

ADMINISTRATIVE REPORT

Subject: Approval of an unbudgeted capital expenditure for survey work at Riverview Cemetery

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

The Town is out of available double lots and is running short of available single plots at Riverview Cemetery and is running out of available plots in the Holy Cross portion of Riverview Cemetery. The regulations surrounding layout of cemetery plots has changed requiring different work to complete.

ADMINISTRATIVE RECOMMENDATION:

Council approval of report AR-22-0021 will agree with the recommendation of Administration that:

1. The unbudgeted expenditure of \$8,825.00 for the surveying and generation of required reference plans laying out additional single and double plots in the Riverview Cemetery and Holy Cross.
2. That the unbudgeted expense be funded by the Cemetery Care and Maintenance Fund

STRATEGIC IMPACT:

Objective 13 - Maintain/enhance existing levels of service

OPTIONS & ALTERNATIVES:

no longer offer double plots until survey work can be completed in 2023

HISTORY:

The Town of Fort Frances had planned to layout additional plots within Riverview Cemetery and Holy Cross this summer through use of its own survey and mapping resources similar to what has been done in the past. A preliminary layout was generated and submitted to the BAO in spring of 2022 for consideration and approval before layout could be completed. At that time we were informed that the regulation has changed and layout can only be completed by a licensed Ontario Land Surveyor.

ANALYSIS:

With the new information on the requirement for an OLS to complete cemetery layout, pricing was sought from area OLS to complete the work in the most cost effective manner. Attached to this report is a report from Cody Vangel, EIT, Transportation Superintendent outlining the particulars of the survey requirement.

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With the sale of every plot, the Town is required to place funds in a special reserve for the care and maintenance of the cemetery in perpetuity. This fund can be used for only specific things, cemetery expansion is one of these.

CONSULTATION:

- C. Vangel, Transportation Superintendent
- D. Galusha, Treasurer

SUPPORTING DOCUMENTS:

[Riverview Cemetery Lot Layout Expansion - OFEC](#)
[Riverview Cemetery Lot Proposal - 2022-compressed](#)

**Town of Fort Frances
Administrative Report**

TO: Travis Rob, Manager of Operations and Facilities
FROM: Cody Vangel, Transportation Superintendent
SUBJECT: Riverview Cemetery Lot Layout Expansion
DATE: August 3, 2022

Issue:

Consideration of an unbudgeted expense for the layout of additional lots at Riverview Cemetery.

Strategic Impact:

13. Maintain / Enhance Existing Levels of Service

Options/Alternatives:

1. Recommend approval of the unbudgeted expense;
2. Recommend amendment to proposed unbudgeted expense; or
3. Recommend rejection of the unbudgeted expense.

Administrative Recommendation:

Recommended approval of the unbudgeted expense in the total value of \$8,825.00 plus HST to conduct the reference plan survey required by the Bereavement Authority of Ontario as part of an application to license additional lots within Riverview Cemetery, being:

- 44 single lots – Riverview
- 44 double lots – Riverview
- 88 single lots – Holy Cross
- 22 double lots – Holy Cross

History:

Riverview Cemetery is nearing capacity of its currently licensed single and double lots. The expansion and licensing of new lots within the cemetery require approval by the Bereavement Authority of Ontario.

Section 147 of O. Reg 30/11 being the Funeral, Burial and Cremation Services Act, 2002, requires that the opening of new lots require the submission of a layout map prepared by an Ontario Land Surveyor.

Analysis:

In order to permit future burials within the Riverview Cemetery on Sunset Drive, the Town of Fort Frances will need to license additional single and double lots with the Bereavement Authority of Ontario (BAO). The proposed area for licensing can be seen in the attached diagrams and site plans.

Administration has determined through consultation with the BAO that a reference plan of survey is necessary per O. Reg 30/11 in order to layout new lots for licensing. Administration is proposing a total of 132 single lots and 66 double lots at this time, which will require funds in the value of \$8,825.00 plus HST for the survey component of the works.

The requested funds in the value of \$8,825.00 plus HST were not included in the 2022 operating or capital budgets and are requested on an unbudgeted expense request.

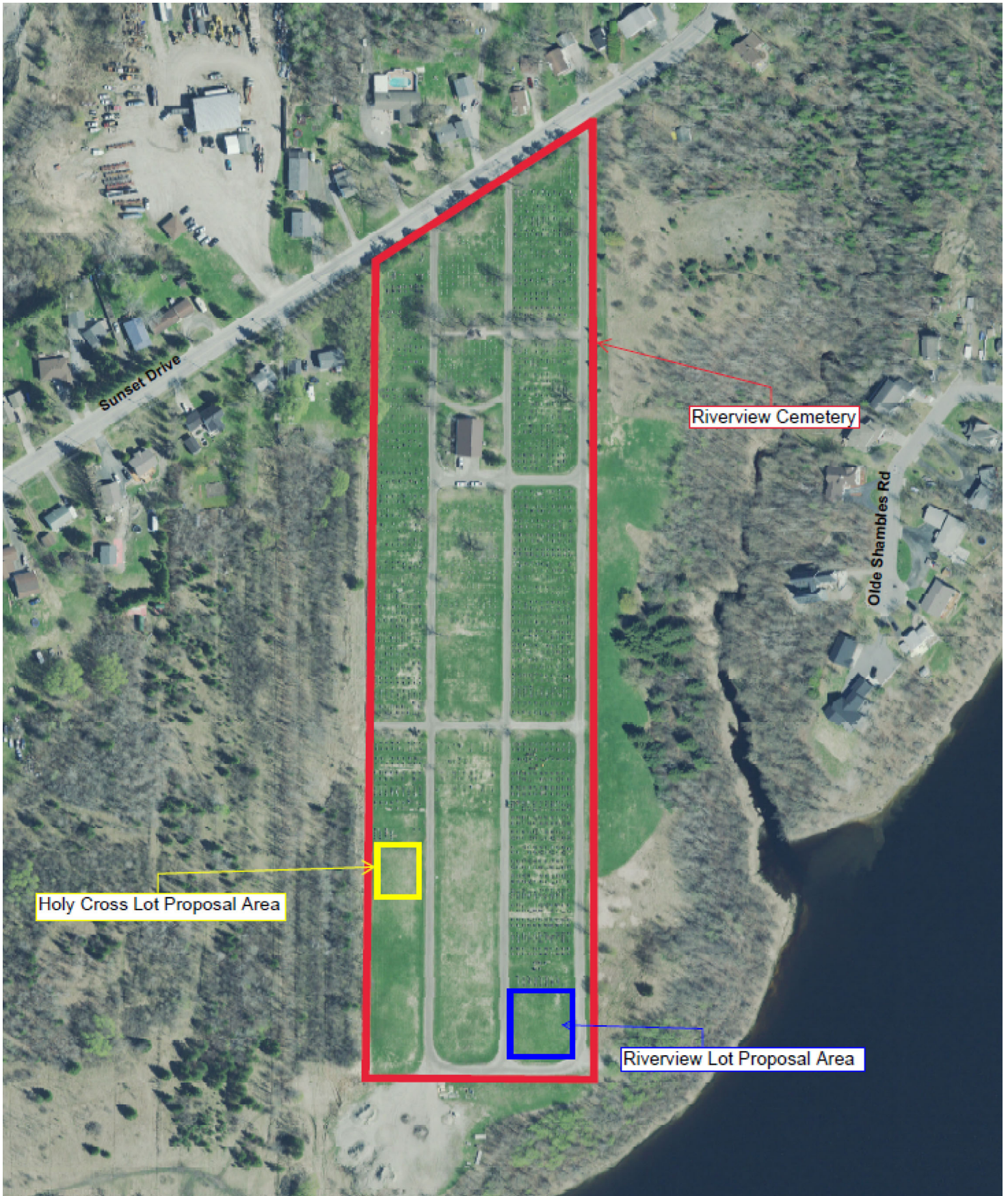
The request aligns with the Town's Strategic Plan where we strive to maintain/enhance existing levels of service.

Consultation:

- Manager of Operations and Facilities
- TBT Surveyors Inc.
- Bereavement Authority of Ontario

Supporting Document / Financial Documents:

- Riverview Lot Proposal



Riverview Lot Proposal Area

Existing aisle

Existing single lots (D-4)

Proposed aisle

Proposed double lots (E-4)

Proposed aisle

Proposed double lots (F-4)

Proposed aisle

Proposed single lots (G-4)

Riverview Cemetery Lot Proposal - 2022

Existing Aisle											
Existing Single Lots (D-4)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4
Proposed Aisle											
Proposed Double Lots (E-4)	21	19	17	15	13	11	9	7	5	3	1
	22	20	18	16	14	12	10	8	6	4	2
Proposed Aisle											
Proposed Double Lots (F-4)	21	19	17	15	13	11	9	7	5	3	1
	22	20	18	16	14	12	10	8	6	4	2
Proposed Aisle											
Proposed Single Lots (G-4)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4

↑N

Legend

Singles lot (5' by 10')



Doubles lot (10' by 10')



Aisle (10' by 110')



Holy Cross Lot Proposal Area



Holy Cross Lot Proposal Area - 2022

Proposed Aisle											
Proposed Single Lots (U-1)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4
Proposed Aisle											
Proposed Single Lots (V-1)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4
Proposed Aisle											
Proposed Double Lots (W-1)	21	19	17	15	13	11	9	7	5	3	1
	22	20	18	16	14	12	10	8	6	4	2

↑N

Legend

Singles lot (5' by 10')



Doubles lot (10' by 10')



Aisle (10' by 110')

