



REPORT

To: Chair and Directors

Report Number: CS-BRD-467

From: Community Services

Date: July 23, 2026

Subject: Village of Pouce Coupe and Peace River Regional District MoU - Cemetery Funds

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board enter into a Memorandum of Understanding with the Village of Pouce Coupe for a five-year term starting July 23, 2026 authorizing an annual PRRD contribution in the amount of \$1,500 toward operating and maintenance costs of the Pouce Coupe Riverview Cemetery; further, that the Chair and Chief Administrative Officer be authorized to sign the Memorandum of Understanding on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

Since 2007, the Regional District has provided Electoral Area D Cemetery Grant-in-Aid funding annually to the Village of Pouce Coupe (the Village) to support the operation and maintenance of the Pouce Coupe Riverview Cemetery (the Cemetery), which is owned by the Village. An initial grant of \$5,000 was provided to assist with cemetery upgrades. Since then, annual funding of \$1,500 has been granted to assist with ongoing operating costs.

Prior to 2021, the Village was required to submit a Cemetery Grant-in-Aid application each year for consideration through the annual budget process. Although the funding request was consistent from year to year, the annual application and approval process required administrative time from the Village, Regional District staff, the Rural Budgets Administration Committee, and the Regional Board.

To streamline the annual grant process, the Regional District and the Village entered into a five-year Memorandum of Understanding (MoU) that was in effect from August 1, 2021, until December 31, 2025. Rather than requiring the Village to submit an annual grant application and seek approval each year, the MoU established a multi-year funding arrangement that provided certainty for both the Village and Regional District, while reducing administrative effort for all parties.

The proposed MoU renews this arrangement with the same terms for an additional five-year term, from 2026 to 2030. It outlines the purpose of the Grant-in-Aid funding, defines the roles and responsibilities of both parties, and establishes the terms under which the funding will continue to be provided.

In summary, the terms include the following:

- The Regional District shall:
 - provide an annual grant of \$1,500 to the Village to assist with operating and maintenance costs of the Pouce Coupe Riverview Cemetery; and
 - ensure a financial commitment in the amount of \$1,500 is budgeted for the Village as part of the Annual Financial Plan for the period of 2026 to 2030.

- The Village shall:
 - provide access and use for rural residents within Electoral Area D boundaries;
 - ensure the grant funding is used for operation and maintenance of the Cemetery; and
 - recognize the Regional District's financial contribution by use of the Regional District logo, or through written, verbal, or virtual acknowledgement.

The provision of this funding is consistent with Cemetery Services Establishment Bylaw No. 839, 1993, which authorizes the Regional District to provide financial assistance toward the cost of operating, developing, and maintaining cemetery services for Electoral Areas B, C, D, and E.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The contribution amount of \$1,500 is budgeted as part of the \$16,000 commitment for Electoral Area D through Function 285 – Cemeteries.

Since 2007, \$32,000 has been provided to the Village for care of the cemetery.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachment(s):

1. PRRD Village of Pouce Coupe Cemetery MoU - 2026-2030

External Link(s):

1. [PRRD/Village of Pouce Coupe Memorandum of Understanding – Cemetery Funds](#) – See Item #9.12 on the Rural Budgets Administration Committee Agenda dated August 19, 2021.