

Foothills Cemetery Board Meeting Agenda
September 18, 2025 at 1:30 pm 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:

Deletions:

2.2 Adoption of Agenda

Item No. 3 – Minutes

3.1 Adoption of June 12, 2025 minutes

3.2 Adoption of July 3, 2025 Special Meeting minutes

Item No. 4 – CONFIDENTIAL – Closed Session

4.1 Advice from Officials

4.2 Motions from Closed Session

4.3 Interment Hours: J. Kortenschyl-Allan

Item No. 5 – Business

5.1 Fees Bylaw: JKA

5.2 Work Item Update: J. Kortenschyl-Allan

Item No. 6 - Round Table

Round Table Discussion

Item No. 7 – Next Meeting

7.1 Discussion regarding the October 16 meeting

Next Regular Meeting October 16, 2025 at 9:30am Meetings for 2025
January 16, March 13, May 22, September 18, October 16 (tentative), December 19

Item No. 8 – Adjournment

Foothills Cemetery Board Meeting Minutes
June 12, 2025 at 9:30 am

A Regular Scheduled Meeting of the Foothills Cemetery Board was held on June 12, 2025 at 9:30 am via Zoom

In Attendance:

Foothills County – Councillor Barb Castell (Vice Chairperson)
RCL Turner Valley No. 78 – Ed MacNevin
Member at Large – Arlene O’Brien

Foothills County Staff in Attendance:

Johanna Kortenschyl-Allan –
Community and Recreation Coordinator
Candace Antony – Cemetery Specialist
Zoom Monitor – Felicia Fairweather –
Legislative Services

Regrets:

Town of Diamond Valley – Mayor Barry Crane
Town of Diamond Valley – Councillor Hazel Martin
(Chairperson)
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

B. Castell called the meeting to order at 9:43 am, quorum was met with 3 members present.

Item No. 2 - Agenda

2.1 Additions or deletions from agenda

Additions: 4.2 Advice from officials. 6.2 Financial update (correction)

Deletions: Nil

2.2 Adoption of Agenda

MOVED by E. MacNevin to adopt the agenda for June 12, 2025 as amended.

-CARRIED UNANIMOUSLY

Item No. 3 Minutes

3.1 Adoption of the April 17, 2025 regular meeting minutes.

MOVED by A. O’Brien to approve the minutes from April 17, 2025 meeting as presented.

-CARRIED UNANIMOUSLY

Item No. 4 – Cemetery Update

4.1 Cemetery Specialist Report: C. Antony

C. Antony provided the Foothills Cemetery Board with the Cemetery Specialist’s report for April 17, 2025 – June 12, 2025 for information purposes.

MOVED by E. MacNevin to accept the Cemetery Specialist’s report and place on file for information purposes.

-CARRIED UNANIMOUSLY

4.2 **CLOSED SESSION** – RFD - Advice from officials

MOVED by A. O’Brien accordance with Section 197(2.1) of the Municipal Government Act, the Foothills Cemetery Board move into a Closed Session of the Board Meeting at 9:46am to discuss item 4.2 RFD - Advice from officials; FOIP Section; 23; 24 Candace Antony, Cemetery Specialist, Johanna Kortenschyl-

Allan, Community and Recreation Coordinator, Felicia Fairweather – Legislative Services – Zoom moderator attended the closed session of the Board Meeting for the purpose of providing information to the Board.

-CARRIED UNANIMOUSLY

MOVED by E. MacNevin that the Foothills Cemetery Board return to its Open Meeting of the Board meeting at 10:00 am.

-CARRIED UNANIMOUSLY

MOVED by E. MacNevin to deny the request by Mr. Reg Nufer for an exemption to the cemetery bylaw to be identified as a resident for the purpose of licensing one full size plot in the Highlands section of the Foothills Cemetery.

-CARRIED UNANIMOUSLY

Item No. 5 – Business

5.1 2025 Work Program Update: J. Kortenschyl-Allan

J. Kortenschyl-Allan provided the Foothills Cemetery Board with the 2025 Work Program Update for information purposes.

-CARRIED UNANIMOUSLY

MOVED by A. O’Brien to proceed with the 2025 Drainage and Road Work with the elimination of the berm to be replaced by the reconstructed switchback section of the Traditional section internal road; and the installation of culverts and crossfall changes to help correct the drainage issues within the approved budgeted amounts.

-CARRIED UNANIMOUSLY

MOVED by E. MacNevin to proceed with hosting an Open House in the Foothills Cemetery on July 10, 2025 from 12:30pm to 2:30pm for the public unveiling of Valeview and the Highlands Lookout Memorial Walls as part of the Valeview Urn Move project; providing water and granola bars.

-CARRIED UNANIMOUSLY

5.2 Highlands Lookout Memorial Wall Program: C. Antony

C. Antony provided the Foothills Cemetery Board with proposed Highlands Lookout Memorial Wall Program for the Foothills Cemetery.

MOVED by A. O’Brien to approve the proposed Highlands Lookout Memorial Wall Program.

-CARRIED UNANIMOUSLY

MOVED by E. MacNevin that the participation in the Highlands Lookout Memorial Wall program is \$500.00 + gst per inscription from now until December 31, 2025 with the understanding that the program fee will be included in the 2026 fee schedule.

-CARRIED UNANIMOUSLY

MOVED by E. MacNevin that the profit from the Highlands Lookout Memorial Wall Program revenue be allocated temporarily to the Operating Reserve Fund for future designated use.

-CARRIED UNANIMOUSLY

Item No. 6 – Financial

6.1 2026 Fees: J. Kortenschyl-Allan

MOVED by A. O'Brien to move 2026 Fees discussion to another meeting to include Diamond Valley Participation.

-CARRIED UNANIMOUSLY

6.2 Financial update: J. Kortenschyl-Allan
J. Kortenschyl-Allan provided the board with the financial update.

MOVED by E. MacNevin to acknowledge the financial update for information only.

-CARRIED UNANIMOUSLY

Item No. 7 - Round Table

7.1 Round Table Discussion

The Board was pleased with the "Live Tour" conducted by administration. The cemetery looked amazing with the lack of rain to this point.

7.2 Action Items arising from this meeting

B. Castell or H. Martin to call a special meeting.

MOVED by A. O'Brien to accept the action items as discussed.

-CARRIED UNANIMOUSLY

Item No. 8 – Meetings

8.1 Next Regular meeting: **September 18, 2025 at 1:30pm**

2025 Meetings

February 20, April 17, June 19, June 12, **September 18**, 1:30 pm October 16 (tentative), December 19

Item No. 9 – Adjournment

B. Castell adjourned the meeting at 10:29am.

Chairperson

Secretary

Foothills Cemetery Board Special Meeting Minutes July 3, 2025

A Special Meeting of the Foothills Cemetery Board was held on July 3, 2025 at 1:00pm via Zoom

In Attendance:

Town of Diamond Valley – Councillor Hazel Martin (Chairperson)
Foothills County – Councillor Barb Castell (Vice Chairperson)
Town of Diamond Valley – Mayor Barry Crane
RCL Turner Valley No. 78 – Ed MacNevin
Member at Large – Arlene O’Brien

Foothills County Staff in Attendance:

Zoom Monitor – Krista Conrad – Legislative Services
Johanna Kortenschyl-Allan –
Community and Recreation Coordinator

Regrets:

Foothills County – Councillor Alan Alger (Alternate)
Jeff Porter – Manager Parks and Recreation
Candace Antony - Cemetery Specialist

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 1:00 pm. Quorum was met with five members present.

Item No. 2 - Agenda

2.1 Adoption of Agenda

MOVED by B. Castell To adopt the July 3, 2025 Special Meeting Agenda as presented, noting the item numbering error 8 to be 5 and 9 to be 6.

- CARRIED UNANIMOUSLY

Item No. 3 – Closed Session – Advice from Officials and Finance

MOVED by B. Crane that, in accordance with Section 197 of the Municipal Government Act, the Foothills Cemetery Board move into a Closed Session of the July 3, 2025 meeting 1:06pm pm to discuss advice from officials and finance as per Section 24(1)(a)(c)(g) of the Freedom of Information and Protection of Privacy Act (FOIP).

Moved by B. Crane that the Foothills Cemetery Board return to Open Session of the July 3, 2025 meeting at 2:32 pm.

- CARRIED UNANIMOUSLY

Item No. 4 – Business

4.1 2026 Fees

MOVED by A. O’Brien to support the proposed and amended changes to "Schedule J" Foothills Cemetery Fees" of Foothills County Fees bylaw 21/2025 bylaw.

- CARRIED UNANIMOUSLY

4.2 2026 Capital Budget and Five-Year Capital Plan Update

2026 Capital Budget:

MOVED by B. Castell that the Foothills Cemetery Board approves for recommendation the updated 2026 Capital Budget for the Foothills Cemetery as presented.

- CARRIED UNANIMOUSLY

Five Year Capital Plan Update:

MOVED by E. MacNiven that the Foothills Cemetery Board approves for recommendation the updated Five-Year Capital Plan (2026 to 2030) for the Foothills Cemetery as presented; and subject to the changing annual project work requirements in the Foothills Cemetery.

- CARRIED UNANIMOUSLY

2026 Project Funding Sources:

MOVED by B. Castell that the Foothills Cemetery Board approves for recommendation the 2026 Foothills Cemetery Capital Projects as presented on July 3, 2025, confirming the following details and funding sources:

Two (2) Ribbon Rows & Columbarium Pads – Construction of two (2) ribbon rows including two (2) Columbarium Pads in anticipation of the purchase of additional Columbaria in the future. The project to be fully funded by the Capital Reserve.

Field of Honour Memorial Walls (FOH) – Installation and inscription of the FOH memorial walls; supply and installation of inscription panels on the Highlands Field of Honour granite walls for the memorial inscription program in the amount of \$15,000 to be funded by the stakeholders with participant requisitions to the Town of Diamond Valley allocation 2/3 and Foothills County allocation 1/3.

Highlands Road Drainage – Road work to correct surface, drainage, and erosion in the amount of \$40,000 to be funded 50% by stakeholders (Town of Diamond Valley allocation 2/3 and Foothills County allocation 1/3); and 50% funded by the Operating Reserve.

- CARRIED UNANIMOUSLY

4.3 2026 Operating Budget

2026 Operating Budget:

MOVED by _____ that the Foothills Cemetery Board approves for recommendation the 2026 Foothills Cemetery Board Operating Budget for the Foothills Cemetery as presented and amended; and subject to a maximum 3% increase in wages and benefits.

4.4 July 10, 2025 Events

The open house scheduled for the afternoon of July 10th will be moved likely to the fall after the panels for the memorial Walls have arrived and are installed.

Item No. ~~8~~ 5 – Meetings

~~8.4~~ 5.1 Next Regular meeting: September 18, 2025 at 1:30pm via zoom

2025 Meetings


February 20, April 17, ~~June 19~~, June 12, July 3 (Special Meeting), **September 18**, 1:30pm (Budget Discussion), October 16 (tentative), December 19

Item No. ~~9~~ 6 – Adjournment

H. Martin adjourned the meeting at 2:55 pm.

Chairperson

Secretary

Community Services - Cemeteries	
	TOPIC: Foothills Cemetery – 2025 Work Program Update
REPORT PREPARED and PRESENTED BY: Johanna Kortenschyl-Allan	

PURPOSE OF REQUEST

To provide the Foothills Cemetery Board with information on the 2025 Foothills Cemetery Work Program with consideration for direction or motions as necessary to complete work.

WORK PROGRESS

2025 Foothills Cemetery Work Program – update			
Item	Detail	Anticipated Completion	Status
2025 Information Board	Cemetery map(s)	2025	<ul style="list-style-type: none"> - Design (WIP) - To select the map stand (WIP)
2025 General Memorial Wall	Panels and program	2025	Waiting for Installation
2024 Valeview Urn Move	Contact, Inscribe Niche Doors, Move and small event for opening of Valeview	2025	Completed
2025 Open House	Open house	2025	July 10 12:45-2:30pm to be rescheduled
2025 Middle Loop Work	Contract work	2025	WIP
2024 (1) Berm*	Contract work	Fall 2024	Realigned 2025 WIP
2024 (2) Repair Drainage near East Entrance of Lower Loop	Contract work	Fall 2024	WIP
2024 (3) Replace existing culvert along east section of lower loop, reshape crossfall	Contract work	Fall 2024	WIP quoting
2022 Phase 3 Concept Design	WIP concept design approval		WIP - final drawing to be delivered

* Refer to 2025 DRAINAGE AND ROAD WORK
 Updated September 12, 2025

2025 DRAINAGE AND ROAD WORK

As previously discussed, the 2024 and 2025 Drainage and Road Work is intended to be completed during 2025. The anticipated consolidation of the berm and reconstruction of the Traditional section switchback has been reviewed with WSP, the engineering company that provided the original 2023 Drainage and Road study.

Drainage and Road Work– Middle and Lower Loop Map

Extend switchback road to the north.
This would soften the elevation drop
on this section and divert the spring
run-off similar to the proposed berm.



A Key Notch is to be constructed to provide stability to the extension of the switchback.

FOR THE BOARD'S CONSIDERATION

To accept the 2025 Work Item Update as presented and place on File for information purposes.