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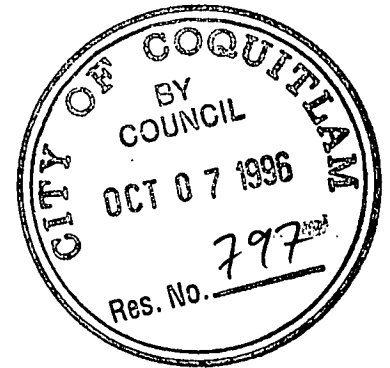
Mayor L. Sekora

**CEMETERY SERVICES TASK FORCE
MEETING MINUTES
SEPTEMBER 12, 1996**

An Meeting of the Cemetery Services Task Force convened on Thursday, September 12, 1996 at 4:00 p.m. at 640 Poirier Street, Coquitlam, B.C. with the following persons present:

Committee Members Present:

- Councillor J. Kingsbury, Chair
- R. Gettle
- K. Haynes
- W. Ferris
- B. Murdock
- M. Lillos
- A. Mehnert
- B. Lauder



Staff Present:

- B. Elliott, Director of Leisure and Parks Services
- M. Nihls, Asst. Dir., Parks & Environmental Services
- W. Jones, City Clerk

ITEM I - NEW BUSINESS

1. Introduction

Task Force members introduced themselves.

2. Terms of Reference

The Task Force approved the Terms of Reference as previously approved by Council and noted that the Task Force should ensure to consider differential fees for residents and non-residents for cemetery services.

3. Work Plan - Next Steps

The Director of Leisure and Parks Services stated that staff would assemble and distribute reports and documentation on cemetery issues.

The Task Force agreed that Mr. Art Cowie be invited to the next meeting.

The Task Force agreed that a representative from BCBC be invited to discuss the potential acquisition and/or use of the Riverview Cemetery.

K. Haynes volunteered to contact the Registrar of Cemeteries to ascertain contacts for cemeteries that are run by non-profit organizations.

The Task Force agreed that a survey of fees and charges of other cemeteries be conducted.

ITEM II - NEXT MEETING DATE

The next meetings of the Task Force shall be on Tuesday, October 1, 1996 at 4:30 p.m. and Thursday, October 17, 1996 at 4:30 p.m. at 640 Poirier Street, Coquitlam.

ITEM III - ADJOURNMENT

The Chair declared the Meeting adjourned - 5:21 p.m.

CHAIR

Warren Jones
City Clerk

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CITY OF COQUITLAM
CEMETERY SERVICES TASK FORCE

TERMS OF REFERENCE

PURPOSE

The purpose of the Cemetery Services Task Force is to recommend to City Council options for addressing the future provision of cemetery services in the City of Coquitlam.

TERMS OF REFERENCE

1. Consider and recommend whether or not the City should continue to provide cemetery services.
2. Review staff and/or consultant recommendations with respect to what might be done with the existing cemetery site to expand use (e.g. physical expansion, column burials, memorial gardens, double depth burials, etc.).
3. Identify and recommend future cemetery sites.
4. Investigate and recommend potential cemetery operating structures (e.g. non-profit society or board, City operated, private operator, etc.).
5. Develop a policy respecting cemetery services fees and charges.

TIMEFRAME

It is expected that the Task Force will report its findings and recommendations to City Council in September, 1996.



CEMETERY SERVICES TASK FORCE
MEETING MINUTES
1996 OCTOBER 1

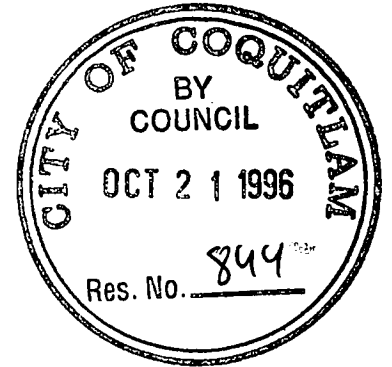
Mayor L. Sekora

A Meeting of the Cemetery Services Task Force convened on Tuesday, October 1, 1996, 4:30 p.m. at 640 Poirier Street, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor J. Kingsbury, Chair
R. Gettle
K. Haynes
W. Ferris
M. Lillos
B. Lauder

Committee Members Absent: A. Mehnert
B. Murdock

Staff Present: B. Elliott, Director of Leisure and Parks Services
M. Nihls, Asst. Dir., Parks & Environmental Services
F. Klewchuk, Administrative Assistant



ITEM I - MINUTES OF 1996 SEPTEMBER 12

The Task Force approved the Minutes of the Cemetery Service Task Force Meeting held 1996 September 12.

ITEM II - BUSINESS ARISING FROM MINUTES

Nil.

ITEM III - NEW BUSINESS

- 1. Questions/Discussion - Cemetery Services Background Information Package

The Task Force discussed the current plot fees, revenues and operating expenditures for the cemetery. There was agreement on the need for a review of the current rates and components of the fee structure.

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The Task Force touched on three financial options: 1) continued subsidization; 2) adjust the fees to meet costs; or 3) provide for a small margin of surplus.

The Task Force agreed that a representative from the Finance Department be invited to the November 7th meeting to present a report detailing all the costs associated with the management and operation of the Robinson Cemetery including land costs and to provide the Task Force with recommendations on measures to meet current and future costs for the cemetery. A component of the presentation should include a survey of the fee structure and rates of other local private and municipal cemeteries.

2. Verbal report on status of increased capacity plan for Robinson Cemetery - Barry Elliott

Mr. Elliott indicated that approximately 250 new burial plots could be accommodated within the existing cemetery configuration. Mr. Cowie would have more information on this matter at the next meeting.

3. Verbal report on Cemetery Management by not for profit societies - K. Haynes

Mr. Haynes informed the Task Force that not for profit cemeteries can be grouped into either Municipal administered cemeteries or cemeteries administered by volunteer organizations. The Municipal cemeteries such as those located at New Westminster, Hatzic, Coquitlam and Delta receive revenue from the sale of plots and are subsidized by the community as a service. The cemeteries operated by volunteer organizations such as those located at Clinton, Barkerville and Ross Bay Cemetery in Victoria receive funds from sale of plots, donations, and fund raising activities related to their historical significance. The families are responsible for arranging for the opening and closing of the plots, and for attending to the maintenance of the graves with some assistance from volunteers.

ITEM IV - OTHER BUSINESS

4. **Bylaw Amendments**

The Task Force agreed to give consideration to opportunities and by-law amendments for intensifying the use of new and existing burial plots.

ITEM V - NEXT MEETING DATES

The next meetings of the Task Force will be Thursday 1996 October 17 and Thursday 1996 November 7 at 4:30 p.m. at 640 Poirier Street, Coquitlam.

ITEM VI - ADJOURNMENT

The Chair declared the Meeting adjourned - 6:06 p.m.

CHAIR

Fred Klewchuk
Administrative Assistant

CITY OF

COQUITLAM



CEMETERY SERVICES TASK FORCE MEETING MINUTES 1996 NOVEMBER 7

A Meeting of the Cemetery Services Task Force convened on Thursday, November 7, 1996, 4:50 p.m. at 640 Poirier Street, Coquitlam, B.C. with the following persons present:

Task Force Members Present: Councillor J. Kingsbury, Chair
W. Ferris
R. Gettle
K. Haynes
M. Lillos
B. Lauder
A. Mehnert
B. Murdock

Guests Present: R. Hicks, Director of Finance
E. Tiessen, Deputy Director of Planning

Staff Present: B. Elliott, Director of Leisure and Parks Services
M. Nihls, Asst. Director, Parks & Environmental Services
F. Klewchuk, Administrative Assistant

ITEM I - MINUTES OF 1996 OCTOBER 17

The Task Force approved the Minutes of the Cemetery Service Task Force Meeting held 1996 October 17.

ITEM II - BUSINESS ARISING FROM MINUTES

Nil.

ITEM III - NEW BUSINESS

1. **Financial Department Report on Robinson Cemetery Financial Matters**

Robin Hicks presented a financial report to the Task Force that included a comparative analysis of Municipal cemetery rates, Coquitlam's pricing for plots, a multi year summary of revenues and expenditures, and balances of the Cemetery Trust and Cemetery Plot Reserves as of 1995 December 31.

He commented that the Robinson Cemetery operation was in need of a business plan and dedicated management to administer the cemetery as a cost effective sustainable service. He observed that the current pricing for plots was below cost and that no plan nor funding was in place to meet future cemetery needs. These were important matters requiring attention.

2. **Planning Department on Official Community Plan and Cemeteries**

Eric Tiessen stated that an Official Community Plan (OCP) was not the same as a zoning bylaw. He explained that an OCP was a general statement of the City's policies and objectives for land use, development and servicing, whereas, a zoning bylaw implements the policies set out in the OCP by regulating the permitted uses of the land, buildings and structures.

He informed the Task Force that there was some land above 1,200 feet in the North East/Burke Mountain area of Coquitlam that could be designated for cemetery use. In addition, he identified the general location of some "bench lands" and "pockets of land" in the area for possible cemetery use, and land under Hydro rights-of-way as another option for consideration.

3. Cemetery on Westwood Plateau Crown Lands

Barry Elliott revealed that the City investigated the suitability of eight hectares of Crown land for potential cemetery use near the Westwood Plateau hydro substation. The area had been prepared from transferred excavated granular materials, but unfortunately the location had some adverse conditions. He stated that the soil condition would restrict the number of traditional burials, a nearby creek would limit cemetery use, overhead hydro wires would be a distraction and the cost of providing the infrastructure would be difficult to justify. He concluded that there may be other locations in the City more suitable for a new cemetery.

ITEM IV - OTHER BUSINESS

There was no other business.

ITEM V - NEXT MEETING DATES

There was no other meeting date scheduled.

ITEM VI - ADJOURNMENT

The Chair declared the Meeting adjourned - 6:35 p.m.

CHAIR

Fred Klewchuk
Administrative Assistant



Mayor L. Sekora

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**CEMETERY SERVICES TASK FORCE
MEETING MINUTES
1996 NOVEMBER 21**

A Meeting of the Cemetery Services Task Force convened on Thursday, November 21, 1996, 4:40 p.m. at 640 Poirier Street, Coquitlam, B.C. with the following persons present:

Task Force Members Present:

Councillor J. Kingsbury, Chair
R. Gettle
K. Haynes
M. Lillos

Task Force Members Absent:

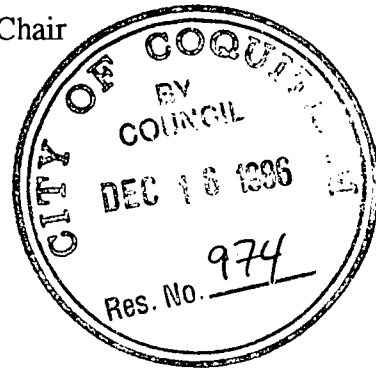
W. Ferris
B. Lauder
A. Mehnert
B. Murdock

Guest Present:

D. Boag, Maintenance Supervisor

Staff Present:

B. Elliott, Director of Leisure and Parks Services
M. Nihls, Asst. Director, Parks & Environmental Services
F. Klewchuk, Administrative Assistant



ITEM I - MINUTES OF 1996 NOVEMBER 7

The Task Force approved the Minutes of the Cemetery Service Task Force Meeting held 1996 November 7.

ITEM II - BUSINESS ARISING FROM MINUTES

Nil.

ITEM III - NEW BUSINESS

1. Input from Robinson Cemetery Workers

Dave Boag recounted some of the operational experiences of the cemetery workers, and explained their suggestions and observations regarding implementation of the proposed concept plan to improve the capacity of the Robinson Cemetery.

2. Riverview Cemetery Option

A representative from the British Columbia Building Corporation (B.C.B.C.) was taken ill and could not attend the meeting. Mike Nihls was able to provide some information about the Riverview Cemetery. He stated that the cemetery was located at the North East corner of the Riverview grounds, estimated the cemetery size at about 3,500 adult plots of which 1,050 had been assigned. He stated that the current burial rate in Riverview was at 1 to 2 per year compared to 70 to 80 full size burials and 60 to 70 ashes each year at Robinson Cemetery before the temporary closure.

Mike Nihls added that the future of Riverview Cemetery property was immersed in the current B.C.B.C. Riverview land use study, but would probably remain designated for cemetery use.

3. Presentation by Don Vaughan on new approaches to cemetery development from construction, financing and operating perspectives

Don Vaughan was unable to attend the meeting.

ITEM IV - OTHER BUSINESS

4. Terms of Reference

The Chair stated that the next meeting would concentrate on the Task Force Terms of Reference. He requested each member of the Task Force to review the Terms of Reference, think about recommendations and be prepared to discuss them at the next meeting.

Thursday, November 21, 1996 - Page 3
Cemetery Service Task Force Meeting - 4:40 p.m.

ITEM V - NEXT MEETING DATES

The next meeting of the Task Force will be Thursday, 1996 December 12 at 4:30 p.m. at 640 Poirier Street, Coquitlam.

ITEM VI - ADJOURNMENT

The Chair declared the Meeting adjourned - 5:30 p.m.

CHAIR

Fred Klewchuk
Administrative Assistant