

Foothills Cemetery Board Meeting Agenda

Regular Meeting

October 17, 2024 at 9:30 am via Zoom

Item No. 1 - Call to order

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

Item No. 2 - Agenda

2.1 Additions or deletions from agenda

Additions or Deletions

2.2 Adoption of Agenda

Proposed Motion: To adopt the agenda as presented or amended.

Item No. 3 – Minutes

3.1 Adoption of the September 19, 2024 minutes

Proposed Motion: To adopt the September 19, 2024 meeting minutes as presented or amended.

Item No. 4 – Cemetery Update

4.1 Cemetery Specialist Report: C. Antony

Proposed Motion: To accept the Cemetery Specialist's report and place on file for information purposes.

4.2 Cemetery Inventory report: C. Antony

Proposed Motion: To accept the Cemetery Inventory report and place on file for information purposes.

Item No. 5 – Financial

5.1 Financial Update: J. Kortenschyl-Allan

Proposed Motion: To accept the Financial Update as presented and place on file for information purposes.

5.2 Acknowledgement of July 19, 2024 Emergent Item – Request for additional Funding

Proposed Motion: attached in Item 5.2 Administrative Report

Item No. 6 – Business

6.1 CLOSED SESSION – Unapproved Monument Installations

Proposed Motion: _____ that, in accordance with Section 197 of the Municipal Government Act, the Foothills Cemetery Board move into a Closed Session of the October 17, 2024 meeting at _____ to discuss Unapproved Monument Installations in Foothills Cemetery with advice from officials as per Section 17, 20 (12), 24(1)(a)(c) of the Freedom of Information and Protection of Privacy Act (FOIP).

Proposed Motion: _____ that the Foothills Cemetery Board return to Open Session of the committee meeting at _____ am. _____.

6.2 Resolution(s) from closed session

6.3 2024 Work Program Update: J. Kortenschyl-Allan

Proposed Motion: To accept the 2024 Work Program Update and place on file for information purposes.

Item No. 7 - Round Table

7.1 Round Table Discussion

7.2 Action Items arising from this meeting

Proposed Motion: To accept the Action Items as discussed.

Item No. 8 – Next Regular Meeting

Next Regular meeting: **December 19, 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. 9 – Adjournment

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

A Regular Scheduled Meeting of the Foothills Cemetery Board was held on September 19, 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: 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 1:36 pm, with quorum met with 5 members present.

Item No. 2 - Agenda

2.1 Additions to agenda: 6.2 Roads

2.2 Adoption of Agenda

MOVED by H. Thomson to adopt the agenda for September 19, 2024 as amended.

6.2 Roads

-CARRIED UNANIMOUSLY

Item No. 3 Minutes

3.1 Adoption of the June 20, 2024 minutes

MOVED by B. Castell to adopt the June 20, 2024 meeting minutes as presented.

-CARRIED UNANIMOUSLY

Item No. 4 – Closed Session – Advice from Officials

MOVED by E. MacNiven that, in accordance with Section 197 of the Municipal Government Act, the Foothills Cemetery Board move into a Closed Session of the September 19, 2024 meeting at 1:40 pm to discuss advice from officials as per Section 24(1)(a)(c)(g) of the Freedom of Information and Protection of Privacy Act (FOIP).

-CARRIED UNANIMOUSLY

MOVED by E. MacNiven that the Foothills Cemetery Board return to Open Session of the committee meeting at 3:20 pm.

-CARRIED UNANIMOUSLY

Item No. 5 - Financial

5.1 2025 Capital Budget

MOVED by H. Thomson that the Foothills Cemetery Board acknowledge the Foothills Cemetery 2025 – 2029 proposed Capital Plan as discussed.

-CARRIED UNANIMOUSLY

5.2 2025 Operating Budget

MOVED by H. Thomson that the Foothills Cemetery Board acknowledges the 2025 Foothills Cemetery proposed Operating Budget as amended noting the proposed budget does not include wages, benefits, depreciation or stakeholder requisitions.

-CARRIED UNANIMOUSLY

5.2 2024 Funds transfer to Cemetery Perpetual and Columbarium Perpetual

MOVED by E. MacNiven to transfer \$5800 as per the 2024 budget to the Perpetual Fund.

-CARRIED UNANIMOUSLY

MOVED by E. MacNiven to transfer \$5800 as per the 2024 budget to the Columbarium Fund.

-CARRIED UNANIMOUSLY

5.3 2025 Fees

J. Kortenschyl-Allan presented the proposed amendments to the 2025 Foothills Cemetery Fees. The Foothills County Fees Bylaw is reviewed annually. The proposed changes to “Schedule J Foothills Cemetery Fees” are the result of the newly constructed urn row that will be ready for licensing and interment in 2025. The amendments included:

Amended line item in Schedule J: addition of “Traditional Section” for clarification of location.

New line item in Schedule J: Cremation Plot – Highlands due to new cremation section.

MOVED by H. Thomson to support the proposed changes to “Schedule J” Foothills Cemetery Fees of Bylaw 61/2023.

Plot/Niche Licence Fees					
Foothills Highlands, Foothills Lookout and Traditional Section					
	Resident				Non-Resident
	Resident Landowner	Non-Resident Landowner	Resident Non-Landowner	Historical Resident	Non-Resident Non-Landowner
Full Size Burial Plot	\$1000	\$1000	\$1300	\$1500	\$3000
Cremation Plot - Traditional Section	\$300	\$300	\$500	\$600	\$1000
Cremation Plot – Highlands	\$450	\$450	\$650	\$750	\$1500
Columbarium Niche	\$1200	\$1200	\$1300	\$1500	\$3000
Children Section (0-3 yrs)	\$300	\$300	\$500	\$600	\$1000

-CARRIED UNANIMOUSLY

Item No.6 Valeview Update

6.1 Valeview Update

J. Kortenschyl-Allan provided an update that the Valeview Columbarium will arrive during the last two weeks of October, pending weather and is anticipated to be installed at that time. After installation, the next phase of the Valeview urn transfer project. Pictures of the new ribbon row and planter box were shared with the board.

6.2 Roads

There was concern regarding the turning ruts in the Lookout turn around and the condition of the Traditional Section Road where there has been increased water erosion. A request will be made to the Foothills County Public Works to grade the internal roads.

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

H. Martin adjourned the meeting at 3:36 pm.

Chairman


Secretary

DEPARTMENT: Community Services - Cemeteries	
	TOPIC: Cemetery Specialist Report
REPORT PREPARED BY: C. Antony REPORT PRESENTED BY: C. Antony	

Current Work since the June 20, 2024 meeting:

- Cemetery inspections have been good
- Two full burial interment in the Highlands section
- Six cremation interments
- Seven plot licenses in the Highlands - Resident
- Three plot licenses in the Highlands - Non-Resident
- Five plot holds in the Highlands
- Two FOH columbarium licenses and interments
- One FOH Plot Licence
- Two columbarium licenses and interments
- Six monument permits
- Six monument installations
- Fall cleanup has started

Proposed Motion: To accept the Cemetery Specialist's report and place on file for information purposes

DEPARTMENT: Community Services - Cemeteries	
	TOPIC: Foothills Cemetery Inventory
REPORT PREPARED BY: C. Antony REPORT PRESENTED BY: C. Antony	

Interment Space: In-ground	Total Number of Plots	Number of Plots Available for Licensing
Full size (Traditional)	501	1
FOH (Traditional)	59	0
Full size (Highlands)	180	107
FOH (Highlands)	39	36
Cremation (Highlands available 2025)	92	0
Cremation (Traditional)	359	107
Children	32	17
Total	1262	268

Interment Space: Niche	Total Number of Niches	Number of Niches Available for Licensing
Niche (Valeview) 2024 decommission 16	16	0
Niche (Valeview- Highlands)	60	0
Niche (Highlands)	24	18
Niche (Lookout)	108	52
Niche (Highlands) FOH	36	32
Total	208	111

2024 Licenses	Resident		Non Resident
	Diamond Valley	Foothills County	Calgary, High River, Longview, Okotoks, Outside of Foothills County
Full Size Plots	9		4
Cremation Plots	0		0
Columbarium	2	1	1
FOH Columbarium	2		1
Total	13	1	6

Licenses 2023	Resident	Non Resident
	Diamond Valley Foothills County	Calgary, High River, Longview, Okotoks, Outside of Foothills County
Full Size Plots	12	3
Cremation Plots	0	0
Columbarium	3	5
FOH Columbarium	2	0
Total	17	8

Proposed Motion: To accept the inventory report for information



Administrative Report to Foothills Cemetery Board

Acknowledgement of Emergent Additional Funding

October 11, 2024

TITLE: Acknowledgement of July 19,2024 Emergent Item - Request for Additional Funding

Author and presenter:

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

PURPOSE:

To acknowledge the July 19, 2024 emergent request for additional funding to proceed with the construction of the Highlands Phase 3 – 2023 Capital Project.

BACKGROUND:

July 19, 2024

Administration provided the emergent request outside of a regular meeting by email due to the complexities of the summer break.

REQUEST OF THE BOARD:

Proposed Motion:

To acknowledge the July 19,2024 Emergent Item request of additional funding for the Highlands Phase 3 Capital Project the Highlands Phase as presented and place on file for information purposes:

***MOVED** by H. Martin that the Foothills Cemetery Board consider approving an additional \$7,000 from the capital reserve for the \$2,116.30 project overrun and \$4,883.70 for an additional project contingency as needed to complete the Highlands Phase 3 – Columbarium Pad and Area Preparation as previously approved.*

*Five members of the Foothills Cemetery Board, two alternates, and Foothills County Administrative staff were contacted by email on July 19, 2024 with the five voting members voting yes.
-Carried Unanimously-*

ATTACHMENT:

July 19, 2024 Emergent Item Highlands Phase 3 – 2023 Capital Project Additional Funding Request



TITLE: Highlands Phase 3 – 2023 Capital Project Additional Funding Request

Author and presenter:

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

PURPOSE:

To request additional funding for the completion of Highlands Phase 3 – 2023 Capital Project.

BACKGROUND:

September 15, 2022

The Foothills Cemetery Board approved the Highlands Phase 3 – Columbarium Pad and Area Preparation with a budget of \$48,000.

September 13, 2023

2023 Construction was delayed due to shortages and higher prices of concrete along with lack of contractor availability. The board provided support to include two (2) urn ribbons (east and west) in the 2023 Highlands Phase 3 Columbarium Pad and Area Preparation Capital Project.

July 18, 2024

The project was included in the Foothills County 2024 Paving Program Tender. The tender was awarded, but unfortunately, there was an error in the measurements related to the amount of concrete needed for the project and have now been corrected. As a result, the anticipated cost will be \$2116.30 over the \$48,000 budget for the project. The project has been staked out with construction starting as soon as possible in order to achieve the 28-day concrete strength test before the new columbarium arrives. The Foothills Cemetery Board Chairperson provided support for Administration's emergent request for a decision by email to the board regarding additional funds. The complexities of board member's summer vacation locations and internet stability were taken into consideration for the time sensitive nature of the request.

FINANCIAL IMPLICATION:

Administration recommends Option "B" to ensure the best opportunity for a return on investment with additional funding from the Capital Reserve to complete the project as originally intended. The project includes the construction of the Valeview Columbarium Pad and the entire Urn Ribbon (east and west) for 92 cremation plots in the Highlands. The financial report is attached.

REQUEST OF THE BOARD:

Administration requests the Foothills Cemetery Board consider approving an additional \$7,000 from the capital reserve for the \$2,116.30 project overrun and \$4,883.70 for an additional project contingency as needed to complete the Highlands Phase 3 – Columbarium Pad and Area Preparation as previously approved.

ATTACHMENT:

Financial Report

Highlands Phase 3 Columbarium Pad and Area Preparation ¹ Financial Report			
	Concrete Ribbon Work		
	ORIGINAL 92 urn plots	CORRECTED ² Option A 46 urn plots	CORRECTED ² Option B 92 urn plots
Cost for Ribbon (for urn plots)	16,443.00	17,276.72	31,207.30
Tendering and Engineering	2,500.00	2,500.00	2,500.00
SubTotal	\$ 18,943.00	\$ 19,776.72	\$ 33,707.30
Cost per urn plot	\$ 205.90	\$ 429.93	\$ 366.38
	Return on Investment Scenarios		
³ Return on investment potential over time with current licence fee per urn plot \$300-\$1000	\$27,600 - 92,000	\$13,800 - \$46,000	\$27,600 - \$92,000
	Columbarium Pad/Foundation		
	ORIGINAL	CORRECTED ²	CORRECTED ²
Cost for pad	14,742.32	13,909.00	13,909.00
Tendering and Engineering	2,500.00	2,500.00	2,500.00
SubTotal	\$ 17,242.32	\$ 16,409.00	\$ 16,409.00
	Phase 3 Columbarium Pad and Area Preparation Capital Project (2023)		
		CORRECTED ² Option A 46 urn plots	CORRECTED ² Option B 92 urn plots
Concrete Ribbon		17,276.72	31,207.30
Columbarium Pad		13,909.00	13,909.00
Tendering and Engineering		5,000.00	5,000.00
Project Total		\$ 36,185.72	\$ 50,116.30
2023 Project Budget Allocation Carry Over (Funded from Capital Reserve)		\$ 48,000.00	\$ 48,000.00
Difference		-\$ 11,814.28	\$ 2,116.30
NOTES:			
¹ Foothills Cemetery Board Approved the addition of 2 urn ribbons (east and west) to the Phase 3 Columbarium Pad and Area Preparation - Capital Project			
² Correction due to an error in the calculation of the concrete required			
³ Consideration to increase fees for urn plots in the highlands that have the allowance for upright monuments. Range of fees is due to the classification of Resident/Non-Resident Status			