



## 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