

Report to Council



Date: October 1, 2018
File: 1815-01
To: City Manager
From: David Gatzke, Cemetery Manager
Subject: Kelowna Memorial Park Cemetery Bylaw Update

Recommendation:

THAT Council receives the report from the Cemetery Manager, dated October 1, 2018 with respect to the Kelowna Memorial Park Cemetery Bylaw update;

AND THAT Council gives reading consideration to Kelowna Memorial Park Cemetery Bylaw No. 11664.

Purpose:

To update the Kelowna Memorial Park Cemetery Bylaw with regards to the addition of new burial plot inventory, updating fee schedules, as well as some housekeeping and language updates.

Background:

The purpose for this bylaw update is multifaceted. In addition to recommending that Council approve the suggested annual five per cent price increase for all fees as recommended in the 2015 Kelowna Memorial Park Cemetery (KMPC) Master Plan, fees for services that were not previously accounted for in the fee schedule have been added at a cost recovery level.

The Cemetery will also be adding new burial plot inventory in the fall of 2018. Section G8, situated south of the existing G7 burial section, will provide an additional 423 burial plots. The new plots have already been surveyed, plotted and mapped. Sale price of the plots in G8 will be the same price as existing plots in section G7.

Prices for casket burial plots, niches and mausolea have also been standardized across the property. All mausolea, niches and burial plots will follow the same pricing structure regardless of where they are situated on the property. As an example, a burial plot in section C will be the same as a burial plot in section G7.

Before the adoption of a universal (city wide) electronic filing system and file sharing system, the Cemetery bylaw served as a repository for a number of procedural and operational processes. In an effort to continually streamline the Cemetery bylaw in order to make the bylaw more specific about regulations, rules and fees, any procedural notes have been removed. Furthermore, any outdated, redundant or duplicate sections have also been omitted.

The amended KMPC bylaw also contains some general language and housekeeping updates, as well as updates to definitions.

General Regulations

PENALTIES. Increased fine permissible from \$2,000 to \$10,000.

Fees

The 2015 KMPC Master Plan recommends a market price adjustment for all products and services across the Cemetery followed by an annual price increase of five per cent for the next 10 years.

The increase was recommended to ensure that the Cemetery would meet its target contributions to the Care Maintenance Fund and to help the Cemetery achieve self sustainability. The annual five per cent increase has taken place in 2016, 2017 and 2018. Staff recommends continuing with the suggested increase. The amended bylaw lists prices for 2018 (current pricing) with five per cent increases for 2019, 2020 and 2021.

NEW FEES

Specific administrative fees have been added to recuperate labour and material costs incurred while staff fulfills requests from clients. All fees have been calculated based on staff time, materials and fees incurred by the cemetery itself.

The following new fees have been added:

- Record Retrieval,
- Record Reissue,
- Open/close niche for corrective measures,
- Wreath refinishing handling fee,
- Special Order/replacement processing fee,
- Bronze marker ordering, handling and installation,
- Open/close niche to add remains to companion urn by funeral director.

Internal Circulation:

Legislative Services
Communications
Finance

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:
Personnel Implications:
External Agency/Public Comments:
Communications Comments:
Alternate Recommendation:

Submitted by:

David Gatzke, Cemetery Manager

Approved for inclusion:

(the department director initials here)

cc: (please ensure relevant cc's are listed, including departments who provided input, as follow-up correspondence will be circulated to these)