



Council Report

Report Number: CEM2023-002
Meeting Date: December 12, 2023
Title: Fenelon Falls Cemetery Board Dissolution
Description: As per Council resolution, dissolution of the Fenelon Falls Cemetery Board and assumption into the Kawartha Lakes Cemetery Board
Author and Title: Craig Shanks, Director of Community Services

Recommendation(s):

That Report CEM2023-002, **Fenelon Falls Cemetery Board Dissolution**, be received; and

That the management and maintenance of the Fenelon Falls Cemetery be administered by the Kawartha Lakes Cemetery Board effective January 1st, 2024; and

That the Fenelon Falls Cemetery Board be dissolved and the existing Fenelon Falls Cemetery Board members be thanked for their service and contribution to the City of Kawartha Lakes.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of July 19, 2022, Council adopted the following resolution:

CR2022-265

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

That the Fenelon Falls Cemetery Board remain intact for the present time and through 2023 as a transition period;

That Board Members apply to the City for membership on the Fenelon Falls Cemetery Board for the 2023 term;

That Staff work with the Board through a transition period; and

That a Report on the progress come to Council in Q3 of 2023 for a final decision.

This report addresses that direction.

Rationale:

As per the above resolution Council has directed staff to dissolve the Fenelon Falls Cemetery Board and roll its management and maintenance into that of the Kawartha Lakes Cemetery Board.

It is recognized that the Q3 2023 timeline was not achieved but staff are proceeding based on this direction to ensure the full 2024 calendar year operations are effectively managed for compliance with various Bereavement Authority of Ontario (BAO) requirements. It is understood that some financial and accounting items will need to be resolved throughout the first quarter of 2024.

Currently the City owns/operates 47 cemetery properties of which 17 are considered active (burials, etc. currently taking place). All are managed within the Kawartha Lakes Cemetery Board portfolio and managed by the City of Kawartha Lakes Cemetery Administrator with the sole exception being the Fenelon Falls Cemetery which is independently managed by the Fenelon Falls Cemetery Board Committee of Council. To ensure efficient and effective use of all City resources, consistent management of all City cemeteries and good government it is recommended that all cemetery properties are managed within one portfolio.

The Bereavement Authority of Ontario (BAO) has in the past raised concerns, both in management and financial activity (since rescinded) with the Fenelon Falls Cemetery Board and our City Corporate Services (Finance Division) Department has expressed concerns in regard to financial and accounting matters. Municipal staff have received

concerns from the public regarding the management and maintenance of the Fenelon Falls Cemetery.

During 2023, municipal staff reached out to the current Fenelon Falls Cemetery administration and operations staff regarding the transfer of management. Requests for information and next steps have been communicated with the group in an effort to ensure a smooth transition. The expectation would be that the current administration would complete the mandatory reporting to the BAO for 2023. Municipal staff would assume the management tasks as of January 1, 2024 in order to effectively and efficiently complete the BAO reporting process.

The City would work with the Fenelon Falls Cemetery Board in regard to ensuring some representation, if desired by current board members, on the Kawartha Lakes Cemetery Board. At present the City is managing our Cemetery portfolio with no Board due to no membership but will continue to recruit and include Fenelon Falls Board members in this recruitment. The goal is to do a full recruitment in 2024 and if unsuccessful, dissolve the Kawartha Lakes Cemetery Board and report back to Council with recommendations for an alternative management and oversight structure.

Other Alternatives Considered:

Council could choose to continue to have the Fenelon Falls Cemetery managed as it currently is, with the independent Committee of Council. However, this would be opposed to the previous resolution of Council. It would also not provide, in staff estimation, the most effective and efficient management and operations of the Fenelon Falls Cemetery.

Staff are aware and wish to advise Council that the Fenelon Falls Cemetery Board strongly objects to this action and wishes to remain as a Committee of Council providing for the management of the Fenelon Falls Cemetery.

Alignment to Strategic Priorities

The following strategic priority within the 2020-2023 Kawartha Lakes Strategic Plan is in alignment with the recommendations from within this report:

1. Good Government

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

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

Financial/Operation Impacts:

There are no financial impacts on the tax levy as a result of the recommendations from within this report. Currently the Fenelon Falls Cemetery Board receives operational funding from the City (within the Community Services budget) on an annual basis (\$10,000). While this 'granting' will no longer be required those funds will be absorbed in the Parks & Recreation Division – Cemeteries operational account to ensure the ongoing management and maintenance resulting in a net zero impact. This change to the 2024 Operating Budget is reflected in the 2024 budget in anticipation on this previous Council direction.

Servicing Implications:

There are no impacts on the municipal services (water/sewer/etc.) as it relates to this recommendation. The City of Kawartha Lakes Cemetery Board and staff within Community Services will assume all management and maintenance responsibilities for the property as per the balance of the Kawartha Lakes Cemeteries.

Consultations:

Bereavement Authority of (Ontario BAO)
Parks and Recreation Division
Finance Division
Fenelon Falls Cemetery Board

Attachments:

N/A

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Department Head: Craig Shanks