

**Foothills Cemetery Board Meeting Agenda**  
**April 16, 2026 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
- 2.2 Adoption of Agenda

**Item No. 3 – Minutes**

- 3.1 Adoption of February 19, 2026 Regular Meeting minutes
- 3.2 Adoption of April 2, 2026 Special Meeting minutes

**Item No. 4 – Cemetery Update**

- 4.1 Cemetery Activity Report
- 4.2– CLOSED SESSION
  - a. Advice from Officials ATIA s. 29
  - b. Ardley ATIA s. 20 & 29
- 4.3 – Motions from Closed Session

**Item No. 5 – Business**

- 5.1 Financial Report - J. Kortenschyl-Allan
- 5.2 Work Program Update - J. Kortenschyl-Allan and C. Antony
- 5.3 2026 Tour - C. Antony

**Item No. 6 - Round Table**

- 6.1 Round Table Discussion
- 6.2 Action Items arising from this meeting

**Item No. ~~10~~ 7 – Next Meeting**

**June 18, at 9:30am via zoom.**

**2026 Meetings - 3rd Thursday of even months 2026 at 9:30am**

February 19, April 16, **June 18**, September 17 @ 1:30pm, October 15, December 17.

**Item No. ~~11~~ 8– Adjournment**

Meeting adjourned at \_\_\_\_\_ am

## Foothills Cemetery Board Meeting Minutes February 19, 2026

A Regularly Scheduled Meeting of the Foothills Cemetery Board was held on February 19, 2026 at 9:30am via Zoom

### **In Attendance:**

Town of Diamond Valley – Councillor Hazel Martin (Chairperson)  
Town of Diamond Valley – Councillor Cindy Holladay  
Foothills County – Councillor Laura Kendall – Division 3  
RCL Turner Valley No. 78 – Ed MacNevin

### **Foothills County Staff in Attendance:**

Johanna Kortenschyl-Allan –  
Community and Recreation Coordinator  
Zoom Monitor – Garity Stanley – Legislative Services  
Assistant

### **Regrets:**

Town of Diamond Valley – Councillor Cindy Holladay  
Jeff Porter – Manager Parks and Recreation  
Candace Antony - Cemetery Specialist  
Member at Large – Vacant

### **Item No. 1 - Call to order**

H. Martin called the meeting to order at 9:31am, quorum was met with four (4) members present.

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 the agenda : nil

2.2 Adoption of Agenda

**MOVED** by Ed. MacNiven to adopt the February 19, 2026 agenda as presented.

-CARRIED UNANIMOUSLY

H. Martin turned the meeting over to J. Kortenschyl-Allan for the purpose of the 2026 Board Elections.

### **Item No. 3 – Board Elections**

3.1 2026 Chairperson

J. Kortenschyl-Allan called for nominations for the position of 2026 Chairperson.

C. Holladay nominated H. Martin for the 2026 Chairperson.

There were no further nominations; nominations ceased.

**MOVED** by L. Kendall to appoint H. Martin as the 2026 Chairperson of the Foothills Cemetery Board by acclamation.

-CARRIED UNANIMOUSLY

H. Martin accepted.

3.2 J. Kortenschyl-Allan turned over the meeting to the 2026 Chairperson.

3.3 Election of 2026 Vice Chairperson

H. Martin called for nominations for the position of the 2026 Vice Chairperson.

There were no nominations. H. Martin asked the board members if there was interest in the position of Vice Chair for 2026. E. MacNiven respectfully declined. L. Kendall expressed interest and would accept if no other members were interested. There was no further interest.

**MOVED** by C. Holladay to appoint L. Kendall as the 2026 Vice Chairperson of the Foothills Cemetery Board.

-CARRIED UNANIMOUSLY

**Item No. 4 – Community Board Member at Large**

There was discussion regarding the vacancy of the Community Board Member at Large and the use of municipal social and print media to “advertise” for the position to be filled by a resident of Diamond Valley or Foothills County.

**Item No. 5 – Minutes**

5.1 Adoption of December 18, 2025 Regular Meeting minutes

**MOVED** by E. MacNiven to adopt the December 18, 2025 meeting minutes as presented.

-CARRIED UNANIMOUSLY

**Item No. 6 – Cemetery Update**

6.1 Cemetery Specialist Report

**MOVED** by L. Kendall to accept the Cemetery Specialist’s report and place on file for information purposes.

-CARRIED UNANIMOUSLY

**Item No. 7 CONFIDENTIAL - Closed Session**

7.1 Closed Session – Advice from Officials

**MOVED** by H. Martin that in accordance with Section 197 of the Municipal Government Act, the Foothills Cemetery Board move into a Closed Session of the February 19, 2026 Meeting to discuss advice from officials as per Section 29 s(1)(a) of the Access to Information Act (ATIA) at 9:40am.

-CARRIED UNANIMOUSLY

**MOVED** by C. Holladay that the Foothills Cemetery Board return to Open Session of the Foothills Cemetery Board February 19, 2026 Meeting at 10:52 am.

-CARRIED UNANIMOUSLY

7.2 Motions from Closed Session - nil

**Item No. 8 – Business**

8.1 Financial Report

J. Kortenschyl-Allan presented a short financial update.

**MOVED** by E. MacNiven to accept the Financial Update as presented and discussed and place on File for information purposes.

-CARRIED UNANIMOUSLY

## 8.2 Work Program Update

J. Kortenschyl-Allan provided an update regarding the 2026 Work Projects and the Work in Progress that included a request to select Option "A" as the preferred plan for the 2026 construction of two (2) full burial concrete ribbons with two (2) columbarium pads in the Highlands.

**MOVED** by C. Holladay to approved Option "A" as presented for the construction of two (2) full burial concrete ribbons with two (2) columbarium pads in the Highlands of the Foothills Cemetery within the 2026 Budget allocation; and to proceed with the advertising for construction.

*Options attached to minutes for Reference.*

-CARRIED UNANIMOUSLY

**MOVED** by H. Martin to direct administration to proceed with the Highlands Road Drainage work (Upper- Loop) as discussed within the 2026 Budget amount after the construction of the ribbons and columbarium pads.

-CARRIED UNANIMOUSLY

**MOVED** by E. MacNiven to accept the Work Program Update as presented and discussed and place on File for information purposes.

-CARRIED UNANIMOUSLY

## Item No. 9 - Round Table

9.1 Round Table Discussion - nil

9.2 Action Items arising from this meeting

- advertising for Community Board Member
- RCL meeting regarding FOH memorial walls
- proceed with advertising for two ribbon rows and 2 columbarium pads.
- proceed with the Highlands Drainage work within Budget after construction of 2026 ribbons and columbarium pads.
- granite update

## Item No. 10 – Next Meeting

Next Regular Meeting: **April 16 at 9:30am** via zoom.

## 2026 Meetings - 3rd Thursday of even months 2026 at 9:30am

February 19, **April 16**, June 18, September 17 @ 1:30pm, October 15, December 17.

## Item No. 11 – Adjournment

H. Martin adjourned the meeting at 11:09am.

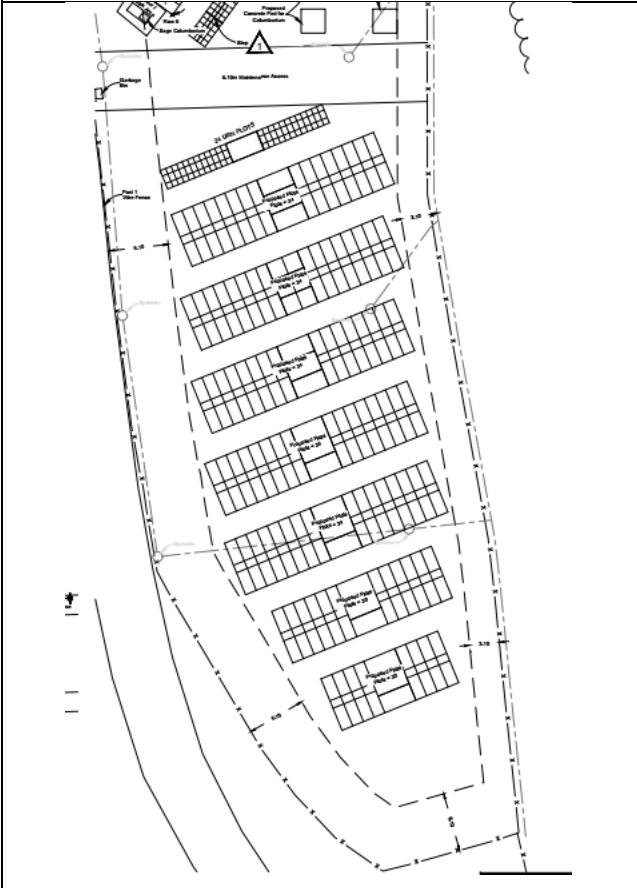

---

Chairperson

---

Secretary

## Highlands Phase 3 - 2 Ribbon Rows & 2 Columbarium Pads

Option "A" Ribbon Plan	Option "B" Ribbon Plan
<p><b>Full size plots: 200</b></p> <ul style="list-style-type: none"> <li>- potential 200 full interments with/or potential for 1200 -1600 urn interments</li> </ul> <p><b>Single urn plots: 48</b></p> <ul style="list-style-type: none"> <li>- 48 urn interments</li> </ul> <p><b>Columbaria (60 niche): 8</b></p> <ul style="list-style-type: none"> <li>- Potential 480 to 960 urn interments</li> </ul> <p><b>Total possible interments:</b>                      Full: 200                      Urn: 2608</p>	<p><b>Full size plots: 208</b></p> <ul style="list-style-type: none"> <li>- potential 208 full interments with/or potential for 1248-1664 urn interments</li> </ul> <p><b>Single urn plots: 148</b></p> <ul style="list-style-type: none"> <li>- 148 urn interments</li> </ul> <p><b>Columbaria (60 niche): 5</b></p> <ul style="list-style-type: none"> <li>- Potential 300 to 600 urn interments</li> </ul> <p><b>Total possible interments:</b>                      Full: 208                      Urn: 2412</p>
	
<ul style="list-style-type: none"> <li>• Less Steps – generally 6”, a couple 8”</li> <li>• Longer runs of flat</li> <li>• Least amount of differential grade within plots</li> <li>• Reduction of velocity of runoff</li> </ul>	<ul style="list-style-type: none"> <li>• More steps 6”+ possible as high as 11”</li> <li>• Short runs of flat</li> <li>• Increase differential side to side of plots.</li> <li>• Increase velocity of runoff against west side of ribbons</li> </ul>
<p><b>Administration’s Recommendation:</b>                      Option “A” due to topography and operational considerations.</p>	

Foothills Cemetery Board Special Meeting Minutes  
April 2, 2026

Item 3.2

A Special Meeting of the Foothills Cemetery Board was held on April 2, 2025 at 4:30pm via Zoom

**In Attendance:**

Town of Diamond Valley:  
Councillor Hazel Martin (Chairperson)  
Deputy Mayor Jonathan Gordon (Alternate)

Foothills County:  
Councillor Laura Kendall – Division 3 Councillor

RCL Turner Valley No. 78:  
Ed MacNevin

**Foothills County Staff in Attendance:**

Johanna Kortenschyl-Allan –  
Community and Recreation Coordinator  
Zoom Monitor – Garity Stanley –Legislative Services Assistant

**Regrets:**

Town of Diamond Valley – Councillor Cindy Holladay  
Foothills County – Councillor Allan Alger – Division 5 Councillor  
(Alternate)  
Member at Large – vacant  
Candace Antony - Cemetery Specialist  
Jeff Porter – Manager Parks and Recreation

**Item No. 1 - Call to order**

H. Martin called the meeting to order at 4:30 pm, quorum was met with four(4) members present.  
Chairperson’s statement: Just a reminder this meeting is being livestreamed and will be posted on the Foothills County website.

**Item No. 2 – Adoption of Agenda**

**MOVED** by E. MacNevin to adopt the April 2, 2026 Special Meeting agenda as presented.  
-CARRIED UNANIMOUSLY

**Item No. 3 – CLOSED SESSION - Advice from Officials ATIA s. 29**

**MOVED** by L. Kendall that in accordance with Section 197 of the Municipal Government Act, the Foothills Cemetery Board move into a Closed Session of the April 2, 2026 Special Meeting to discuss advice from officials as per Section 29 of the Access to Information Act (ATIA) at 4:32pm.  
-CARRIED UNANIMOUSLY

**MOVED** by J. Gordon that the Foothills Cemetery Board return to Open Session of the April 2, 2026 Foothills Cemetery Board Special Meeting at 5:10 pm.  
-CARRIED UNANIMOUSLY

**Item No. 4 – Motions from Closed Session**

**MOVED** by J. Gordon to award Breeze Landscaping Inc. the Grounds Maintenance Contract based on cost and full service as per the submitted rates schedule; and to authorize administration to proceed with the Grounds Maintenance Contract that may include small project work for the Foothills Cemetery with consideration for a five (5) year term; subject to a renewal option.  
-CARRIED UNANIMOUSLY

**MOVED** by H. Martin to direct administration to discuss a year-round contract for general work with a current proponent. If the proponent is amenable, authorize administration to proceed with a General Services Contract for the Foothills Cemetery as per the submitted rates schedule and as discussed in the closed session.

-CARRIED UNANIMOUSLY

**MOVED** by L. Kendall to support the amended funding sources to the 2026 Capital and Work Projects Approved for recommendation on July 3, 2025 as presented.

<b>2026 Capital and Work Projects Approved for Recommendation on July 3, 2025</b>				<b>Proposed Amendments</b>
<b>2026 Capital Projects</b>	<b>Type</b>	<b>Amount</b>	<b>Proposed Source</b>	<b>Funding Source</b>
FCEM 2 Ribbon Rows & Columbarium Pads	New	100,000	Capital Reserve	Capital Reserve
FOH Memorial Wall	New	15,000	Requisition	<b>100% Operating Reserve</b>
Highlands Road Drainage	New	20,000	50% Requisition	50% Requisition
		20,000	50% OP Reserve	50% OP Reserve
<b>Total</b>		<b>155,000</b>		
<b>FUNDING SOURCES</b>				
<b>2026 Capital/Work Participant Requisition</b>				
	Diamond Valley	23,333		<b>13,333</b>
	Foothills County	11,667		<b>6,600</b>
		<b>35,000</b>		<b>20,000</b>
<b>2026 Capital/Work Funding from Reserves</b>				
	<b>Capital Reserve</b>	100,000		100,000
	<b>Perpetual Reserve</b>	0		0
	<b>Operating Reserve</b>	20,000		<b>35,000</b>
	<b>Total</b>	<b>155,000</b>		<b>155,000</b>

-CARRIED UNANIMOUSLY

**Item No. 5 – 2025 Funds transfer to Cemetery Perpetual and Columbarium Perpetual**

**MOVED** by H. Martin to transfer \$7,000 as per the approved 2025 Budget recommendation to the Perpetual Fund.

-CARRIED UNANIMOUSLY

**MOVED** by E. MacNiven to transfer \$6,500 as per the approved 2025 Budget recommendation to the Columbarium Fund.

-CARRIED UNANIMOUSLY

**Item No. 6 – Next Meeting**

Next Regular Meeting **April 16, at 9:30am** via zoom.


**2026 Meetings - 3rd Thursday of even months 2026 at 9:30am**

February 19, April 16, June 18, September 17 @ 1:30pm, October 15, December 17.

**Item No. 7 – Adjournment**

H. Martin adjourned the April 10, 2026 special meeting at 5:15pm.


Chairperson \_\_\_\_\_ Secretary \_\_\_\_\_

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

Current Work since February 18, 2026 meeting:

- Cemetery inspections have been good
- Four Full casket interments
- One cremation interment
- One plot licence in the Highlands section – Resident
- One plot licence in the Highlands section – Non Resident

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

<b>Community Services - Cemeteries</b>	
	<b>TOPIC: Foothills Cemetery – Work Program Update</b>
<b>REPORT PREPARED and PRESENTED BY:</b> Johanna Kortenschyl-Allan and Candace Antony	

**PURPOSE OF REQUEST**

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

**WORK PROGRESS**

<b>2026 Work Projects</b>		
<b>Item</b>	<b>Detail</b>	<b>Status</b>
2 Ribbon Rows & 2 Columbarium Pads	Project Contract	<i>Advertising through the County Paving Program</i>
FOH Memorial Walls	Contract Work	<i>Discussion with RCL; location to be confirmed with approval to proceed.</i>
Highlands Road Drainage	Contract Work	<i>Proceed after Ribbons are installed</i>
<b>Work in Progress</b>		
<b>Item</b>	<b>Detail</b>	<b>Status</b>
2022 Phase 3 Concept Design	WIP concept design approval	Completed
2025 General Memorial Wall	Panels and program	Waiting for Installation (WIP) requires warmer temperature
2025 Middle Loop Work	Contract work	WIP – 90%complete
2024 (1) Berm*	Contract work	Realigned 2025 WIP reassess in 2026
2024 (2) Repair Drainage near East Entrance of Lower Loop	Contract work	WIP – 90%complete
2024 (3) Replace existing culvert along east section of lower loop, reshape crossfall	Contract work	WIP – 90%complete
Completion of additional work (Approved November 18, 2025) for Middle Loop, Project 2, and Project 3 subject to “frost free” and weather this spring.		
2025 Information Board	Cemetery map(s)	Design (WIP); select the map stand (WIP); installation after culvert installed

*Updated April 14, 2026*

**FOR THE BOARD’S CONSIDERATION**

To accept the Work Program Update as presented and discussed and place on File for information purposes.

**Lookout Memorial Wall – Request Form**