



BOLINGBROKE CEMETERY BOARD MINUTES

Thursday December 7th, 2023

2:00 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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Members/Staff Absent: Betty Anne Gillespie

1. CALL TO ORDER

The meeting was called to order at 2:01 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF THE AGENDA

i) Addition under New/Other Business: Payment of Time on Files.

The agenda was approved as amended.

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

None at this time.

4. APPROVAL OF MINUTES

i) Minutes – August 24th, 2023

The minutes of the Bolingbroke Cemetery Board Meeting held on August 24th, 2023 were approved as circulated.

5. BUSINESS

i) Bolingbroke Cemetery By-Law – Status Update.

The Bereavement Authority of Ontario (BAO) has provided comments on the by-law. They suggest that for item 2.2.9 the Township may wish to update this and make an exemption for working pets. It was assumed because of accessibility legislation but staff will make the update, so it is clear and resubmit to the BAO for final approval.

ii) Onsite Compliance Update.

As scheduled, Doug and the CAO/Clerk conducted a site visit of the Bolingbroke Cemetery grounds on Thursday, October 5th.

- Maintenance Tasks

A few maintenance tasks needed to be completed. Photos and comments were sent in an email on October 13th - *attached, page 8*.

When the grounds were cleaned up before the winter closure the volunteers had the maintenance contractor fix all of the maintenance tasks listed in the October 13th email, save and except the two rocks sticking out of the ground. They will need to be removed in the Spring. It was also confirmed that the holes in the ground on a metal cover is a drain. The contractor also cleared the sod off of the drain.

- Fixing Monuments

Each monument that looked to be leaning was inspected. Each has a solid footing and at present will not topple over unless there is a major shift in the ground underneath. There is no obligation for the Board to fix monuments. There is an obligation to lay them down if they present a health and safety hazard. It is up to the rights holder to maintain. If the Board chose to proceed, they could use funds in the Care and Maintenance Fund to cover the costs.

The Board decided to investigate pricing anyways so that they would know the approximate cost if and when they decided to fix some of the ones that are leaning before they are too far gone. D. Kilpatrick and D. Boyd will obtain quotes for pre-maintenance to bring back to the next meeting.

- Signage

In accordance with the compliance checklist, signage will need to be installed that has the Operator’s Name and Operator’s Business/Trade name, if different from the operator’s name. So, The Corporation of Tay Valley Township and Tay Valley Township and a notice stating that the price list is available upon request and without charge, clearly displayed near the main entrance.

The Board would like formal signage and for it to only include what is required by legislation.

The Board would also like a second sign that advertises the annual memorial service but also lets people know that donations are always welcome, and volunteers are always welcome.

Staff will draft wording for the Board to consider.

iii) **Fencing Update.**

Green Fencing along Bolingbroke Station Road

The fence is still in good condition and just needs to be reattached in certain sections as it has come away from the top rail. The Public Works Manager will arrange to have staff attend to this early next Spring once the snow is gone. Their time will be charged to the Cemetery but should be minimal.

Page Wire Fence around the Remainder of the Cemetery – attached, page 11.

The fence is in good shape but there are a number of fence posts that are rotten and need to be replaced. This job will need to be outsourced and the Public Works Manager will provide an estimate. At present it is suggested to leave the section of fence between the expansion area and the cemetery alone since that section of the fence may be removed with the expansion.

The Board would like a quote to do just the highlighted section but also a quote to do all the fencing (minus the section along the expansion).

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

General Account:

Opening balance January 1, 2023		\$92,244.19
Revenues:		
Interest	\$3,237.79	
Donations	\$1,146.00	
Gate Fees	\$1,050.00	
Disinterment	\$ 450.00	
Plot Sales	\$1,800.00	
Total Revenues		\$ 7,683.79

Expenses:	
Lawn Maintenance	\$2,803.48
Office Supplies	\$ 75.32
Signs	\$ 891.42
Advertising	\$ 254.40
Postage (total to be determined at year end)	
Total Expenses	(\$4,024.62)
Ending Balance – December 4, 2023	\$95,903.36

<u>Care & Maintenance</u>	
Opening – January 1, 2023	\$ 400.00
Portion of Plot sales to C&M	\$1,470.00
Ending Balance – December 4, 2023	\$1,870.00

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

D. Kilpatrick will reach out to the potential volunteer to confirm if they will be becoming a Board Member and providing back-up to D. Kilpatrick prior to reaching out to anyone else.

The Township will advertise on its website and social media that the Board is looking for volunteers in the meantime.

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

The Board wanted to begin discussions on the expansion even though a back-up has not yet been found for D. Kilpatrick as there is a lot of preliminary work to be completed.

D. Boyd will meet with D. Kilpatrick to obtain any information and work that has been done to date (ex. severance application drafted). He will then reach out to meet with the property owner to see if he is still interested in the gifting of the land for the expansion.

Staff will look up the process on the legislation side and get information with regards to how it will all work since a trust owns the current property.

vii) **Price List Update.**

RESOLUTION #BCB-2023-07

MOVED BY: Doug Boyd
SECONDED BY: Darla Kilpatrick

“**THAT**, the 2024 Price List for the Bolingbroke Cemetery be approved.”

ADOPTED

viii) **Cemetery Administrating Training Debrief.**

Board Members learned a number of things from the training and would be interested in future training.

6. NEW/OTHER BUSINESS

i) **Payment of Time on Files.**

The Board felt that D. Kilpatrick should be compensated for her time. Currently she is being reimbursed mileage, which is new this year.

Staff will poll other small volunteer run cemeteries to see if they are reimbursing the main contact and if so, how are they doing it, hourly or a per diem.

ii) **Thank You to Previous Volunteers**

The Board wished to show their appreciation for long time volunteers Garnet and Janet Gray.

RESOLUTION #BCB-2023-08

MOVED BY: Doug Boyd

SECONDED BY: Darla Kilpatrick

“**THAT**, a gift certificate in the amount of \$200 be obtained from the River House Vinyard and Winery in Tay Valley Township and presented to Garnet and Janet Gray as a thank you for all of their years of dedicated service to the Bolingbroke Cemetery.”

ADOPTED

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: April 4th, 2024 at 2:00 p.m.

Proposed Agenda Items: Maintenance Tasks – Two rocks to be removed in Spring.
Fixing Monuments – Review Quotes
Expansion of Cemetery
Payment of Time on Files
Memorial Service

8. DEFERRED ITEMS

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

- *None.*

9. ADJOURNMENT

The meeting was adjourned at 3:23 p.m.

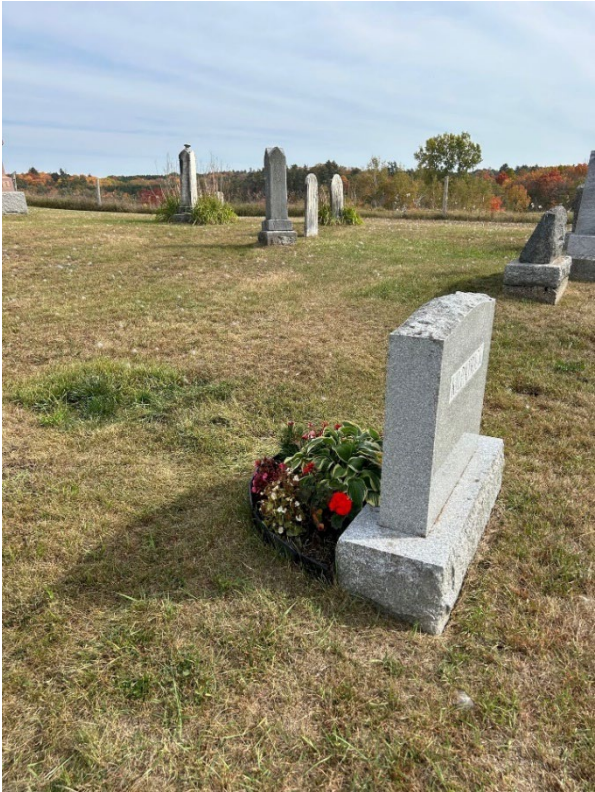
Wayne Baker
Chair

Amanda Mabo
Secretary

BUSINESS

October 5, 2023
Bolingbroke Cemetery – Site Visit – Follow-Up for Volunteers

A few maintenance tasks need to be completed and are written beside each photo.



Where the green patch is needs to be filled in to make the ground even.

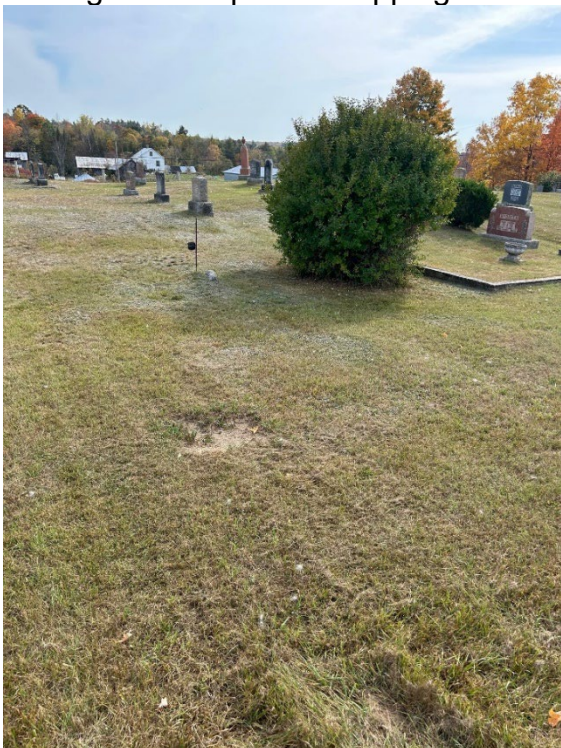


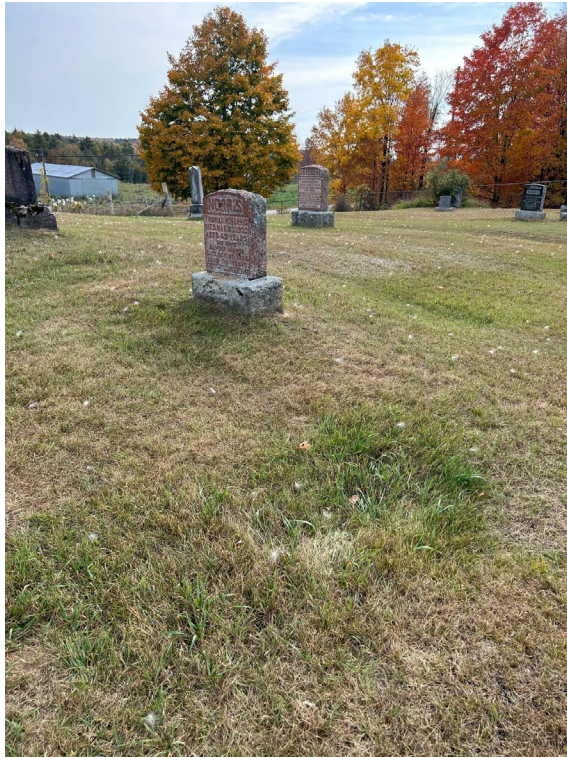
Fill in ground to prevent tripping hazard.



There is one rock sticking out of the ground. It does not look like it is a corner marker. If it is not, please either remove or put fill around so that it is not a tripping hazard.

Fill in ground to prevent tripping hazard.





What is this? This is the location.



Fill in ground to prevent tripping hazard.

