



BOLINGBROKE CEMETERY BOARD MINUTES

Thursday, June 6th, 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
Betty Anne Gillespie
Dan Milner

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Brad Swayne, Corporate Administrative Assistant

Members/Staff Absent: None

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 – April 4th, 2024.

The minutes of the Bolingbroke Cemetery Board Meeting held on April 4th, 2024 were approved as circulated.

5. BUSINESS

i) Onsite Compliance Update.

- Maintenance Tasks
 - rock to be removed in the Spring
 - the Board members will investigate and attempt the removal before the next meeting
- Fixing Monuments
 - at the last meeting D. Kilpatrick informed the Board that she dropped off information to Costello and Company Monuments but had not heard back. She was to follow up in time for this meeting.
 - still have not heard from Costello, next time D. Kilpatrick is by she will stop in
- Signage
 - Memorial Service Signage
 - cost was approximately \$35, D. Boyd will install
 - Legislative Signage
 - the Board asked staff to proceed with getting the sign made in the same material as the memorial sign

ii) Fencing Update.

Page Wire Fence around the Remainder of the Cemetery

The work was completed in April. The work cost an extra \$495 since there were a few additional post replacements and four (4) brace panels that needed to be replaced. They had to shift the entire fence on the south side of the cemetery away from the pit so that there was enough material to hold the new posts in place. They also did a bit of chainsaw work to clean up the brush and completed temporary repairs on the fence to the north as it was laying on the ground, however, did not charge for these additional tasks.

RESOLUTION #BCB-2024-02

MOVED BY: Darla Kilpatrick

SECONDED BY: Dan Milner

“**THAT**, an additional \$495 be authorized for the work to repair the page wire fence around the Bolingbroke Cemetery.”

ADOPTED

iii) **Entrance Pillars.**

D. Boyd indicated that the brick match was a Belden 141-145. Staff will inform the contractor so that they can match as close as they can.

RESOLUTION #BCB-2024-03

MOVED BY: Betty Anne Gillespie

SECONDED BY: Doug Boyd

“**THAT**, the quote to repair the entrance pillars at the Bolingbroke Cemetery from Norwood & Co. in the amount of \$1,850, plus HST, be approved.”

ADOPTED

iv) **Google Maps Update.**

The Board believes that the “United Church of Althorpe” reference should be removed as it never has been associated with that church or any church.

Staff will check the files to see where this information came from.

The Board decided to keep the information in about volunteers. Once the historical information is confirmed then it will go up.

v) **Volunteer Recruitment Poster.**

The poster is ready and will be laminated and posted at places like the ABC Hall, Maberly Hall, Maberly Waste Site, and other bulletin boards within the community.

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

The Board reviewed the information.

vii) **2024 Draft Budget – *attached, page 7.***

D. Kilpatrick will reach out to the previous company regarding the tree work that needs to be done for a quote. The Township will also obtain a quote from its contractor. Both quotes will be shared with the Board.

The Board also discussed the Minister for the Memorial Service also needs to be paid so a line item will be added.

RESOLUTION #BCB-2024-04

MOVED BY: Betty Anne Gillespie
SECONDED BY: Darla Kilpatrick

“**THAT**, the 2024 Bolingbroke Cemetery operating budget be approved as amended by adding a line item for the Memorial Service of \$400.”

ADOPTED

viii) **Expansion of Cemetery.**

[land ownership transfer, survey, fencing, lot addition, new entrance, 1 new double gate, trees (donated)]

D. Kilpatrick was to speak with the heirs to see if they are ok with the cemetery land being transferred into Township ownership. If they are, then a meeting will be held with the rest of the volunteers to get their thoughts. D. Kilpatrick was to then notify the Township on the outcome.

After speaking with the volunteers, they agree that the cemetery should be transferred to the Township.

RESOLUTION #BCB-2024-05

MOVED BY: Betty Anne Gillespie
SECONDED BY: Doug Boyd

“**THAT**, the Township proceed with the legal process to transfer the Bolingbroke Cemetery lands into Township ownership;

AND THAT, a line item for the Transfer of Land Ownership in the amount of \$5,000 be added to the 2024 Budget.”

ADOPTED

Staff will keep the Board advised of the transfer.

The Board would like to move ahead with the expansion and would like to see the next steps list as well. Prior to the next meeting, staff will work with D. Kilpatrick and D. Boyd regarding the proposal to be reviewed at the meeting.

6. NEW/OTHER BUSINESS

None.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Thursday, September 5th at 2:00 p.m.

Proposed Agenda Items: Memorial Service Update
2025 Draft Budget
Expansion of Cemetery


8. DEFERRED ITEMS

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

- *None.*

9. ADJOURNMENT

The meeting was adjourned at 3:14 p.m.



Chair



Secretary

BUSINESS

**BOLINGBROKE CEMETERY
PORPOSED BUDGET
2024**

EXPENSES

Grass Cutting	\$ 2,400.00
Arbirst	4,000.00
Repair of Monuments	4,000.00
Entrance Pillars	2,100.00
Office Supplies	500.00
Volunteer Mileage one trip to township office per week - 25 km one way (May to October) = 26 weeks 26x25x2 @\$0.70/km	910.00
Signage	<u>1,000.00</u>
	<u>\$ 14,910.00</u>