

The Corporation of the Township of North Kawartha
Corporate Policies and Procedures

Subject: Cemetery Grant Policy

Effective:	Revised:	Revision No.:	Page 1 of 3	Policy No.: A09 - (insert By-law #)
Review Date / Associated Documents / Legislation (if applicable) Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 and Regulations				

Purpose

The Township recognizes that there are non-municipal owned and operated Cemeteries located within the Township that require ongoing care and maintenance. Typically, these cemeteries are maintained by a community group, cemetery board and / or volunteers.

The purpose of this policy is to establish a fair and consistent approach to support non-owned municipal cemeteries that may be financially challenged to adequately maintain their cemetery.

Strategic Plan

The Cemetery Grant Policy aligns with the Corporate Strategic Plan goal to provide quality community programs and municipal services.

Definitions

Active means a cemetery accepting new interments and/or scatterings

Applicant means a group of persons having a collective interest in a cemetery and may be represented by one individual

Cemetery means land that is used for the interment of human remains which has not been assumed by the Township for maintenance purposes, also referred to as a burial ground or gravesite.

Inactive means a cemetery that is not accepting new interments and / or scatterings

Municipality means the Corporation of the Township of North Kawartha

Scope

This policy applies to non-municipally owned cemeteries within the Township of North Kawartha.

Responsibilities

The Clerk shall:

- i. Receive and review applications;
- ii. Determine if all required documentation has been provided and request additional documentation if deemed necessary;
- iii. In consultation with applicable staff evaluate the applications and provide a staff recommendation to Council for consideration.

Township Council shall:

- i. Approve the Cemetery Policy, By-Law and any future revisions;
- ii. Approve the amount of funds available each year for cemetery grants in the annual budget;
- iii. Approve or deny applications for support.

The Treasurer shall:

- i. Issue payments to eligible applicants following approval of the annual budget

The Applicant shall:

- i. Submit a complete application including required documentation no later than March 15th in the current year;
- ii. Submit a follow-up report that details the accomplishments and includes an accounting of revenues and expenditures by December 31st in the current year.

Implementation or Procedures

Eligibility:

- i. Submission of a [complete application](#) detailing the type and value of the support being requested inclusive of all required documentation no later than March 15th in the current year;
- ii. A demonstrated need for support (financial or in-kind) through the provision of bank statements and / or financial records that establish the current financial position of the cemetery;
- iii. Submission of any further documentation as may be requested by the Clerk.

Eligible and Ineligible Expenses:

All procurement shall ensure best value for each dollar spent as may be represented by a minimum of two quotes for the grant being requested.

Eligible Expenses:

- i. Property Maintenance (ie. grass cutting, landscaping, tree trimming or removal);
- ii. Existing fence repair, necessary headstone preservation.

Ineligible Expenses:

- i. Any cost not directly associated with the maintenance or a necessary repair or improvement of the cemetery for preservation or public safety purposes.

Evaluation of Applications:

Evaluation of applications include but not limited to the following criteria:

- i. Application submitted is complete and includes required supporting documentation;
- ii. Application submitted on time;
- iii. Application demonstrates a financial, or in-kind need;
- iv. Preference given to applications that demonstrate a priority need for reasons of safety or security of the cemetery.
- v. Any other criteria deemed necessary by Township staff or Council.

Terms of Funding

- i. Funding is dependant upon the amount earmarked for cemetery grants in the annual approved budget and the number of applications received;
- ii. In circumstances where appropriate, in-kind municipal services may be provided for support in-lieu of funds or in addition to funds;
- iii. Payment will be made following approval of the annual budget and approval of a completed application by Council;
- iv. A cemetery may be excluded from receiving funds in future years upon a breach of this policy or applicable legislation;
- v. The Township, at its sole discretion, may decline or reject any Cemetery Grant Application for any reason, including but not limited to, funds not available in the current budget, improper use of funds, incomplete or late application, and/or an application that contradicts the intent of the Cemetery Grant Policy.