



Cemetery Improvement Grant

Parks & Recreation
Policy K7

Policy:	K7 – Cemetery Improvement Grant
Policy Department(s):	Parks & Recreation
Adoption Date:	January 19, 2009
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Policy Purpose

The purpose of this policy is to define the process by which the County of Grande Prairie No. 1 provides funding to community groups for Capital or general permitted improvements to Cemeteries located within the County.

Policy Statement

The County owns, operates and administers two cemeteries – Emerson Trail and Hythe. The County acknowledges that there are numerous active and inactive cemeteries throughout the County that require ongoing care and maintenance. Typically, these cemeteries are maintained by local residents or not for profit community groups. The County also provides operational support by providing cemetery mowing services through the Parks and Recreation Greenspace Maintenance Plan.

Definitions

“Active” means accepting new interments

“Capital” means any tangible asset with an estimated useful life exceeding one year, including:

- Land or buildings;
- Facility construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Columbarium (funding over multiple years upon approval);
- Site improvements.

“Cemetery” means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Inactive” means not accepting new interments



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“Permitted improvements” means activities and general maintenance that is compliant with the Alberta Cemeteries Act and performed by skilled personnel.

Policy Guidelines

1. The County budgets annually to assist local groups to complete improvements to Cemeteries located within the County.
2. Any unexpended funds for the fiscal year will be transferred to the Community Grants Reserve or the funds may be otherwise allocated through a motion by Council.
3. The funding allocation will be financed through general revenue, or such other sources as may be determined by County Council.
4. Criteria for Cemetery improvement grant applications:
 - 4.1. Applications can be made for up to a maximum of \$5,000.00 per Cemetery. Any Capital requests must be accompanied by a minimum of two (2) quotes.
 - 4.2. Applications for a Cemetery Improvement grant must include:
 - 4.2.1. Cemetery name and legal location or civic address;
 - 4.2.2. Total budget for the program or project;
 - 4.2.3. Program or project objectives; and
 - 4.2.4. Funding received from the County in previous years.
 - 4.2.5. An indication of who will be performing the work.
5. Applications for Cemetery Improvement grants are managed by the Parks & Recreation department according to established grant Procedures.
6. Applicants are encouraged to indicate if they anticipate asking for funding for the same project in subsequent years, for example, for columbarium installations.
7. The Parks & Recreation Department will forward all completed applications to County Council for grant deliberation and determination.
8. Reporting:
 - 8.1. Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:
 - 8.1.1. An authorized representative of the Cemetery must sign the application and accept responsibility for funds received and;
 - 8.1.2. Complete the Acknowledgement of Compliance



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9. Recognition Requirements:

- 9.1. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act, FOIP Cemeteries Act, RSA 2000, C-3
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	Application for a Cemetery Improvement Grant – available on the County website Acknowledgement of Compliance form

Revision History

Review Date	Description
June 13, 2022	Reviewed and Amended CM20220613.004
March 8, 2021	Reviewed and Amended CM20210308.005
March 7, 2016	Reviewed and Amended CM20160307.1018
December 2015	Transferred from Legislative Services (B9) to Parks & Recreation (K7)
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