

Foothills Cemetery Board Agenda
Regular Meeting
February 16, 2023 at 9:30am via Zoom

Chairperson's statement: This meeting is being livestreamed and will be posted on the Foothills County website.

Item No. 1 - Call to order - jka

Item No. 2. - Agenda - All

2.1 Add on or deletion from agenda

Additions

Deletions

2.2 Adoption of agenda for February 16, 2023

Item No. 3. – Chairperson - jka

3.1 Chairperson and Vice Chairperson

Item No. 4. – Minutes - cr

4.1 Adoption of December 15, 2022 Minutes

Item No. 5. – Financial - jka

5.1 2023 Budget Update

5.2 2023 Fee Bylaw

Item No. 6. – Cemetery Activity Report - cr

6.1 Activity Report

Item No. 7. – Business

7.1 Closed Session Items - All

7.1a - Phase 3 Highlands

7.1b – Fees

7.2 2023 Work Program Report – jka/cr

7.3 Winter Interment RFQ - jka

Item No. 8 - Round Table - All

8.1 Round Table Discussion

Item No. 9–Next Regular Meeting

9.1 Next Regular meeting – **April 20, 2023 at 9:30 am**

2023 Meetings:

3rd Thursday of even months at 9:30am:

February 16, **April 20**, June 15, Sept 14 (budget meeting 1:30pm), October 19, December 21

Item No. 10– Adjournment

Foothills Cemetery Board Meeting Minutes - DRAFT

A regularly scheduled meeting of the Foothills Cemetery Board was held on December 15, 2022 at 9:30am via Zoom

In Attendance:

Foothills County - Councillor Barb Castell
Foothills County – Councillor (Alternate) Alan Alger
Town of Black Diamond – Councillor Daryl Lalonde
Town of Turner Valley – Councillor Cindy Holladay
RCL Turner Valley No. 78 – Ed MacNevin
Member at Large – Arlene O’Brien

Foothills County Staff in Attendance:

Johanna Kortenschyl-Allan – Public Lands,
Community and Recreation Coordinator
Jeff Porter – Manager Agricultural Services and
Parks and Recreation
Sherri Barrett – Manager of Legislative Services
– Zoom moderator

Regrets:

Candace Rogers - Cemetery Specialist

Chairperson’s statement: This meeting is being livestreamed and will be posted on the Foothills County website.

Item No. 1 - Call to order

C. Holladay called the meeting to order at 9:32 am, with quorum being met.

Item No. 2. - Agenda

2.1 Add on or deletion from agenda – nil

2.2 Adoption of agenda for December 15, 2022

MOVED by E. MacNevin to approve the agenda for December 15, 2022 as presented.

-CARRIED UNANIMOUSLY

Item No. 3. – Minutes

3.1 Adoption of June 16, 2022 Minutes

MOVED by B. Castell to approve the June 16, 2022 minutes as presented.

-CARRIED UNANIMOUSLY

3.2 Adoption of October 20, 2022 Minutes

MOVED by E. MacNevin to approve the October 20, 2022 minutes as presented.

-CARRIED UNANIMOUSLY

3.3 Correction to the September 15, 2022 Minutes

MOVED by A. O’Brien to approve the September 15, 2022 minutes as corrected.

-CARRIED UNANIMOUSLY

Item No. 4. – Financial

4.1 Financial Update

The financial update was presented by J. Kortenschyl-Allan.

MOVED by E. MacNevin to accept the financial update and place on file for information purposes.

-CARRIED UNANIMOUSLY

4.2 Staff Report - Fleet Use

The fleet use report was presented by J. Kortenschyl-Allan.

MOVED by B. Castell to accept the fleet use report and place on file for information purposes.

-CARRIED UNANIMOUSLY

4.3 Staff Report – Cistern Fill in

J. Kortenschyl-Allan presented the board with an administrative regarding the completion of the Foothills Cemetery’s Cistern Fill In project for discussion.

MOVED by E. MacNevin to accept the Cistern Fill In project update and place on file for information purposes.

-CARRIED UNANIMOUSLY

Item No. 5. – Cemetery Activity Report

5.1 Activity Report

The activity report was presented by J. Kortenschyl-Allan. There was a brief discussion regarding a presence by CPOs and the RCMP driving through the cemetery more regularly to deter vandalism and other activities.

MOVED by A. O’Brien to accept and place the Cemetery Specialist’s report on file for information purposes.

-CARRIED UNANIMOUSLY

Item No. 6. – Business

6.1 Action Item Review

The Action Item Review was presented by J. Kortenschyl-Allan for discussion by the board. There were comments regarding preliminary use statistics and the relationship between resident non resident licensing and interments.

MOVED by E. MacNevin to accept the Action Item review and place on file for information purposes.

-CARRIED UNANIMOUSLY

6.2 RFD – Turner

J. Kortenschyl-Allan presented a Request for Decision regarding resident status. A letter was from Gary and Betsy Turner for an exemption to the Cemeteries Bylaw to be identified as residents to be eligible to license two plots in Foothills Cemetery at the 2022 resident rate.

MOVED by B. Castell that the Foothills Cemetery Board deny the request by Gary and Betsy Turner for an exemption to the Cemeteries Bylaw to be identified as residents.

-CARRIED UNANIMOUSLY

6.3 Member at Large

MOVED by B. Castell to appoint Arlene O’Brien as the Foothills Cemetery Board Member at Large for a 1 year term, ending on December 31, 2023.

-CARRIED UNANIMOUSLY

Item No. 7– Round Table

7.1 Round Table Discussion

C. Holladay updated the board that Diamond Valley will meet to do the committee appointments in mid-January once the new municipality is organized. There was discussion regarding having one or two councilors from Diamond Valley. The understanding is that there will be no changes to the current representation.

Item No. 8–Next Regular Meeting

8.1 Next meeting – February 16, 2023 at 9:30 am

2023 Meetings:

3rd Thursday of even months at 9:30am:

February 16, April 20, June 15, Sept 14 (budget meeting 1:30pm), October 19, December 21

MOVED by E. MacNevin to accept the 2023 meeting dates as presented.

-CARRIED UNANIMOUSLY

Item No. 9– Adjournment

C. Holladay adjourned the meeting at 10:44 am.

Chairman

Secretary



TITLE: 2023 Budget

Author and presenter:

Johanna Kortenschyl-Allan, Public Lands Community and Recreation Coordinator, Foothills County

PURPOSE:

To provide the Foothills Cemetery Board with the approved 2023 Foothills Cemetery Budgets both Capital and Operating.

BACKGROUND:

September 15, 2022

The board reviewed, discussed and amended the 2024 Capital and Operating budgets as presented by administration to be included in the annual budgeting procedure.

FINANCIAL IMPLICATION:

Operations and projects for 2023.

REQUEST OF THE BOARD:

To accept the report for information purposes.

ATTACHMENT:

2023 Foothills Cemetery Capital Budget

2023 Foothills Operating Budget

2023 Foothills Cemetery Capital Budget

2023 Foothills Cemetery Capital Budget	
Project	2023 Budget
Highlands Phase 3 - Columbarium pad and area prep	48,000
Planter Concrete Edging	18,000
Internal Road and Drainage and Erosion Study	24,000
Total	90,000

2023 Foothills Cemetery Operating Budget

2023 Foothills Cemetery Operating Budget		
	Item	2023 Budget
Revenue	Participant Requisition	110,850
	Plot Sales	12,000
	Monument Permit	600
	Columbarium	8,000
	Opening/Closing	15,000
	Other Revenue	1,500
	Interest	0
	Total	147,950
Expenses	Wages and Benefits	48,873
	Training	100
	Equipment	0
	Mileage	4,000
	Memberships	200
	Conferences	1,500
	Phone	700
	Work Contracted	30,000
	Insurance	1,000
	Other Services	3,000
	Office Supplies	500
	Maintenance	21,000
	Utilities	1,000
	Other Purchases	1,000
	Transfer to Perpetual	5,800
	Transfer to Columbarium Perpetual	5,800
	Depreciation	26,164
	Total	150,637



TITLE: 2023 Fees

Author and presenter:

Johanna Kortenschyl-Allan, Public Lands Community and Recreation Coordinator, Foothills County

PURPOSE:

To provide the Foothills Cemetery Board with the 2023 Foothills Cemetery Fees

BACKGROUND:

December 14, 2022

Foothills County approved the Fee Bylaw 58/2022 which included the changes to the fees contained within "Schedule J" for Foothills Cemetery and effective January 1, 2023. This does not include 3rd party interment or monument work costs.

September 15, 2022

Staff provided the Board with fee changes to be included in the fee bylaw for 2023. The primary goal was to provide more pricing options for administration to clients based on residency and landownership while working on standardizing fees with the County Cemeteries and remaining competitive with external agencies.

FINANCIAL IMPLICATION:

To remain competitive with external agencies and ensuring longevity of Foothills Cemetery.

REQUEST OF THE BOARD:

To review and accept the report for information purposes.

ATTACHMENT:

Fee Bylaw "Schedule J" Foothills Cemetery Fees

**FEE BYLAW SCHEDULE J
FOOTHILLS CEMETERY FEES**

As contained in Bylaw 58/2022

FOOTHILLS CEMETERY FEES

Notes:

1. Plot/Niche Fees do not include Interment Fees.
2. Fees for additional services, including but not limited to third party interment services (open and closing of grave only) will be invoiced to the client at time of interment.
3. Minimum of 20% of plot/niche fee is transferred to the perpetual fund annually.
4. A Monument Work Permit is required for all monument fabrication, engraving, installation, repair, and columbaria niche door engraving.
5. All, but not limited to the monument and columbarium work in Note 4 is to be conducted by third party service providers.

Plot/Niche Licence Fees				
Foothills Highlands, Foothills Lookout and Traditional Section				
	Resident Landowner	Non-Resident Landowner	Resident Non-Landowner	Non-Resident Non-Landowner
Full Size Burial Plot	\$1000	\$1000	\$1500	\$3000
Cremation Plot	\$300	\$300	\$600	\$1000
Columbarium Niche	\$1200	\$1200	\$1500	\$3000
Children Section (0-3 yrs)	\$300	\$300	\$600	\$1000
Veteran's Plot or Niche Licence Fee – subject to the Cemeteries Act				
Indigent Plot or Niche Licence Fee - subject to the Cemeteries Act				
Administration Fees				
Monument Permit – per incident April 1 to September 30, weather permitting	\$100.00			
Plot/Niche Licence Application	\$100.00			
Plot/Niche Interment Application – per incident	\$100.00			
Burial Rights Research	\$250.00			
Plot/Niche Licence Return	85% of current plot/niche fee			
Niche Opening and Closing – per incident	\$400.00			
Niche Opening and Closing – per incident Saturdays, Sundays and Statutory Holidays	\$600.00			
All fees subject to GST				

DEFINITIONS FOR THE PURPOSES OF PLOT AND NICHE LICENSING FEE STRUCTURE

1. **Resident Landowner (Rate Payer):** Individual who owns land and resides in Foothills County or Diamond Valley.
2. **Non-Resident Landowner (Rate Payer):** Individual who owns land in Foothills County or Diamond Valley but does not reside in Foothills County or Diamond Valley.
3. **Resident Non-Landowner (Renter):** Individual who resides in Foothills County or Diamond Valley but does not own land in Foothills County or Diamond Valley.
4. **Non-Resident, Non-Landowner (Non - Resident):** Individual who does not reside or own land in Foothills County or Diamond Valley.

Cemetery Specialist Report:

Current Work since the December 15, 2022 Meeting:

All inspections have been good

- All paper files have been moved to the sea can at the Aldersyde compound
- Public Works may be able to help with the tree landscaping rock project
- Four full interments one was a hydrovac
- Five plot licenses
- Two plots on hold
- One plot return



Respectfully submitted by:

Candace Rogers

Cemetery Specialist

Foothills County

309 Macleod Trail/ Box 5605 High River, AB. T1V 1M7

P. Office (403) 652-2341 / Direct (403) 603-6205

E. cemetery@foothillscounyab.ca



TITLE: 2023 Work Program

Author and presenter:

Johanna Kortenschyl-Allan, Public Lands Community and Recreation Coordinator, Foothills County

PURPOSE:

To provide the Foothills Cemetery Board with information on the 2023 Foothills Cemetery Work Program

BACKGROUND:

The 2023 Work Program was first discussed administratively during the fall of 2022 budgeting process to develop a successful project path for 2023. In January 2023 a work program was set with the support of the capital and operating budgets.

FINANCIAL IMPLICATION:

To complete 2023 work program within budget.

REQUEST OF THE BOARD:

To review, discuss, and approve the 2023 work program as presented and within approved budgets.

2023 Foothills Cemetery Work Program

Item	Detail	Anticipated Completion
2021 Block/Row Marker	WIP complete highland installs	June 30
2022 Phase 3 Concept Design	WIP concept design approval	April 16
2023 Columbarium Pad and area prep	Pad and area prep predicated on the Concept Design	September 30
2023 Planter Concrete Edging	Quotes and installation	September 30
2023 Internal Road, Drainage and Erosion Study	Study to assess conditions and possible solutions to road surfacing, drainage and erosion	October 31, 2023



TITLE: Winter Interment RFQ

Author and presenter:

Johanna Kortenschyl-Allan, Public Lands Community and Recreation Coordinator, Foothills County

PURPOSE:

To proceed with the Request for Quotation Process for Winter Interments in Foothills Cemetery.

BACKGROUND:

2021 -

There was an RFQ posted for winter interments from November 1 to March 31 annually. This was in response to the long-term contractor's request to remove the winter open/closings for inground burials primarily from the contract due to safety issues. Research revealed hydrovacating as a possible safer solution to excavating during the winter on 16-27% snow covered icy slopes.

After the first grave opening in the Highlands done by hydrovacating, it was plainly apparent that the traditional excavation was a better choice for the Highlands. Since November 2021 there have been 4 winter interments by hydrovacating.

A traditional excavator was contracted to perform winter interments open/close excavations in the Highlands.

Both the hydrovac and the traditional winter open/close contracts will expire on March 31, 2023. It is necessary to secure contractors early in the year before winter arrives.

FINANCIAL IMPLICATION:

The client is provided an open/close estimate by the County in the cemetery services agreement before the interment is scheduled. The cost of the open/close of plots for interment is billed to the County by the contractor. In turn, the County invoices the client or the funeral home for the same amount plus a \$100 administration fee.

REQUEST OF THE BOARD:

To direct administration to start the request for quotation process for Winter Cemetery Excavation Services (Contract).

ATTACHMENT:

Excavation photos

Excavation Types

Hydrovacing



Traditional Excavation



Traditional Mound



Hydrovac Mound

