



## **BOLINGBROKE CEMETERY BOARD AGENDA**

Thursday, June 6<sup>th</sup>, 2024 - 2:00 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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***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 – April 4<sup>th</sup>, 2024 – *attached, page 6.***

*Suggested Recommendation:*

***“THAT, the minutes of the Bolingbroke Cemetery Board Meeting held on April 4<sup>th</sup>, 2024 be approved as circulated.”***

**5. BUSINESS**

- i) **Onsite Compliance Update.**

- Maintenance Tasks
  - two rocks to be removed in the Spring
- 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.

- Signage
  - Memorial Service Signage – *quote and proof to be distributed at the meeting.*
  - Legislative Signage – *quote and proof to be distributed at the meeting.*

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.

*Suggested Recommendation:*

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

iii) **Entrance Pillars – *attached, page 12.***

*Suggested Recommendation:*

*“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.”*

iv) **Google Maps Update**

v) **Volunteer Recruitment Poster – *attached, page 13.***

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

**General Account:**

Opening balance January 1, 2024		\$96,224.37
Revenues:		
Interest	\$1,907.59	
Donations	\$ 200.00	
Gate Fees	\$ 0.00	
Disinterment	\$ 0.00	
Plot Sales	\$ 612.00	
Total Revenues		\$ 2,719.59

Expenses:		
Lawn Maintenance	\$	0.00
Fencing Repair	\$	4,574.12
Office Supplies/Etc	\$	88.82
Signs	\$	0.00
Advertising	\$	0.00
Mileage	\$	0.00
Total Expenses		(\$4,662.94)

**Ending Balance – May 30, 2024** **\$94,281.02**

**Care & Maintenance**

Opening – January 1, 2024 \$ 1,870.00

Portion of Plot sales to C&M \$ 290.00

**Ending Balance – May 30, 2024** **\$2,160.00**

vii) **2024 Draft Budget – to be distributed at the meeting.**

*Suggested Recommendation:*

*“THAT, the 2024 Bolingbroke Cemetery operating budget be approved as presented.”*

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.

**6. NEW/OTHER BUSINESS**

None.

**7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Next Meeting: To be determined.

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**

# MINUTES

# **BOLINGBROKE CEMETERY BOARD MINUTES**

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**Thursday, April 4<sup>th</sup>, 2024**

**2:00 p.m.**

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

**Council Chambers**

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## **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

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## **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 7<sup>th</sup>, 2023.**

The minutes of the Bolingbroke Cemetery Board Meeting held on December 7<sup>th</sup>, 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 26<sup>th</sup> 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-2023-09**

**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 6<sup>th</sup>, 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.

# **BUSINESS**



**CALLING ALL VOLUNTEERS!  
TAY VALLEY TOWNSHIP NEEDS  
YOUR HELP!**

# VOLUNTEERS NEEDED!



Tay Valley Township is looking for dedicated individuals to join the Bolingbroke Cemetery Board.

If you have a passion for making a difference in your community, we want to hear from you!

Contact us today to learn more about this exciting volunteer opportunity.

613-267-5353 ext 110



- ✓ Help us continue with the future operation and expansion of this wonderful jewel
- ✓ Help us perform occasional administration responsibilities