



BOLINGBROKE CEMETERY BOARD MINUTES

Thursday, April 4th, 2024

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 2:00 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 – December 7th, 2023.

The minutes of the Bolingbroke Cemetery Board Meeting held on December 7th, 2023 were approved as circulated.

5. BUSINESS

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

The BAO has approved the by-law with a minor revision. Under Section 2.1.9, “with the exception of Service Animals as outlined in the Municipality’s Accessibility Policy” was added.

The by-law will now be posted on the website.

ii) **Onsite Compliance Update.**

- Maintenance Tasks
 - two rocks to be removed in Spring

The volunteers will tackle this once the weather gets nicer.

- Fixing Monuments

D. Kilpatrick dropped off information to Costello and Company Monuments but have not heard back. She will follow up.

- Signage

Staff will obtain a quote for the legislated required sign and circulate to Members. The Board requested that if the day-to-day contact can be removed from the sign that would be the Board’s preference. Staff will confirm. If the contact has to remain then the Board would like to see this on a separate smaller sign that would be below the main sign. That way if the day-to-day contact changes, then just the smaller sign would need to change.

For the second sign regarding the Memorial Service, the Board suggested adding the time of 10:30 a.m. and removing all of the last text block. A revised draft will be circulated to the Board.

iii) **Fencing Update.**

Green Fencing along Bolingbroke Station Road

Work was completed on March 26th by the Public Works Department. The work took under 20 minutes and therefore there will be no charge to the Cemetery.

Page Wire Fence around the Remainder of the Cemetery

RESOLUTION #BCB-2024-01

MOVED BY: Darla Kilpatrick
SECONDED BY: Ron Fournier

“**THAT**, the Bolingbroke Cemetery Board approves the quote up to \$4,000 + HST and authorizes the work to repair the page wire fence around the Bolingbroke Cemetery.”

ADOPTED

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

The Board reviewed the financials.

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

No one has stepped forward to be a back-up for D. Kilpatrick on the administrative side. The volunteers are going to continue to ask. Hopefully with the advertising on the Township’s newsfeed and Facebook page, as well as the new sign at the front gate and again at this year’s Memorial Service, someone will come forward.

D. Boyd will send the request to the Lake Associations to ask their members. He will also ask the ABC Hall if they could put the request in their e-blast as well as on their bulletin board.

It was suggested that the Township continue to put a request out on its newsfeed and Facebook but also mention that specific assistance is sought to assist with plot sales, burial arrangements, etc.

Dan Milner was in attendance at the meeting as he is interested in becoming a Board Member. After the meeting he will meet with staff to get an application form.

vi) **Expansion of Cemetery.**

D. Boyd confirmed that the adjacent property owner to the cemetery is still interested in donating land as a lot addition to the cemetery. The existing cemetery still has about 20 years of space remaining, but an expansion can take a number of years, so it was felt that the Board continue to take steps to move the expansion forward.

The first step is to deal with the ownership of the property. It is currently in trust, with both individuals now deceased. One option is to go through the process to have the land transferred to one of the heirs of the deceased or for the Township to vest the land into their ownership.

The Board felt it made sense that the land go into Township ownership since the Township was the License Holder and the Owner of the Cemetery.

D. Kilpatrick will speak with the heirs to see if they are ok with this approach. If they are, then a meeting will be held with the rest of the volunteers to get their thoughts. D. Kilpatrick will then notify the Township on the outcome.

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

After a survey of other municipalities, no one else pays their volunteers or provides them mileage. D. Kilpatrick is ok with just being reimbursed her mileage and office supply costs at this time. This item can always be revisited at any time.

viii) **Memorial Service.**

The second Sunday in July at 10:30 a.m.

J. Gray always does up the notice. Once ready the Township will share it through their advertising channels.

6. NEW/OTHER BUSINESS

i) **Entrance Pillars.**

The pillars are starting to crumble in places. Staff will obtain a quote to repair.

ii) **Google Maps.**

D. Boyd would like to tag the cemetery with information, history, pictures, etc. He will prepare a draft and circulate by email for comment before making live.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: June 6th, 2024 at 2:00 p.m.

Proposed Agenda Items: Maintenance Tasks – Two rocks to be removed in Spring.
Signage Update
Fencing Update – Page Wire Fence
Fixing Monuments – Review Quotes
Fixing Pillars – Review Quote
Expansion of Cemetery – Ownership of Land


8. DEFERRED ITEMS

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

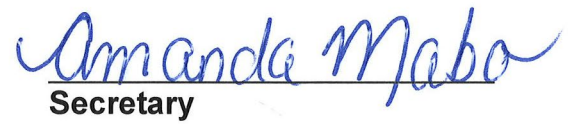
- *None.*

9. ADJOURNMENT

The meeting was adjourned at 3:16 p.m.



Chair



Secretary