

Municipality of South Huron Framework



Policy Name:	Private Cemetery Support Framework
Policy Number:	S20-Cemetery Operations-01-2025
Section:	Cemetery Operations
Effective Date:	2025-02-03
By-law or Resolution:	12-2025
Supersedes:	N/A
Last Revision:	N/A
Schedule for Review:	2026-08-01

Purpose:

The Corporation recognizes that there are numerous private cemeteries located within the boundaries of the Municipality of South Huron that require ongoing care and maintenance. Typically, these cemeteries are maintained by a cemetery board, volunteers, or residents.

The purpose of this framework is to establish guidelines and procedures for the consistent handling of requests and distribution of financial support for non-municipally owned cemeteries within the geographic boundary of the Municipality of South Huron.

Scope:

This Framework will apply to all non-municipally owned and/or operated cemeteries within the geographic boundaries of South Huron.

Definitions

"Active" means a cemetery accepting new interments and/or scatterings.

"Cemetery" means land that is used for the interment of human remains and/or a mausoleum or columbarium intended for the interment of human remains.

"Clerk" means the Municipal Clerk or designate for the Corporation of The Municipality of South Huron.

"Council" means the Council of the Corporation of The Municipality of South Huron.

"Inactive" means a cemetery that is not generally accepting new interments and/or scatterings.

“Maintenance” means grass cutting, landscaping, snow plowing, ditching, laneway maintenance, etc. Costs directly for the maintenance of the cemetery property.

“Municipality” means the Corporation of The Municipality of South Huron.

Procedure:

Cemetery Support Applications must be received by the Clerk on or before February 28th of each year.

The amount of funding available through this Cemetery Support Framework will be approved by Council through the approval of the annual operating budget process and will be funded from the operating budget.

Eligibility:

1. The application must be completed by the cemetery group, association or volunteer(s) representing the collective interests of the cemetery.
2. The cemetery must be registered with the Bereavement Authority of Ontario (BAO) and provide their licence number on the application, and if they are an active cemetery must have current by-laws.
3. Active and Inactive cemeteries located within the municipality are eligible to apply.
4. No more than 50% of the available funds may be requested on an application.
5. Applications will be received for general operational expenses such as grass cutting, insurance, surveys, record management system, monument stabilization, and general maintenance. Applications for the purchase of capital items (including but not limited to purchasing columbariums, mausoleums, purchasing land) for the cemetery will not be considered under this program.
6. Applicants must demonstrate the need for financial assistance through the provision of bank statements and/or financial records establishing the state of the current financial position of the cemetery.
7. Applications must be complete and include all information requested as well as contain adequate explanation regarding the use of funds being requested.

8. A follow-up report, that details the accomplishments and includes an accounting of revenues and expenditures, shall be submitted to the Municipality by February 28th of the following year.

The Municipality, at its sole discretion, may decline or reject any Cemetery Support Application for any reason, including but not limited to, improper use of funds, incomplete or late application, and/or an application that contradicts the intent of the Cemetery Support Framework.

Subject to Council's final approval, the amount of Cemetery Support approved through the annual operating budget will be disbursed to the eligible applicants as follows:

1. Base allocation of \$300 per eligible cemeteries that apply by the submission deadline.
2. Following which, the approved annual budget amount less the total base allocation would be divided and distributed based on the percentage of acres of land in each cemetery (individual cemetery number of acres divided by the total number of eligible cemetery acres). Acres of land to be verified by Staff. Any leftover funds would be included in a further calculation for distribution.
3. Note: the maximum amount that cemeteries can receive through the allocation calculation annually is what they requested on the application, subject the funding availability and eligible acres.

Note: the policy provides that no more than 50% of the available funds may be requested on an application. In the event that the full amount of available funds is not distributed, due to number of applications received and/or amounts requested, this would be included in the overall surplus/deficit line of the cemetery operating budget.

Under special circumstances, Council may accept the recommendation of the Clerk that the methodology of the disbursement of the funds may be altered based on supporting justification and rationale.



Schedule A – Cemetery Support Framework

Cemetery Support Application Form Template

Date: _____
Cemetery Name: _____
Cemetery Legal Land Owner: _____
Cemetery Legal Land Location: _____
Primary Contact: _____
Mailing Address: _____

(Please include PO Boxes and Postal Code)

Contact Phone Number: _____

Email Address: _____

BAO Licence #: _____

Is your cemetery active or inactive? _____

Total amount of acres: _____

Amount Requested: _____

Please provide a brief description of how the cemetery support funding will be used.

Mandatory Attachments

Please initial to indicate the following items have been attached to this application

- Up-to-date financial and/or bank statements
- Complete listing of board members and contact details (phone numbers and emails)
- Current Price List (if applicable)
- By-Laws, Rules or Regulations (if applicable)
- Previous years Annual report to the Bereavement Authority of Ontario

Declaration Statement

We, the two representatives, certify that this application is complete and accurate.

Name: _____ Title: _____
Date: _____

Name: _____ Title: _____
Date: _____

The personal information on this form is being collected to determine the eligibility of an applicant to receive financial support from the Municipality of South Huron. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Clerk at clerk@southhuron.ca or 519-235-0310 x 224.

Obligations Upon Receiving Cemetery Support

Organizations may only spend financial support received on the specific items as outlined in the Cemetery Support Framework. Recipients must submit a report within the time identified in the Cemetery Support Framework to account for funds spent and to indicate success in achieving the objectives identified in the approved application. Failure to submit a report, or a late submission, may affect future support application consideration. At any time, support recipients must permit a representative of the Municipality of South Huron to examine records to determine whether the support funding has been used as intended and approved.

Please be aware that upon approval, your cemetery board will be required to complete a Cemetery Support Reporting Form (Schedule B)



Schedule B – Cemetery Support Framework

Cemetery Support Report Form Template

Date: _____

Cemetery Name: _____

Person Reporting: _____

Email: _____

Contact Phone Number: _____

Part A – Report on Accomplishments

(List of activities completed with the provided support)

Part B – Financial Report (attached)

Part C – Additional Comments (optional)
