



## Committee of the Whole Report

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**Report Number:** CEM2024-002  
**Meeting Date:** April 9, 2024  
**Title:** Fenelon Falls Cemetery Board  
**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

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### Recommendation(s):

**That** Report **CEM2024-002, Fenelon Falls Cemetery Board**, be received;

**That** the management and maintenance of the Fenelon Falls Cemetery be administered by the Kawartha Lakes Cemetery Board effective July 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; and,

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

**Background:**

At the Council Meeting of December 12, 2023, Council adopted the following resolution:

CR2023-677

That Report CEM2023-002, Fenelon Falls Cemetery Board Dissolution, be received and deferred for a report back by the end of Q1, 2024.

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.

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 this direction.

## **Rationale:**

The management and operation of the Fenelon Falls Cemetery (FFC) and the continuation of the Fenelon Falls Cemetery Board (FFCB) has been in question since 2018 (Appendices A, B and C). As per the above resolutions, Council has requested the review of the FFC operations and directed staff to dissolve the FFCB and roll its management and maintenance into that of the Kawartha Lakes Cemetery Board (KLCB).

Currently the City owns/operates 47 cemetery properties of which 17 are considered active (burials, etc. currently taking place). All are managed within the KLCB portfolio and managed by the City of Kawartha Lakes Cemetery Administrator with the sole exception being the FFC which is independently managed by the FFCB 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. Staff, in both Community Services, who operates our cemetery properties, and our Corporate Services Department, financial component, are positive that the City is best suited to manage and administer the FFC in-house and that it is the most efficient method.

The Bereavement Authority of Ontario (BAO) has in the past raised concerns, both in management and financial activity (since rescinded) with the FFCB and our City Corporate Services Department (Finance Division) has expressed concerns regarding financial and accounting matters. Municipal staff have received concerns from the public regarding the management and maintenance of the FFC.

During 2023, municipal staff reached out to the current FFC administration and operations staff regarding the transfer of management. Requests for information and next steps were communicated with the group in an effort to ensure a smooth transition. The expectation was 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 complete the BAO reporting process effectively and efficiently. This was reported to Council as part of staff report CEM2023-002 and Council requested staff to hold further discussions with the FFCB. This meeting between City staff, FFCB members and the Ward Councillor took place on Wednesday March 6, 2024, and further information was discussed and provided (Appendix D).

The current staff recommendation is still to have the City assume management, administration, and operations of the FFC. The City would work with the FFCB to

encourage some representation, if desired by current board members, on the KLCB. At present, the City is managing our cemetery portfolio without a Board due to a lack of interest by volunteers but will continue to recruit and include FFCB members in future recruitment. The goal is to do a full recruitment in 2024 and if unsuccessful, dissolve the KLCB and report back to Council with recommendations for an alternative management and oversight structure. The proposed date of this roll-over being July 1, 2024, to allow time for successful transition.

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 FFCB consolidate with the KLCB, however through a request from the FFCB an agreement to have them operate until January 1st, 2023, was approved, and subsequently extended until the end of Q1, 2024.

The implementation and consolidation timeframe will allow the administration, management, and operations of the FFC to fall within the jurisdiction of the KLCB and City staff. Staff have worked to identify the various administration duties and conduct any required/obligated transactions related to 2024 and beyond. This will allow for the 1st quarter of 2024 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 July 1, 2024, all duties of the FFC will be within the KLCB.

City staff have reviewed the current operations of the FFC 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 2024. The balance of 2024 will then allow for a determination and appropriate budget consolidation into the balance of the City Cemeteries function. 2024 will also see the use of the contracted administrative support for City Cemetery operations into our Stone Orchard software (currently used to a lesser degree by the FFCB) for information transfer and ensuring files are updated.

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 FFC.

### **Other Alternatives Considered:**

Council could choose to continue to have the FFC managed as it currently is, with the independent Committee of Council. However, this is not in keeping with previous direction and resolutions of Council. It would also not provide, in staff estimation, the most effective and efficient management and operations of the FFC.

Staff are aware and wish to advise Council that the FFCB strongly objects to the action of Board dissolution and wishes to remain as a Committee of Council providing for the management of the FFC. The Ward Councillor has also made their position clear in that their desire is also to allow for the continuation of the FFCB.

It is important to note that the FFCB, past and current members, should be commended and thanked for their volunteerism and work to operate and maintain the FFC. However, it is recommended to consolidate this function into the City-wide oversight structure, operations and maintenance of active cemeteries in Kawartha Lakes.

### **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

[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 FFCB 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 2025 Operating Budget will be reflected in the 2025 budget request.

The action from this report will see the management and operations of the FFC fall within the jurisdiction of the KLCC and the budget fall within the overall City Cemetery budget activity area. 2024 will also allow the City to properly estimate for the required maintenance and budgetary needs for 2025 and future for both funding and staff resources.

### **Servicing Implications:**

There are no impacts on the municipal services (water/sewer/etc.) as it relates to this recommendation. The City of KLCB 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:**

Appendix A – CEM2019-001 Report



CEM2019-001  
Fenelon Falls Cemetre

Appendix B



CEM2022-003  
Fenelon Falls Cemeter

Appendix C – CEM2023-002 Report



CEM2023-002  
Fenelon Falls Cemeter

## Appendix D – FFCB Questions and Comments 2024



Appendix D

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