



# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

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**DATE:** August 30, 2021

**TO:** STANDING COMMITTEE ON FINANCE AND AUDIT

**NAME AND TITLE:** Blake McIntosh, Acting Director, Civic Operations

**SUBJECT:** Proposed Amendments to Cemetery Bylaw and Corresponding Fees & Charges

**ATTACHMENT(S):**

1. Summary of Proposed Amendments to Cemetery Bylaw No. 8046, 2008
2. Draft "City of Prince George Cemetery Bylaw No. 8046, 2008, Amendment Bylaw No. 9220, 2021"
3. Summary of Proposed Amendments to Schedule A-3 of the Comprehensive Fees & Charges Bylaw No. 7557, 2004
4. Draft "City of Prince George Comprehensive Fees and Charge Bylaw No. 7557, 2004, Amendment Bylaw No. 9221, 2021"

## RECOMMENDATION(S):

THAT the Standing Committee on Finance and Audit:

1. RECOMMENDS to Council approval of the proposed amendments to the "City of Prince George Cemetery Bylaw No. 8046, 2008" as presented in the report dated June 8, 2021 from the Acting Director OF Civic Operations titled "Proposed Amendments to Cemetery Bylaw and Corresponding Fees & Charges"; and
2. RECOMMENDS to Council approval of the proposed consequential amendments to Schedule A-3 – "Cemetery Fees" of the "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004", as presented in the report dated June 8, 2021 from the Acting Director, Civic Operations titled "Proposed Amendments to Cemetery Bylaw and Corresponding Fees & Charges".

## PURPOSE:

This report provides the Standing Committee on Finance and Audit with information relating to various amendments to the Cemetery Bylaw No. 8046, 2008 and the consequential amendments to the Comprehensive Fees & Charges Bylaw No. 7557, 2004, Schedule A-3 Cemetery Fees.

## STRATEGIC PRIORITIES:

The vision and management of the Memorial Park Cemetery aligns with Council's City Government Strategy of commitment to citizen centered service and sustainable fiscal management.

## BACKGROUND:

In 2008, Council approved a large number of amendments to Cemetery Bylaw No. 8306. As a result of public consultation, public and client inquiries and a comprehensive review of current practices and industry standards in subsequent years, Parks and Solid Waste Services staff is recommending

the changes identified in the attached Cemetery Bylaw No. 8046, 2008 and the Comprehensive Fees & Charges Bylaw No. 7557, 2004.

#### DISCUSSION:

The once common method of burying full caskets in ground plots has been on a steady decline since the late 1990's. Interment statistics in Prince George would support this trend as Memorial Park Cemetery records show full interments have fallen over the last decade.

Interment and Rights Transfers Statistics 2010 to 2020										
Interments	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Full Interments	81	75	79	77	54	70	71	70	48	59
Cremated Interments	94	108	117	102	87	119	106	129	107	113
Niche Enurnments	24	25	28	43	31	25	17	41	20	18
Crypt Entombments	1	5	1	5	3	2		2	6	2
Scattering of Remains										4
Total Interments	<b>200</b>	<b>213</b>	<b>225</b>	<b>227</b>	<b>175</b>	<b>216</b>	<b>194</b>	<b>242</b>	<b>181</b>	<b>196</b>

As the practice of cremation continues to trend upwards, it is important that the City of Prince George examine the interment services offered at Memorial Park Cemetery for cremated remains. In 2019, Council approved the addition of outdoor upright columbaria called Private Estates. The most notable proposed amendment in this report provides consistency with how staff manage the purchase/placement of Private Estates. In an effort to be consistent with all other interment options at Memorial Park, staff will no longer be restricting the purchase of the upright monument to certain versions that are for sale at the cemetery. Cemetery staff will sell the interment rights to a Private Estate plot and the customer is free to purchase their own upright columbaria from any supplier they wish, as long as it meets the requirements proposed in the Bylaw amendment. The proposed plot fee for Private Estates is the same amount currently charged for an Adult Single Upright Monument Gravespace at Memorial Park Cemetery.

Other notable proposed amendments include clarity for Upright Monument Gravespace for Cremated Remains and housekeeping updates to language that would bring current definitions in line with the *Cremation, Interment and Funeral Services Act*. In British Columbia, the *Cremation, Interment and Funeral Services Act* has been established to protect consumers when it comes to end of life choices and places of interment. Cemeteries and funeral providers are required to follow legislation set out by the Act and are monitored by Consumer Protection British Columbia to ensure compliance.

#### FINANCIAL CONSIDERATIONS:

This report includes new interment options that will generate additional revenue at Memorial Park Cemetery. The proposed fees and increases will reflect the actual cost of current practices in the Cemetery/Mausoleum and will work toward meeting the goal of being financially self-sustaining in the operation of the Cemetery and Mausoleum. The proposed fee increases would be effective January 1, 2022.

#### SUMMARY AND CONCLUSION:

The attached documents outline proposed amendments to Cemetery Bylaw No. 8046, 2008 and the consequential amendments to the Comprehensive Fees & Charges Bylaw No. 7557, 2004 to ensure that administration and management of the Memorial Park Cemetery reflect current practice and industry standards. These amendments to the bylaw will assist staff in continuing to provide a suitable level of service to the public while meeting the goal of sustainable fiscal management.

**RESPECTFULLY SUBMITTED:**

Blake McIntosh, Acting Director, Civic Operations

Report Prepared by Sean LeBrun, Manager, Parks and Solid Waste Services

**APPROVED:**

Walter Babicz, City Manager

Meeting date: August 30, 2021