

**TOWN OF MINTO****DATE:** June 11, 2018**REPORT TO:** Mayor and Council**FROM:** Bill White, C.A.O. Clerk, Mike McIsaac Roads & Drainage Foreman**SUBJECT:** Minto Cemeteries Master Plan

STRATEGIC PLAN:

7.8 Establish cemetery management plans to assist with long term capital planning, increase visual appeal, enhance interment options, and increase cemetery use as a place to learn about the people, stories and history of the community.

BACKGROUND

At the May 22, 2018 meeting Council discussed cemetery maintenance issues raised by members of the public. Complaints received were mainly timing and quality of grass cutting and trimming, clean up and restoration of grave sites from early spring interments and grass clippings sticking to a number of headstones. There were other operational concerns expressed that staff has investigated.

The 2013 strategic plan calls for preparation of cemetery management plans. Attached is a proposed draft master plan that addresses operational, capital and maintenance issues for all three active Minto cemeteries. This draft document was prepared internally to help guide the service for the next five to ten years. The intent is to review the document with community members in the funeral services business over the summer, integrate recommendations from the landscape architect's designs for cremated remains (currently out for RFP) and hold a public meeting in the fall. By making cemetery operations more public and obtaining feedback from business and citizens, the master plan will give staff and Council more direction towards improving the service.

COMMENTS

It has been a difficult spring getting started on cemetery maintenance. The first of 25 interments in less than 2 months was in mid-April followed by an ice storm later in April and a wind storm May 4th. With the master plan the public can review the Town's cemetery maintenance program and provide feedback before the document returns to Council for approval. Recommendations in the master plan can be written into the cemetery operations bylaw to more clearly set operational responsibilities, programs and standards, and bring more transparency to the service.

FINANCIAL CONSIDERATIONS:

The 2018 cemeteries budget includes \$90,000 of maintenance costs set against about \$70,000 in revenue, which means \$20,000 in property tax supports the annual operation.

In 2018 there is \$55,000 in capital for Minto cemeteries. The Town's five year project plan for the cemeteries anticipates \$50,000 expenditures per year from 2019 to 2021. The master plan has been prepared in house and will be circulated and updated by staff. The cost of the design work for options to inter cremated remains will be confirmed once bids are received from landscape architects.

RECOMMENDATION:

That Council receive the C.A.O. Clerk and Road & Drainage Foreman's June 11, 2018 report Minto Cemeteries Master Plan and that staff proceed as outlined in the report with review of the draft Cemeteries Master Plan by local businesses in funeral services, integration of consulting designs this summer into the plan and scheduling a public meeting on the document this fall.

Mike McIsaac Roads & Drainage Foreman

Bill White, C.A.O. Clerk