



Council Report

Report Number: CEM2022-003

Meeting Date: July 19, 2022

Title: **Fenelon Falls Cemetery Update and Management**

Description: Update on the Fenelon Falls Cemetery and the dissolving of the Fenelon Falls Cemetery Board and inclusion of it and its management into the City of Kawartha Lakes Cemetery Board

Author and Title: Craig Shanks, Director of Community Services

Recommendation(s):

That Report CEM2022-003 **Fenelon Falls Cemetery Update and Management** be received; and,

That the Fenelon Falls Cemetery Board be dissolved; and,

That the administration, management and operations of the Fenelon Falls Cemetery be consolidated into the Kawartha Lakes Cemetery Committee effective January 1st, 2023.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of July 16th, 2019 Council adopted the following resolution:

CR2019-443

That Report CEM2019-001, Fenelon Falls Cemetery Board Transition Update, be received.

The transition of the management, as per the report, was:

Through discussion with the Fenelon Falls Cemetery Board a plan has been implemented to consolidate the Board with the Kawartha Lakes Cemetery Committee on January 1st, 2023 (end of current Council term).

This report addresses that direction.

Rationale:

In 2018 the City consolidated, through Council direction, the Terms of Reference for the City's various legislated and non-legislated Committees and Boards of Council. It was recommended at that time that the Fenelon Falls Cemetery Board (FFCB) consolidate with the Kawartha Lakes Cemetery Committee (KLCC), however through a request from the FFCB an agreement to have them operate until January 1st, 2023 was approved.

The FFCB requested an extension to the transition to consolidate until the end of the current term of Council. The implementation and consolidation will now take place to allow the administration, management and operations of the Fenelon Falls Cemetery to fall within the jurisdiction of the KLCC and City staff. Staff will work to identify the various administration duties and conduct any required/obligated transactions related to 2023 and beyond. This will allow for the 1st quarter of 2023 for the current FFCB to prepare, complete and submit all outstanding and required financial and administrative reports to the Bereavement Authority of Ontario (BAO). By April 1st, 2023 all duties of the Fenelon Falls Cemetery will be within the KLCC.

City staff have reviewed the current operations of the Fenelon Falls Cemetery and will be maintaining some of the operations to ensure consistency and for budgetary considerations. Maintenance will be provided by the current provider via contracted services until the end of 2023. 2024 will then allow for a determination and appropriate budget consolidation into the balance of the City Cemeteries function. 2023 will also see

the use of the contracted administrative support for City Cemetery operations into our Stone Orchard software for information transfer and ensuring files are updated.

There is a history of public concerns being raised in regards to the operations of the cemetery. Also, previously, both the BAO and our own City Treasurer have expressed some concern with the operations of the Fenelon Falls Cemetery. This has been from both the operational and financial standpoint. The BAO recently submitted to the FFCB a letter requiring a number of items be met or their Board License powers would be rescinded. While the BAO items have been addressed, the concerns were valid and long, and the City's own financial concerns and cemetery operations remain.

This recommended action will both meet with Council's previous direction to consolidate City Cemetery management and address the administration, management and operations of the Fenelon Falls Cemetery.

Other Alternatives Considered:

No other alternatives are being considered at this time.

Alignment to Strategic Priorities

The action within this Report contributes to the Council Adopted Strategic Plan. It can identify with the Goal of:

1. Good Government

The Strategic Plan is available on SharePoint at the following link:

[Kawartha Lakes Strategic Plan 2020-2023](#)

Financial/Operation Impacts:

The action from this report will see the management and operations of the Fenelon Falls Cemetery fall within the jurisdiction of the KLCC and the budget fall within the overall City Cemetery budget activity area. While how duties are done may be impacted and changed, the bottom line budgetary impacts should be negligible as the City provided a stipend to the FFCB previously that will now be forwarded to the general City Cemeteries budget. 2023 will also allow the City be properly budget for required maintenance for 2024 and future for both funding and staff resources.

Consultations:

Councillor Ward 3
Manager of Parks and Recreation
Cemetery Administrator
City Treasurer

Attachments:

Appendix A – Staff Report CEM2019-001



CEM2019-001.pdf

Department Head email: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services