



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-305

From: Roxanne Shepherd, Chief Financial Officer

Date: April 25, 2024

Subject: Grant Request – Groundbirch Cemetery Committee

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a multi-year grant commitment in the amount of \$1,000 per year for three years beginning in 2024, for a total grant contribution of \$3,000 payable from Function 285 - Cemetery Grant-in-Aid, Electoral Area E, to be issued to the Groundbirch Cemetery Committee to assist with lawn care and general maintenance at the Mountain View Cemetery located in Groundbirch, BC.

BACKGROUND/RATIONALE:

The Groundbirch Cemetery Committee is comprised of community volunteers who donate their time to ensure Mountain View Cemetery remains in good condition and is well looked after. They are not registered with the *Societies Act* as they have a limited number of volunteers; however, they operate as a not-for-profit group. This request meets the criteria as outlined in Section 1.1 Applicant Eligibility of the Cemetery Grant Policy which states:

“The Rural Budgets Administration Committee recognizes that community groups who care for cemeteries are often very small and operate with a very limited number of volunteers; therefore, the Committee is willing to wave the eligibility criteria that all applicants must be a registered not-for-profit society in good standing with the *Societies Act of BC*. In order to apply for grant funding under this policy, the applicant must meet one of the following criteria:

- a) A registered Not-for-Profit society in good standing with the Society Act of BC; or
- b) A volunteer organization consisting of community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of bank account.”

If the multi-year grant is approved, the Groundbirch Cemetery Committee would be required to submit their annual report showing their financial statements and show how the funds were utilized and plans for any unspent funds.

Since 2013, the Regional District has provided the Groundbirch Cemetery Committee with an annual grant contribution of \$1,000 to assist with the cost of maintaining the Mountain View Cemetery.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Groundbirch Cemetery Committee and provide no grant funding to assist with the lawn care and general maintenance at the Mountain View Cemetery.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The 2024 budget for Cemetery Grant-in-Aid, Electoral Area E is \$36,000, including \$1,000 allocated for Mountain View Cemetery in Groundbirch.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of Rural Budgets Administration Committee decision and will be asked to recognize the Peace River Regional District financial contribution.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Application – Groundbirch Cemetery Committee

External Links:

1. [Cemetery Grant Policy 0340-59](#)