

Purpose:

The purpose of this policy is to establish fair and equitable process for dealing with annual funding requests from owners/operators of non-municipally and municipally owned active and non-active cemeteries in the Township of Zorra.

To provide staff guidance for decision making consistent with the Township's By-laws, agreements and as prescribed in provincial statute.

Definitions:

For the purposes of this policy:

“Bereavement Authority of Ontario” (BAO) means the legislative body that administers provisions of the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) on behalf of the Ministry of Government and Consumer Services.

Policy:

1.0. Authority

The Council of the Township of Zorra deems it appropriate to grant authority to the Manager of Finance/Treasurer to deal with annual funding requests from owners/operators of cemeteries in the Township.

2.0. Guidelines

2.1. The following are guidelines the Finance Department will use in assessing the requests for funding assistance.

- Non-municipally and municipally owned active and non-active cemeteries will be required to submit annual financial statements.
- Only non-municipally and municipally owned active cemeteries must submit the following with their grant submission:
 - i. Letter specifying the amount of the grant request and the proposed use of the funds requested, including a distinction of the type of expense (operational, capital, or maintenance cost);
 - ii. The most recent financial statements of the organization, including balance sheet, revenue and expenditures;
 - iii. List of the Executive Officers and contact information; and
 - iv. Copies of the two forms that are to be filed with the BAO within 90 days of their fiscal year end,

- (a) Cemetery/Crematorium Operator Annual Licensure Report – Form 1,
- (b) Report on the Care and Maintenance Fund/Account – Form 2.

3.0. Timeframe

- 3.1. Grant applications and all relevant documentation (as outlined in section 2) must be submitted to the Manager of Financial Services by September 15 for administration of the grant for the following year.

4.0. Purpose of Grants

- 4.1. The purpose and intent of granting funding is to assist in the operating and maintenance of the cemetery grounds and shall not be used for any other purpose.

5.0. Budget

- 5.1. The Manager of Finance/Treasurer will advise Council of the financial impact during the Township's annual budget deliberations.
- 5.2. The Manager of Finance/Treasurer will use his or her discretion, as well as previous budget figures for reference, when determining appropriate grant amounts for each applicant.

Next revision date: (every five years)

July 2029.

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.