Cemetery Support Grant

Recreation and Culture
Policy K7

Policy:	K7 – Cemetery Support Grant
Policy Department(s):	Recreation and Culture
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Policy Purpose

The purpose of this policy is to define the process by which the County of Grande Prairie No. 1 provides funding to community groups for Capital or general Permitted Improvements to Cemeteries located within the County.

Policy Statement

The County owns the land for 13 cemeteries, and it operates and administers 2 cemeteries – Emerson Trail and Hythe. The County through management agreement supports volunteer groups to manage Cemeteries and acknowledges that there are numerous Active and Inactive cemeteries throughout the County that require ongoing care and maintenance. Typically, these cemeteries are maintained by local residents or not-for-profit community groups. The County also provides cemetery mowing services through the Agriculture Beautification Mowing Program.

Definitions

“Active” means accepting new interments.

“Capital” means any tangible asset with an estimated useful life exceeding 1 year, including:

- Land or buildings;
- Facility construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Columbarium (funding over multiple years upon approval);
- Site improvements.

“Cemetery” means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

“County” means the municipality of the County of Grande Prairie having jurisdiction under the Municipal Government Act and other applicable legislation.

"Inactive" means not accepting new interments.

"Permitted Improvements" means activities and general maintenance that is compliant with the Alberta Cemeteries Act and performed by skilled personnel.

Policy Guidelines

1. The County sets a budget annually to assist local groups to complete improvements to Cemeteries located within the County.
2. Any unexpended funds for the fiscal year will be transferred to the Community Grants Reserve or the funds may be otherwise allocated through a motion of Council.
3. The funding allocation will be financed through general revenue, or such other sources as may be determined by Council.

Criteria for Cemetery Support Grant Applications

4. Applications can be made for up to a maximum of $5,000 per Cemetery. Any Capital requests must be accompanied by a minimum of 2 quotes.
5. Applications will be accepted from January 1 to March 1 and can be accessed through the County Grant Portal.
6. Applications for a Cemetery Support Grant must include:
    - 6.1. Cemetery name and legal location or civic address;
    - 6.2. Total budget for the program or project;
    - 6.3. Program or project objectives; and
    - 6.4. Funding received from the County in previous years.
    - 6.5. An indication of who will be performing the work. Cemeteries that are on County owned land must inform the County of what contractors are being engaged before work can be completed.
7. Applications for Cemetery Support Grants are managed by the Recreation and Culture department according to established grant procedures.
8. Applicants are encouraged to indicate if they anticipate requesting funding for the same project in subsequent years, for example, for columbarium installations.
9. The Recreation and Culture department will forward all completed applications to Council for grant deliberation and determination.

Reporting

10. Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:
    - 10.1. An authorized representative of the Cemetery must sign the application and accept responsibility for funds received and;

10.2. Complete the Acknowledgement of Compliance Form.

Recognition Requirements

11. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Access to Information (ATIA) and Protection of Privacy Act (POPA) Cemeteries Act, RSA 2000, C-3
Related Plans, Bylaws, Policies, Etc.	Bylaw #3252 - Cemetery Bylaw Policy B1 – Policy Development
Other	Cemetery Support Grant Applications – available on the County website Acknowledgement of Compliance Form

Revision History

Review Date	Description
September 21, 2026	Reviewed and Amended CM20260921.041
June 13, 2022	Reviewed and Amended CM20220613.004
March 8, 2021	Reviewed and Amended CM20210308.005
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