



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	200	213	225	227	175	216	194	242	181	196

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



STAFF REPORT TO COUNCIL PUBLIC WORKS

1100 Patricia Boulevard, Prince George, B.C., V2L 3V9

Proposed amendments to the Cemetery Bylaw No. 8046, 2008:

Section:

2. DEFINITIONS

2.1 In this Bylaw:

Change from:

“Authorized Person” means the person appointed by Council as head of the Public Works Department, or a person designated in writing by the head of the Public Works Department to carry out any act or function under this bylaw.

To:

“Authorized Person” means the person appointed by Council as head of the **Civic Operations** Department, or a person designated in writing by the head of the **Civic Operations** Department to carry out any act or function under this bylaw;

This amendment reflects current organizational structure and reporting.

Change from:

“Columbaria/Private Estate” means a structure, building or an area in a structure or building that contains, as an integral part of the structure or building or a freestanding sections, niches for the inurnment of cremated human remains;

To:

“Columbaria/Private Estate” means a structure, building or an area in a structure or building that contains, as an integral part of the structure or building or a freestanding sections, niches for the **interment** of cremated human remains;

This housekeeping amendment replaces the word “inurnment” with “interment” in an effort to standardize language consistent with the Cremation, Interment and Funeral Services Act.

Add:

“**Ossuary**” means a vessel that holds many cremated remains

This amendment reflects the addition of an ossuary to our cemetery products and services and is consistent with the definition used in the Cremation, Interment and Funeral Service Act (SBC 2004)

7. RESERVED AREAS

7.1 In this Bylaw:

Change from:

The City may, by agreement with a society, church or other organization reserve a section of the Cemetery to be used exclusively for the interment **and/or inurnment** of deceased members of the society, church or other organization. Upon such an agreement being made no person shall be issued an Interment Rights Certificate or an Interment Permit in an area that has been reserved, unless the application to the City to purchase an Interment Rights Certificate or an Interment Permit is accompanied by a documentation from an authorized representative of the society, church or other organization confirming that the person is entitled to interment in the reserved section. All certificates, permits issued and services rendered by the City, under these conditions, shall be subject to payment of all applicable fees and charges. The City has set aside reserved areas as outlined on the map attached to this bylaw as Schedule "E".

To:

The City may, by agreement with a society, church or other organization reserve a section of the Cemetery to be used exclusively for the interment of deceased members of the society, church or other organization. Upon such an agreement being made no person shall be issued an Interment Rights Certificate or an Interment Permit in an area that has been reserved, unless the application to the City to purchase an Interment Rights Certificate or an Interment Permit is accompanied by a documentation from an authorized representative of the society, church or other organization confirming that the person is entitled to interment in the reserved section. All certificates, permits issued and services rendered by the City, under these conditions, shall be subject to payment of all applicable fees and charges. The City has set aside reserved areas as outlined on the map attached to this bylaw as Schedule "E".

This housekeeping amendment replaces the word "inurnment" with "interment" in an effort to standardize language consistent with the Cremation, Interment and Funeral Services Act.

12. INTERMENT

Add:

12.6 Each flat cremation space will hold a maximum of one cremated remain s.

12.7 Each upright cremation space will hold a maximum of two cremated remains.

*re-number the rest of section 12 accordingly

This amendment clarifies the maximum number of cremated remains allowed per cremation only Grave Space.

14. GRAVE SPACES AND GRAVE COVERS

14.1 In this Bylaw:

Change from:

- (d) Cremated Remains – not less than 0.76 metres (2-1/2 feet) in width x 0.61 metres (2 feet) in length.

To:

- (d) Cremated Remains **in a flat burial plot**– not less than 0.76 metres (2-1/2 feet) in width x 0.61 metres (2 feet) in length.

Add

- (e) **Cremated Remains in an upright burial plot – not less than 1.52 meters (5 feet) in width and 0.76 meter (2-1/2 feet) in length.**

This amendment provides clarity on plot dimensions for cremation only Grave Space.

15. MEMORIALS

15.14 In this Bylaw:

Change From:

One upright memorial may be installed on each Adult Grave Space in the Cemetery provided the upright memorial conforms to the requirements of this Bylaw.

To:

One upright memorial may be installed on each Adult Grave Space **or Upright Cremation Space** in the Cemetery provided the upright memorial conforms to the requirements of this Bylaw.

15.15 In this Bylaw:

Change from:

- (b) Shall not exceed 61 cm (length) x 20 cm (thickness) x 91cm (height) (32"x 8"x 36") for a single Adult Grave Space and 121.9 cm (length) x 20 cm (thickness) x 91.5 cm (height) (48"x 8"x 36") for two (2) side by side Adult Grave Spaces;

To:

- (b) Shall not exceed 61 cm (length) x 20 cm (thickness) x 91cm (height) (32"x 8"x 36") for a single Adult Grave Space **or Upright Cremation Space** and 121.9 cm (length) x 20 cm (thickness) x 91.5 cm (height) (48"x 8"x 36") for two (2) side by side Adult Grave Spaces;

Change from:

- (c) Shall be on a Granite Base which shall not exceed 91cm (length) x 20cm (height) x 30cm (width) (36" x 8" x 12") for an upright memorial on a Single Adult Grave Space. Two side by side Adult Grave Spaces shall not exceed 153cm (length) x 20cm (height) x 30cm (width) (60" x 8" x 12");

To:

- (c) Shall be on a Granite Base which shall not exceed 91cm (length) x 20cm (height) x 30cm (width) (36" x 8" x 12") for an upright memorial on a Single Adult Grave Space **or Upright Cremation Space**. Two side by side Adult Grave Spaces shall not exceed 153cm (length) x 20cm (height) x 30cm (width) (60" x 8" x 12");

15.16 In this Bylaw:

Change from:

- (b) Shall not exceed 91cm (length) x 15cm (thickness) x 61cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space and 152cm (length) x 15cm (thickness) x 91.5cm (width) (60" x 6" x 36") for two (2) side by side Pillow Adult Grave Spaces;

To:

- (b) Shall not exceed 91cm (length) x 15cm (thickness) x 61cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space **or Upright Cremation Space** and 152cm (length) x 15cm (thickness) x 91.5cm (width) (60" x 6" x 36") for two (2) side by side Pillow Adult Grave Spaces;

Change from:

- (c) Shall be on a Granite Base which shall not exceed 91cm (length) x 15cm (height) x 61 cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space. Two side by side Pillow Adult Grave Spaces shall not exceed 153cm (length) x 15cm (height) x 91cm (width) (60" x 6" x 36");

To:

- (c) Shall be on a Granite Base which shall not exceed 91cm (length) x 15cm (height) x 61 cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space **or Upright Cremation Space**. Two side by side Pillow Adult Grave Spaces shall not exceed 153cm (length) x 15cm (height) x 91cm (width) (60" x 6" x 36");

These amendments provide clarity on memorial dimensions for cremation only Grave Spaces.

Add:

15.20 Communal Memorial Stone

- (a) Shall have an inscription that will denote given names, year of birth and death.
- (b) To be supplied and installed by the City to ensure uniform quality and consistency.

15.21 Private Estates

- (a) Shall be supplied by the Interment Permit holder;
- (b) No Private Estate shall be placed or installed in the Cemetery unless the memorial conforms to the requirements set out in this Bylaw. Only the Caretaker shall place private estates, any memorial that is illegally placed shall be removed;
- (c) Each Private Estate shall be on a concrete foundation which shall not exceed 152 cm x 76 cm (60"x30") and be supplied by the City;
- (d) Shall be installed to a maximum elevation of 122 cm (48") not including cement foundation and granite base;
- (e) Shall be 152 cm (60") in length, 61 cm (24") in depth with a 15-20 cm base (6-8")

These amendments provide further clarity for new interment option memorials.

16 CRYPTS AND NICHEs

16.1 In this Bylaw:

Change from:

Each interment in the Cemetery above ground shall be in a Crypt or Niche in the Mausoleum **in the Mausoleum** or Columbaria/Private Estate in the Cemetery.

To:

Each interment in the Cemetery above ground shall be in a Crypt or Niche in the Mausoleum or Columbaria/Private Estate in the Cemetery.

This amendment is housekeeping.