






Subject: **Update to Policy 2-1 Cemetery Policy**
 Meeting Date: Tuesday, February 27, 2024
 Prepared By: Fallon Sherlock, Acting Manager of Parks & Ag Services
 Presented By: Fallon Sherlock, Acting Manager of Parks & Ag Services

RECOMMENDED MOTION:

That Council approve the recommended changes and adopt the Policy 2-1 Cemetery Policy as presented.

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- Cemeteries Act

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

Since the last revision of this policy there have been a few occurrences within the cemeteries which highlighted some gaps in the policy. The changes being proposed to the Cemetery Policy are to help make standards and responsibilities of practices within the Cemeteries clearer for staff, families, and contractors. These changes will help avoid confusion and prevent future conflicts.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The changes being proposed to this policy are highlighted in the attached draft policy and as follows:

- Policy Guideline 3: changes to add specification that the filled plot shall be level with the adjacent ground.
- Policy Guideline 12-a: Addition annual vegetation plantings and generalization for vegetation.
- Removal of Policy Guidelines 12-d and 12-e as the are redundant due to the change to 12-a noted above.
- Policy Guideline 13: strengthening of this guideline to encompass all upkeep responsibilities under the families care.
- Addition of Policy Guideline 14 for the inclusion of other non-permanent moments that more quickly deteriorate in the outdoor conditions and cause maintenance, safety, and cleanliness issues on the sites. The Guideline reads: *“Artificial flowers, wreaths, glass vases, or other removable mementos shall be monitored and/or removed at the discretion of Kneehill County staff should they begin to deteriorate or become a significant maintenance problem. Once objects are removed they will be retained for 30 days so the owner has time to claim them.”*. Changing of subsequent policy guideline numbers for formatting.



REQUEST FOR DECISION

- Removal of Policy Guideline 16 (formerly 15) as it is now redundant due to the changes in Policy Guideline 13.
- Change of the final line referencing the now rescinded Bylaw 1530 to simply refer to the Records Management Policy.

FINANCIAL & STAFFING IMPLICATIONS:

None

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

ATTACHMENTS:

Draft 2-1 Cemetery Policy Updates

COUNCIL OPTIONS:

1. Council may approve the Cemetery Policy 2-1 as presented.
2. Council may request amendments to Cemetery Policy 2-1 and approve as amended.
3. Council may choose to leave the policy as currently approved
4. Council may request for additional information

FOLLOW-UP ACTIONS:

Sign updated policy

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

Kevin Gannon, Director of Community Services

Approved-

