



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Rebekah Msuya-Collison, Director of Legislative Services/Clerk**
Date: February 16 2021
Report: CL#02-2021
Subject: Cemetery Master Plan – Council Representative Stakeholder Interview

Recommendations:

That South Huron Council receives the report from R. Msuya-Collison, Director of Legislative Services/Clerk Re: Cemetery Master Plan Stakeholder Interviews and selects _____ as the Council representative to participate in this interview.

Purpose:

The purpose of this report is to provide Council an update on the Cemetery Master Plan and request a Council representative to participate in the stakeholder interviews.

Background and Analysis:

As part of the ongoing work to complete the Exeter Public Cemetery master plan, staff have been working with the consultant to complete the objectives of the proposed plan to ensure the Exeter Public Cemetery serves the community effectively and efficiently. The Cemetery Master Plan is currently in phase 2 with staff and the consultant working to complete the needs assessment, capital analysis and community and stakeholder engagement. At the end of phase two staff will be provided with a summary of preliminary recommendations to review.

Community and stakeholder engagement is an important piece to ensure we can assess perceptions, demand and identify needs to assess not only the stakeholder's opinion of the current status but also for the desired future direction for the cemetery. The objective of the stakeholder engagement process is to solicit input on three key areas mainly of Exeter Public Cemetery's operations but also to solicit input on other cemeteries maintained by the municipality.

The three primary questions to which we seek input are:

- What is going well at the cemetery? (because we want to continue or possibly enhance it)
- What are any problem areas? (so we can strategize solutions)
- How do you envision the cemetery in the future? (so we can understand future needs/desires)

This is done by soliciting feedback from both internal and external stakeholders and the broader community. The stakeholders along with other special interest groups and organizations are those that have a vested interest in South Huron cemeteries. We plan to target three primary groups:

1. Internal stakeholders (cemetery operational and administrative staff and Council)
2. External Stakeholders (funeral professionals, religious and cultural groups, etc.); and
3. The public

For the first two groups this engagement will take place by focus groups or email/telephone contact. For the public engagement piece, members of the public can contact the municipality to join a focus group or will be able to submit their comments through a webpage survey. All comments will be read and will provide input to the Exeter Public Cemetery Master Plan.

Operational Considerations:

There will be a public engagement forum subject to COVID-19 social distancing requirements (videoconference format) on the status quo and future demands for the Exeter Public Cemetery. No further alternatives are presented related to the proposed recommendation.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Transparent, Accountable, and Collaborative Governance

Financial Impact:

Costs associated for stakeholder engagement for the Cemetery Master Plan are included in the 2021 approved budget.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Communication Actions:

Staff have reached out to external stakeholder groups and the public through various means including the hub, direct contact, website and social media sources. Staff are creating a survey for public participation and are currently collating a list of interested stakeholders for the engagement sessions.

Once comments have been reviewed and compiled with results of the technical analysis, the proposed Exeter Public Cemetery Master Plan will be presented on the website for public comments.

Policies/Legislation:

Ontario Funerals, Burials and Cremation Services Act

By-law 57-2016 – Exeter Public Cemetery Rules and Regulations

Consultation:

GSP Group Inc. / Hilton Landmarks
A.Wolfe, Deputy Clerk

Related Documents:

Respectfully submitted,

Rebekah Msuya-Collison, Director of Legislative Services/Clerk

Report Approval Details

Document Title:	CL02-2021 - Cemetery Master Plan - Council Representative.docx
Attachments:	
Final Approval Date:	Feb 11, 2021

This report and all of its attachments were approved and signed as outlined below:

Dan Best - Feb 11, 2021 - 8:59 AM