

	<b>TOWNSHIP OF SOUTH STORMONT</b>	<b>Appendix B to Cemetery Master Plan</b>
	<b>Section: Corporate Services</b>	
	<b>Subject: Cemetery Improvement Grant – Standard Operating Procedure</b>	<b>Date of Origin: October 25, 2017</b>

**CORPORATE STATEMENT**

To provide a fair and consistent procedure for the distribution of funds specifically for improvements to Cemeteries located within the Township of South Stormont.

**BACKGROUND**

The Township acknowledges that there are eighteen Active and Inactive Cemeteries in the Township that require on-going care and maintenance. Typically these Cemeteries are maintained by local residents or not-for-profit organizations.

**DEFINITIONS**

- “Active” means accepting new interments and/or scatterings
- “Cemetery” means land that has been set aside for the interment of human remains and/or a mausoleum or columbarium intended for the interment of human remains.
- “Township” means the Township of South Stormont
- “Inactive” means not accepting new interments and/or scatterings
- “MFIPPA” means the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M. 56.

**FUNDING SOURCES**

The Township may budget annually to assist local organizations to assist with improvements to Cemeteries located within its geographic area. Donations and payments as a result of a Care and Maintenance Account shall be transferred to the Cemetery Improvement Reserve.

These funds, known as The Cemetery Improvement Grant funding allocation will be financed through general revenue or such other sources as may be determined by Council.

**CRITERIA FOR CEMETERY IMPROVEMENT GRANTS/ASSISTANCE**

Applicants seeking funding must complete an Application for a Cemetery Improvement Grant, attached hereto as Schedule “A”.

The Township may submit, or budget accordingly, an application for funding to improve Cemeteries within their care and control and at the discretion of Council.

Applications will be received for improvements and/or repair to a Cemetery, including but not limited to, stone refurbishment, landscaping repair and fence repair. Funds are not available for regular maintenance costs. Should this be the case, alternate

arrangements may be considered. Cemetery operators are encouraged to contact the Corporate Services Department for additional information.

Applications can be made up to a maximum of \$5,000 per Cemetery per year.

Applications for a Cemetery Improvement Grant must include:

- Cemetery name and legal location/civic address;
- Total budget for the program or project;
- Program and objectives;
- A minimum of two cost estimates;
- 2 prior years financial statements;
- Funding received from the Township in previous years.

Applications are to be submitted to the Corporate Services Department by October 31 of each year in advance of the following year's budget for consideration.

Applicants are encouraged to indicate if they anticipate asking for funding for the same project in subsequent years.

The Director of Corporate Services/Clerk, Director of Parks and Recreation and CAO will review applications and based on available funding, number of applications received, demonstrated need and existing funds, a recommendation will be prepared for Council's consideration and approval.

### **REPORTING**

Grant recipients are expected to meet the following responsibilities to receive the anticipated funds:

1. An authorized representative of the Cemetery must sign the application and accept responsibility for funds received; and
2. Complete an Acknowledgement of Compliance as per Schedule "B" and attach applicable photos and invoices as a final report before December 31 of the year in which the funding was received.

### **RECOGNITION REQUIREMENTS**

All grant recipients must publicly recognize the contributions of the Township of South Stormont for their project.