



## STAFF REPORT

**Title:** Bylaw No. 646-AD-19 - Cemetery Bylaw

**Meeting Date:** June 11, 2019

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### **Executive Summary:**

The purpose of this report is to present to Council a cemetery bylaw which has been created to replace the existing Bylaw No. 431-AD-12 Cemetery Bylaw. The Bylaw has been drafted in alignment with the Master Plan adopted in August 2017 of which provided the City with a vision and strategy for the long-term sustainability of its cemeteries.

At the May Council meeting the cemetery bylaw received first reading.

### **Background:**

The Plan articulates the key consultation findings and how cemeteries can be recognized as valuable community spaces. These findings are:

- Internal stakeholders 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 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 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.

Acknowledging the magnitude of work expressed in the Plan, the implementation of the objectives were distributed between two (2) City operational departments:

- Site Improvements, Infrastructure Services
- Operational Requirements, Community Services.



Held in the Cemetery Master Plan is the recommendation to update the City's bylaw in conjunction with introducing new forms of interment and cemetery improvements. In response, administration was presented with a new bylaw which:

- Update compliance with Acts and Legislation and the City role;
- Expand and update definitions;
- Add clarification respecting legalities of Ownership;
- Address new forms of interment that are not currently offered by the City;
- Support key consultation findings for improving overall aesthetics, adornments and safety;
- Update enforcement of the bylaw.
- Clarity to City's role and responsibility for maintenance of grave covers and headstones, and under what circumstances grave makers which fall into disrepair leaving the options open for the City to document, remove, repair or restore them at the cost of the rights holder
- Introduction of a Cemetery Management policy to support administrative and customer service.

Acknowledging the legislative need for Council to adopt a bylaw respecting cemetery management and regulation. There is also the need to provide an administration framework for operations and maintenance through policy. The aim of the report is to present to Council the cemetery bylaw. The Cemetery Management policy will be presented separately after Council considers the new cemetery bylaw and before the cemetery bylaw receives third and final reading.

The aim of the Cemetery Management policy is to provide Administration with the policy framework to administer and effectively respond to changes respecting interment rights and specifications, memorial regulations, and green burial as presented in Schedules A, B, C, respectively.

Throughout the Cemetery Bylaw, Council will note that the bylaw references the Cemetery Management policy. It is for this reason that the Cemetery Management policy is presented in conjunction with the Cemetery Bylaw.

#### **Alternatives:**

Council may consider the following options:

1. Proceed to give Bylaw No. 646-AD-19, being the Cemetery Bylaw second reading as presented.
2. Proceed to give Bylaw No. 646-AD-19, being the Cemetery Bylaw second reading as amended.
3. Defeat second reading of Bylaw No. 646-AD-19, being the Cemetery Bylaw.
4. Refer the Bylaw to the next Corporate Priorities Committee meeting



**Recommended Action:**

That Council proceed to give Bylaw No. 646-AD-19, being the Cemetery Bylaw, second reading as presented.

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

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer