



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-015

From: Teri Vetter, Chief Financial Officer

Date: February 18, 2021

Subject: Grant Request – Village of Pouce Coupe, Cemetery

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,500, payable from Cemetery Grants-in-Aid, Area D, to be issued to the Village of Pouce Coupe to assist with operation and maintenance of the Pouce Coupe Cemetery once the policy and/or bylaw have been amended to include municipalities.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee request a Memorandum of Understanding (MOU) be drafted between the PRRD and the Village of Pouce Coupe to assist with the operation and maintenance of the cemetery, for the provision of an annual contribution in the amount of \$1,500 funded through Cemetery Grants-in-Aid, Area D to begin in 2021; and further,

That the draft Memorandum of Understanding be brought back to the Committee for review prior to final approval of the Regional Board.

BACKGROUND/RATIONALE:

On November 12, 2020 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board amend Cemetery Services Establishment Bylaw No. 839, 1993, to expressly authorize provision of grants to member municipalities that provide Cemetery Services to Electoral Areas.

The Cemetery Services Establishment Bylaw No. 839, 1993 is in the process of being amended to include authorization of the provision of grants to member municipalities that serve Electoral Areas. Electoral Area D has been providing grant funding to the Village of Pouce Coupe for the purposes of assisting with the Pouce Coupe Cemetery since 2007. Initially, a grant in the amount of \$5,000 was given to help with the cost of upgrades at the cemetery; thereafter, beginning in 2008, a grant in the amount of \$1,500 has been provided to support the operation and maintenance of the cemetery. A total grant contribution in the amount of \$19,500 has been supported over the past twelve years.

An alternate method for the provision of this grant could be through the development of a Memorandum of Understanding (MOU), given that the amount of \$1,500 is consistent and is provided consecutively year after year. An MOU would outline the purpose for providing the funding, establish the amount and duration it's to be provided, as well as the roles and responsibilities of each party. In addition, the establishment of an

MOU would create a process for the administration of funds resulting in less administrative time spent on the grant application and approval process by the Village, the Committee and staff.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant request in the amount of \$1,500 from the Village of Pouce Coupe and provide no funding for the cemetery.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- Approval of this grant will increase the budget commitment by \$1,500 from \$5,000 to \$6,500 in Function 285 – Cemeteries B, C, D and E, Cemetery Grants-in-Aid, Area D for the 2021 Annual Budget.
- Payment of this grant will be made from the 2021 budget but will be for what should have been a 2020 grant payment due to the Regional District's administrative error in the processing of the Village of Pouce Coupe's cemetery grant request.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the Regional District is recognized for their contribution as per the PRRD Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Grant Policy
3. Cemetery Services Establishment Bylaw No. 839, 1993