

Foothills Cemetery Board Agenda
Budget Meeting
September 19, 2024 at 1:30pm 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

Item No. 2 - Agenda

2.1 Additions or deletions from agenda

Additions or Deletions

2.2 Adoption of Agenda

Item No. 3 Minutes

3.1 Adoption of the June 20, 2024 minutes

Item No. 4 – Closed Session – Advice from Officials

Item No. 5 - Financial

5.1 2025 Capital Budget

5.2 2025 Operating Budget

5.2 2024 Funds transfer to Cemetery Perpetual and Columbarium Perpetual

5.3 2025 Fees

Item No.6 Valeview Update

6.1 Valeview Update

Item No. 7 – Next Regular Meeting

Next Regular meeting: **October 17, 2024 at 9:30am**

Meetings for 2024: 3rd Thursday of even months at 9:30am:

February 15, April 18, June 20, Sept 19 (budget meeting 1:30pm), **October 17**, December 19

Item No. 8 – Adjournment

Foothills Cemetery Board Meeting Minutes

A Regular Scheduled Meeting of the Foothills Cemetery Board was held on June 20, 2024 at 9:30 am via Zoom.

In Attendance:

Foothills County – Councillor Barb Castell
Town of Diamond Valley – Councillor Hazel Martin
Town of Diamond Valley – Councillor Heather Thomson
Member at Large – Arlene O’Brien
RCL Turner Valley No. 78 – Ed MacNevin

Foothills County Staff in Attendance:

Johanna Kortenschyl-Allan – Community and Recreation Coordinator
Candace Rogers - Cemetery Specialist
Zoom Monitor – Krista Conrad – Legislative Services
Zoom Monitor – Nicole Poffenroth– Legislative Services
Regrets: Jeff Porter – Manager Parks and Recreation

Chairperson’s statement: Just a reminder this meeting is being livestreamed and will be posted on the Foothills County website.

Item No. 1 - Call to order

H. Martin called the meeting to order at 9:30 am, with quorum met with 5 members present.

Item No. 2 - Agenda

2.1 Additions or deletions from agenda: Nil
2.2 Adoption of Agenda

MOVED by H. Thomson to adopt the agenda for June 20, 2024 as presented.

-CARRIED UNANIMOUSLY

Item No. 3 – Minutes

3.1 Adoption of the April 18, 2024 minutes

MOVED by E. MacNiven to approve the minutes from April 18, 2024 as presented.

-CARRIED UNANIMOUSLY

Item No. 4 – Cemetery Update

4.1 Cemetery Specialist Report

C. Rogers provided the Foothills Cemetery Board with the cemetery specialist report from April 18, 2024 – June 20, 2024 for information purposes.

MOVED by B. Castell to accept the Cemetery Activity Report and place on file for information purposes.

-CARRIED UNANIMOUSLY

Item No. 5 – Financial

5.1 2023 Year End Financial Report

J. Kortenschyl-Allan provided the board with the 2023 Foothills Cemetery Year End Financial Report for discussion purposes.

MOVED by A. O’Brien to approve the 2023 Foothills Cemetery Year End Financial Report as presented and place on file for information purposes.

-CARRIED UNANIMOUSLY

5.2 Financial Update

J. Kortenschyl-Allan provided the board with the Financial Update for discussion purposes.

MOVED by E. MacNiven to acknowledge the Financial Update as presented and place on file for information purposes and to request a review of opening and closing revenue.

-CARRIED UNANIMOUSLY

Item No. 6 – Business

6.1 CLOSED SESSION – Inscription Providers for Foothills Cemetery owned Columbaria

MOVED by B. Castell that, in accordance with Section 197 of the Municipal Government Act, the Foothills Cemetery Board move into a Closed Session of the June 20, 2024 meeting at 9:40am to discuss Inscription Providers for Foothills Cemetery Board owned Columbaria for advice from officials as per Section 17, 20 (12), 24(1)(a)(c) of the Freedom of Information and Protection of Privacy Act (FOIP).

-CARRIED UNANIMOUSLY

MOVED by A. O'Brien that the Foothills Cemetery Board return to Open Session of the committee meeting at 9:52am.

-CARRIED UNANIMOUSLY

6.2 Resolution(s) from closed session:

MOVED by H. Thomson that the Foothills Cemetery Board supports administration, as discussed in the closed session to offer clients more convenience and choices of niche door inscription providers for Foothills Cemetery owned columbaria using the Monument Work Permit process only.

-CARRIED UNANIMOUSLY

MOVED by B. Castell that the Foothills Cemetery Board support the standing limitation that only images and text be laser etched or engraved on columbarium niche doors; and that pictures, vases, flowers, mementos, or any other items are not permitted to be adhered to niche doors.

-CARRIED UNANIMOUSLY

6.3 2024 Work Program Update

J. Kortenschyl-Allan presented the 2024 Work Program Update for review and discussion by the board.

MOVED by H. Thomson to proceed with the construction of the Valeview Columbarium Pad and the urn ribbon row within the 2024 Approved Capital Budget with funding from the Capital Reserve as per the September 14, 2023 resolution.

-CARRIED UNANIMOUSLY

MOVED by E. MacNiven to accept the 2024 Work Program Update and place on file for information purposes.

-CARRIED UNANIMOUSLY

Item No. 7 - Round Table

7.1 Round Table Discussion - Nil

7.2 Action Items arising from this meeting

Action Items were discussed during work program update.

Item No. 8 – Next Regular Meeting

Next Regular meeting: **September 19, 2024 at 1:30pm – 2025 Budget Meeting**

Meetings for 2024:

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

February 15, April 18, June 20, **Sept 19** (budget meeting 1:30pm), October 17, December 19

Item No. 9 – Adjournment

H. Martin adjourned the meeting at 10:03am.

Chairman

Secretary