

Policy

Title:	CEMETERY GRANT FUNDING POLICY
Policy Number:	REC-72-09
Effective Date:	2023-09-13
Resolution:	347-23
Department Responsible:	Community Services
Supersedes Policy No:	I-11
Next Review Date:	2026-09-13

POLICY STATEMENT:

The Municipal District of Lesser Slave River No. 124 acknowledges that there are numerous active and inactive cemeteries throughout the Municipal District that require ongoing care and maintenance. Typically, these cemeteries are maintained by residents or not-for-profit community groups. This policy aims to define the process by which the Municipal District of Lesser Slave River No. 124 provides funding to community groups to assist with Capital and Operational costs of maintaining cemeteries located within the Municipal District and supports volunteerism.

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;
- Furnishing and/or equipment for use at community-operated facilities;
- Columbarium (funding over multiple years upon approval); and
- 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 bodies or other human remains are buried.

Inactive means not accepting new interments.

Municipal District means the Municipal District of Lesser Slave River No. 124 having jurisdiction under the *Municipal Government Act* and other applicable legislation.

Operational means costs incurred for the routine functioning and activities of the cemetery, including maintenance of the site.

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

PRINCIPLE:

1. The Municipal District budgets annually to assist local groups in completing improvements and maintain Cemeteries located within the Municipal District boundaries excluding any cemeteries under an inter-municipal agreement.
2. Cemeteries located within the Municipal District boundaries include:
 - Athabina Cemetery
 - Flatbush Public Cemetery
 - Flatbush Community Lutheran Cemetery
 - Hondo and Chisholm Community Cemetery
 - Smokey Creek Cemetery
 - Smith Community Cemetery
 - Moose Portage Community Cemetery
 - Sawridge Cemetery
 - Slave Lake Cemetery
3. The funding allocation will be financed through general revenue, or such sources as may be determined by Council.

ELIGIBILITY:

4. **Eligible applicants should have status under the Societies Act or the Cemeteries Act.** Those applicants that do not have status shall be indicated on the application form.
5. Must be located within the Municipal District boundaries.
6. Costs incurred prior to grant approval will not be considered eligible costs.
7. The Community Assistance Board reserves the right to decline a grant application if the application does not fall within the policy.
8. Statement of Financial Position (Financial Statements and most recent Bank Statement).
9. Applicants must fill out an Application for Community Cemeteries Grant Program form and submit it to the Municipal District prior to the following dates:
 - a) January 31st

CAPITAL FUNDING PROGRAM:

10. Criteria for Cemetery Capital grant applications:
 - a) Applications can be made every 5 years, per Cemetery. Council will determine the grant maximum yearly during budget deliberations. Any Capital request must be accompanied by a minimum of two (2) quotes.



- b) Applications for a Cemetery Improvement grant must include:
 - (i) Cemetery name and legal location or civic address;
 - (ii) Total budget for the program or project;
 - (iii) Program or project objectives;
 - (iv) Funding received from the MD in previous years; and
 - (v) An indication of who will be performing the work.
- 11. Application for Cemetery Capital grants are managed by the Community Services department according to established grant Procedure.
- 12. The Community Services Department will forward all completed applications to the Community Assistance Board for grant deliberation and determination.
- 13. Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:
 - a) An authorized representative of the Cemetery must sign the application and accept responsibility for funds received and;
 - b) Complete the Acknowledgement of Compliance
- 14. Recognition Requirements (Capital Projects):
 - c) All capital grant recipients must publicly recognize the contributions that the Municipal District made to their project as reasonably required by Council.

OPERATIONAL FUNDING PROGRAM:

- 15. Criteria for Cemetery Operating grant applications:
 - a) Applications can be annually, per Cemetery. Council will determine the grant maximum yearly during budget deliberations.
 - b) Applications for a Cemetery Operational grant must include:
 - (vi) Cemetery name and legal location or civic address;
 - (vii) Total budget for the year; and
 - (viii) An indication of who will be performing the work.
- 16. Applications for Cemetery Operational grants are managed by the Community Services department according to established grant Procedure.
- 17. The Community Services Department will forward all completed applications to the Community Assistance Board for grant deliberation and determination.
- 18. Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:
 - a) An authorized representative of the Cemetery must sign the application and accept responsibility for funds received.






Barry Kolenosky
Chief Administrative Officer

09/29/2023
Date


Reeve
Murray Kerik

09/27/2023
Date

SPECIAL NOTES/CROSS REFERENCE: REC-72-09 Cemetery Grant Funding Procedure
AMENDMENT DATE: September 13, 2026





Schedule "A" Cemetery Grant Funding Application

Cemetery Name:

Cemetery Legal
Landowner:

Legal Land
Description of
Cemetery:

Primary Contact:

Position:

Mailing Address:

Postal Code:

Phone:

Email:

Societies Act / Cemeteries Act:

Is the cemetery currently active:

YES (*new internments are accepted)

NO





1. Is your cemetery providing burial plots to residents in the Municipal District of Lesser Slave River?

2. If yes, how many burials have been done in the past year: _____
3. Is this application for a capital project or operational costs: _____
4. Amount request: _____
5. Provide a brief description of how the grant funding will be utilized:

Supporting Documentation:

- Copy of Certificate of Approval to operate a cemetery
- Statement of Financial Position (Financial Statement/Bank Statement)
- Two Quotes (Capital Projects)
- List of officers/directors
- Contact information for burials (*this information will be listed in the Cemetery Listing on the MDLSR website*)





(Please check applicable boxes and enclose copies of documentation.)

I/We understand that:

- (a) The grant shall be used only for those purposes as outlined in the Municipal District of Lesser Slave River Cemetery Grant Funding Policy.
- (b) Grant funds not expended for the purposes for which they were provided shall be returned to the Municipal District of Lesser Slave River.

I, _____
(PRINT NAME) (OFFICIAL POSITION)

certify that the information provided on this application is accurate. I do solemnly declare to take full responsibility for receiving and facilitating disbursement of all monies received from the Municipal District of Lesser Slave River, in response to this application, of which this statement forms a part.

Declared this day/month/year _____ at _____, in the Province of Alberta.

Signed: _____ Witnessed: _____

Please return form to: Municipal District of Lesser Slave River No. 124
PO Box 93
Flatbush, Alberta T0G 0Z0
Ph. 780-681-3929 / Fax: 780-681-3936

The personal information on this form is being collected for the sole purpose of determining the eligibility of an applicant to receive cemetery funding from the Municipal District of Lesser Slave River No. 124. This information is collected and protected in compliance under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the Municipal Council and may be published in a Council meeting agenda package.

Questions regarding the collection of this information can be directed to Marilyn Gladue, FOIP Coordinator at the Municipal District of Lesser Slave River No. 124 office at 780.849.4888.

