



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard Al, Clerk/Manager of IT & Sean McGhee, Director of Public Works
DATE: 03/04/2018
SUBJECT: Cemetery Fee Structure Review
ATTACHMENTS: Revised Fees and Charges By-law Schedule D

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the April 3, 2018 report of the Clerk/Manager of IT and Director of Public Works regarding Cemetery Fees Structure Review, for information purposes;

AND FURTHER, that Council approves the proposed revisions to the Cemetery Fee Structure;

AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 30-2018 to be passed at the April 3, 2018 Council Meeting.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a revised structure for cemetery related fees which more accurately reflects the fees being collected by neighbouring municipalities.

DISCUSSION

Staff are undertaking a comprehensive review of cemetery operations. Through the review process the fees associated with various cemetery items were compared to neighbouring municipalities. Although many of North Huron's cemetery fees are in line with what is being collected by other municipalities, changes to some fees and the structure of those fees is recommended.

Attached to this report is a revised Fees and Charges By-law Schedule D which indicates in red strike through the previous fee and any changes or additions are indicated in blue.

To summarize the proposed changes

- The Cemetery Operation's contact number would be removed – all contact for cemetery operations should be routed through the municipal office.
- Where 4:00pm is indicated this would be changed to 2:00pm – the rationale behind this is that a burial scheduled for 4:00pm would be the end of an employees working day and could not actually be completed without incurring overtime for the employee to work past their regular scheduled hours. Changing this to 2:00pm provides 2 regular hours until the employee's 4:00pm work day ends.
- Winter Burials removed – winter burials are rarely done and there is a significant amount of risk and cost associated with this type of burial. If the situation arose where a winter burial was required and the weather was such that it would be appropriate, the current Cemetery By-law provides discretion for staff to proceed.
- Winter Storage – the current rate is quite low considering the risk and liability that North Huron assumes for winter storage. In addition, there are numerous instances in which North

Huron is providing winter storage services for interments that will take place at other cemeteries, to address this a second fee has been added.

- Disinterment – consolidated fees for adult and child disinterment is recommended. In addition, a new fee for disinterment of cremated remains has been added.
- Fee increase by CPI each year has been added.

Cemetery operations officially begin on April 15, 2018 and as such staff request that the revised fee schedule by-law be considered at the April 3, 2018 Council Meeting so that the updated fees are in place for the beginning of the season.

FINANCIAL IMPACT

The current fees associated with Interments and Sale of Interment Rights, which account for the majority of cemetery fees, are similar to neighbouring municipalities and changes to those fees are not proposed at this time.

The proposed fee changes for disinterment and winter storage will result in additional revenue however disinterments are not frequently performed so it is unlikely there will be a significant impact from that item. The purpose for introducing this fee is to ensure the municipality's costs would be covered should a disinterment be requested.

Increased winter storage fees and the creation of a winter storage fee for interments taking place elsewhere will result in additional revenue. Historical winter storage details for the Wingham cemetery were unavailable however based on statistics for the Blyth cemetery, over the past 8 years 30 winter storage items have been sold. Of those 30, 10 were stored to be interred elsewhere or in other words 33% of all winter storage sold in Blyth have been interred elsewhere.

Although numbers fluctuate greatly from year to year, using 33% as an estimated average and based on an average of 1.25 burials per year (10 stored to be interred elsewhere over the past 8 years = 1.25 per year) would equate to additional revenue of approximately \$312.50 in Blyth. Based on the current situation in Wingham in which 2 are in storage for interment elsewhere, the new fee structure would have yielded an additional \$500 in revenue.

FUTURE CONSIDERATIONS

As noted, staff are reviewing cemetery operations as a whole. Updated fees are one component of this review however the Cemetery By-law is also being reviewed and an updated By-law will be presented for Council's consideration at an upcoming Council meeting.

RELATIONSHIP TO STRATEGIC PLAN

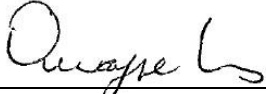
Goal #4 – Our Administration is fiscally responsible and strives for operational excellence.



Richard Al, Clerk/ Manager of IT



Sean McGhee, Director of Public Works



Dwayne Evans, CAO