrades were worth \$114 million, but due to the absence of better evidence the panel used it as a reasonable deduction.

#### Minister's Decision

The Minister accepted the DAP's recommendation on June 3, 2015. The city although in agreement with some of the DAP's decision, felt the methodology surrounding the deduction for services was flawed, and therefore filed two (2) judicial reviews: One regarding the DAP's recommendation to the Minister and one regarding the Minister's decision to accept the recommendation of the DAP.

#### Post DAP's Recommendation and Minister's Decision



PSPC continued to pay PILT based on this decision and the city followed with applying for a review by the DAP on an annual basis regardless of the fact that a number of the upgrades have been completed since the hearing.

The city and PSPC agreed to stay the outstanding litigation to facilitate bona fide discussions to attempt to resolve the ongoing PILT dispute. The city put a great deal of time and effort into preparing for these discussions. Proposals were provided by both parties. In the city's view, PSPC did not take these discussions seriously and were not dealing with the city in good faith. The city sent letters and attempted to outline its concerns. PSPC continues to put up roadblocks that stall the process, and the city has recently been notified that PSPC will no longer be making PILT payments on the Cold Lake Golf and Winter Club due to the status of a concession agreement.

The City began to manage this facility in 2013 upon a request from the Wing Commander.

The DAP would not review the 2013-2018 PILT appeals by the city until the judicial reviews were no longer outstanding. The city withdrew the outstanding litigation in order to move forward. The city has since filed for review for the 2019 and 2020 PILT payments. The city is becoming very frustrated with the process and currently there is no review date set to hear any of the reviews from 2013 to date. The city is currently trying to amalgamate the hearings for 2013-2020 and has filed a judicial review over the Golf and Winter Club Agreement. We understand this most likely will delay the process for a timely DAP review.

#### Impact on City of Cold Lake Taxpayer

In a recent Supreme Court of Canada decision, the Court confirmed the fundamental principle that every assessment must be fair and equitable for all tax payers, as every taxpayer must bare their fair share of the total municipal tax burden. PSPC has not been paying its fair share of the total municipal tax burden within the city. To avoid the city experiencing a revenue shortage, the city has taxed the balance of the taxpayers in Cold Lake an additional amount to offset the shortage created by PSPC's refusal to pay its fair share of the total tax burden.

Moreover, the city collects school tax on behalf of the Province of Alberta. The amount that the city is obliged to remit to the province is calculated by multiplying the city's total assessment base by the provincial school tax rate. Accordingly, the city is obliged to remit monies to the province based upon the assessed value of the 4 Wing Military Base rather than the PILT payment received from PSPC. This results in the city being legally required to remit more money (school tax) to the province than it collects from PSPC. The annual deficit is causing additional hardship upon the city. The city annually



must request a deferral of the payment from the province but must set up an allowance in the event the province requests a payout of the deferral.

**Alternatives:**

- Council may accept the letter as information.
- Council may direct administration to prepare a further response based on its discussion.

**Recommended Action:**

Administration recommends that Council accept the letter as information.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



August 25, 2020

His Worship Craig Copeland  
Mayor of the City of Cold Lake  
5513-48 Avenue  
Cold Lake, Alberta T9M 1A1

Dear Mr. Mayor:

Thank you for your letter of January 28 and email of April 7, 2020, in which you express concerns over the disagreement between Public Services and Procurement Canada and the City of Cold Lake regarding payments in lieu of taxes for the Canadian Forces Base Cold Lake.

I understand that this is a difficult time, including for the City of Cold Lake. The Government of Canada remains committed to working with municipalities and continuing to make payments in lieu of taxes that are fair to all parties and that are equitable in comparison to other property owners.

As noted in your letter, there are two issues that need to be resolved: the land valuation of Canadian Forces Base Cold Lake for the calculation of payments in lieu of taxes; and the exclusion of the Cold Lake Golf and Winter Club from the payments in lieu of taxes paid to the City of Cold Lake.

The land valuation for the period from 2013 to 2019 is currently being reviewed by the Payments in Lieu of Taxes Dispute Advisory Panel, which is an expert panel that will advise me following a hearing where both parties deliver presentations. The hearing is expected to take place sometime in 2020.

The issue regarding the exclusion of the Cold Lake Golf and Winter Club is before the Federal Court since it involves the legal interpretation of the *Payments in Lieu of Taxes Act*. The proceedings are underway and are following the schedule determined by the Court.

Therefore, while I appreciate your invitation, I would suggest that we seek to discuss this matter following the upcoming reviews by the Dispute Advisory Panel and Federal Court, as their advice and direction will be key for the resolution. In the interim, please do not hesitate to contact Madison Taipalus in my office at [Madison.taipalus@canada.ca](mailto:Madison.taipalus@canada.ca) if it would be helpful.


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Please be assured that the Government of Canada is committed to resolving this long-standing issue.

I hope this information is helpful.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Anita Anand', written in a cursive style.

The Honourable Anita Anand, PC, MP  
Minister of Public Services and Procurement

c.c.: The Honourable Chrystia Freeland, PC, MP  
Deputy Prime Minister and  
Minister of Intergovernmental Affairs

Mr. David Yurdiga, MP  
Fort McMurray—Cold Lake

Mr. Kevin Nagoya  
Chief Administrative Officer  
City of Cold Lake

Mr. Andrew Serba  
Strategic Initiatives Manager  
City of Cold Lake

**From:** Craig Copeland <[CCopeland@coldlake.com](mailto:CCopeland@coldlake.com)>  
**Sent:** April 7, 2020 7:59 PM  
**To:** Anand, Anita - M.P. <[Anita.Anand@parl.gc.ca](mailto:Anita.Anand@parl.gc.ca)>  
**Subject:** City of Cold Lake

Good day Minister Anand

I first want to thank your government and the federal employees who are working tirelessly on the COVID-19 issue that our Country is faced with.

Here in our City of 15,000 people we are home to Canada's largest fighter base with approximately 2,700 employees who primarily are working at home. Our area is the third largest oil reserve for Canada and we produce greater than 600,000 Barrels per day. We have many residents that have recently been laid off due to the depressed oil price.

Our City operates on just over \$21 million in property taxes from residents and commercial properties. As you are aware there is concern for everyone's ability to pay municipal taxes with so many people out of work and business closed because of the COVID issue.

I have written to your Ministry before but I am asking if you can personally look into the dispute issue we have in regards to the outstanding property tax that the Federal Government has not paid on the fair assessed value of the 4 Wing CFB Cold lake property that resides in my community. Each year the Federal Government does not pay the assigned property tax of CFB Cold Lake. The outstanding property tax since 2013 is > \$10 million dollars. The Federal Government is our largest taxpayer and as you are aware municipal taxes allows municipalities to provide the services residents and the business community is demanding. My community is 1/3 military so the taxes being assigned by our assessor on the Federal Property are the same measure of standard for our downtown business and residents.

I would appreciate if you could look into this matter for me as our City is struggling financially and hopefully you can review this outstanding file that has existed for many years now.

Thank you very much.  
Craig Copeland  
Mayor  
City Cold Lake



**OFFICE OF THE MAYOR**

January 28, 2020

House of Commons  
The Honourable Anita Anand  
Minister of Public Services & Procurement Canada  
Ottawa, ON  
K1A 0A6  
Via email: [minister@pwgsc.gc.ca](mailto:minister@pwgsc.gc.ca)

Attention: The Honourable Anita Anand

Dear Minister Anand: *Anita*

Re: 4 Wing Cold Lake: Payment in Lieu of Taxes

House of Commons  
The Honourable Chrystia Freeland  
Deputy Prime Minister  
Ottawa, ON  
K1A 0A6  
Via email: [Chrystia.Freeland@parl.gc.ca](mailto:Chrystia.Freeland@parl.gc.ca)

Attention: The Honourable Chrystia Freeland

Dear Deputy Prime Minister Freeland: *Chrystia*

Since 2012, the City of Cold Lake has been in a dispute with respect to Payment in Lieu of Taxes ("PILT") paid by the department of Public Work & Procurement Canada (PWPC) in relation to the CFB Cold Lake Military Base. We are requesting for a meeting with you to provide a briefing covering the serious and negative impact that this dispute has had, and continues to have, on our ability to deliver municipal services to a population that is comprised of a significant number of members of the Canadian Armed Forces.

It also threatens to disrupt what has been an extremely amicable and cherished relationship between 4 Wing Cold Lake and the City of Cold Lake.

The City has been working with PSPC to resolve this matter since 2013. The outstanding PILT for the years 2013 to 2018 totals just over \$10 million dollars, plus accrued interest to date, which itself totals another \$10 million. Included in the \$10 million is roughly \$2.9 million for the Government of Alberta's Alberta School Board requisition. Annually, the City has requested a deferral for this amount pending the outcome of the PILT dispute; however, this approval is by no means guaranteed.

The City has become very frustrated with the process and has expended a significant amount of effort in an attempt to ensure that this issue does not affect its' relationship with 4 Wing. That being said, the City is required to tax the balance of its taxpayers an additional amount to offset the shortage created by PSPC refusing to pay its' fair share of the total tax burden. In addition, the City is legally required to remit school taxes that it cannot collect from PSPC. Currently, the Alberta School Foundation is carrying \$2.9 million in deferrals that could be called for at any time.

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**OFFICE OF THE MAYOR**

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To add to this frustration, the City of Cold Lake has recently been notified that PSPC will no longer be making PILT payments on the Cold Lake Golf and Winter Club due to the status of a concession agreement. The City began to manage this facility in 2013 upon a request from the Wing Commander. PSPC not making the PILT payment for the Cold Lake Golf and Winter Club will negatively impact the City's revenue to the magnitude of about \$300,000 annually.

It is important to note that this matter is far from trivial for the City of Cold Lake. With a population of just under 15,000 people, this represents a significant portion of the City's budget. A municipal property tax hike required to cover even only the Alberta School Board Requisition would prove to be more than economically challenging for our taxpayers. The City feels this process has been drawn out far longer than needed and that more diligent effort needs to be placed on resolving the PILT dispute.

Finally, the City of Cold Lake has been forced to expend considerable financial resources on legal and appraisal services since the disagreement regarding the assessed value of CFB Cold Lake first arose. These expenses are only exacerbated by further delays, thereby adding to the total economic hardship suffered by the City, its residents and businesses. Furthermore, the City of Cold Lake residents are carrying the burden of what should be the responsibility of all Canadians.

Again, we would appreciate the opportunity to provide you with a briefing on the strong working relationship we have with 4 Wing Cold Lake and the some historical context behind the ongoing PILT dispute. We'll have Andrew Sebra, Strategic Initiatives Manager follow-up with your office in the coming days; or alternatively he can be reached at [aserba@coldlake.com](mailto:aserba@coldlake.com) or at 780.594.4494 Ext. 7926.

Sincerely,

Craig Copeland,  
Mayor

cc: Council

David Yurdiga, Member of Parliament for Fort McMurray - Cold Lake

Kevin Nagoya, Chief Administrative Officer

Andrew Serba, Strategic Initiatives Manager



## STAFF REPORT

**Title:** Request for Funding - N.E. Muni-Corr Ltd. Annual Golf Tournament

**Meeting Date:** September 8, 2020

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### **Executive Summary:**

Attached is an email from N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) announcing their annual golf tournament scheduled for Monday, September 14, 2020. The golf tournament is open to all Council members and support staff, Riverland Recreational Trail Society members and Alberta's Lakeland DMO Board members.

The request is for participation and the donation of door prizes.

Golf green fees for nine (9) holes of golf, a golf cart rental, and lunch is \$60/person.

### **Background:**

Attached is an email from N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) announcing their annual golf tournament scheduled for Monday, September 14, 2020. The golf tournament is open to all Council members and support staff, Riverland Recreational Trail Society members and Alberta's Lakeland DMO Board members.

The request is for participation and the donation of door prizes.

Golf green fees for nine (9) holes of golf, a golf cart rental, and lunch is \$60/person.

In 2015, this event was hosted by the City and in 2016, it was hosted by the Town & County of Smoky Lake, and Council supported (Resolution No. CM20160828.1015) entering a team of four (4) in the amount of \$120.00, plus providing a door prize.

Last year, Council supported entering a team of four (4) in the amount of \$320.00 (\$80/person) plus provided a door prize.

In its' 2020 budget, Council budgeted \$193,000 for sponsoring functions, goodwill, and other activities for the staff and community. The following is a breakdown of the available funding:

- Council General - \$20,000
- Recreation Grants - \$20,000
- Culture Grants - \$20,000
- Community Capital Grants - \$50,000 (\$37,666.67 Already Allocated)





- Community Events Sponsorship Grants - \$20,000
- Doctor Recruitment - \$18,000
- Special Events Incentives - \$30,000
- Gifts - \$15,000

All of the above highlighted programs are going to be recommended to Council by the Council Committees.

To date, without consideration of this request or any others on the September 8, 2020 agenda, \$10,500.00 (*Cold Lake Alpine Ski Society \$2,500.00, CLMHA \$10,000.00 (event cancelled due to COVID-19), Kids Time Out Play Program \$100.00, RCMP Regimental Ball \$3,924.00 (event cancelled due to COVID-19), Ronald McDonald House Charity Golf Classic \$400.00, Lakeland Lodge & Housing Founding \$1,000.00, Lakeland BOYA \$1,500.00, and Hearts for Healthcare \$5,000.00*) has formally been allocated from the 2020 Council Goodwill budget by motion of Council.

**Alternatives:**

Council may consider the following options:

- Council may pass a motion supporting participation in the N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) Annual Golf Tournament; and/or
- Council may pass a motion supporting the donation of a door prize;
- Council may choose to defeat that above motion(s).

**Recommended Action:**

Administration recommends that Council pass a motion to support the N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) annual golf tournament being held Monday, September 13, 2020, by way of entering a team of four (4) in the amount of \$240.00, plus provide a door prize, with funds to come from Council Goodwill (1-2-11-20-229).

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

Hi,

N.E. Muni-Corr Ltd. is holding their annual golf tournament at the Cold Lake Golf & Winter Club on Monday, September 14<sup>th</sup>.

This 9-hole fun tournament is open to all council members and staff at the City of Cold Lake.

All the information is on the attached invitation but if you do have questions or require additional information, please give me a call or email.

Lastly, each Municipality usually donates a door prize which can be brought to the tournament that day or let me know ahead of time and I can arrange for it to be picked up.

Thanks!

Marianne Janke

Travel Lakeland / Alberta's Iron Horse Trail

Email: [info@ironhorsetrail.ca](mailto:info@ironhorsetrail.ca)

Phone: (780) 645-2913

Cell: (780) 645-8090

# N.E. Muni-Corr Ltd. Annual Golf Tournament

Monday, September 14, 2020

Cold Lake Golf & Winter Club

#1 Northern Spirit Lane



Play 9 holes of golf followed by lunch at the Clubhouse

10:00am: Registration

10:30am: Shotgun Start

Noon: Lunch

Fee: \$60.00 per person includes green fees, cart rental and lunch

Please R.S.V.P. by September 9<sup>th</sup>, 2020 to  
(780) 645-2193 or [info@ironhorsetrail.ca](mailto:info@ironhorsetrail.ca) with the following information:

- Golfers names
- Lunch choice

Homemade Cheeseburger w/ pasta salad and homemade fries  
or

Homemade Asian style turkey patty on garlic toast w/ fresh coleslaw and rice pilaf



## STAFF REPORT

**Title:** Minutes June 29, 2020 Cold Lake Library Board

**Meeting Date:** September 8, 2020

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**Executive Summary:**

Minutes Cold Lake Library Board June 29, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, June 29, 2020**  
**Via Zoom**

Present: Cynthia Sloychuk, Board Chair  
 Marie Manning, Vice Board Chair  
 Darren Robson, Board Secretary / Treasurer  
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)  
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)  
 Leslie Price, Library Director  
 Tanya Boudreau, Assistant Library Director  
 Alysha Hudson, Board Member  
 Daryl Gilroy, Board Member  
 Suzanne Aessie, Board Member

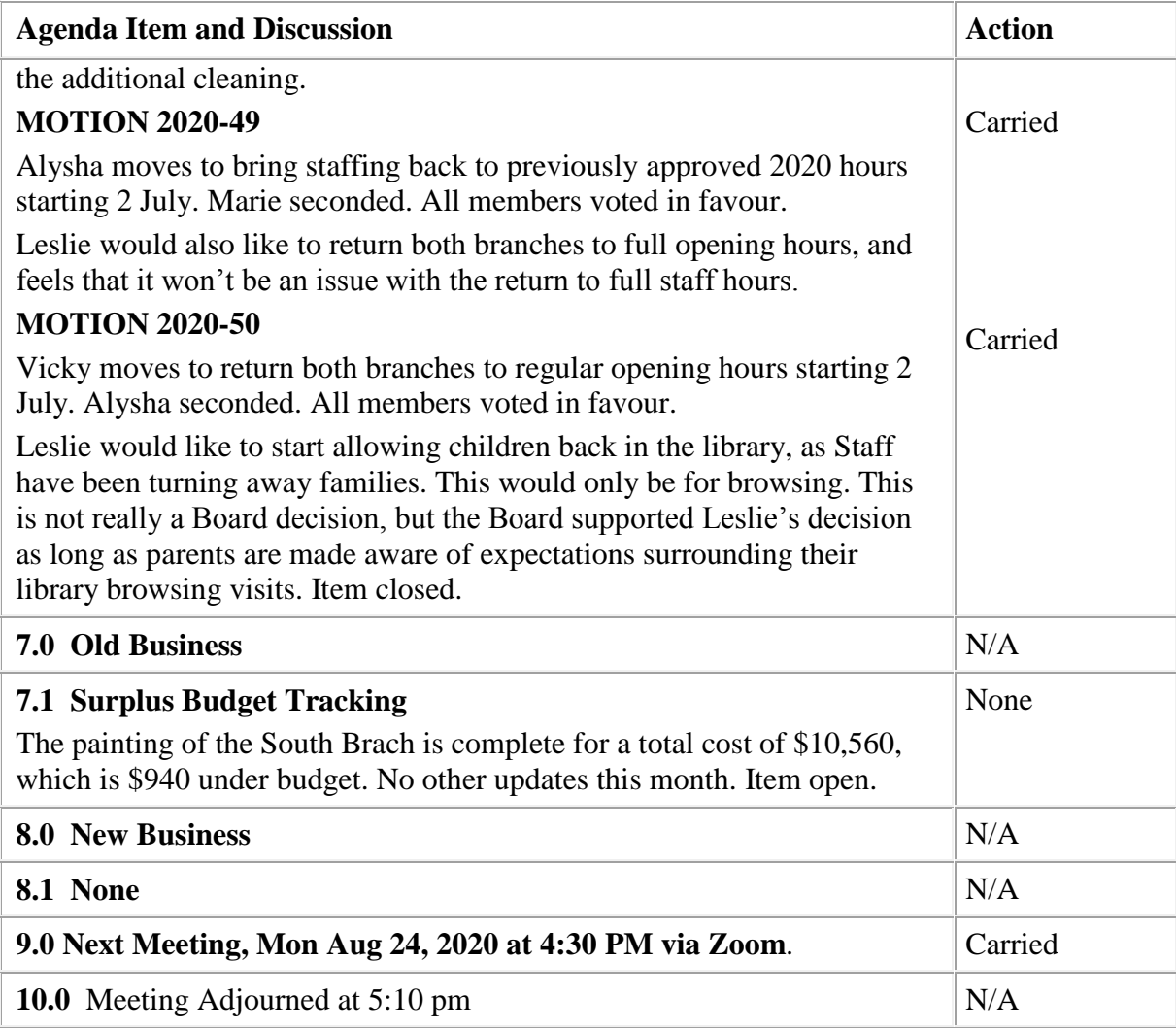
Absent with regret: None

<b>Agenda Item and Discussion</b>	<b>Action</b>
<b>1.0 Call to Order</b> The meeting was called to order by Board Chair at 4:31pm.	N/A
<b>2.0 Adoption of Agenda</b> <b>MOTION 2020-45</b> Moved by Vicky that the agenda as presented be adopted. Suzanne seconded.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2020-46</b> Moved by Ben that the minutes of the 25 May 2020 meeting as presented be adopted. Daryl seconded.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1</b> Letter of resignation from Daryl. Daryl is posted this summer and will be leaving Cold Lake. Cynthia virtually presented him with the framed sailboat print and thanked him for his time on the board.	N/A
<b>5.0 Reports</b>	N/A
<b>5.1 Board Chair Report</b> No report this month.	None
<b>5.2 Library Director Report</b> The Library Director Report for this June meeting is attached as Appendix 1. Leslie added that there will soon be a TracPac app. The staff added a	





Agenda Item and Discussion	Action
<p>Benevity project for library signage, and received a donation of \$135 for the early literacy project. The library is still waiting on its audited statement from the City. As it is required for upcoming government applications, it will have to be accepted by the Board through e-mail. The Polaris “hold” function is completely broken, even for internal holds placed at both CL branches. A staff member has created a new bus bench advertising design for the library. Leslie is looking for a letter from the Board to the City asking for the fee to be waived. There are many empty benches so the library would not be taking away paid advertising from the City. Ben asked how attendance numbers were during the first week re-opened – Leslie said quite low, only about a quarter of the normal patrons.</p> <p><b>MOTION 2020-47</b></p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p><b>5.3 NLLS Rep Report</b></p> <p>NLLS has started updating the Plan of Service, and just had a budget meeting. There is a \$5000 provincial grant available to help support costs incurred due to COVID-19. The early deadline is 2 July for the north region. Leslie estimates about \$2500 spent on Plexiglass, hand sanitizer and cleaner before re-opening. NLLS is expecting an order of PPE to arrive soon, and will be distributing to libraries. NLLS meeting minutes can be found online.</p> <p><a href="https://www.nlls.ab.ca/document/library/23/category/1837">https://www.nlls.ab.ca/document/library/23/category/1837</a></p>	None
<p><b>5.4 Personnel Committee Report</b></p> <p>No report this month.</p>	None
<p><b>5.5 Policy Committee Report</b></p> <p>No report this month..</p>	None
<p><b>5.6 Financial Committee Report</b></p> <p>The Library Financial Committee report for June is attached as Appendix 2. The report summarizes an updated budget for 2020 due to the library closure for two months and conference cancellations.</p> <p><b>MOTION 2020-48</b></p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p><b>6.0 Priority Items</b></p>	N/A
<p><b>6.1 Return to Normal Opening Hours and Full Staff Hours</b></p> <p>Leslie has two part-time staff on Administrative Leave and would like to bring them back. She would also like to bring all staff back to their full hours without any restrictions. At the current approved but reduced levels, the Staff are only just keeping up with serving patrons and performing all</p>	



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Date \_\_\_\_\_



## STAFF REPORT

**Title:** Minutes July 27, 2020 Cold Lake Regional Utility Services Commission

**Meeting Date:** September 8, 2020

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**Executive Summary:**

Minutes Cold Lake Regional Utility Services Commission July 27, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**MINUTES**  
**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**  
**MONDAY, JULY 27, 2020 6:00 PM**  
**CITY HALL – COUNCIL CHAMBERS – 5513 – 48<sup>TH</sup> AVE.**

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<b>PRESENT</b>	Bob Buckle, Councillor – City of Cold Lake Chris Vining, Councillor – City of Cold Lake Duane Lay, Councillor – City of Cold Lake Jürgen Grau, Councillor – City of Cold Lake Lee Angelopoulos, 4-Wing Kevin Nagoya, Commission Manager Rezaur Bhuiyan, Engineering Services Manager - City of Cold Lake Shailesh Modak, Environmental Services Manager – City of Cold Lake Ben Fadeyi, Councillor – MD of Bonnyville Vincent Lahaye, AECOM Canada Ltd. Steven Pickle, AECOM Canada Ltd. Mark Power, Chair - Bonnyville Regional Water Services Commission Bryan Bepalko, Manager of Infrastructure & Utilities – MD of Bonnyville Denise Pollard, Recording Secretary
<b>ABSENT</b>	Dana Swigart, Councillor – MD of Bonnyville Roy Dell, CLFN
<b>CALL TO ORDER</b>	B. Buckle called the meeting to order at 6:00 p.m.
<b>ADOPTION OF AGENDA</b>	Moved by D. Lay that the agenda be accepted as presented.  <b>Carried Unanimously</b>
<b>ADOPTION OF MINUTES</b>	Moved by C. Vining that the minutes of June 1, 2020 be accepted as presented.  <b>Carried Unanimously</b>
<b>PUBLIC QUESTION PERIOD</b>	None.
<b>DELEGATION</b>	None.
<b>OLD BUSINESS</b>	<b>Cold Lake Regional Water Supply Expansion Updates</b> K. Nagoya provided a financial update and a summary of progress for all 4 contracts: <ul style="list-style-type: none"><li>• Contract 01 Transmission Main – SITE Resources<ul style="list-style-type: none"><li>○ 92% complete (based on \$) and 100% (based on length of pipe).</li><li>○ All pipe is installed and pressure tested.</li><li>○ Pipeline has been disinfected from the WTP to Building 5.</li><li>○ The Contractor is currently filling Building 5 to the Transfer Station with chlorinated water for disinfection.</li><li>○ The Contractor is completing the final asphalt restorations required in Cold Lake.</li><li>○ Final restoration of Iron Horse Trail to be completed.</li></ul></li><li>• Contract 02 Transfer Station – Alpha Construction<ul style="list-style-type: none"><li>○ 94% complete (based on \$).</li><li>○ Stage 1 commissioning, testing all equipment and systems inside the Transfer Station without involving any other Contracts, is complete.</li><li>○ Stage 2 commissioning will be completed once the other three Contracts are complete.</li></ul></li><li>• Contract 03 WTP Upgrades – Sure-Form Construction<ul style="list-style-type: none"><li>○ 84% complete (based on \$)</li><li>○ New raw water intake screen was installed in the lake on July 13.</li><li>○ New raw water pumping system and new membrane Train 3 have been commissioned.</li><li>○ Work is in progress on membrane Trains 1 and 2, chemical systems, and new backwash wastewater system.</li><li>○ Some work remains to be done on the building (brick veneer, exterior stairs, etc.) and civil work.</li></ul></li><li>• Contract 04 Transmission Main – SITE Resources<ul style="list-style-type: none"><li>○ 96% complete (based on \$) and 100% (based on length of pipe).</li><li>○ All pipe has been installed.</li></ul></li></ul>



**MINUTES**  
**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**  
**MONDAY, JULY 27, 2020 6:00 PM**  
**CITY HALL – COUNCIL CHAMBERS – 5513 – 48<sup>TH</sup> AVE.**

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- Pipeline has been successfully pressure tested with the exception of Section 2 (Beaver River crossing), Section 5 (the “re-route” section) and the piping at Ardmore Pump Station.
- Disinfection has not commenced on Contract 4.
- Final restoration of the Iron Horse Trail to be completed.
- Fencing is to be completed.
- CLFN service connection information is currently with the Contractor for pricing.

Discussion ensued.

K. Nagoya noted:

- He toured the entire line.
- Iron Horse Trail reclamation is tough in some areas due to the substandard soil.
- Province has not committed to paying project overages; the Town of Bonnyville is pursuing the matter and will hopefully ascertain a positive outcome.
- ROWs resulting from Contract 04 will still have to be turned over to the Bonnyville Regional Water Services Commission; currently in CLRUSC name.

**Waste Water Treatment Plant MBRR Pilot Project Update**

Vincent Lahaye, Senior Municipal Manager with AECOM and Steven Pickle, Northern Water/Wastewater Manager provided the Commission with a presentation on the Cold Lake Regional Wastewater Treatment LagoonGuard™ MBRR Pilot Study. The presentation covered the following:

- Introduction
  - Pilot Location
  - Background and Proposed Limits
  - LagoonGuard™ Process
  - Project Objectives
- Start-up and Operation
  - Start-up
  - Lead/Lag Technology
  - Process configuration – Start-up (December 4 - January 9)
  - Process configuration – January 9 - March 3
  - Flow Switch (simulating transition from summer to winter)
  - Process configuration – after Flow Switch (March 3 – May 27)
- Results
  - Temperature
  - Ammonia Removal – Before Flow Switch
  - Ammonia Removal – After Flow Switch
  - Un-ionized Ammonia
  - Total Phosphorus (TP)
  - Total Suspended Solids (TSS)
  - Acute Lethality Test
- Conclusions

K. Nagoya advised:

- The results of the pilot study will be summarized in a report that AECOM expects to submit to the CLRUSC in August. The report will include:
  - Commentary on the results of the study;
  - Recommendations for the full-scale system to be designed and constructed;
  - A conceptual site plan identifying the location of the proposed new equipment;
  - Updated cost estimates;
  - Commentary on equipment procurement options; and
  - Updated project completion schedules.

Discussion ensued.

S. Modak, R. Bhuiyan, S. Pickle and V. Lahaye left the meeting at this time being 6:51pm.



**MINUTES**  
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**Building 4 Force Main Condition Assessment and Feasibility Study**

K. Nagoya advised:

- CLRUSC completed an overall of Building 4 a few years ago. Now the force main leaving the building requires assessment.
- Annexation catchment and MD of Bonnyville areas will be reviewed as part of the assessment.
- Possible re-route to increase serviceable area.
- The project has been awarded to Associated Engineering; their study will provide options and financial projections based on what is to be achieved.

**Building 9 Force Main – Phase 4**

K. Nagoya advised:

- Construction tender closed on June 15; 1 million over budget. Bids are under review.
- Looking at an alternative options: realignment and more pipe, less valves.
- Very tight utility corridor.
  - Agreement was proposed/provided to the MD.
  - Cannot come to an agreement with MD because they have future plans to widen the road and have issues with density and fill.
  - They want all fill/clay to be imported; typically native fill is used unless it is unsuitable material i.e. organic.
  - They also want 100% compaction; not sure that is technically feasible.
  - Will continue to negotiate and try to figure out a solution; may affect tender award timelines.
- The Commission received a letter from Alberta Transportation dated June 29, 2020 advising that the project will receive funding in the amount of 29.20 per cent up to a maximum of \$707, 101 under the Alberta Municipal Water/Wastewater Partnership (AMWWP).

Discussion ensued.

**Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20**

K. Nagoya presented Borrowing Bylaw No. 017-FN-20 for the Building 9 Force Main – Phase 4 project. First reading was given at the June 1, 2020 meeting.

Moved by C. Vining that Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20 be given Second Reading.

**Carried Unanimously**

Moved by D. Lay that Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20 be given Third and Final Reading.

**Carried Unanimously**

**NEW BUSINESS**

**Wastewater Treatment Facility Mechanical Upgrade**

- Project order of magnitude is estimated at approx. 20 million.
- The Commission received a letter from Alberta Transportation dated June 29, 2020 advising that the project will receive funding in the amount of 29.20 per cent up to a maximum of \$5,840,000 under the Alberta Municipal Water/Wastewater Partnership (AMWWP).
- Looking into other funding options.
- A Request for Qualifications (RFQ) will be issued in August to narrow down engineering consultants.

**CORRESPONDENCE**      None

**QUESTIONS**              None

**MINUTES**  
**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**  
**MONDAY, JULY 27, 2020 6:00 PM**  
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Moved by J. Grau that the meeting be recessed at this time being 7:07pm and reconvened at the call of the Chair.

**Carried Unanimously**

M. Power and B. Bepalko left the meeting at this time being 7:07pm.

Chair, B. Buckle, reconvened the meeting at this time being 7:19pm.

**IN-CAMERA**

**Agreement – Bonnyville Regional Water Services Commission (Negotiations)**

Present:

Bob Buckle, Councillor – City of Cold Lake  
Chris Vining, Councillor - City of Cold Lake  
Duane Lay, Councillor – City of Cold Lake  
Jürgen Grau, Councillor – City of Cold Lake  
Lee Angelopoulos, 4-Wing  
Ben Fadeyiw, Councillor – MD of Bonnyville  
Kevin Nagoya, Commission Manager  
Denise Pollard, Recording Secretary

That the following sections of the FOIP Act apply for exemption of the disclosure:

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by C. Vining that the meeting go "In-Camera" at this time being 7:19pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to an Agreement.

**Carried Unanimously**

Moved by D. Lay that the meeting come "Out-of-Camera" at this time being 7:40pm.

**Carried Unanimously**

**Land – TC Energy Saddle Lake Loop**

Present:

Bob Buckle, Councillor – City of Cold Lake  
Chris Vining, Councillor - City of Cold Lake  
Duane Lay, Councillor – City of Cold Lake  
Jürgen Grau, Councillor – City of Cold Lake  
Lee Angelopoulos, 4-Wing  
Ben Fadeyiw, Councillor – MD of Bonnyville  
Kevin Nagoya, Commission Manager  
Denise Pollard, Recording Secretary

That the following sections of the FOIP Act apply for exemption of the disclosure:

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 25, Disclosure harmful to economic and other interests of a public body
- FOIP Section 27, Privileged information

Moved by J. Grau that the meeting go "In-Camera" at this time being 7:40pm pursuant to Section 197(2) of the Municipal Government Act, 2000,



**MINUTES**  
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Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to Land.

**Carried Unanimously**

Moved by C. Vining that the meeting come "Out-of-Camera" at this time being 7:43pm.

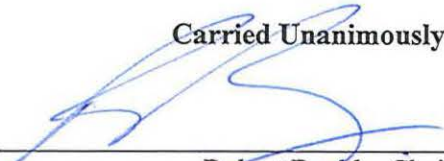
Moved by J. Grau that the CLRUSC Board of Directors direct Administration to execute the acquisition documents with NOVA Gas Transmission Ltd. (a wholly owned subsidiary of TransCanada Pipelines Limited, an affiliate of TC Energy Corporation) pertaining to the Saddle Lake Loop Project – Cold Lake Section.


**Carried Unanimously**

**NEXT MEETING** August 24, 2020 at 6:00 p.m.

**ADJOURNMENT** Moved by L. Angelopoulos that the meeting be adjourned at 7:43 p.m.

**Carried Unanimously**

  
\_\_\_\_\_  
Robert Buckle, Chair

  
\_\_\_\_\_  
Kevin Nagoya, Commission Manager



## STAFF REPORT

**Title:** Chief Administrative Officer's Monthly Report - August 2020

**Meeting Date:** September 8, 2020

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### **Executive Summary:**

This report is intended to provide an update to Council on the activities and projects being conducted by Administration.

### **General Discussion**

I have included the General Manager's monthly reports to the Chief Administrative Officer for your perusal. Each of the General Manager's report has various departments and/or discipline updates and/or statistics. If you have any questions, please feel free to ask. It should be noted that in some instances, Administration may have to take the question and follow-up with Council.

### **Meetings**

August 3	<b>STAT HOLIDAY</b>
August 3	Weekly Mgmt. Team Mtg. <b>CANC.</b>
August 5	Monthly Executive/Mgmt. Team Mtg. <b>CANC.</b>
August 6	Planning Mtg. RE Mtg. w/ Premier Jason Kenney
August 6	Mtg. w/ Premier Jason Kenney
August 10	Weekly Mgmt. Team Mtg.
August 10	Podcast
August 10	Community Grant Advisory Committee Mtg.
August 11	Municipal Leaders' Caucus Mtg.
August 11	Regular Council Mtg.
August 12	Mtg. w/ Bernard Lefebvre
August 14	Mtg. RE Fishing Derby
August 14	Lunch w/ Rick Cusson
August 14	AUMA - Assessment Review
August 17	Weekly Mgmt. Team Mtg. <b>CANC.</b>
August 17	<b>VACATION</b>
August 18	<b>VACATION</b>
August 18	Corporate Priorities Committee Mtg. <b>CANC.</b>
August 19	<b>VACATION</b>



August 20	<b>VACATION</b>
August 21	<b>VACATION</b>
August 22	Pride in your Ride Grand Opening
August 24	Weekly Mgmt. Team Mtg.
August 24	Microsoft Teams Mtg.
August 24	RUSC Mtg.
August 25	Regular Council Mtg.
August 26	Encroachment Open House (All Day)
August 27	MOU Discussion w/ 4 Wing
August 27	Mtg. w/ Fleetwood Construction
August 27	Mtg. RE MOU
August 27	Encroachment Open House (Evening)
August 28	Podcast Episode 12
August 28	Mtg. w/ Doug Thompson of Land Solutions
August 28	Cemetery Mtg.
August 31	Weekly Mgmt. Team Mtg.
August 31	Tour Energy Centre
August 31	Mtg. RE Water Supply Agmt.- RUSC & BRUSC

#### **Corporate Strategic Initiatives and Communications:**

- Assisted with August 26, 27 Encroachment Open House
- Assisted with Sept 2 CLG&WC Open House
- Liaising with FCSS re: program advertising and branding
- Producing digital solution for online community registration
- Liaising with FCM re: Criminal Code resolution
- Recorded and published Podcast Episode 12
- Recorded and prepared to publish Podcast Episode 13
- Meetings regarding 4 Wing MOU
- Coordinating final reporting for CARES grant and Aerospace Economic

#### **Other Activities:**

- Daily responses to general inquires and requests
- Arrange media interviews and photo ops
- General advertising and public notices for all City departments
- Attend meetings as required
- Media monitoring
- Updating website





- Posting to social media

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## STAFF REPORT

**Title:** Report to Chief Administrative Officer - Corporate Services - August 2020

**Meeting Date:** September 8, 2020

---

**Executive Summary:**

The Department of Corporate Services' monthly report is attached.

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

## Report to Chief Administrative Officer

<b>Department:</b>	Corporate Services	<b>Month:</b>	August
<b>Contributors:</b>	Linda Mortenson, Michele McIntosh, Aaron Larson, Mark Boonk, and Kristy Isert		
<b>Submitted by:</b>	Linda Mortenson, General Manager of Corporate Services		

### **General Manager's Meetings:**

Aug	
3	Management meeting
5	Service Level review meeting
6	Safety meeting
7	Service Level review meeting
10	Management meeting
11	Council meeting
12	Cemetery meeting
20	Cemetery meeting
24	Management meeting
25	SharePoint meeting
25	Council meeting
26	Accountant interview
26	Cemetery meeting
27	Accountant interview
27	MOU meeting
28	Parks interview
28	Cemetery meeting
31	Management meeting

### **Administration:**

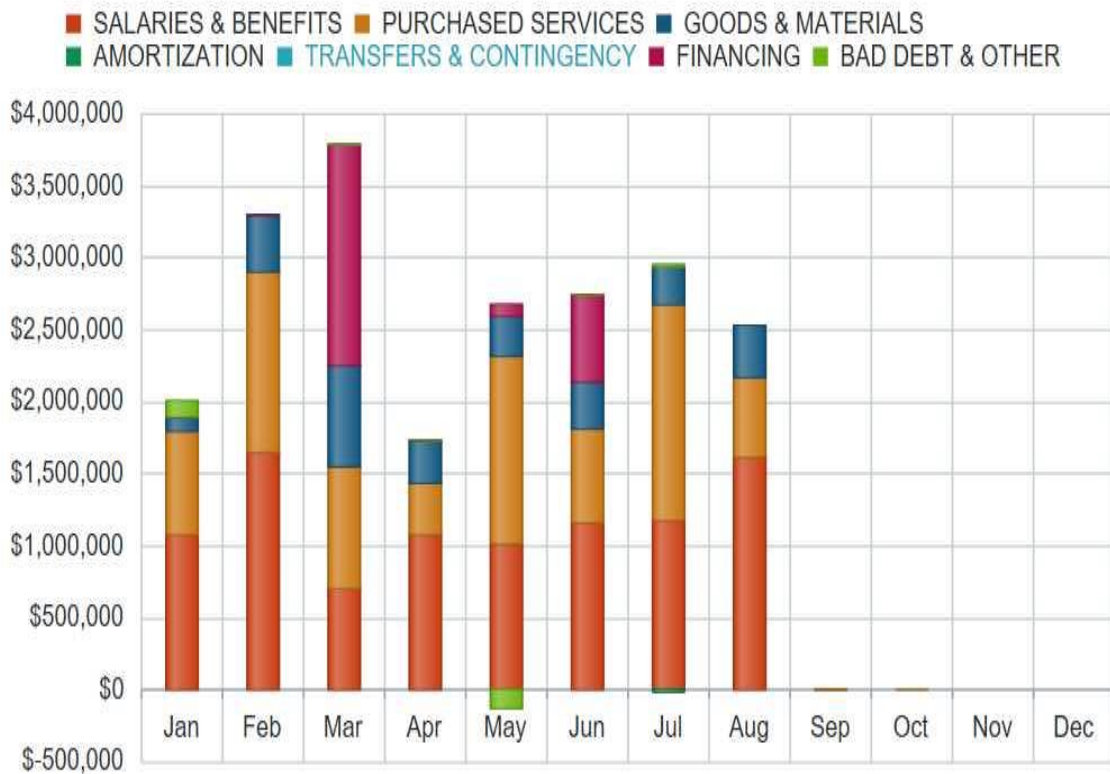
- Agenda preparation and minutes for various meetings
- Create and update fillable forms, letters, and agreements
- Schedule various meetings
- Track returned mail
- Credit card reconciliation
- eScribe training
- COVID-19 research of legislated changes and updates
- Preparation of Service Levels

**Finance:**

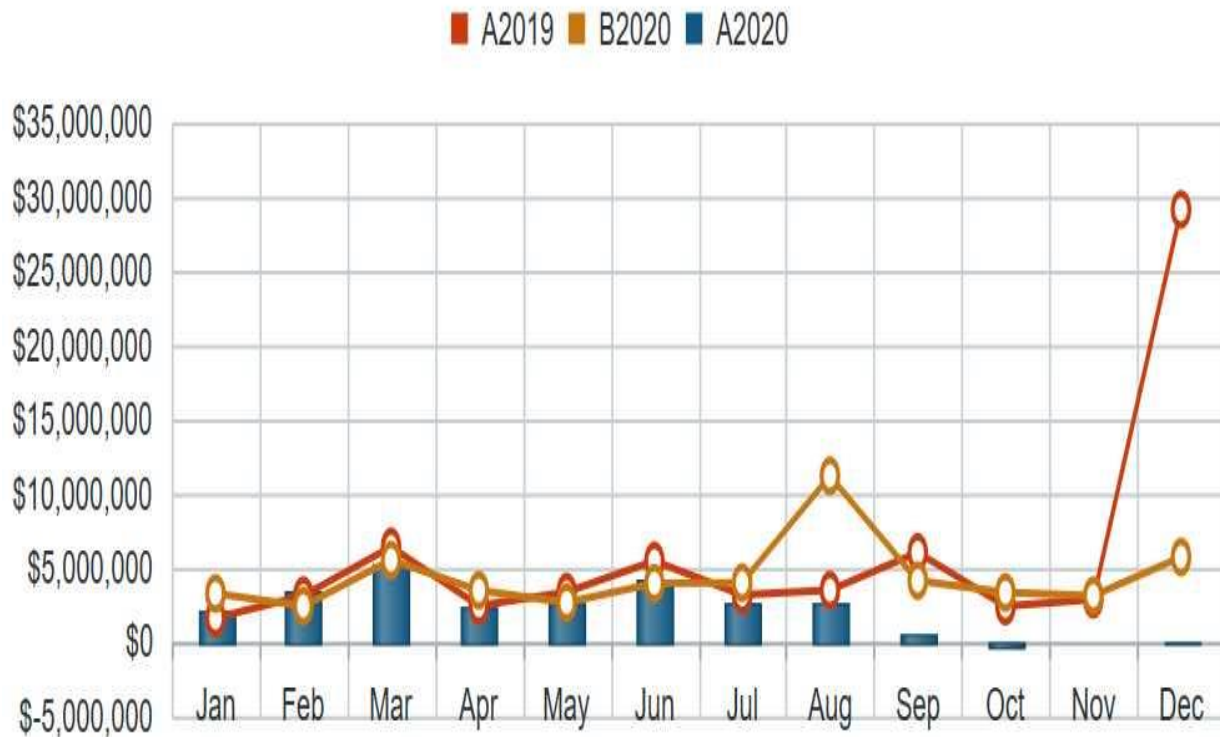
**Year to Date Expense vs Budget (000's)**



**Expense by Object**



# Expense, Budget and Prior Year



## Utilities

- 83 connects, 76 disconnects and 95 work orders
  - 2483 billed in Cold Lake North, 15 of these were estimated, 249 flat rate
  - 2346 billed in Cold Lake South, 25 of these were estimated, 39 flat rate

## Receivable

- 164 Accounts Receivable invoices mailed out; 64 statements mailed out

## Accounts Payable

- 569 Accounts Payable invoices processed, 348 Accounts Payable cheques printed

## Property Taxes

- 83 tax certificates issued and 50 tax searches completed.
- 77 land title changes processed.
- Taxes receivable totalled \$27,336,539
  - Current taxes outstanding - \$4,382,976 (\$1,344,314 amount owing from 4 Wing property)
  - Tax arrears for one (1) year - \$2,358,225. These property owners were sent monthly statements regarding their accounts. (\$1,896,869 is related to the 4 Wing property)
  - Two (2) years' arrears - \$2,519,442. These arrears consist of 24 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2020. These properties were placed on the tax arrears list on March 31, 2020 and posted at City Hall.



Monthly statements have also been mailed (\$2,364,921 is related to 4 Wing Property)

- Three (3) year arrears - \$2,629,783. These arrears consist of 22 properties. These properties were placed on the tax arrears list on March 31, 2019 and posted at City Hall and will need to be sold at auction by March 31, 2021 if not paid. These property owners have been sent monthly statements. These properties were placed on the arrears list on March 31, 2019 (\$2,528,119 is related to 4 Wing Property)
- Four-Five (4) year arrears - \$15,446,113. This consists of 4 Wing and 2 properties not on tax agreement. The properties are 2 vacant medium density lots. If the arrears are not paid by September 29, 2020 these properties will be sold by public auction. (\$15,432,516 related to 4 Wing Property)
- \$23,566,740 of the total tax arrears is due to assessment dispute for the 4 Wing property.
- There are 9 properties that are currently on tax agreements.

### **Completed**

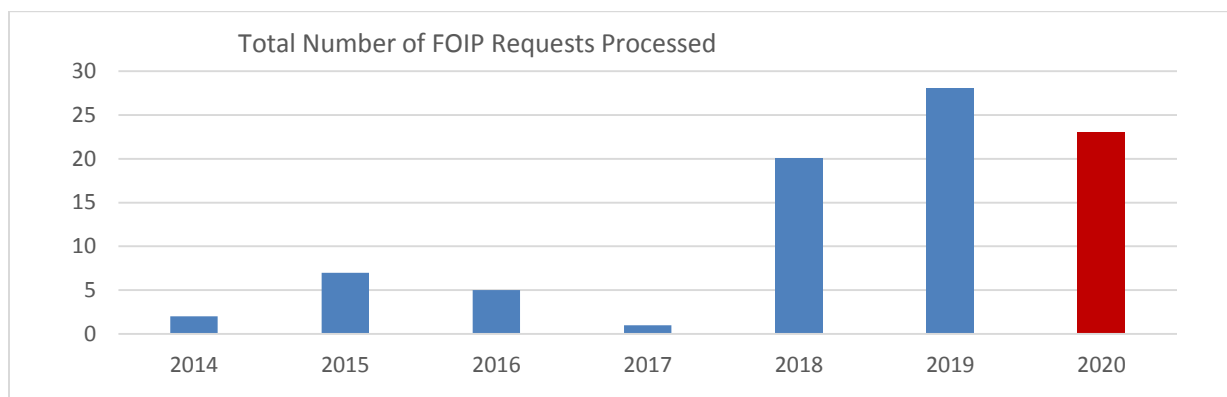
- July 2020 Bank and investment reconciliation and City Summary for Council.
- General ledger reconciliation to Perfect Mind and Golf Course software for July 2020.
- GST Return for July 2020 completed and filed.
- Variance Reports sent to department managers for all departments in the City.
- Property taxes deadline was June 30, 2020 except School Board Portion of Non-residential due September 30, 2020.
- Budget documents sent out to departments were due back August 17, 2020.

### **Currently Working on**

- Working with Sensus on the integration of the Advanced Metering Initiative software to Serenic financial software.
- Properties to be auctioned off for Property Tax Recovery. Adjourned to September 29<sup>th</sup> due to COVID-19.
- Marina Review Engagement
- Preparing and inputting departmental budgets.

### **Legislative:**

- **Information Requests & FOIP**
  - 4 new FOIP request received in August, and 23 FOIP total requests this year.
  - 1 ongoing review by the OIPC.
  - FOIP presentation provided to all new staff at orientations.



- **Record Management**

- **Paper Records – maintenance of record rooms**

- Efforts to file, digitize and organize all historical land files continues.
    - Organization and ongoing quality control of the Land File room.
    - Review and digitization of permanent historic records is near completion (including annexation and amalgamation records).
    - Record room ongoing purges, review and reorganization of all boxed records.

- **Electronic Records – “The Dock” (SharePoint/Collabware)**

- **Transition to “The Dock”:**

- Recreation Department transition to SharePoint complete.
      - Legislative Services transition to SharePoint is complete. Final migration of content has begun.
      - FCSS transition to SharePoint is complete.
      - Finance Department transition to SharePoint is complete.
      - Planning & Development transition to SharePoint is complete. Final migration of content has begun.
      - Infrastructure (Engineering Department) transition to SharePoint is complete. Final migration of content has begun. Continued follow up as needed.
      - Facilities and Parks transition to SharePoint has begun. We are working with them to organization, sort, and analyze their records to begin their transition to SharePoint.
      - Cemetery site has been built. All cemetery records will be moved onto SharePoint

- **Ongoing Maintenance of “The Dock”:**

- 21 Dock Help Request tickets addressed in August, 76 so far this year.
      - Assisting Planning & Development in the quality control and review of all “open” permit files continues.
      - Ongoing “tweaking” of the finance site as migration continues to optimize their SharePoint site and ensure final migration of records is possible.
      - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.
      - Redevelopment of the legislative services quasi-judicial boards subsite was undertaken to ensure quality control and optimization of SharePoint features.

- Following the 2 year anniversary for Recreation Programming department on SharePoint, we have initiated a review of their site to optimize use, address any issues, and ensure efficiency in record management. Minor reorganization of content has begun to ensure long term organization of content and reduction of duplicates.
  - Reassessment and adjustment of the Collabware workflows to optimize records retention management.
- **Legal Drafting, Research & Review**
  - Drafting and review of contracts, bylaws and policies. Efforts to standardize municipal records (including agreements) continues. Interpreting contract obligations and contract enforcement.
  - Researching and compiling information for policy development, adherence to *Municipal Government Act* amendments, and changes in the law.
  - Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
  - Policy and bylaw review due to COVID-19.
  - In depth research of cemetery legal requirements for bylaws and policy, and assessment of cemetery processes.
- **Agreements**
  - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
  - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
  - Management of active agreements, and agreement requirements:
    - City has 957 active agreements; 14 new agreements filed in August.
    - RUSC has 195 active agreements; 6 new agreements filed in August.
- **Privacy Impact Assessments (PIA)**
  - 0 outstanding PIAs.
  - Consideration of the legal requirements of PIA being reviewed.
- **Quasi-judicial Boards**
  - Assist public with Subdivision and Development Appeal board questions.
  - Assessment Review Complaints received (8 total).
  - Preliminary hearing held on July 29, 2020 for one CARB Complaint.
  - All merit hearings for CARB and LARB complaints scheduled for September 2020. Administrative preparation for complaints is ongoing.
- **Cemeteries**
  - Full review of the cemetery bylaw, policy, forms, legislation, regulations and internal processes to ensure compliance with the City's bylaw, policy and all laws and to ensure efficiencies within our processes. Review and consideration of cemetery business process improvements as recommended by the Cemetery Master Plan. Research of cemetery processes at similar sized municipal cemeteries to ensure best practice management of the cemetery.
  - Development of process to sell niches in the newly built columbarium in the Lakeview Cemetery.
  - Initiated development of a SharePoint records site and registries.
  - Review of the cemetery maps to assess the potential use of a public facing cemetery map to locate loved ones interred in a City cemetery.

- Addressing public inquiries for all cemetery questions.
- Processing cemetery applications including plot purchases, internment requests, memorial applications.
- Preparation of cemetery bylaw and policy amendments for Council's consideration.
- Redevelopment of all cemetery forms.
- **Other**
  - Handle general inquiries from staff.
  - Commissioning Oaths of Confidentiality and Affidavits as necessary.

### **Human Resources:**

**This month we are currently recruiting internally and externally for the following positions:**

- Water Treatment Plant Foreman (1 full-time position)
- Parks Operator (1 full-time positions)
- Utilities Operator (10 month term position)
- Roads Operator (1 full-time positions)
- Accountant (1 full-time position)
- Intermediate Secretary (1 full-time position)
- Development Officer (11 month term position)
- Term Parks Operator (2 positions, both 11 months)
- Water Treatment Plant Operator (1 full-time position)
- Desktop Technician (1 full-time position)
- General Manager of Infrastructure Services (1 full-time position)
- Waste Management Operator (1 full-time position)
- Part-time Special Transportation Driver (8 month position)

**The following positions have been filled this month:**

- Term Front Desk Receptionist ( 3 month, full-time position)
- Casual Front Desk Receptionist
- Term Watch Clerk (12 month, full-time position)
- Term Communications Coordinator (12 month, full-time position)
- RCMP Clerk (2 full-time positions)
- Community Peace Officer (full-time position)
- Watch Clerk (full-time position)
- Water Treatment Plant Operator (2 full-time positions)

**All other positions currently on hold until further notice**

- Roads Operator (1 six month term position)
- Climbing Wall Attendant (1 Casual position)
- Development Officer (1 Full-time position)
- Community Event Programmer (1 Full-time position)
- FCSS Program Assistant (1 Part-time position)
- Family Resource Network Facilitator (12 month term position)

**Record of Employment:** 3  
**Short Term Disability:** 9  
**Long Term Disability:** 6  
**Union Business:** 0 Active Grievances, 4 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint

**Workers Compensation (WCB):** 4 (3 lost time claims)

**Currently working on:**

- Updating safe-work practices
- Safety Recognition Program
- Safety Manual Revisions
- Staff Training Programs
- WHMIS training
- Revising/Updating CBA and Human Resource Policies
- Safety COR Certification
- Violence and Harassment training
- ICS 100 training for all staff members

**COVID-19 Related:**

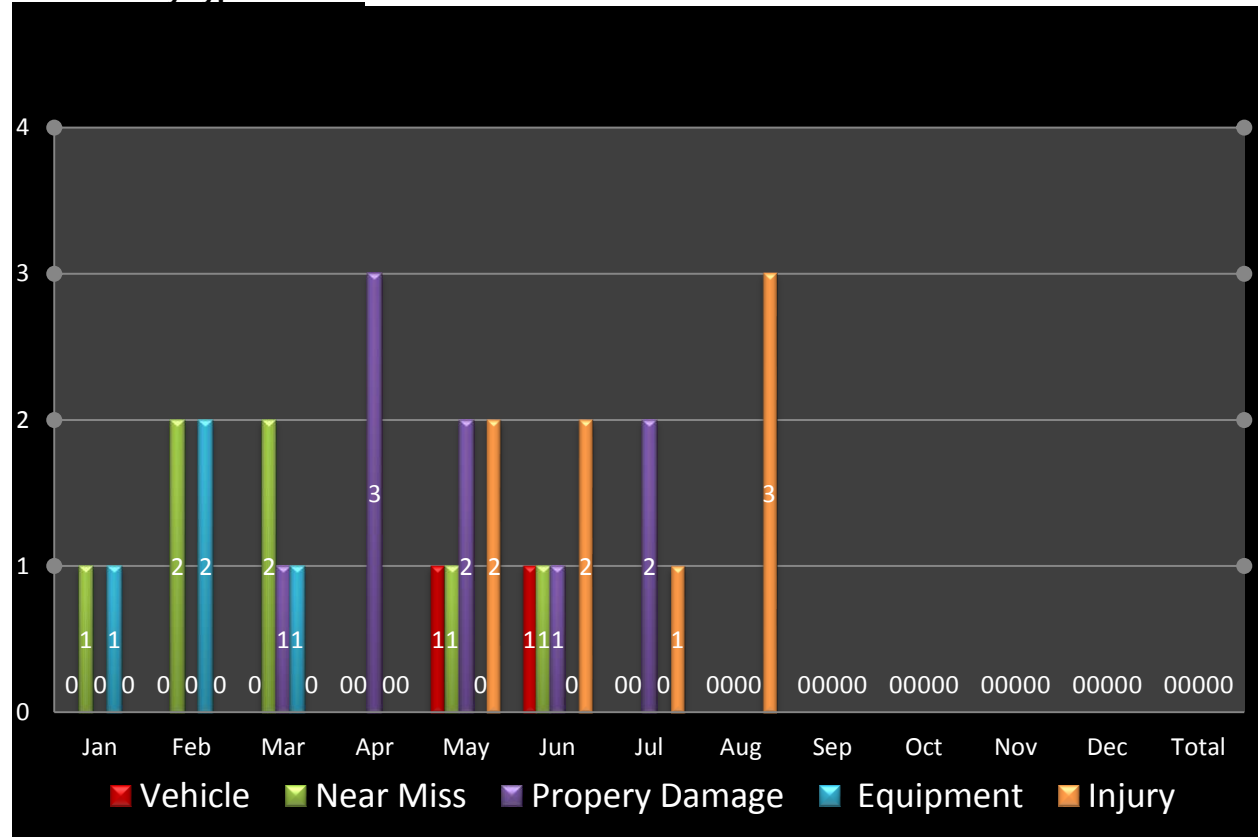
- Register Supplemental Unemployment Benefit (SUB) Plan developed for staff moving to EI.
- Multiple staff put on a leave of absence due to facility shut downs by the province, actual numbers to be reflected in the April report.
- Staff and the Safety Department worked together with Alberta Health Services (AHS) to develop the Assessment Centre.
- Posters were created for all City facilities on proper hand washing techniques and best practices.
- Report created to track staff members who were out of country and required to self-isolate for 14 days, also tracking sick staff members told to self-isolate by AHS.
- 1 Casual staff member requested a leave without pay due to having elderly parents living in their home.
- Working with vendors to secure hand sanitizer and disinfectant wipes and masks.
- Revised Safety orientation to include COVID-19 updates and other PPE required.
- Implementation of procedures/policies/engineering and safety controls due to COVID-19.

**Safety Statistics:**

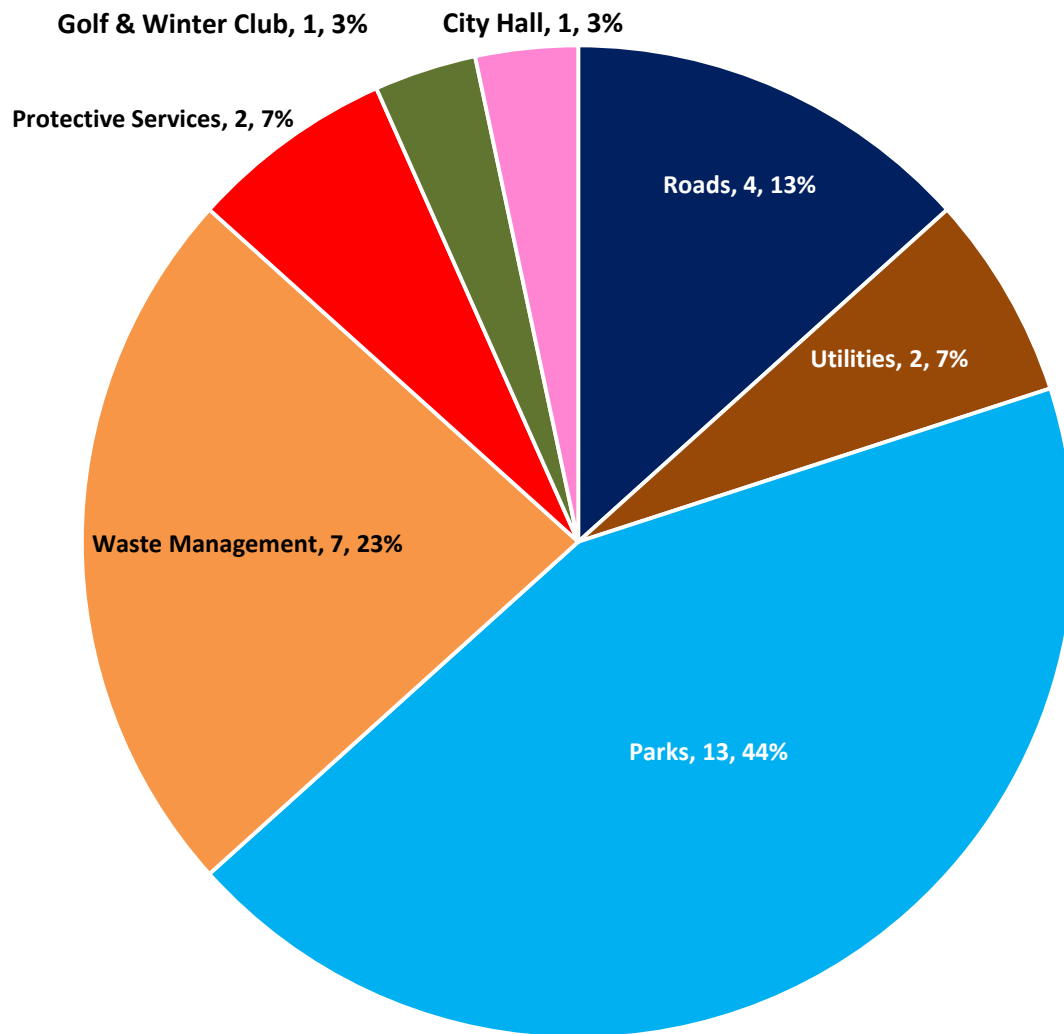
Vehicle incidents to date: 2  
Property Damage to date: 9  
Equipment Damage to date: 4  
Injuries to date: 8  
Near misses to date: 7  
Total incidents **2020**: 30



# Incidents by type of loss:



**Incidents by Department 2020:**



## **Information Systems and Technology:**

Number of tickets closed:	94
Number of tickets opened:	92
Number of tickets still open at end of Month:	117
Number of Surveillance Footage Request:	1
Backup Recovery's:	1
Virus Threats (Online)	44
Junk	39514
SPAM Email	6680
Phishing Emails	7
Inbound Viruses Caught (Email)	136
Spoofed emails	7

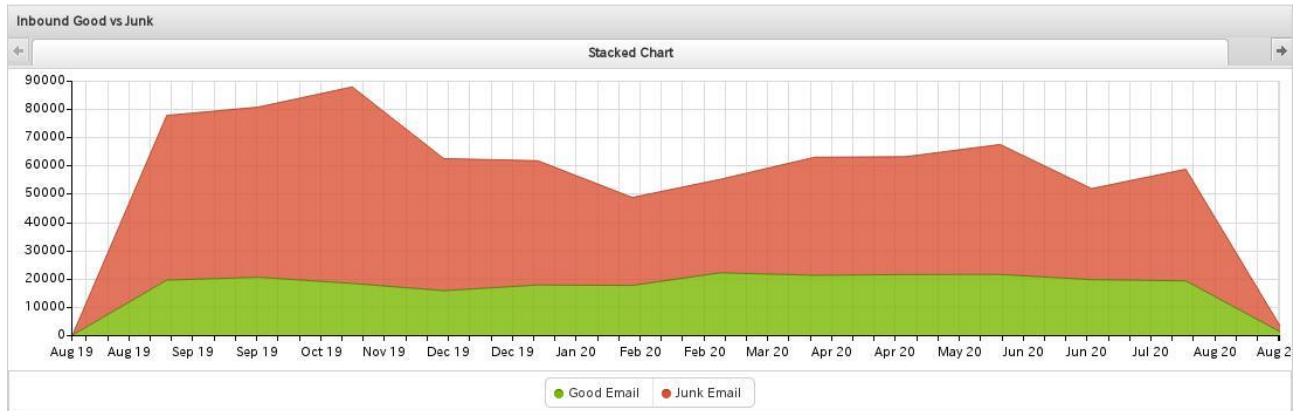
- **Application Updates:** Finance software updated to latest version, Document management software updated to ensure AIF workflows are working. Email security update, CAMS,
- **Application Installs:** MS Teams, Nitro.
- **Application Support:** SharePoint, Collabware, ARCGIS, ESET, Adobe, Bellamy, CAMS, Paradigm, Outlook, Veeam, Teams.
- **Server Support:** SharePoint, SQL, ARC GIS, Serenic.
- **Server Patches:** 50 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Switch Installs for fiber, CPO Laptop WIFI, WTS Debit machine damaged, Swipe reader at FCSS damaged, old SCADA pc moved to upstairs electrical room, Energy Centre debit machine.
- **Mobile Support:** Transit tablet charging issues.
- **Backups (and monitoring):** Macrium, ESET, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Aggregates, Workflow issues.
- **Application Testing:** Windows Server 2019. Office 2016/2019, ESET Server.
- **Network:** Core Switch deployment ongoing.

## **Noteworthy**

- Fiber conduit and cable have been installed, terminated, connecting City Hall to the South Fire Hall, FCSS, and the Energy Centre.
- Prep work for last mile fiber connecting Public Works to the City's fiber network is almost complete.
- Prep work for the deployment of our new 10/100 Gbps core network switches continues.
- SCADA and Staff PC workstations moved from the main floor LAB to the new upstairs office at the Water Treatment Plant.
- Provided SharePoint and Collabware training to new records management staff.
- Upgraded financial software to the latest release.
- Changed utility bill emails to be sent from "finance.noreply" instead of the user's email address.
- Rebuilt the transitory Collabware workflow with the Legislative department.
- Wrote a script to verify the AIF Notification Workflow is sending emails as it ought to.



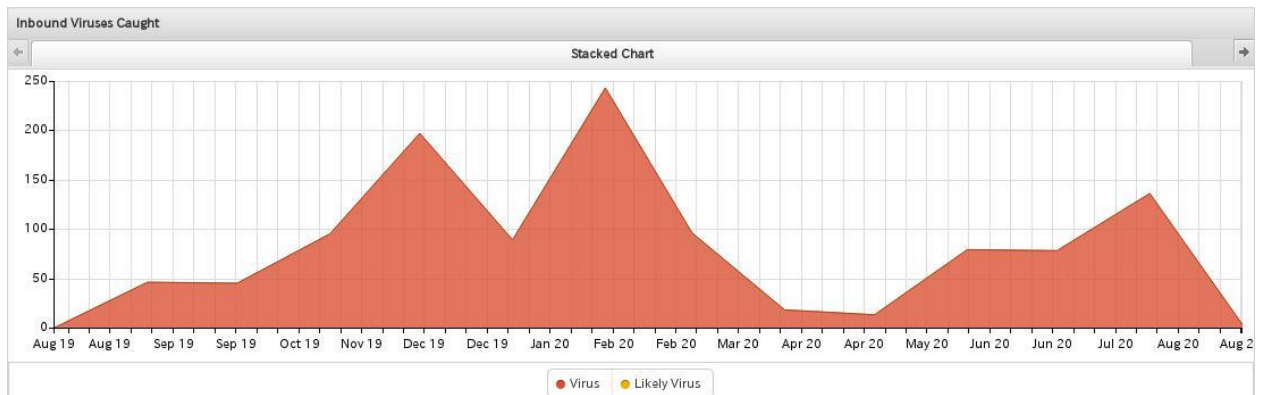
### Monthly Inbound Good vs Junk



### Monthly Likely Spoof Messages



### Monthly Inbound Viruses Caught





## STAFF REPORT

**Title:** Report to Chief Administrative Officer - Infrastructure Services - August 2020

**Meeting Date:** September 8, 2020

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### Executive Summary:

#### TRANSPORTATION SERVICES

##### Road Maintenance:

- Sign fixing/replacement; ongoing.
- Pothole patching; ongoing.
  - Pothole Registry is active, with automatic Service Request generation.
- Assisted contractors and other departments as required.
- Adjusting manholes; ongoing.
- Street sweeping; ongoing.
- Lane Maintenance; ongoing.
- Crack Sealing; complete.
- 2020 Road Maintenance Contracts:
  - Pavement Markings – Awarded to Line West Ltd.
    - Highway Line Painting; complete.
    - Residential Crosswalks and Stop Bars; ongoing.
  - Asphalt Patching – Awarded to Laredo Trucking Inc. o/a Laredo Paving; ongoing.
  - Sidewalk/Concrete Repairs – contract renewed with Superior Industries Inc.; ongoing.
  - Micro-Surfacing – Contract renewed with West-Can Seal Coating Inc.; scheduled for September 15-20.

##### Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
  - Mechanics - completed 21 work orders for various departments.
  - Operators - completed 18 work orders for various departments.
  - Contracted Services - 21 work orders were contracted out for various departments.
  - Outstanding - 73 work orders are outstanding for various departments.
- Fuel Consumption:
  - 8,448 liters of gas was dispensed into fleet vehicles for the various departments over 106 transactions.





- 20,151 liters of diesel was dispensed into fleet vehicles for the various departments over 155 transactions.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- GPS publishing; Complete.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; 98% complete.
  - Engineering awarded to CIMA Canada Inc.
  - Construction Tender was awarded to E Construction; CCC issued. FAC inspection scheduled for Sept 15, 2020.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Lost and Found policy development; awaiting approval.
- Shelter solar panel review; ongoing.
- Monthly Transit Reports; ongoing.
- Shelter “No Smoking” tape replacement; complete.
- Transit Advertising Contest; ongoing until Sept 18, 2020.
- Bus Shelter Positive Message project; awaiting approval for the first bench message.
- Transit Services Request For Proposal closed on July 28 at 2pm; only 1 bid was received; Southland to continue services.
- Covid-19 response; ongoing.
  - Weekly fogging/disinfecting of entire bus along with daily wipe downs of high touch areas;
  - Hand sanitizer installed for passengers;
  - Driver barriers have been installed; front door boarding has resumed;
  - Riders are encouraged to practice physical distancing or wear a mask.
    - Physical distancing signs have been placed on the busses and in shelters.
    - Masks provided the Government of Alberta are being distributed to riders.
  - Infotainment monitors updated with Covid-19 notifications.



Facility Maintenance:

- Responded to 25 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
  - LD Septic - septic tank cleaning at the Airport, Transfer Station and Imperial Park; monthly.
  - Lakeland Fire and Safety:
    - City Hall alarm install; ongoing.
    - Annual fire alarm/fire extinguisher inspections; ongoing.
  - MT Sinc - maintenance on HVACs and furnaces in City facilities; ongoing.
  - Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project; ongoing
  - Dunrite Roofing – awarded City Hall roof replacement; scheduled for completion in September 2020.

**ENVIRONMENTAL SERVICES**

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
  - 261 tonnes of waste was collected at the curb in August.
  - 25 tonnes of recyclables was collected at the curb in August.
  - 50 tonnes of organics was collected at the curb in August.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020)
  - 270 tonnes of C&D material was disposed of in the Class III Landfill in August.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF):
  - Sorting and bailing materials collected at the new MRF; ongoing.
  - 132 tonnes of recyclables (curbside, drop-off locations, self-hauled residential and commercial) was received at the MRF in August.
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
  - 19 tonnes of recyclables was collected from the Recycle Drop-off's in August.
- Covid -19 response; ongoing.
  - Sanitizing scale house credit/debit card machines after every customer.
  - Use of additional PPE for manual pickup – N95 masks and frequent sanitation of gloves and the driver's cabin.



Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.
- Covid-19 response; ongoing.
  - Avoid entering homes for meter reading/repairs, water and sanitary line repairs/maintenance, other work as per service levels - only being responded to if an emergency.
  - PPE requirements exceeded in emergency situations where staff have to enter a home.
  - Sanitizing key pads at Building 5 Fill Station daily.

Water and Wastewater Treatment:

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.
- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- Repairs to membranes; ongoing.
- Lagoon maintenance; ongoing.
- Covid-19 response; ongoing.
  - Keeping WTP staff separate from the rest of the PW staff.
  - Sanitizing key pad at the lagoon (Muffin Monster) daily.

**ENGINEERING SERVICES**

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Followed up on Digital Orthophotography Aerial Imagery contract.



- Took part in surveying of the newly built Fiber Optic Line and prepared respective map.
- Took part in surveying of selected storm structures and prepared respective map.
- Completed GIS updates based on the Airport Taxiways as-builts.
- Configured the garbage collection zone layer for the garbage collection app requirement.
- Modified the garbage collection app to fit the City's needs.
- Designed a JavaScript fun quiz on waste sorting to integrate it in the garbage collection app.
- Modified the symbology of the road closure app based on the feedback.

### **COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

The last meeting was held on August 24, 2020 at 6pm in City Hall Council Chambers.

Agenda Items included:

Old Business:

- Cold Lake Regional Water Supply Expansion Update
- Building 4 Condition Assessment and Feasibility Study
- Building 9 Force Main – Phase 4
- Wastewater Treatment Facility MBBR Upgrade

In Camera:

- Agreement - Bonnyville Regional Water Services Commission

Next meeting September 28, 2020

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2020	8 Street Roadway Extension (Phase 2)	Design	100	Awarded to SE Design.
			Construction	30	Awarded to Knelsen - work started August 3, 2020. Underground Work completed by GS Construction. Knelsen to start road work end of August. Completion scheduled for end September.
2	2020	2020 Street Improvement Program	Design	100	Awarded to AECOM
			Construction	60	Tender closed on June 25 and is awarded to E-Construction. Completion date of October 15, 2020. Streets include: 50 Ave (59 St – 58 St) - Concrete and mill and overlay; complete. Veterans Drive (57 St – 55 St) - mill and overlay; complete. 69 Ave (Hwy 28 – 50 St) Mill and overlay; complete. 59 St (Veterans Drive – 50 St) - Full reconstruction; concrete work complete. Top lift of asphalt remains. 6 St (Sammut Place – 20 Ave) - Full Reconstruction; concrete work complete. Top lift of asphalt remains. 54 St (52 Ave – 51 Ave) - Concrete work and full reconstruction complete; Top lift asphalt remains. 55 St (54 Ave – 55 Ave) – Full reconstruction section complete; concrete work underway and top lift asphalt remains. 8 Ave (10 St – Lakeshore Drive) - not started. Concrete work to begin Aug 31. 16 Ave (16 St – West) - not started. Waiting on ATCO Pipelines crossing agreement.  Line painting start date of Sept 3.
3	2020	Building 9 Force Main Upgrade – Phase 4 (CLRUSC)	Design	95	Awarded to AECOM. Design and Tender specifications have been completed and the project was tendered and closed on June 15 <sup>th</sup> at 2:00 PM. Tenders are under review.
			Construction	0	
4	2020	Building #4 Force Main Replacement Feasibility Study (CLRUSC)	Study	50	Awarded to Associated Engineering. Draft technical memo received and reviewed. Memo is being finalized.



No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
5	2020	2020 Service Roads	Design	0	Engineering Proposal for 55 Street west-Service Road awarded to SE Design, April 28, 2020 as part of the 2019 Shallow Sewer Project.
			Construction	0	
6	2020	2020 Sidewalk/Trail Connectivity	Design	100	Trail locations have been confirmed. Trails will be field fit.
			Construction	25	Awarded to Blue Flame Contracting. Top soil stripping completed at all locations, gravel to be placed Aug. 26, and trails to be paved Aug 28.
1	2019	2019 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	95	Awarded to E-construction. Streets include: 50 Ave (38 St – City Limit) - mill and overlay; complete. 52 Ave (49 St – 50 St) - mill and overlay; complete. 20 Street (Ptarmigan to 7 Ave) - full reconstruction; complete. Birch Ave (Tamarak St – 23 St) – full reconstruction plus underground work (sanitary and storm); complete. Deficiencies remaining.
2	2019	Annual Lane Construction Program	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lions Park (50 Ave to Millennium Trail); complete. 50 Ave (45 St west to t-intersection); complete. CCC issued.
3	2019	Street Lighting Enhancement Program	Design	100	Awarded to ATCO Electric. Approved enhancement areas include: 16 Avenue (Hwy 28 to 12 St) 50 Avenue (41 Street to City Limits) 25 Street (Hospital to Glacier Way) 1 Ave (25 St to English Bay Road)
			Construction	97	ATCO has completed install of all lights and the clean-up of the sites, but have been requested to monitor the sites as there is still some concern over trench settlement. ATCO will readdress in the fall.
4	2019		Design	100	Awarded to ATCO Electric.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
		Traffic Safety Program Fund	Construction	97	Awarded to ATCO Electric. Street lights will be installed in the following locations: English Bay Road (1114 EBR to City Limit); which has been completed. The Intersection of English Bay Road and 28 Street; which has been completed and the intersection of English Bay Road and 25 <sup>th</sup> Street which has been completed. ATCO has completed clean-up of the sites, but have been requested to monitor the sites as there is still some concern over trench settlement. ATCO will readdress in the fall.
5	2019	Material Recycling Facility	Design	100	Awarded to NOVA Mechanical and Construction.
			Construction	95	Awarded to NOVA Mechanical and Construction. They have completed the metal structure, site grading and electrical. All 20 recycling bins have arrived and the new conveyor system and sort line is installed. SCC Issued.
6	2019	Building 10 Fire Pump Replacement	Design	95	Awarded to BAR Engineering.
			Construction	0	Project was tendered and awarded to Nova Mechanical. Start-up construction has meeting has been completed, currently waiting on schedule from the contractor.
7	2019	Grand Centre Memorial Cemetery	Design	100	Awarded to LEEs and Associates.
			Construction	0	Project has been retendered; tender closed on August 19 <sup>th</sup> at 2pm. Two bids were received and are currently under review.
8	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
9	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	90	Awarded to AECOM. Due to conflicting infrastructure within 16 <sup>th</sup> Street AECOM has completed two design options, one placing the PRV within Building 5 instead of 16 <sup>th</sup> Street, as well as another design utilizing the vault but placing it in the second PRV location from the Water Master Plan. Consultant has been requested to supply a proposal to complete the 3 <sup>rd</sup> PRV design for the North, requesting

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					budget in 2021 to complete the construction of all 3 PRV's.
			Construction	0	
10	2019	Lakeshore Drive Infrastructure Improvements	Design	15	Awarded to Stantec. Start-up meeting was held on August 21, 2019 and presentation of conceptual designs were presented to Council on Oct. 16, 2019 for preliminary feedback. Additional design meeting was held on January 8, 2020 with Stantec. Lakeshore Drive concept plan was presented to Council on May 19 <sup>th</sup> , 2020. Based on this meeting Stantec will move forward with the next steps of design as the concept plan was a success.
			Construction	0	
11	2019	Shallow Sewer Enhancement Program	Design	100	Awarded to SE Design
			Construction	0	Tender closed July 7, 2020 currently under review. Tender cancelled bids over allocated funding. Businesses sent notification. Geotechnical and Hydrocarbon Testing to be completed in the interim. May retender in 2021 with full or modified scope pending funding.
12	2019	SCADA Upgrades	Design/ Construction	75	Awarded to ERAMOSA. Phase 1- Power Upgrades- 100% complete. Phase 2A - Back Up Controls at Bldg 4 & 9. Phase 1 & 2A Power Upgrades and Back Up Control – Estimated Costs provided by Smart Electric- proceeding with Bldg 4 & 9 2A only Phase 2B - Back Up Controls at Bldg 3 & 8- not proceeding at this time Phase 3A - SCADA Upgrades Cimplicity to VTSCADA. Currently running both systems there is some logic written into Cimplicity rather than through the PLC to control pumps. VTSCADA is functioning properly.-90% complete. Phase 3B - e.RIS Data Access. e.RIS training provided, report and logbook creation in progress. Phase 3C - Cyber Security 100% complete.
13	2019	Animal Holding Facility	Design	100	Building and Finishing Site awarded to JMAA.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Civil Works awarded to SE Design.  Final tender drawings have been submitted and accepted.
			Construction - CIVIL	30	CIVIL - Access Road, Underground and Site Prep.- Awarded to Urlacher Construction Ltd.- site preparation near completion and service connection to the mains started. Building and Finishing Site Work - tender closed July 28, 2020; bids under review. Building tender cancelled bids exceeded allocated funding. Potential to retender in 2021 full or modified scope depending on programming needs and funding
14	2019	69 Avenue - Museum Road Improvements	Design	100	Lower Portion Design Only awarded to SE Design. Waterline now to be included within the project for 2020. WAIF and Water Act applied for by Associated Engineering, should know by May if accepted. Change Order accepted SE Design to include tender and construction admin.
			Construction	20	Top portion of the road was overlaid by Blue Flame in 2019 and lower portion with storm and waterline improvements to be completed in 2020. WAIF completed; approval issued. Awarded to PME - construction started July 30, 2020. Ditch work has started, first section of directional drilled water line completed and second section should be completed by the beginning of September.
15	2019	Water Rate Study	Study	100	Awarded to CORVUS. Report completed and presented to CLRUSC in February.
16	2019	Regional Water Line (CLRUSC)	Design	100	Awarded to AECOM
			Construction	Contract 1 Transmission Main (within City limit)	Awarded to Site Resource Group Inc.  90% complete (based on \$) and 100% (based on length of pipe): landscaping, road rework on 16 Street (16 Ave to 75 Ave) remains.  Contractor has completed pressure testing and the chlorination of all pipeline under Contract 01 and all sections have passed

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					pressure tests, and passed chlorination. Currently the Transmission Main is functional between the WTP and Building 5, the section between Building 5 and the Transfer Station will have to be monitored and water moved through the system to make sure chlorination levels remain compliant.
				Contract 2 Transfer Station	Awarded to Alpha Construction Inc.  94% complete (based on \$) and approx. 95% (based on work). Exterior building envelope is complete, the vast majority of mechanical work has been installed, HVAC systems have been installed, and pumping bases are being completed, and pumps are a little delayed, waiting on official timeline. Underground tie-ins have been completed, which would include the regional line coming in and the line going out. Reservoir cells have been completed. Contractor has completed initial commissioning testing successfully and will require the system to be functional for final commissioning.
				Contract 3 WTP Upgrades	Awarded to SureForm Contracting Ltd.  89% complete (based on \$). Building envelope is complete and contractor has started building wrap and Styrofoam on the outside of building envelope which has also been completed, cladding has commenced, exterior doors have been installed and interior doors have been painted and window install has been completed. The upstairs which would include the offices, lunch room, electrical room and bathrooms are nearly complete, drop tiles for ceiling remain along with touch up on painting. New Raw Water wet well is complete and Raw Water pumps have been commissioned, clear well work has been completed, membrane material has arrived on site and all trains are currently going through commissioning. The vast majority of mechanical piping has been completed, CIP tank has been removed and replaced, new generator has been installed and



No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>majority of main electrical has been pulled through and connected. Raw water intake screen installation has been completed.</p> <p>Exterior landscaping remains, finalizing the building cladding, and small work within the clear well along with switching over all mechanical to the new SCADA system.</p>
				Contract 4 Transmission Main (Transfer Station to Bonnyville)	<p>Awarded to Site Resource Group Inc.</p> <p>98% complete (based on \$) and 100% (based on length of pipe); All transmission main has been installed. Contractor has swabbed the line from the Town of Bonnyville treatment facility to Ardmore/Fort Kent swab launches and then to the new Transfer Station. Contractor has started pressure testing the line under Contract 04, currently there are 4 segments of transmission main that have not passed the pressure test. Contractor is looking to complete a re-drill of the Muriel creek crossing due to failure within the transmission main as well as pressure testing the vault within the Beaver River Basin.</p> <p>Landscaping and ROW restoration is currently ongoing.</p>
17	2019	Moving Bed Biofilm Reactor (MBBR) Pilot Project (CLRUSC)	Design	45	<p>Awarded to AECOM.</p> <p>CLRUSC is looking to demonstrate the effectiveness of this technology in achieving their vision for wastewater treatment. Given the innovative nature of this technology it will be piloted during the winter months for worst case scenario to assess the performance of the system when the ammonia concentration in the lagoon effluent is higher and the microbial activity is lower.</p> <p>Veolia Water Technologies Canada Inc. has supplied the LagoonGuard pilot trailer, with all necessary process equipment (reactors, blower, instrumentation and a control panel) for this study. Veolia's field technicians assisted with the trailer's installation, start up and the commission of the LagoonGuard equipment/process and they trained the City's staff. When the</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>process stabilized Veolia handed over operational responsibility to the City, and are remotely monitoring the process and supporting the City.</p> <p>Two interim project update presentations were made to RUSC: Nov 25, 2019 and Feb 24, 2020. A third interim report is in progress.</p> <p>The pilot study ended in May 28, 2020. Pilot project decommissioned.</p> <p>Draft Final Report reviewed, waiting for final report. AECOM made final presentation on Aug 27, 2020 to RUSC on findings of the Pilot Study.</p> <p>An RFQ for WWTF upgrade is ready.</p>
1	2018	2018 Street Improvement Program	Design	100	Awarded to AECOM.
			Construction	90	<p>Awarded to E Construction Ltd.</p> <p>Streets Include:</p> <p>61 Ave west of 47 St; complete</p> <p>Highway 28 (34 Ave to City Limits); complete</p> <p>54 Ave from (54 St to 55 St); complete</p> <p>53 Ave west of 57A St Construction started in August 2018. High water table was encountered and options to mitigate were considered. 53 Ave was brought up to a gravel standard for the 2018/2019 winter.</p> <p>53 Ave was removed from the 2018 Street Improvement Program due to budget restrictions and was retendered as its own project in July 2019. Bids came in over budget and the Tender has been cancelled. Options are being considered for 2020 construction.</p> <p>SCC Issued. Deficiencies to be corrected in 2020</p> <p>Updated price received for 53<sup>rd</sup> Avenue and the project has been awarded to Urlacher</p>

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					Construction Ltd. for underground work. Anticipated start date of Sept 14.
2	2018	2018 Annual Lane Rehabilitation	Design	100	Awarded to SE Design.
			Construction	98	Awarded to BlueFlame Contracting Ltd. Lanes include: 51/52 Ave Lane (51 St to 52 St) – Behind Grand Centre Cinema; complete. 51/52 Ave Lane (52 St – 5 Ave) – Behind Red Rooster; complete. CCC issued.
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	Awarded to CIMA Canada Inc.
			Construction	98	Awarded to E-Construction. Paving, grading and hydroseeding completed October 4, 2019. CCC issued and deficiency holdback retained. Deficiencies are completed holdback to be released. FAC remains.
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Road construction and parking lot are completed. CCC issued.
5	2018	Eagle Ridge Estates Storm System Re-Alignment	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Thompson Infrastructure. Contractor has installed all storm pipes and have completed all other work under the project. CCC has been issued.
6	2018	Lakeview Cemetery	Design	95	Awarded to LEEs and Associates.
			Construction	95	Awarded to GenMec ACL. Contractor has completed all components within the Lakeview Cemetery. A CCC walkthrough has been completed, deficiencies have been noted and is currently with the contractor for signature.
7	2018	RCMP Building	Design Mech. Reno Design  Phase 2- New Build	100	Awarded to JMAA. Phase 1 - mechanical renovation design has been completed. RCMP has now requested for new building rather than a renovation of existing for Phase 2. Awarded to JMAA RCMP has confirmed that the building requirements will remain as stated in May 2019 assessment and the current lot is suitable for new build.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
			Construction	Phase 1 Cancelled  Phase 2 0	Phase 1 Mechanical Renovation contract cancelled.
1	2017	2017/2016 Residential Lanes	Design	100	Awarded to SE Design.
			Construction	98	Awarded to Urlacher Construction. Lanes include: Lakeridge Lanes; completed 54 Ave lane – completed 62 Street lane – completed Emma's Lane – completed CCC issued. FAC remaining
2	2017	49 Street Parking Lane Enhancements	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Urlacher Construction. Construction completed. CCC issued.
3	2017	Highway 28 South Enhancements - Phase 2 (51 Street to 43 Avenue)	Design	100	Awarded to Stantec. This is a continuation of the Highway 28 enhancement from 2016.
			Construction	98	Awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC issued. FAC walkthrough was recently completed, Knelsen will have to rectify deficiencies noted prior to the issuance of FAC.
1	2016	2016 Centre Ave Traffic Signalization	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. Construction complete. CCC issued. FAC walkthrough was recently completed, Knelsen will have to rectify deficiencies noted prior to the issuance of FAC.
2	2016	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	Awarded to Stantec.
			Construction	98	Awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC issued. FAC walkthrough was recently completed, Knelsen will have to rectify deficiencies noted prior to the issuance of FAC.
3	2016	2016 Downtown Entry Feature	Design	100	Awarded to Stantec.
			Construction	98	Awarded to MPS Group. Structure is completed. CCC issued.
1	2015	Fischer Storm Water Management Pond	Design	100	Design for Fischer Storm pond has been awarded to Scheffer Andrew and the construction administration has been awarded to SE Design. Design has been

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					completed. Two of the parties have withdrawn from entering into the revised agreement.
			Construction	0	Waiting on Province for Land Transfer and registration. Tender Closed November 1, 2019. 12 bids ranging from \$2.45 million to \$4.9 million were received. Letter sent to Double D who will hold costs until end of March. Tender Cancelled March 31, 2020 due to Land Transfer not processed by Province yet. Notice sent to the bidders of cancellation. Province sent draft offer for land transfer July 6, 2020. ESA in progress.
2	2015	City Hall Parking Lot	Design	100	Awarded to SE Design.
			Construction	98	Awarded to E Construction. All surface and electrical work has been completed. CCC issued.
3	2015	Meadows Storm Water Trunk Extension	Design	100	Awarded to Associated Engineering.
			Construction	98	Contract #1 was awarded to REDA Enterprises Ltd. Contractor has completed remaining items under the contract and is currently cluing up minor work. CCC issued.  Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd. All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor recently completed top lift of asphalt on both East and West Service roads. OGS units have been installed for Esso and Husky with bottom lift of asphalt being placed in front of Husky. CCC has been issued.
4	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. Construction complete. CCC issued.
5	2015	2015 Offsite Levy Report	Report	98	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation was provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.



No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
6	2015	South Snow Dump	Design	100	Awarded to MPE Siemens. The City reviewed and posed questions pertaining to detainment of sediments through drainage. Updated drawings were received on April 27, 2017. Conversation currently happening between MPE and Alberta Environment.
			Construction	0	Project has not been Tendered.
7	2015	4 Wing Splash Park	Design	100	Awarded to PlayQuest.
			Construction	98	Awarded to PlayQuest and was completed in 2015. CCC issued.
8	2015	Building 4 Lift Station Improvement Project-RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC issued. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.
1	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC issued.
2	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. CCC issued. FAC walkthrough was completed with Contractor and Consultant in 2018; deficiencies to be rectified.



## STAFF REPORT

**Title:** Report to Chief Administrative Officer - Planning and Development Services - August 2020

**Meeting Date:** September 8, 2020

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**Executive Summary:**

The report provides comparative statistics of the building and development activities, during 2017, 2018, 2019 and up to the current month of August 2020, within the Planning and Development department.

**Background:**

The comparative statistical report to the end of August 2020 is attached.

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

**2017**

**2018**

**2019**

**2020**

<b>January</b>		
New Residential-SF	\$ 500,000.00	2
Reno. Residential	\$ 55,000.00	2
Multi-Family Residential		
Commercial	\$ 50,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 605,000.00</b>	<b>5</b>

<b>January</b>		
New Residential-SF	\$ 1,200,000.00	3
Reno. Residential	\$ 30,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,450,000.00	1
Accessory Buildings	\$ 130,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 2,810,000.00</b>	<b>7</b>

<b>January</b>		
New Residential-SF		
Reno. Residential	\$ 23,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 23,000.00</b>	<b>2</b>

<b>January</b>		
New Residential-SF	\$ 300,000.00	1
Reno. Residential	\$ 11,500.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 5,000.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 35,000.00	1
<b>Total</b>	<b>\$ 351,500.00</b>	<b>5</b>

<b>February</b>		
New Residential-SF	\$ 740,000.00	2
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 365,000.00	2
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 36,000.00	1
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 1,141,000.00</b>	<b>5</b>

<b>February</b>		
New Residential-SF	\$ 350,000.00	1
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 35,000.00	1
Accessory Buildings		
Secondary Suites	\$ 20,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 80,000.00	2
<b>Total</b>	<b>\$ 505,000.00</b>	<b>6</b>

<b>February</b>		
New Residential-SF	\$ 200,000.00	1
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 72,000.00	2
Accessory Buildings		
Secondary Suites	\$ 10,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 5,500.00	1
<b>Total</b>	<b>\$ 287,500.00</b>	<b>5</b>

<b>February</b>		
New Residential-SF		
Reno. Residential	\$ 43,000.00	4
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 232,500.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 11,500.00	1
<b>Total</b>	<b>\$ 289,000.00</b>	<b>9</b>

<b>March</b>		
New Residential-SF	\$ 1,500,000.00	7
Reno. Residential	\$ 67,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 1,567,000.00</b>	<b>10</b>

<b>March</b>		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 13,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 30,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 950,000.00	1
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 10,000.00	2
<b>Total</b>	<b>\$ 1,605,000.00</b>	<b>11</b>

<b>March</b>		
New Residential-SF	\$1,000,000.00	3
Reno. Residential	\$240,000.00	5
Multi-Family Residential		
Commercial	\$1,400,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$2,500.00	1
<b>Total</b>	<b>\$ 2,642,500.00</b>	<b>10</b>

<b>March</b>		
New Residential-SF		
Reno. Residential	\$ 32,500.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$32,500.00</b>	<b>2</b>

**Building Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

**2017**

**2018**

**2019**

**2020**

<b>April</b>		
New Residential-SF		
Reno. Residential	\$ 13,100.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 350,000.00	1
Accessory Buildings	\$ 5,000.00	1
Secondary Suites		
Industrial		
Institutional	\$ 45,000.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 39,500.00	4
<b>Total</b>	<b>\$ 452,600.00</b>	<b>9</b>

<b>April</b>		
New Residential-SF		
Reno. Residential	\$ 30,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,897,400.00	3
Accessory Buildings	\$ 38,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 14,400.00	3
<b>Total</b>	<b>\$ 1,979,800.00</b>	<b>9</b>

<b>April</b>		
New Residential-SF	\$1,685,390.00	4
Reno. Residential	\$33,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$669,000.00	3
Accessory Buildings	\$2,000.00	1
Secondary Suites		
Industrial		
Institutional	\$748,085.45	1
Demolition		
Other (Decks/Signs, etc.)	\$20,360.00	3
<b>Total</b>	<b>\$ 3,157,835.45</b>	<b>15</b>

<b>April</b>		
New Residential-SF	\$300,000.00	1
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$5,000.00	1
Other (Decks/Signs, etc.)	\$27,800.00	3
<b>Total</b>	<b>\$332,800.00</b>	<b>5</b>

<b>May</b>		
New Residential-SF	\$ 640,000.00	2
Reno. Residential	\$ 51,000.00	4
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 44,713.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 6,000.00	2
<b>Total</b>	<b>\$ 741,713.00</b>	<b>10</b>

<b>May</b>		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 209,194.28	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 344,000.00	3
Accessory Buildings	\$ 64,000.00	2
Secondary Suites	\$ 30,000.00	1
Industrial		
Institutional		
Demolition	\$ 1,000.00	2
Other (Decks/Signs, etc.)	\$ 94,000.00	4
<b>Total</b>	<b>\$ 1,342,194.28</b>	<b>18</b>

<b>May</b>		
New Residential-SF	\$ 810,000.00	3
Reno. Residential	\$ 69,900.00	4
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 4,900.00	3
Other (Decks/Signs, etc.)	\$ 500.00	1
<b>Total</b>	<b>\$ 886,300.00</b>	<b>12</b>

<b>May</b>		
New Residential-SF	\$ 200,000.00	1
Reno. Residential	\$ 26,000.00	2
Multi-Family Residential		
Commercial	\$ 750,000.00	1
Commercial Renovation		
Accessory Buildings	\$ 3,500.00	1
Secondary Suites	\$ 10,000.00	1
Industrial		
Institutional		
Demolition	\$ 1,000.00	1
Other (Decks/Signs, etc.)	\$ 42,771.00	8
<b>Total</b>	<b>\$ 1,033,271.00</b>	<b>15</b>

<b>June</b>		
New Residential-SF	\$ 2,240,000.00	9
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 267,000.00	2
Accessory Buildings	\$ 23,317.83	4
Secondary Suites		
Industrial		
Institutional	\$ 506,500.00	2
Demolition		
Other (Decks/Signs, etc.)	\$ 1,300.00	1
<b>Total</b>	<b>\$ 3,038,117.83</b>	<b>18</b>

<b>June</b>		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 90,000.00	1
Accessory Buildings	\$ 15,000.00	1
Secondary Suites	\$ 20,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 10,700.00	3
<b>Total</b>	<b>\$ 155,700.00</b>	<b>7</b>

<b>June</b>		
New Residential-SF		
Reno. Residential	\$ 55,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 21,200.00	3
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 20,000.00	3
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 96,200.00</b>	<b>8</b>

<b>June</b>		
New Residential-SF	\$ 1,320,000.00	6
Reno. Residential	\$ 55,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 18,000.00	1
Accessory Buildings	\$ 33,700.00	5
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 6,000.00	2
Other (Decks/Signs, etc.)	\$ 9,000.00	2
<b>Total</b>	<b>\$ 1,441,700.00</b>	<b>18</b>

**Building Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

**2017**

**2018**

**2019**

**2020**

July		
New Residential-SF	\$ 1,000,000.00	4
Reno. Residential	\$ 3,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 9,200.00	3
Secondary Suites		
Industrial		
Institutional	\$ 110,000.00	1
Demolition		1
Other (Decks/Signs, etc.)	\$ 79,267.05	5
<b>Total</b>	<b>\$ 1,201,467.05</b>	<b>16</b>

July		
New Residential-SF		
Reno. Residential	\$ 16,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 260,000.00	2
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 28,500.00	5
Other (Decks/Signs, etc.)	\$ 63,500.00	1
<b>Total</b>	<b>\$ 393,000.00</b>	<b>10</b>

July		
New Residential-SF	\$ 920,000.00	4
Reno. Residential	\$ 528,000.00	3
Multi-Family Residential		
Commercial	\$ 1,000,000.00	1
Commercial Renovation	\$ 3,000.00	1
Accessory Buildings	\$ 76,200.00	3
Secondary Suites		
Industrial		
Institutional	\$ 795,000.00	1
Demolition	\$ 162,000.00	3
Other (Decks/Signs, etc.)	\$ 500.00	1
<b>Total</b>	<b>\$ 3,484,700.00</b>	<b>17</b>

July		
New Residential-SF	\$ 700.00	8
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 100.00	2
Secondary Suites	\$ 150.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 525.00	8
<b>Total</b>	<b>\$ 1,475.00</b>	<b>19</b>

August		
New Residential-SF	\$ 990,000.00	4
Reno. Residential	\$ 4,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 22,000.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 80,800.00	5
<b>Total</b>	<b>\$ 1,096,800.00</b>	<b>13</b>

August		
New Residential-SF	\$ 600,000.00	2
Reno. Residential	\$ 37,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 90,000.00	1
Accessory Buildings	\$ 1,000.00	2
Secondary Suites		
Industrial		
Institutional	\$ 150,000.00	1
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 878,600.00</b>	<b>9</b>

August		
New Residential-SF	\$ 1,373,300.00	5
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 113,100.00	1
Accessory Buildings	\$ 2,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 50,300.00	4
<b>Total</b>	<b>\$ 1,538,700.00</b>	<b>11</b>

August		
New Residential-SF	\$ 400,000.00	2
Reno. Residential	\$ 13,500.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 158,000.00	2
Accessory Buildings	\$ 47,500.00	2
Secondary Suites	\$ 18,000.00	1
Industrial		
Institutional		
Demolition	\$ 57,600.00	4
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 694,600.00</b>	<b>12</b>

September		
New Residential-SF	\$ 2,000,000.00	8
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 229,000.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 31,500.00	2
<b>Total</b>	<b>\$ 2,260,500.00</b>	<b>11</b>

September		
New Residential-SF	\$ 925,000.00	4
Reno. Residential	\$ 44,000.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 150,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 53,200.00	3
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 1,172,200.00</b>	<b>13</b>

September		
New Residential-SF	\$ 870,000.00	3
Reno. Residential	\$ 60,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 371,400.00	5
Accessory Buildings	\$ 80,000.00	3
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,426.00	3
<b>Total</b>	<b>\$ 1,397,826.00</b>	<b>16</b>

September		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ -</b>	<b>0</b>



**Building Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

**2017**

**2018**

**2019**

**2020**

October		
New Residential-SF	\$ 783,742.60	3
Reno. Residential	\$ 76,000.00	7
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 130,000.00	2
Accessory Buildings	\$ 75,500.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 19,000.00	5
<b>Total</b>	<b>\$ 1,086,242.60</b>	<b>20</b>

October		
New Residential-SF		
Reno. Residential	\$ 33,500.00	3
Multi-Family Residential		
Commercial	\$ 900,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites	\$ 18,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 2,200.00	2
<b>Total</b>	<b>\$ 953,700.00</b>	<b>7</b>

October		
New Residential-SF	\$ 325,000.00	1
Reno. Residential	\$ 43,200.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 250,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		1
Institutional	\$ 62,531.00	4
Demolition	\$ 38,500.00	1
Other (Decks/Signs, etc.)	\$ 700.00	
<b>Total</b>	<b>\$ 719,931.00</b>	<b>13</b>

October		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ -</b>	<b>0</b>

November		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 41,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		1
<b>Total</b>	<b>\$ 61,000.00</b>	<b>3</b>

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial	\$ 850,000.00	1
Commercial Renovation	\$ 60,000.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 116,761.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	1
<b>Total</b>	<b>\$ 1,042,761.00</b>	<b>6</b>

November		
New Residential-SF	\$ 320,000.00	1
Reno. Residential	\$ 55,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 40,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	3
<b>Total</b>	<b>\$ 431,600.00</b>	<b>8</b>

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ -</b>	<b>0</b>

December		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 19,000.00	2
<b>Total</b>	<b>\$ 66,000.00</b>	<b>5</b>

December		
New Residential-SF	\$ 1,500,000.00	5
Reno. Residential	\$ 129,000.00	8
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 1,629,000.00</b>	<b>13</b>

December		
New Residential-SF		
Reno. Residential	\$ 25,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 25,000.00</b>	<b>1</b>

December		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ -</b>	<b>0</b>

**2016 Total**      \$      13,317,440.48      125

**2017 Total**      \$      14,466,955.28      116

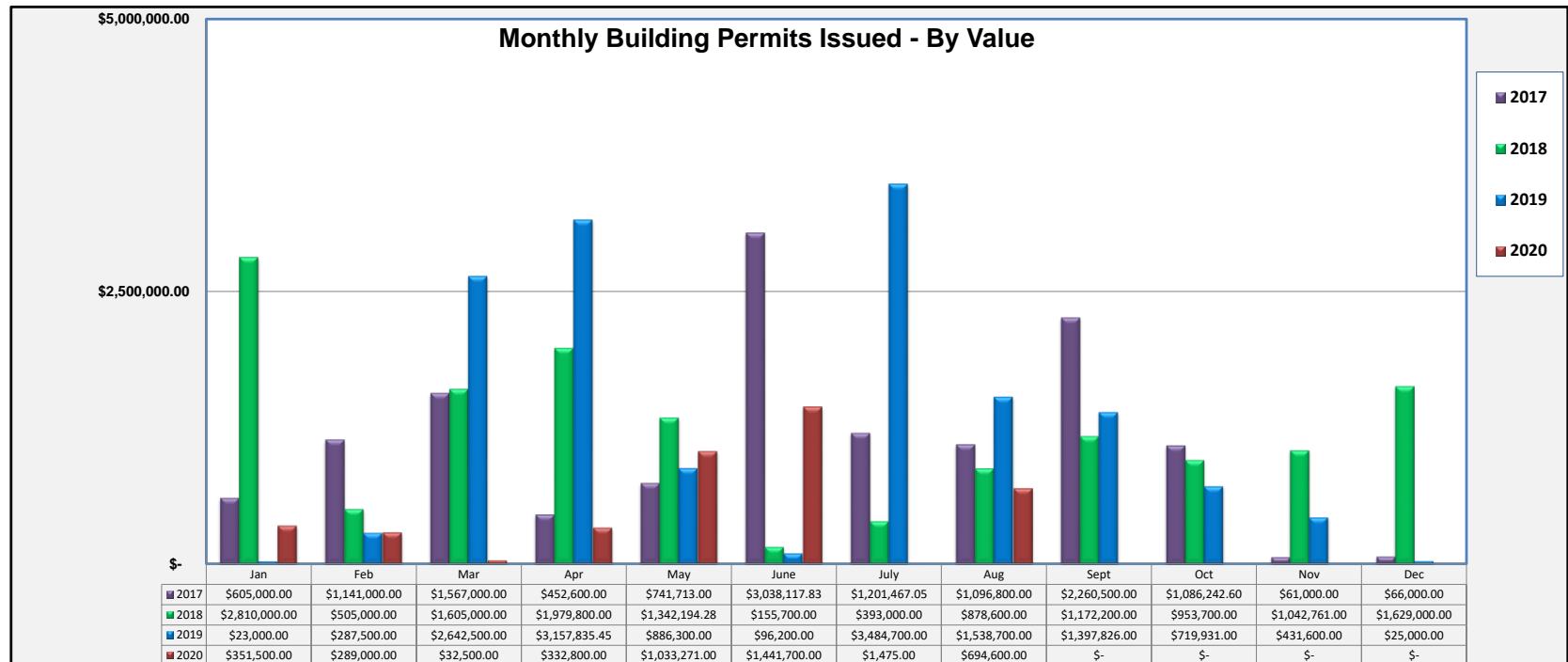
**2018 Total**      \$      14,691,092.45      118

**2019 Total**      \$      4,176,846.00      85

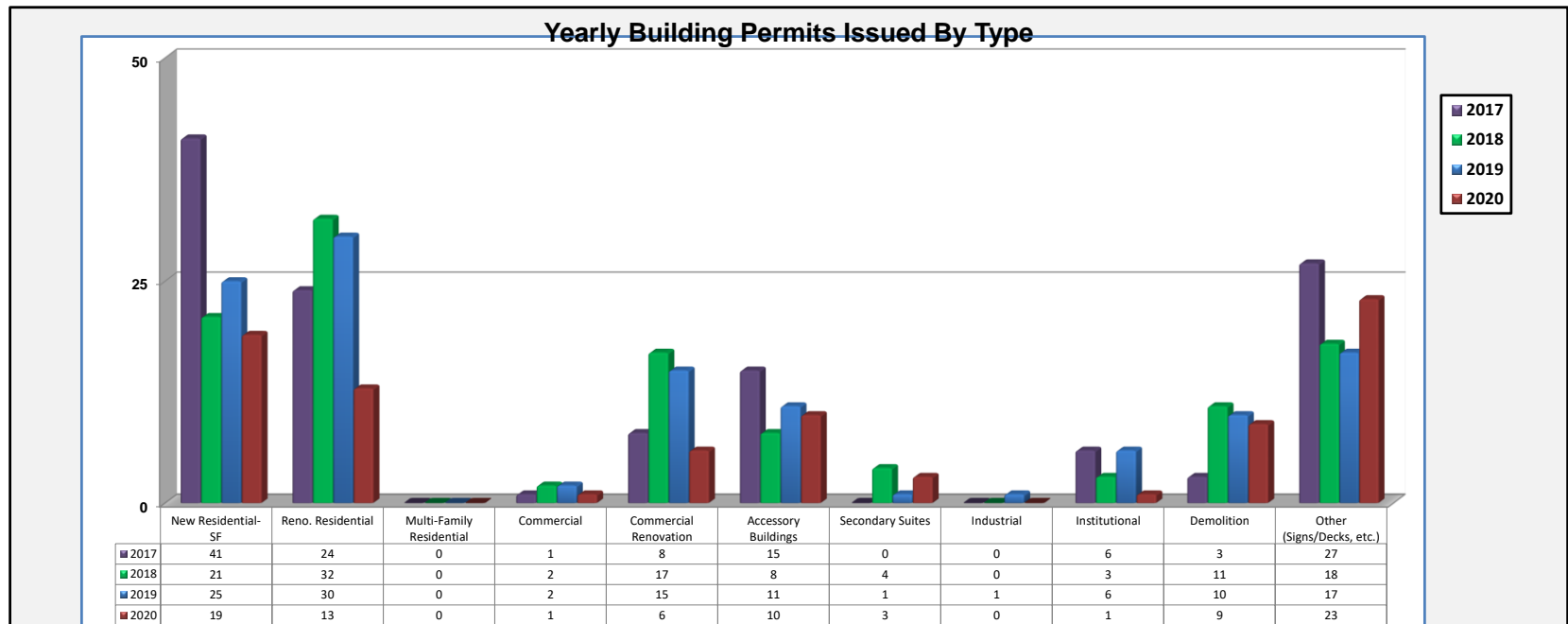
**Building Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

Data Summary - Building Permits by Value of Permits Issued				
	2017	2018	2019	2020
Jan	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00	\$ 351,500.00
Feb	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00	\$ 289,000.00
Mar	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00	\$ 32,500.00
Apr	\$ 452,600.00	\$ 1,979,800.00	\$ 3,157,835.45	\$ 332,800.00
May	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00	\$ 1,033,271.00
June	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00	\$ 1,441,700.00
July	\$ 1,201,467.05	\$ 393,000.00	\$ 3,484,700.00	\$ 1,475.00
Aug	\$ 1,096,800.00	\$ 878,600.00	\$ 1,538,700.00	\$ 694,600.00
Sept	\$ 2,260,500.00	\$ 1,172,200.00	\$ 1,397,826.00	\$ -
Oct	\$ 1,086,242.60	\$ 953,700.00	\$ 719,931.00	\$ -
Nov	\$ 61,000.00	\$ 1,042,761.00	\$ 431,600.00	\$ -
Dec	\$ 66,000.00	\$ 1,629,000.00	\$ 25,000.00	\$ -
<b>Total</b>	<b>\$ 13,317,440.48</b>	<b>\$ 14,466,955.28</b>	<b>\$ 14,691,092.45</b>	<b>\$ 4,176,846.00</b>



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2017	2018	2019	2020
New Residential-SF	41	21	25	19
Reno. Residential	24	32	30	13
Multi-Family Residential	0	0	0	0
Commercial	1	2	2	1
Commercial Renovation	8	17	15	6
Accessory Buildings	15	8	11	10
Secondary Suites	0	4	1	3
Industrial	0	0	1	0
Institutional	6	3	6	1
Demolition	3	11	10	9
Other (Signs/Decks, etc.)	27	18	17	23
<b>Total</b>	<b>125</b>	<b>116</b>	<b>118</b>	<b>85</b>



**Development Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

2017			2018			2019			2020		
January			January			January			January		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 100.00	1
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 250.00	3	Other (Decks/Signs, etc.)	\$ 250.00	6	Other (Decks/Signs, etc.)	\$ 50.00	1	Other (Decks/Signs, etc.)	\$ 625.00	10
<b>Total</b>	<b>\$ 250.00</b>	<b>5</b>	<b>Total</b>	<b>\$ 450.00</b>	<b>8</b>	<b>Total</b>	<b>\$ 400.00</b>	<b>4</b>	<b>Total</b>	<b>\$ 725.00</b>	<b>11</b>
February			February			February			February		
New Residential-SF	\$ 500.00	5	New Residential-SF	\$ 100.00	1	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 350.00	2	Commercial Renovation	\$ 100.00	1	Commercial Renovation	\$ 200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 100.00	1
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites	\$ 150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$300.00	6	Other (Decks/Signs, etc.)	\$425.00	6	Other (Decks/Signs, etc.)	\$275.00	5	Other (Decks/Signs, etc.)	\$450.00	6
<b>Total</b>	<b>\$1,150.00</b>	<b>13</b>	<b>Total</b>	<b>\$775.00</b>	<b>9</b>	<b>Total</b>	<b>\$625.00</b>	<b>7</b>	<b>Total</b>	<b>\$550.00</b>	<b>8</b>
March			March			March			March		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$ 500.00	5	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial	\$ 250.00	1	Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$ 250.00	2	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites	\$ 150.00	1
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$425.00	7	Other (Decks/Signs, etc.)	\$500.00	7	Other (Decks/Signs, etc.)	\$ 600.00	10	Other (Decks/Signs, etc.)	\$ 550.00	10
<b>Total</b>	<b>\$825.00</b>	<b>11</b>	<b>Total</b>	<b>\$900.00</b>	<b>11</b>	<b>Total</b>	<b>\$1,600.00</b>	<b>18</b>	<b>Total</b>	<b>\$700.00</b>	<b>11</b>

**Development Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

2017			2018			2019			2020		
April			April			April			April		
New Residential-SF	\$100.00	1	New Residential-SF	\$100.00	1	New Residential-SF	\$200.00	2	New Residential-SF	\$600.00	6
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial	\$200.00	1
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings	\$50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$625.00	7	Other (Decks/Signs, etc.)	\$350.00	6	Other (Decks/Signs, etc.)	\$400.00	6	Other (Decks/Signs, etc.)	\$600.00	7
<b>Total</b>	<b>\$1,225.00</b>	<b>13</b>	<b>Total</b>	<b>\$650.00</b>	<b>9</b>	<b>Total</b>	<b>\$850.00</b>	<b>10</b>	<b>Total</b>	<b>\$1,400.00</b>	<b>14</b>
May			May			May			May		
New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$600.00	6	New Residential-SF	\$ 500.00	5
Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential	\$ 150.00	1
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$150.00	1	Commercial Renovation	\$400.00	4	Commercial Renovation	\$ 250.00	1
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$250.00	3	Accessory Buildings	\$ 450.00	5
Secondary Suites			Secondary Suites	\$150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$750.00	10	Other (Decks/Signs, etc.)	\$575.00	7	Other (Decks/Signs, etc.)	\$275.00	5	Other (Decks/Signs, etc.)	\$ 750.00	8
<b>Total</b>	<b>\$1,450.00</b>	<b>17</b>	<b>Total</b>	<b>\$1,275.00</b>	<b>13</b>	<b>Total</b>	<b>\$1,525.00</b>	<b>18</b>	<b>Total</b>	<b>\$2,100.00</b>	<b>20</b>
June			June			June			June		
New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF	\$ 300.00	3	New Residential-SF	\$ 300.00	3
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 250.00	2	Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 50.00	1	Accessory Buildings	\$ 50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 300.00	2	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 450.00	2	Institutional	\$ 200.00	1	Institutional			Institutional	\$ 250.00	1
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 625.00	7	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)	\$ 700.00	9
<b>Total</b>	<b>\$ 2,625.00</b>	<b>24</b>	<b>Total</b>	<b>\$ 1,100.00</b>	<b>11</b>	<b>Total</b>	<b>\$ 750.00</b>	<b>10</b>	<b>Total</b>	<b>\$ 1,350.00</b>	<b>14</b>



**Development Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

2017			2018			2019			2020		
<b>July</b>			<b>July</b>			<b>July</b>			<b>July</b>		
New Residential-SF	\$ 300.00	3	New Residential-SF			New Residential-SF	\$ 400.00	4	New Residential-SF	\$ 700.00	8
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 700.00	4	Commercial Renovation	\$ 450.00	4	Commercial Renovation		
Accessory Buildings	\$ 500.00	5	Accessory Buildings	\$ 100.00	1	Accessory Buildings	\$ 200.00	3	Accessory Buildings	\$ 100.00	2
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites	\$ 150.00	1
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 350.00	2	Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 775.00	8	Other (Decks/Signs, etc.)	\$ 400.00	3	Other (Decks/Signs, etc.)	\$ 475.00	6	Other (Decks/Signs, etc.)	\$ 525.00	8
<b>Total</b>	<b>\$ 2,075.00</b>	<b>19</b>	<b>Total</b>	<b>\$ 1,200.00</b>	<b>8</b>	<b>Total</b>	<b>\$ 1,825.00</b>	<b>19</b>	<b>Total</b>	<b>\$ 1,475.00</b>	<b>19</b>
<b>August</b>			<b>August</b>			<b>August</b>			<b>August</b>		
New Residential-SF	\$400.00	4	New Residential-SF	\$600.00	6	New Residential-SF	\$450.00	4	New Residential-SF	\$ 300.00	3
Reno. Residential	\$100.00	1	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$200.00	1	Commercial Renovation	\$150.00	1	Commercial Renovation	\$250.00	2	Commercial Renovation		
Accessory Buildings	\$200.00	2	Accessory Buildings	\$25.00	1	Accessory Buildings	\$150.00	3	Accessory Buildings	\$ 150.00	2
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,275.00	14	Other (Decks/Signs, etc.)	\$225.00	4	Other (Decks/Signs, etc.)	\$525.00	8	Other (Decks/Signs, etc.)	\$ 650.00	8
<b>Total</b>	<b>\$2,175.00</b>	<b>22</b>	<b>Total</b>	<b>\$1,000.00</b>	<b>12</b>	<b>Total</b>	<b>\$1,575.00</b>	<b>18</b>	<b>Total</b>	<b>\$1,100.00</b>	<b>13</b>
<b>September</b>			<b>September</b>			<b>September</b>			<b>September</b>		
New Residential-SF	\$ 700.00	7	New Residential-SF			New Residential-SF	\$ 400.00	4	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 250.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 300.00	3	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings	\$ 250.00	3	Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 850.00	12	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 550.00	8	Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 1,700.00</b>	<b>20</b>	<b>Total</b>	<b>\$ 850.00</b>	<b>8</b>	<b>Total</b>	<b>\$ 1,700.00</b>	<b>19</b>	<b>Total</b>	<b>\$ -</b>	<b>0</b>

**Development Permit Stats Comparison  
2017 - 2020**

Report ending AUGUST 2020

**2017**

**2018**

**2019**

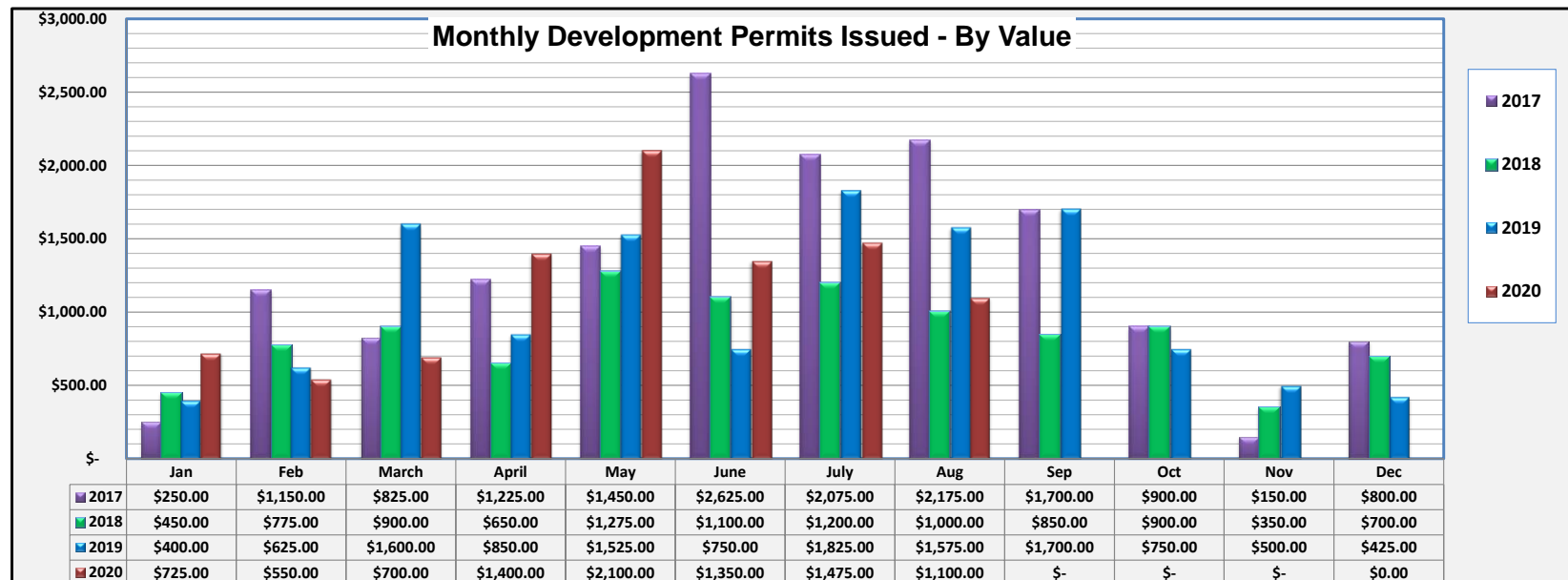
**2020**

October			October			October			October		
New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 200.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 350.00	4	Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 900.00</b>	<b>14</b>	<b>Total</b>	<b>\$ 900.00</b>	<b>8</b>	<b>Total</b>	<b>\$ 750.00</b>	<b>7</b>	<b>Total</b>	<b>\$ -</b>	<b>0</b>
November			November			November			November		
New Residential-SF			New Residential-SF			New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 150.00</b>	<b>3</b>	<b>Total</b>	<b>\$350.00</b>	<b>9</b>	<b>Total</b>	<b>\$ 500.00</b>	<b>7</b>	<b>Total</b>	<b>\$ -</b>	<b>0</b>
December			December			December			December		
New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 150.00	1	Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$200.00	1	Commercial Renovation		
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$225.00	3	Other (Decks/Signs, etc.)		
<b>Total</b>	<b>\$ 800.00</b>	<b>7</b>	<b>Total</b>	<b>\$ 700.00</b>	<b>8</b>	<b>Total</b>	<b>\$425.00</b>	<b>4</b>	<b>Total</b>	<b>\$0.00</b>	<b>0</b>
<b>2017 Total</b>	<b>\$ 15,325.00</b>	<b>168</b>	<b>2018 Total</b>	<b>\$ 10,150.00</b>	<b>114</b>	<b>2019 Total</b>	<b>\$12,525.00</b>	<b>141</b>	<b>2020 Total</b>	<b>\$9,400.00</b>	<b>110</b>

Development Permit Stats Comparison  
2017 - 2020

Report ending AUGUST 2020

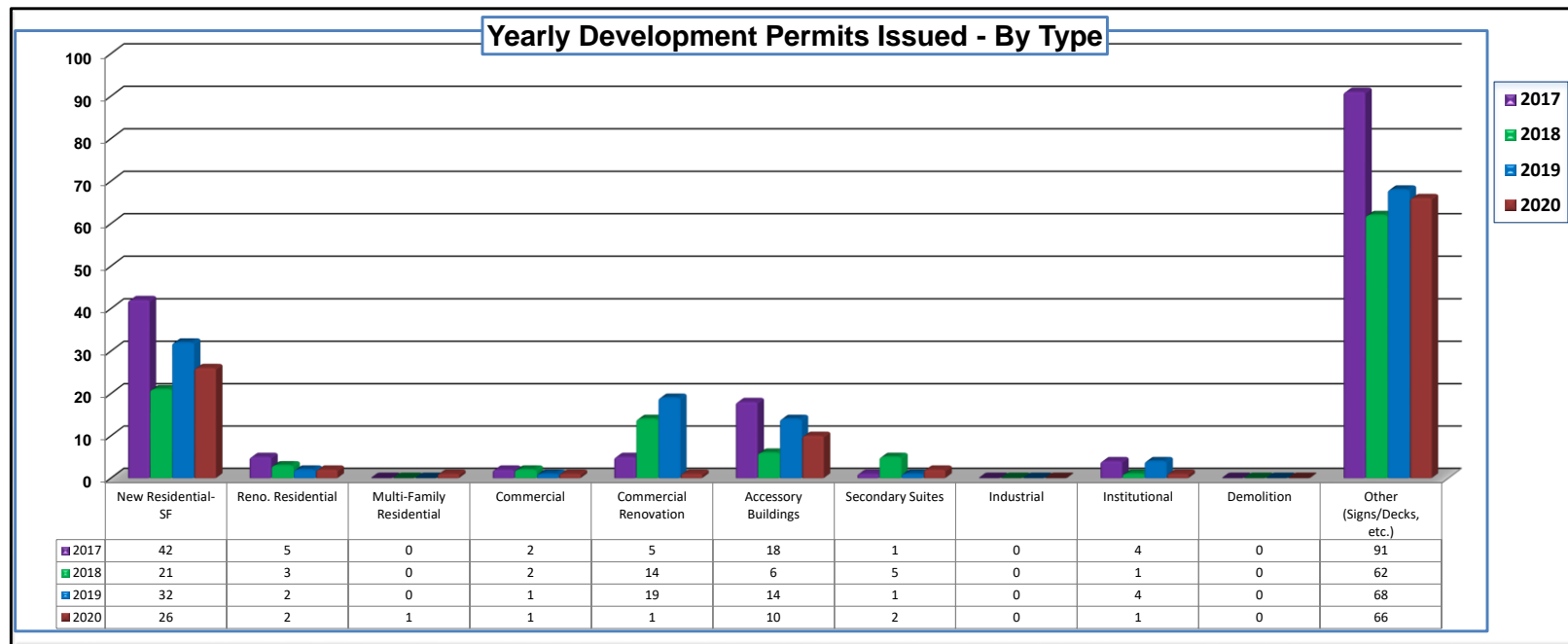
Data Summary - Monthly Development Permits by Value				
	2017	2018	2019	2020
Jan	\$ 250.00	\$ 450.00	\$ 400.00	\$ 725.00
Feb	\$ 1,150.00	\$ 775.00	\$ 625.00	\$ 550.00
March	\$ 825.00	\$ 900.00	\$ 1,600.00	\$ 700.00
April	\$ 1,225.00	\$ 650.00	\$ 850.00	\$ 1,400.00
May	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00	\$ 2,100.00
June	\$ 2,625.00	\$ 1,100.00	\$ 750.00	\$ 1,350.00
July	\$ 2,075.00	\$ 1,200.00	\$ 1,825.00	\$ 1,475.00
Aug	\$ 2,175.00	\$ 1,000.00	\$ 1,575.00	\$ 1,100.00
Sep	\$ 1,700.00	\$ 850.00	\$ 1,700.00	\$ -
Oct	\$ 900.00	\$ 900.00	\$ 750.00	\$ -
Nov	\$ 150.00	\$ 350.00	\$ 500.00	\$ -
Dec	\$ 800.00	\$ 700.00	\$ 425.00	\$ 0.00
Totals	\$ 15,325.00	\$ 10,150.00	\$ 12,525.00	\$ 9,400.00



Development Permit Stats Comparison  
2017 - 2020

Report ending AUGUST 2020

Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2017	2018	2019	2020
New Residential-SF	42	21	32	26
Reno. Residential	5	3	2	2
Multi-Family Residential	0	0	0	1
Commercial	2	2	1	1
Commercial Renovation	5	14	19	1
Accessory Buildings	18	6	14	10
Secondary Suites	1	5	1	2
Industrial	0	0	0	0
Institutional	4	1	4	1
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	91	62	68	66
Total	168	114	141	110





## STAFF REPORT

**Title:** Report to Chief Administrative Officer - Community Services - August 2020

**Meeting Date:** September 8, 2020

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### **Executive Summary:**

This report provides a summary of the activities within the Community Services functional areas for the month of August 2020.

### **Background:**

#### **PROTECTIVE SERVICES DEPARTMENT**

##### **Cold Lake Fire Rescue Highlights**

The CLFR Report and Statistical report for the period ending August 2020 is attached.

##### **RCMP Highlights**

The RCMP Statistical report for the period ending August 2020 is attached.

##### **Municipal Enforcement Highlights**

The Municipal Enforcement Report and Statistical report for the period ending August 2020 is attached.

#### **FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT**

##### **FCSS and Parent Link Highlights**

The FCSS and Parent Link Centre statistical report, for the period ending August 2020 is attached.

#### **RECREATIONAL DEPARTMENT**

##### **Recreation and Parks Highlights**

The Recreation statistical report for the period ending August 2020 is attached.

### **Alternatives:**

### **Recommended Action:**

Type the recommendation here

### **Budget Implications (Yes or No):**

No

### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer





**August 2020**

## **Cold Lake Fire-Rescue**

### **Fire Calls, Accomplishments and Events**

#### **Fire Calls – 41 in total**

During the month of August there were forty-one (41) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to two (2) structure fires in the City of Cold which were mobile home fires. Fire crews arrived to a fully involved mobile home with flames showing through the roof and the adjacent mobile homes on either side just starting to experience fire damage. Fire crews ensured everyone was outside and knocked the fires down quickly and then worked on hot spots. As one of the mobile homes experienced more than just some melted siding and required some overhaul on a hot spot it was classified as the second structure fire. Two of the mobile homes were vacant and one had occupancy. The fire was deemed suspicious. CLFR responded to one (1) vehicle fire which was a motorhome which sustained substantial damage and caused by an overheated transformer. The fire was deemed non-suspicious. CLFR responded to sixteen (16) motor vehicle collisions (mvc) during the month with none requiring extrication, and all requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. Thirteen were automobile collisions, two were quad incidents and one was a semi versus a power pole. Of the eleven (11) alarm calls CLFR attended, all were deemed to be false alarms. Six of the alarms were residential fire alarms, one was a commercial/institutional fire alarm and four were CO alarms. The fire alarms which were activated included: five from cooking smoke, one from shower steam, and one due to renovation work caused by sawdust. All CO alarms were investigated using CLFR equipment with three having no abnormal readings and one with higher than normal readings. CLFR responded to two (2) contents fires which included a garbage pail fire started by a toddler playing with a lighter and a planter box fire started by improperly discarded smoking material. Both fires were extinguished quickly and damage was minimal and contained to the item. CLFR responded to five (5) public/agency assistance calls which included: four agency assist calls with CLAS which included three lift assists and one to help gain entry into a locked building with someone in distress and one public assist for a downed power line. Fire crews secured the area until ATCO arrived and isolated the power. Finally, CLFR responded to four (4) rescue calls. Three were for stranded boaters including a capsized kayak and one was an elevator rescue for a trapped staff member.

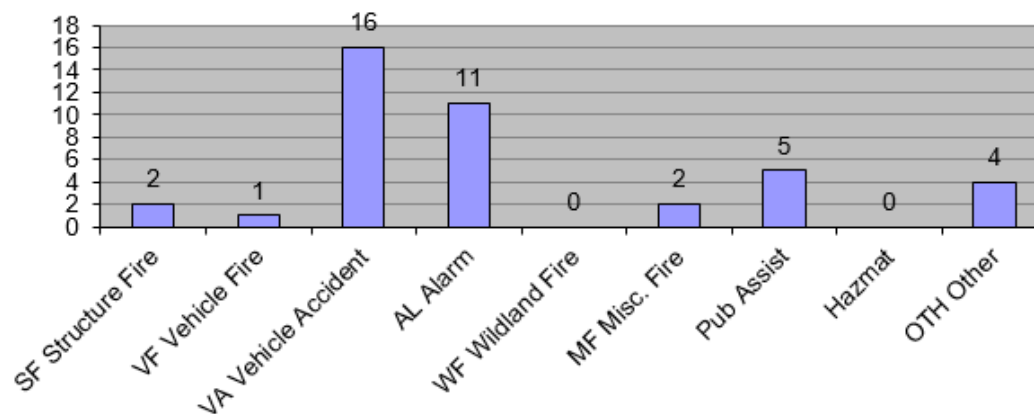
During the month CLFR responded twenty-six (26) times within City limits, fourteen (14) times in the MD of Bonnyville and one (1) time into Saskatchewan. Evening response [1600-2400] (18) was the highest response time at 43.90% followed by daytime response [0800-1600] (16) at 39.02% and overnight response [0000-0800] (7) at 17.07%.

#### **Accomplishments and Events**

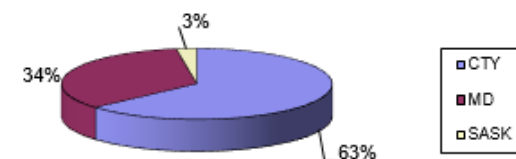
- Regional DEM Meetings. Cold Lake, Bonnyville, St. Paul – Aug 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>.
- Structure fire investigation for mobile homes. CLFR investigators – Aug 17<sup>th</sup> & 18<sup>th</sup>.
- DEM toured AHS staff through potential alternate Assessment Center sites – Aug 18<sup>th</sup>.
- DEM & CLFR Zoom meeting to get Community Emergency Management Plan (CEMP) project underway with Wendlandt Crisis & Emergency Management – Aug 20<sup>th</sup>.
- Fire Chief, GM Community Services and RCMP senior staff meeting to discuss office space challenges with current level of increased staffing – Aug 20<sup>th</sup>.
- CLFR hosted Fireworks Courses; Display & Special Effect Pyrotechnics – August 23<sup>rd</sup>.
- DEM participated in (ASIST) Incident Management Team Board Meeting – Aug 27<sup>th</sup>.
- Fireworks planning for Drive-in Movie & Fireworks event at Energy Centre on Sep 5<sup>th</sup>.
- Fire Quality Management Plan (QMP) & AFRRCS radio purchase work ongoing.
- Protective Services 2021 Service Levels & budgets submitted for initial review.

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
Aug 2020	41	2	1	16	11	0	2	5	0	4	26	14	1
2020 Totals	211	9	8	44	87	11	10	33	1	8	129	77	5

**August 2020 - Incidents by Type**



**August 2020 - Incidents by Location**



Aug-20 Totals		Aug-19 Totals	
2	Structure Fire (2-City) [Mobile Home x 2]	0	Structure Fire
1	Vehicle Fire (1-City) [1-motorhome, non-suspicious]	2	Vehicle Fire (1-City, 1-MD) [1-Car, non-suspicious, 1-Truck, suspicious]
16	Vehicle Accident (9-City, 7-MD) [13-Automobile, 2-Quad, 1-Semi]	2	Vehicle Accident (1-City, 1-MD) [1-Quad, 1 Automobile]
11	Alarm (7-City, 4-MD) [6-Residential & 1-Institutional fire detector, 4-CC]	16	Alarm (15-City, 1-MD) [13-Residential & 3-Commercial fire detector]
0	Wildland Fire	0	Wildland Fire
2	Misc. Fire (2-City) [Garbage Pail-Child Play, Planter-Smoking Material]	0	Misc. Fire
0	Hazmat	0	Hazmat
9	Oth/Pub Assist (5-City, 3-MD, 1-Sask) [1-watertank3, rescue, LLA5x4, powerline]	7	Oth/Pub Assist (3-City, 4-MD) [STAR5, watertank2, rescue, fire pitx2, powerline]
<b>41</b>	(20 Calls for Station #3, 21 Calls for Station #4, 0 calls with both) (26-City Calls, 14-MD Calls, 1-Sask Call)	<b>27</b>	(14 Calls for Station #3, 13 Calls for Station #4, 0 calls with both) (20-City Calls, 7-MD Calls, 0-Sask Calls)

**\*\* At the end of August 2020 Cold Lake Fire-Rescue has responded to 211 calls as compared to 202 calls at the end of August 2019 \*\***

**Cold Lake Municipal Detachment**  
**Statistical Comparison of August and Year to Date**  
**Year 2019 - 2020**

September-02-20

CATEGORY	2019		2020		% Change	
	Aug/19	YTD	Aug/20	YTD	August	YTD
Homicide	0	1	0	0	0.0%	-100.0%
Offences Related to Death	0	0	0	6	0.0%	600.0%
Robbery	0	13	1	8	100.0%	-38.5%
Sexual Assaults	1	13	1	14	0.0%	7.7%
Other Sexual Offences	0	7	0	8	0.0%	14.3%
Assault	34	167	33	232	-2.9%	38.9%
Kidnapping/Hostage/Abduction	3	9	0	9	-100.0%	0.0%
Extortion	1	2	0	2	-100.0%	0.0%
Criminal Harassment	9	50	9	61	0.0%	22.0%
Uttering Threats	9	67	13	90	44.4%	34.3%
Other Persons	0	1	0	1	0.0%	0.0%
<b>TOTAL PERSONS</b>	<b>57</b>	<b>330</b>	<b>57</b>	<b>431</b>	<b>0.0%</b>	<b>30.6%</b>
Break & Enter	22	111	12	111	-45.5%	0.0%
Theft of Motor Vehicle	6	71	5	94	-16.7%	32.4%
Theft Over	1	9	0	7	-100.0%	-22.2%
Theft Under	57	261	33	267	-42.1%	2.3%
Possn Stn Goods	2	36	0	29	-100.0%	-19.4%
Fraud	15	93	9	102	-40.0%	9.7%
Arson	1	3	0	2	-100.0%	-33.3%
Mischief To Property	121	761	146	949	20.7%	24.7%
<b>TOTAL PROPERTY</b>	<b>225</b>	<b>1345</b>	<b>205</b>	<b>1561</b>	<b>-8.9%</b>	<b>16.1%</b>
Offensive Weapons	3	32	4	24	33.3%	-25.0%
Public Order	0	3	0	1	0.0%	-66.7%
<b>OTHER CRIMINAL CODE</b>	<b>66</b>	<b>524</b>	<b>44</b>	<b>338</b>	<b>-33.3%</b>	<b>-35.5%</b>
<b>TOTAL OTHER CRIMINAL CODE</b>	<b>69</b>	<b>559</b>	<b>48</b>	<b>363</b>	<b>-30.4%</b>	<b>-35.1%</b>
<b>TOTAL CRIMINAL CODE</b>	<b>351</b>	<b>2234</b>	<b>310</b>	<b>2355</b>	<b>-11.7%</b>	<b>5.4%</b>
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	3	17	0	13	-100.0%	-23.5%
Drug Enforcement - Trafficking	2	18	0	18	-100.0%	0.0%
Drug Enforcement - Other	0	1	0	1	0.0%	0.0%
<b>Total Drugs</b>	<b>5</b>	<b>36</b>	<b>0</b>	<b>32</b>	<b>-100.0%</b>	<b>-11.1%</b>
Federal - General	0	7	2	10	200.0%	42.9%
<b>TOTAL FEDERAL</b>	<b>5</b>	<b>43</b>	<b>2</b>	<b>42</b>	<b>-60.0%</b>	<b>-2.3%</b>
Liquor Act	11	65	4	34	-63.6%	-47.7%
Other Provincial Stats	22	178	23	196	4.5%	10.1%
<b>Total Provincial Stats</b>	<b>33</b>	<b>243</b>	<b>27</b>	<b>230</b>	<b>-18.2%</b>	<b>-5.3%</b>
Municipal By-laws Traffic	1	7	0	6	-100.0%	-14.3%
Municipal By-laws	12	74	11	64	-8.3%	-13.5%
<b>Total Municipal</b>	<b>13</b>	<b>81</b>	<b>11</b>	<b>70</b>	<b>-15.4%</b>	<b>-13.6%</b>
Fatals	0	0	0	1	0.0%	100.0%
Injury MVAS	0	2	1	4	100.0%	100.0%
Property Damage MVAS (Reportable)	12	146	13	130	8.3%	-11.0%
Property Damage MVAS (Non Reportable)	2	17	0	13	-100.0%	-23.5%
<b>TOTAL MVAS</b>	<b>14</b>	<b>165</b>	<b>14</b>	<b>148</b>	<b>0.0%</b>	<b>-10.3%</b>
<b>Provincial Traffic</b>	<b>54</b>	<b>466</b>	<b>59</b>	<b>439</b>	<b>9.3%</b>	<b>-5.8%</b>
<b>Other Traffic</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>7</b>	<b>0.0%</b>	<b>40.0%</b>
<b>Criminal Code Traffic</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-100.0%</b>
<b>Common Police Activities</b>						
False Alarms	17	139	17	110	0.0%	-20.9%
False/Abandoned 911 Call	76	434	68	408	-10.5%	-6.0%
Prisoners Held	28	165	6	157	-78.6%	-4.8%
Written Traffic Warnings	1	32	3	24	200.0%	-25.0%
Persons Reported Missing	11	40	7	40	-36.4%	0.0%
Request to Locate	7	59	11	68	57.1%	15.3%
Abandoned Vehicles	2	47	10	46	400.0%	-2.1%
VSU Accepted/Declined	42	286	8	263	-81.0%	-8.0%

**Cold Lake Municipal Detachment**  
**Statistical Comparison of August and Year to Date**  
**Year 2019 - 2020**

CATEGORY TOTALS	Aug-19	Aug-20	% Change
CRIMINAL CODE PERSONS	57	57	0.0%
CRIMINAL CODE PROPERTY	225	205	-8.9%
CRIMINAL CODE OTHER	69	48	-30.4%
<b>TOTAL CRIMINAL CODE</b>	<b>351</b>	<b>310</b>	<b>-11.7%</b>

CATEGORY TOTALS	2019 - YTD	2020 - YTD	% Change
CRIMINAL CODE PERSONS	330	431	30.6%
CRIMINAL CODE PROPERTY	1345	1561	16.1%
CRIMINAL CODE OTHER	559	363	-35.1%
<b>TOTAL CRIMINAL CODE</b>	<b>2234</b>	<b>2355</b>	<b>5.4%</b>

CLEARANCE RATES	Aug-19	Aug-20
CRIMINAL CODE PERSONS	72%	51%
CRIMINAL CODE PROPERTY	23%	26%
CRIMINAL CODE OTHER	45%	29%
<b>TOTAL CRIMINAL CODE</b>	<b>35%</b>	<b>31%</b>

CLEARANCE RATES	2019 - YTD	2020 - YTD
CRIMINAL CODE PERSONS	56%	53%
CRIMINAL CODE PROPERTY	26%	29%
CRIMINAL CODE OTHER	62%	35%
<b>TOTAL CRIMINAL CODE</b>	<b>40%</b>	<b>34%</b>

## Items of interest

- Municipal Enforcement participated in the Positive Ticketing award presentation for three winners who were presented with awards for being positive role models in the community.
- Municipal Enforcement had two Peace Officers complete annual recertification training for Threat Pattern Recognition and OC spray qualifications.
- Municipal Enforcement assisted with traffic control for numerous calls for service for motor vehicle collisions, a camper fire and other emergency service events throughout the month of August.
- Municipal Enforcement filled the vacant Community Peace Officer position. The newest team member is set start to with the department in mid-September.
- Municipal Enforcement provided a visible presence during the Cold Lake Cruisers Movie Night.

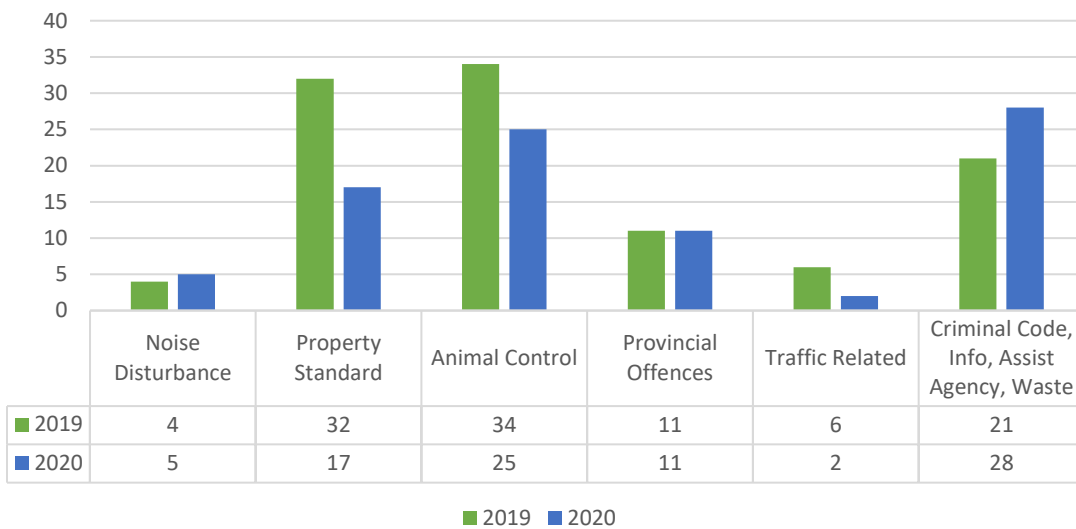
Municipal Enforcement continues to provide education and enforcement initiatives in Cold Lake throughout high volume traffic areas. Initiatives included thirty traffic initiatives and speed sign deployments at four locations during the month of August. Locations included; north-bound on 54<sup>th</sup> Street at 52 Avenue, south bound 1<sup>st</sup> Avenue at Tamarak Street, east-bound on 50<sup>th</sup> Avenue at 60 Street and northbound on Red Fox Drive. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys throughout the community, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education and awareness on public safety, while addressing areas of concern. Officers continue to provide a visible enforcement presence in the downtown core by foot and by vehicle patrol, which include alleys between businesses and common public gathering locations. In August, Peace Officers conducted two hundred and ninety-eight patrols throughout the community. Parks and city facility patrols consisted of two-hundred and eight patrols. Peace Officers continued to monitor the downtown core along with facilities such as the Energy Centre and Regional Transfer Station as a result of recent illegal activity at the facilities. Peace Officers conducted a Joint Force Operation patrol at the Cold Lake Marina with Alberta Fish and Wildlife. During the month of August, officers engaged with youth along with new driver regarding road safety awareness. Officers addressed cell phone concerns, reinforced rules of the road awareness, educated motorists on vehicle equipment regulations. Municipal Enforcement addressed twenty-five animal related calls for service. Municipal Enforcement initiated action on seven-teen unsightly property concerns. In addition, Municipal Enforcement addressed six public intoxication and trespassing concerns, six outside agency assists and assistance with an RCMP apprehension of a subject.

Energy Centre (School Year Start) Since September 2019 – As of August, 2020 to school year has concluded as a result of the COVID-19 pandemic.

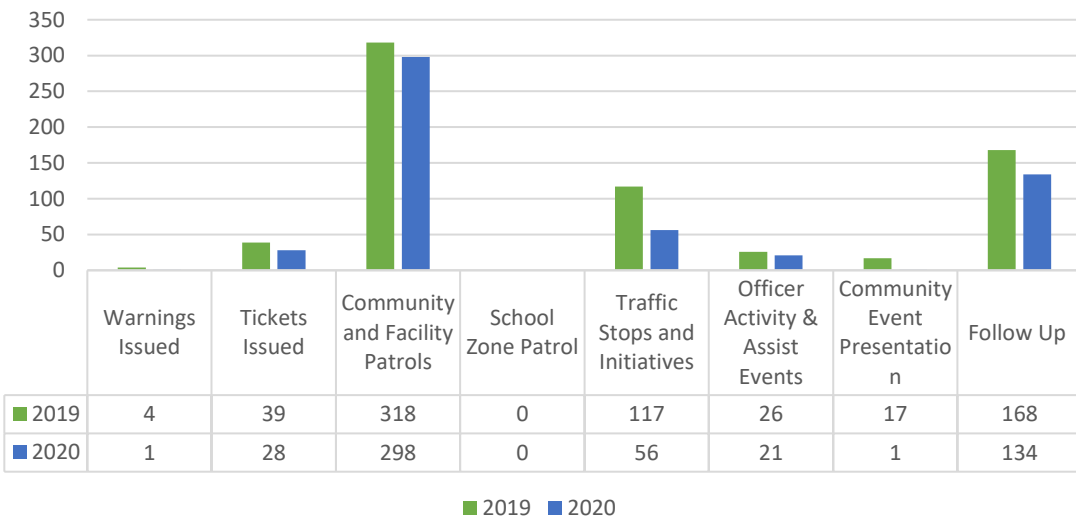
- Patrols of the facility and surrounding premises has consisted of seven-hundred and twenty to date since the commencement of the school year.
- Peace Officers continually liaise with the public, school and city staff.
- Municipal Enforcement initiated an investigation into graffiti at the Skate Park and charged one youth in addition to issuing trespass ban from the facility and grounds.
- Since January 2020, six trespass bans have been issued to individuals misusing the facility.
- Municipal Enforcement continues to provide a visible patrol presence at the Energy Centre, facility grounds, parks and additional essential city facilities that are regularly patrolled. Officers continue to assist with securing facilities and providing facility coverage as needed.



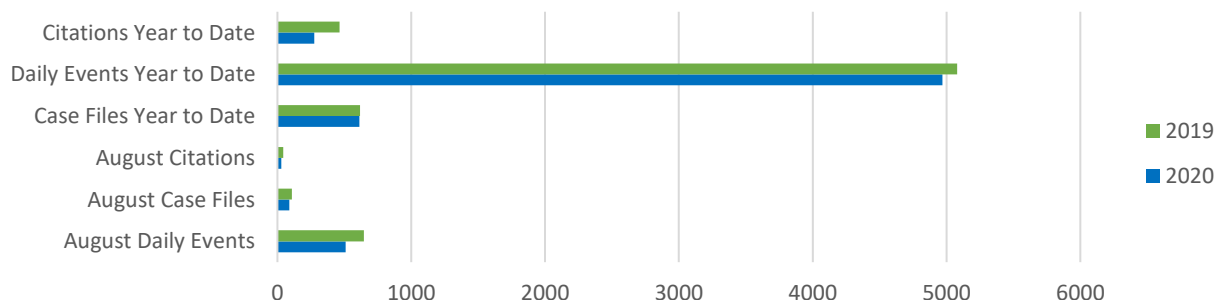
## August 2020 - Calls For Service



## August 2020 - Tickets/Warnings &amp; Daily Events



## 2019 &amp; 2020 - Year To Date



# Cold Lake Golf & Winter Club

Monthly Report for August 2020

## Projects

### COMPLETED:

Ronald McDonald Golf for Charity—Aug 15  
Club Championships—Aug 22/23  
Summer Staff Sendoff  
Verticut & Topdress Greens—Aug 6

### CURRENT AND FUTURE:

Golf Course Open House—Sept 2  
Labour Day Weekend Golf Giveaway  
AB/SK Ryder Cup—Sept 12  
Fire Department Golf Day—Sept 13  
Routine facility sanitation  
Operational adjustments per Covid-19 regulations  
Green and Tee fertilization/fungicide programs  
Golf Course Sponsorships  
Golf Course Winterization

## Statistics

	JUL	AUG	SEP	TOTAL
Golf Memberships 2020	13	4		162
Golf Memberships 2019	5	1	0	130
Members Weekday 2020	726	656		2534
Members Weekend 2020	334	466		2204
Guests Weekday 2020	816	901		2749
Guests Weekend 2020	765	919		3871
Driving Range 2020	287	251		846
Driving Range 2019	922	193	104	1155
Power Cart 2020	850	1005		3048
Power Cart 2019	567	587	427	2590
Pull Cart 2020	22	34		97
Pull Cart 2019	11	20	9	84
Club Rental 2020	45	41		137
Club Rental 2019	30	51	28	206
Ice Rental Hourly 2020	0	0	0	721
Ice Rental Hourly 2019	0	0	48	724

## Operations

Leagues	Golf	Maintenance Program	CLGWC
Ladies Night is now tee times all day long. Men’s Night tee times are booked and organized by members.	Tee Times are spaced at 12 min intervals and the course is consistently busy	Greens are cut daily. Rough is cut twice a week. Tees, fairways, and surrounds are being cut three times a week. Sand traps are being mechanically raked and pins are being moved at least twice a week	The lounge is open daily until 7pm Dine in and take out available. Scrambles are suspended but tee time events without meals are being booked.
Memberships	Golf Course	Pro Shop	
Golf Memberships are on sale for 2020. This includes Adult, Senior, Youth, Couples, Student, Family, and corporate. All memberships are now at 80% off per the CLGWC policy.	Golf course is in prime shape. Frost is being monitored in the mornings as necessary. Hours are being adjusted based on daylight.	Pro Shop Change Room is now open, and returns are now accepted. All clothing is guaranteed if not purchased/returned.	

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# Cold Lake Energy Centre

Monthly Report for August 2020

## Projects

### COMPLETED:

Continue to work on marina.  
Aqua Days have been cancelled for 2020.  
Membership Annual Sale August 28-30.

### CURRENT & FUTURE:

Drive in Movie (Dumbo) and Fireworks on September 5 at the Energy Centre.

The Energy Centre has resumed normal hours as of August 24th.

Monday—Friday 6am—10pm

Saturday—Sunday and Stats, 8am—9pm

## Statistics

<i>Memberships</i>	JUL	AUG	SEP	Year Total
New '20	208	415	-	1515
Passes Scanned '20	3983	4185	-	26902
Drop Ins '20	221	256	-	2044

<i>Climbing Wall Memberships</i>	JUL	AUG	SEP	Year Total
----------------------------------	-----	-----	-----	------------

New '20	0	0	-	31
Drop Ins '20	0	0	-	1389
Rentals '20	0	0	-	26

<i>Fitness Classes</i>	JUL	AUG	SEP	Year Total
Drop Ins '20	0	0	-	97
Classes '20	0	0	-	60

<i>Facility Rentals</i>	JUL	AUG	SEP	Year Total
Imp. Oil Place '20	0	6.5	-	621.25
Phase III Arena '20	0	75.50	-	631.25
Field House '20	0	31.50	-	572.50
North Arena '20	0	0	-	250

<i>Marina</i>	JUL	AUG	SEP	Year Total
Slips—Paid	2	2	-	223
Days Sub-Lease	440	513	-	1207

## Operations

### Fitness Class Sessions

Fitness sessions have been planned for September and registration opened August 31, following Alberta guidelines.

### Drop In Programs

We are only accepting Wellness Centre and walking track drop ins. We are recording names of drop ins in the Wellness Centre in case of a COVID-19 outbreak.

### Memberships

We held our annual 20% Off Sale for One, Three, Six or Year gym memberships on August 28-30. This did not include the Rock Wall.

### Front Desk

All entrances opened up in August and the public is to self monitor their symptoms. Front desk has been busy with membership sales and preparing for student memberships starting September 1.

### Recreation Programming

We were preparing for offering 'organized public skating', and would have started at the end of August if we had not lost the ice in the arena.

We are now allowing organized sport to rent the field house or arena floor in accordance to the guidelines set out by the government.

User groups are booking facilities to run their 'leagues' within their mandate.

# Parks and Recreation

Monthly Report For August 2020

## Projects

### COMPLETED:

Lighting Retrofit project for IOP Arena and Reid Fieldhouse is now complete.

### CURRENT & FUTURE:

Creekside Estates Playground scheduled for construction in mid September.

Renovation of shale infield on Diamond #3 is near completion.

EC Surveillance Camera identification

Update of SDS Manuals

Marina Dredging Project scheduled for mid/late October.

Marina scheduled to close following the Thanksgiving Day weekend.

## Statistics

Hours	JUL	AUG	SEP	Year Total
Figure Skating'20	0	7.5	-	161.75
Figure Skating'19	0	9.5	46.75	277.5
C League'20	0	0	-	81
C League'19	0	0	10	68.75
Jr B Ice'20	0	17.5	-	72.25
Jr B Ice'19	0	24	26.75	115.5
Master Old Tim'20	0	0	-	16.5
Master Old Tim'19	0	0	0	15.5
Minor Hockey'20	0	0	-	859.25
Minor Hockey'19	0	10.5	255.25	821.25
Cold Timers'20	0	0	-	33
Cold Timers'19	0	0	1.5	30
Cold Lake Rec'20	0	0	-	33
Cold Lake Rec'19	0	0	0	25.5
Jr A Wings '20	0	0	-	0
Jr A Wings '19	0	0	6.5	94.75
Jr A Hornets '20	0	0	-	123.25
Jr A Hornets '19	0	3.5	21.50	25
Women's Hockey'20	0	0	-	13.50
Women's Hockey'19	0	0	0	19.50
Casual/Camps'20	0	57	-	108.25
Casual/Camps'19	0	125.25	54.75	340
Slopitch'20	0	0	-	0
Slopitch'19	230	0	0	492
Baseball'20	0	0	-	0
Baseball'19	8	0	0	324
Soccer'20	0	0	-	0
Soccer '19	26	0	0	862
Rugby'20	0	0	-	0
Rugby'19	16	0	0	136
Lacrosse'20		0	-	2.75
Lacrosse'19	8.5	0	0	273.50

## Operations

### Ice Arenas

Loss of brine system/charge for Arena 2. Cimco Refrigeration looking into repair options.

### Summer Staffing

Most of Parks summer staff are leaving to return to their respective post secondary studies.

### Splash Parks

Splash parks set to close in mid September.

### Energy Centre

With facility now open to the general and sporting public steps taken to welcome them back.

### Marina

Marina operational hours reduced to 8a.m. to 8 p.m. daily beginning August 31st

### Staffing

Operations continue to be short staffed due to medical leaves, and approved vacations.

# Cold Lake and District Family and Community Support Services (FCSS)

2020



## Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Aug-20	YTD 2020
FCSS	85	889
FRN	22	22
Community	58	468
INTERAGENCY	Aug-20	YTD 2020
Information Sharing	22	208
INITIATIVES	Aug-20	YTD 2020
FCSS/PLC Room Rentals	8	62
Block Party Participants	0	0
Community Rental Participants	440	841
SERVICES	Aug-20	YTD 2020
Resource Library	6	98
Forms and Assistance	14	123
Impact of FCSS Grants	0	735
Meals on Wheels	231	1044
Special Transportation	135	1746
Counselling	15	95
COMMITTEES AND PARTNERSHIPS		
MEETINGS	Aug-20	YTD 2020
Committee and Partnership Meetings	9	54
EVENTS	Aug-20	YTD 2020
Bully Free Committee Workshops and Events	0	393
Early Childhood Development Coalition	0	20
Partnership Events	1351	5831



# Cold Lake and District Family and Community Support Services (FCSS)

2020



## Report to Chief Administrative Officer

PROGRAMMING		
CHILD AND YOUTH	Aug-20	YTD 2020
Life Skills and Social Competency	2	2
Social Skills and Development	0	124
Youth Advocacy and Empowerment	0	37
Character Education	0	0
Child Development and Well Being Support (FRN)	0	0
Social Connections and Supports (FRN)	0	0
ADULT		
ADULT	Aug-20	YTD 2020
Personal Growth	1	102
Seniors Services	2	101
Emergency Social Services	0	7
Caregiver Capacity Building and Supports (FRN)	0	8
FAMILY AND COMMUNITY		
FAMILY AND COMMUNITY	Aug-20	YTD 2020
Family Support	0	362
Family Workshops	0	90
Community Events/Support	18	266
VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Aug-20	YTD 2020
Volunteer Recruitment	5	31
Volunteer Appreciation Event	0	0
govolunteer.ca Postings	0	0
Volunteer Hours	231	952.5
Number of Volunteers	6	186
CVITP Files Processed	8	362
Volunteer Inquiries	2	19
Volunteer Requests	1	18

# Cold Lake and District Family and Community Support Services (FCSS)

2020



## Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Aug-20	YTD 2020
Life Coaching Clients Served	6	85
Parent Support	15	102
USER GROUP	Aug-20	YTD 2020
1 – 12 years	1	21
Teens	3	25
Adults	9	85
Couples	3	24
Families	5	32
REFERRED TO	Aug-20	YTD 2020
Alberta Health Services - Mental Health	3	30
Alberta Health Services - Addictions	1	10
Alberta Health Services	6	35
LCFASD	0	5
Private Service	9	60
REFERRED FROM	Aug-20	YTD 2020
Self-Referred	6	58
Advertising / Online	4	30
FCSS Programs Attendance	0	6
Friend / Family Member	2	33
Child and Family Services/Social Services	1	15
Probation	1	18
Mental Health	2	21
CLIENT ISSUES	Aug-20	YTD 2020
Anger/Conflict Management	9	65
Relationship Issues	5	74
Parent-Teen Conflict	2	45
Parenting	15	104
Self-Esteem	6	101
Co-Parenting	0	28
Goal-Setting	8	108



## STAFF REPORT

**Title:** Fetal Alcohol Spectrum Disorder Awareness Day - September 9, 2020

**Meeting Date:** September 8, 2020

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**Executive Summary:**

Proclamation - Fetal Alcohol Spectrum Disorder Awareness Day - September 9, 2020

**Background:**

**Alternatives:**

**Recommended Action:**

Mayor Copeland proclaimed September 9, 2020 as Fetal Alcohol Spectrum Disorder Awareness Day in the City of Cold Lake.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



p: 780-594-9905 tf: 1-877-594-5454 f: 780-594-9907  
Box 479, Cold Lake, AB T9M 1P1 [lcfasd.com](http://lcfasd.com)

RECEIVED

SEP 03 2020

CITY OF COLD LAKE

Dear Mayor Copeland,

This September 9th marks our 21<sup>st</sup> Annual International Fetal Alcohol Spectrum Disorder (FASD) Awareness Day. 47 years ago, FASD was first diagnosed. Today, FASD is the diagnostic term used to describe the broad range of effects that can occur in an individual who was prenatally exposed to alcohol. These effects can include lifelong physical, mental, and behavioural difficulties, as well as learning disabilities.

Drinking alcohol during pregnancy continues to be the leading cause of developmental disabilities around the globe. We want to ensure that our community receives the message that the safest choice for someone who is pregnant or planning to become pregnant is not to drink alcohol. We also recognize that individuals whose drinking puts them at risk for having a child with FASD need to be supported and benefit from open, non judgemental conversations and interventions.

Unfortunately, this year's event will look different due to COVID-19 restrictions. Out of concern for the safety of our community, we have decided to raise awareness without gathering as we typically do. This year, you will notice signs around Lakeland communities with messages about the supports that the Lakeland Centre for FASD offers, and encouragement to have alcohol free pregnancies. We will also be hosting a Live Feed on our Facebook on September 9<sup>th</sup> to commemorate the day.

We ask that you sign the proclamation to acknowledge FASD Day in the community.

Thank you for taking the time to make this proclamation and for your interest in supporting our efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Dmitch", with a long horizontal line extending to the right.

Dallas Mutch

FASD Day Committee

Lakeland Centre for FASD

# PROCLAMATION

## Fetal Alcohol Spectrum Disorder Awareness Day

September 9, 2020

**WHEREAS:** Fetal Alcohol Spectrum Disorder (FASD) is a diagnostic term that describes the range of effects that can occur in an individual who was prenatally exposed to alcohol; and

**WHEREAS:** Children and adults with FASD in Canada and around the world experience lifelong physical, mental, and behavioural difficulties, as well as learning disabilities; and

**WHEREAS:** Caregivers, families, professionals, and individuals living with FASD, as well as others around the world, will observe the 21<sup>st</sup> International FASD Awareness Day on September 9, 2020, with a minute of reflection at 9:09 a.m.

**NOW THEREFORE:** I, \_\_\_\_\_, Mayor/Reeve of \_\_\_\_\_ on behalf of \_\_\_\_\_ Council, do hereby proclaim September 9, 2020 as “Fetal Alcohol Spectrum Disorder Awareness Day” in \_\_\_\_\_. I encourage everyone to act with compassion and understanding towards individuals who have experienced prenatal alcohol exposure and to take both personal and professional responsibility to become better informed about FASD and prevention strategies.

Signed,

\_\_\_\_\_





## PROCLAMATION

### FETAL ALCOHOL SPECTRUM DISORDER AWARENESS DAY SEPTEMBER 9, 2020

**WHEREAS**, Fetal Alcohol Spectrum Disorder (FASD) is a diagnostic term that describes the range of effects that can occur in an individual who was prenatally exposed to alcohol; and

**WHEREAS**, children and adults with FASD in Canada and around the world experience lifelong physical, mental, and behavioural difficulties, as well as learning disabilities; and

**WHEREAS**, caregivers, families, professionals, and individuals living with FASD, as well as others around the world, will observe the 21<sup>st</sup> International FASD Awareness Day on September 9, 2020, with a minute of reflection at 9:09 a.m.

**NOW THEREFORE**, I, Craig Copeland, Mayor of the City of Cold Lake, do hereby proclaim September 9, 2020 as

**“Fetal Alcohol Spectrum Disorder Awareness Day”**

in the City of Cold Lake. I encourage everyone to act with compassion and understanding towards individuals who have experienced prenatal alcohol exposure and to take both personal and professional responsibility to become better informed about FASD and prevention strategies.

---

Craig Copeland, Mayor

Dated this 8<sup>th</sup> day of September, 2020



## **STAFF REPORT**

**Title:** International Day of Older Persons - October 1, 2020

**Meeting Date:** September 8, 2020

---

**Executive Summary:**

Mayor Copeland proclaimed October 1, 2020 as International Day of Older Persons National in the City of Cold Lake.

**Background:**

**Alternatives:**

**Recommended Action:**

Mayor Copeland proclaimed October 1, 2020 as International Day of Older Persons in the City of Cold Lake.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



## **PROCLAMATION**

### **International Day of Older Persons October 1, 2020**

**WHEREAS**, the City of Cold Lake recognizes and values the experience, contributions, and wisdom of seniors; and

**WHEREAS**, the declaration of International Day of Older Persons would give us the opportunity to build greater awareness, understanding and appreciation of seniors; and

**WHEREAS**, an International Day of Older Persons will stand as an important annual occasion to celebrate the strength and community connections of seniors in our province.

**NOW THEREFORE**, I, Craig Copeland, Mayor of the City of Cold Lake, do hereby declare October 1, 2020 as

### **International Day of Older Persons**

in the City of Cold Lake.

---

Craig Copeland,  
Mayor

Dated this 8<sup>th</sup> day of September, 2020

**From:** Jessica Kinsella [<mailto:coordinator@acaging.ca>]

**Sent:** August 7, 2020 8:59 AM

**Subject:** October 1 - Celebrate International Day of Older Persons

## Alberta Council on Aging



### October 1 - Celebrate International Day of Older Persons with us!

Greetings,

Alberta Council on Aging calls on Albertan municipalities and their various organizations to join in celebrating [International Day of Older Persons](#) on October 1, 2020.

This year marks the 75th Anniversary of the United Nations and the 30th Anniversary of the International Day of Older Persons (UNIDOP). This year has also seen the emergence of COVID-19 which has caused an upheaval across the world. It has also raised the question: **How do pandemics change how we address age and ageing?**

Marking this day emphasizes the value of seniors and raises awareness about the inequalities and barriers older adults face. **Let us also recognize and celebrate positive age and honor the older adults in our communities.**

Alberta Council on Aging thanks the following communities that declared International Day of Older Persons in 2019: Province of Alberta, Sexsmith, Grande Prairie, Bonnyville, St. Paul, Lac la Biche, Legal, Red Deer, Barrhead, Drayton Valley, Calmar, Ponoka, Calgary, Edmonton (Sage Seniors Association), Okotoks, Medicine Hat (Chinook Village), and Bruderheim.

Our hope this year is **all** communities will commemorate International Day of Older Persons. How might you do this?

#### **Declare International Day of Older Persons**

Make a proclamation to declare October 1 as International Day of Older Persons.

#### **Host an Event**

Celebrate age in your community showcasing your older adults through local and social media. Attached you will find the following support documents. Let me know if you have any questions.

1. Letter of Invite
2. 2020 IDOP Declaration Template

Let us celebrate together! I look forward to hearing from you.

Kind regards,

**Jessica Kinsella**

Volunteer Coordinator

[coordinator@acaging.ca](mailto:coordinator@acaging.ca)

Work Cell: 780-977-7462

**Alberta Council on Aging**  
An Independent Non-Profit Charitable Organization Since 1967



August 1, 2020

Greetings,

Alberta Council on Aging calls on Albertan municipalities and their various organizations to join in celebrating [International Day of Older Persons](#) on October 1, 2020.

This year marks the 75th Anniversary of the United Nations and the 30th Anniversary of the International Day of Older Persons (UNIDOP). This year has also seen the emergence of COVID-19 which has caused an upheaval across the world. It has also raised the question: **How do pandemics change how we address age and ageing?**

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Let us celebrate together! I look forward to hearing from you.

Jessica

Jessica Kinsella  
Volunteer Coordinator  
Alberta Council on Aging  
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