



BOLINGBROKE CEMETERY BOARD AGENDA

Thursday, December 7th, 2023 - 2:00 p.m.
Municipal Office – Council Chambers – 217 Harper Road

Chair, Councillor Wayne Baker

1. CALL TO ORDER

2. AMENDMENTS/APPROVAL OF AGENDA

Suggested Motion:

“THAT, the agenda be adopted as presented.”

**3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST
AND GENERAL NATURE THEREOF**

4. APPROVAL OF MINUTES

- i) **Minutes – August 24th, 2023 – *attached, page 4.***

Suggested Recommendation:

“THAT, the minutes of the Bolingbroke Cemetery Board Meeting held on August 24th, 2023 be approved as circulated.”

5. BUSINESS

- i) **Bolingbroke Cemetery By-Law – Status Update.**

- ii) **Onsite Compliance Update.**

- Maintenance Tasks
- Fixing Monuments
- Signage

- iii) **Fencing Update.**

- iv) **General Account versus Care and Maintenance Fund Account – *to be distributed at meeting.***
- v) **Continuing to Operate the Cemetery – Options if there are no Volunteers.**
- vi) **Expansion of Cemetery – On Hold until Continuity Plan in Place.**
[capacity to run the cemetery, survey, fencing, lot addition, new entrance and repair pillars, 1 new double gate, trees (donated)]
- vii) **Price List Update – *attached, page 9.***

Suggested changes are highlighted in yellow.
- viii) **Cemetery Administrating Training Debrief.**

6. NEW/OTHER BUSINESS

None.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

Proposed Agenda Items: To be determined.

8. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

· *None.*

9. ADJOURNMENT

MINUTES

BOLINGBROKE CEMETERY BOARD MINUTES

Thursday August 24, 2023

1:00 p.m.

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Councillor Wayne Baker
Doug Boyd
Darla Kilpatrick
Ron Fournier
Betty Anne Gillespie

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Maureen van Dreumel, Community Services Coordinator

Members/Staff Absent: None

1. CALL TO ORDER

The meeting was called to order at 1:07 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF THE AGENDA

The agenda was approved as presented.

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None at this time.

4. APPROVAL OF MINUTES

i) Minutes – May 25th, 2023

The minutes of the Bolingbroke Cemetery Board Meeting held on May 25th, 2023 were approved as circulated.

5. BUSINESS

i) **Disinterment Rights Certificate.**

This item is now finalized.

ii) **Contract for Disinterment Rights.**

This item is now finalized.

iii) **Bolingbroke Cemetery By-Law – Status Update.**

The regulatory submission procedures have been followed including:

Notice of filing must be:

- a) Published once in a newspaper with general circulation in the locality in which the cemetery is located.
- b) Conspicuously posted on a sign (for 4 weeks) at the cemetery entrance.
- c) Delivered to each supplier of markers who has delivered a marker to the cemeteries during the previous twelve-month period.

No comments have been received to date on the proposed by-law.

The By-Law is going to Council tonight and then will be submitted to the Bereavement Authority of Ontario for approval.

iv) **Name Sign Update.**

The sign has been installed.

v) **General Account versus Care and Maintenance Fund Account.**

2023 Revenues	Donations	\$1,000
	Gate Fees	\$1,400
	Interest	\$1,850

Care and Maintenance Fund \$1,000

2023 Expenses \$1,500
Grass, Advertising, Signage, General Supplies

Fencing was approved as part of the 2023 budget. The Community Services Coordinator will take pictures when onsite in the Fall. It may be worthwhile to wait to make upgrades to the fence until it is known if the expansion will move forward as the fencing will need to be done at that time anyways. It would not make sense to do it twice.

vi) **Memorial Service Update.**

There was a decent crowd. Asked for volunteers but no new volunteers came forward. Overlooked the changes to procedures, had a few families come forward to fill in the names on existing lots.

vii) **Continuing to Operate the Cemetery – Options if there are no Volunteers.**

Staff have confirmed with the Bereavement Authority of Ontario (BAO) that when there are no longer volunteers to undertake the daily operations of the cemetery then no further lots will be sold. However, any lots that have been sold and not used must still be honoured as they have the right to be interred in the lot they paid for.

Now that compliance is almost achieved on the paperwork side, the next step is to conduct a site visit this Fall and to ensure onsite compliance. The BAO has a checklist that can be used. D. Boyd is interested in taking on the task and will arrange to meet with the Community Services Coordinator onsite this Fall.

There has been a member of the public step forward to be a back-up for D. Kilpatrick. Another option may be to reach out to K. Prytula, a resident in the area that is taking the Cemeteries Administration course. D. Kilpatrick will speak with both of them before the next Board meeting.

viii) **Expansion of Cemetery – On Hold until Continuity Plan in Place.**

On hold.

ix) **Price List Update.**

The Board reviewed the proposed changes to the Price List which all center around Disinterments.

The Board wanted to wait until the next meeting to approve the Price List for 2024 as they wanted to consider increasing the sale of a lot by 2% annually to keep up with inflation, but the gate fee would remain unchanged.

6. NEW/OTHER BUSINESS

The Board agreed to add the item – Abandoned Lots after 20 Years to the agenda.

i) **Abandoned Lots after 20 Years.**

Some Rights Holders that have had lots for over 20 years are concerned that they may lose them. Staff clarified that this was not the case but stressed that is why it is important to get names added to a Lot.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: November 23rd, 2023 at 1:00 p.m.

Items:

- Bolingbroke Cemetery By-Law – Status Update

8. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

- *Expansion of Cemetery – On Hold until Continuity Plan in Place.*

9. ADJOURNMENT

The meeting was adjourned at 2:17 p.m.

BUSINESS



Bolingbroke Cemetery Price List (effective January 1, 2024)

**The Corporation of Tay Valley Township
Operations**
217 Harper Road, Perth, Ontario

613-267-5353 or 1-800-810-0161
www.tayvalleytp.ca

Person in Charge of Day-to-Day

Darla Kilpatrick

613-273-5441

Internment Rights and Marker Limitations

Internment Right	Number of Burials Allowed	Marker Allowed?
Single Lot	1 Casket or 2 Cremated Remains	Yes
Double Lot	2 Caskets or 4 Cremated Remains	Yes

Internment Rights (Lot Sales)

Type of Plot	Size	Land Fee	Care & Maintenance Fund	TOTAL
Single Lot	4' 6" w x 11' long	\$600 612	\$290	\$890 902
Double Lot	9' w x 11' long	\$1,200 1,224	\$580	\$1,780 1,804

Burial Charges

Service	TOTAL
Gate Fee	\$350
Supplier Erection of Marker or Bench	\$100
Disinterment	\$350
Disinterment – Removal of Marker or Bench	\$100

Other Services

Service	TOTAL
Issue a Duplicate Internment Rights Certificate	\$25
Issue a Duplicate Disinterment Rights Certificate	\$25

Marker Care and Maintenance Rates

Marker	Fee	Care & Maintenance Fund	TOTAL
Flat Marker (less than 173 squared inches)	\$0	\$50	\$50
Flat Marker (at least 173 squared inches)	\$0	\$100	\$100
Upright Marker (4' x 4")	\$0	\$200	\$200
Upright Marker (larger than 4' x 4')	\$0	\$400	\$400

Payment

Payments shall be made to a member of the Cemetery Board by cash or cheque.

No burial, **disinterment**, installation **or removal** of any Marker, or memorialization is permitted until the Internment Rights **or Disinterment Rights** have been paid in full.

Care and Maintenance Fund Contribution:

Required under the *Funeral, Burial and Cremation Services Act* (including *Ontario Regulation 30/11*) the contributions noted above will be remitted to an irrevocable cemetery care and maintenance trust fund. Income from this fund will be used for care and maintenance expenses of the cemetery in perpetuity.

Note:

Items not on the Price List are provided through third parties and are subject to separate fees. For example, excavating the Lot, purchase of a Monument, etc.