



PINEHURST CEMETERY BOARD AGENDA

Thursday, October 17th, 2024 - 2:00 p.m.
Municipal Office – Council Chambers – 217 Harper Road

Chair, Deputy Reeve Fred Dobbie

1. CALL TO ORDER

2. 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 11th, 2024 – *attached, page 5.***

Suggested Recommendation:

“THAT, the minutes of the Pinehurst Cemetery Board Meeting held on April 11th, 2024 be approved as circulated.”

5. BUSINESS

- i) **Pinehurst Cemetery By-Law Update.**

- ii) **Name Sign Update.**

- iii) **Site Visit for Compliance Update.**

Site Visit for the Pinehurst Cemetery was conducted on Thursday, June 20th with Jay Playfair, Deputy Reeve Fred Dobbie and Amanda Mabo, CAO/Clerk.

Overall, the cemetery was in compliance with the requirements of the BAO.

Follow-Up from Site Visit:

- Jay to contact grass cutter to uncover ground headstones and clean the cemetery sign at the front, grass cutter to be compensated for this extra work
- Jay to arrange for topsoil to be placed around the cemetery to fill the holes and where graves have sunk
- Jay to contact monument company re one stone that is leaning
- Staff to look to see what files the Township has on the history of the cemetery as Jay has a lot of the history in his head but must ensure that this is captured in writing as well
- Staff to ask Public Works to remove the garbage onsite, moving forward any garbage will be cleaned up each Spring – spoke with PW and they have added to the list, in future will give Brad, Corporate Administrative Assistant a heads up when taking garbage to the Waste Site so that the waste site attendants can be notified and the garbage will be brought free of charge - COMPLETE

Notes:

- Top of cemetery, cremation only due to rock

iv) **Budget Update.**

General Account:

Opening balance January 1, 2024 \$50,921.31

Revenues:

Interest	\$1,370.71
Donations	\$ 676.00
Plot Sales	\$ 300.00

Total Revenues \$ 2,346.71

Expenses:

Lawn Maintenance	\$ 0.00
Signs	\$ 36.63
Office Supplies/Mileage	\$ 18.91
Advertising	\$ 213.70
Maintenance/Supplies	\$ 508.80

Total Expenses (\$778.04)

Ending Balance – August 31, 2024 \$52,489.98

Care & Maintenance

Opening – January 1, 2024 \$43,522.12

Portion of Plot sales to C&M \$ 1,450.00

Ending Balance – August 31, 2024 \$44,972.12

v) **2025 Draft Budget**

Lawn Maintenance	\$2,100
Signs	\$0
Office Supplies/Mileage	\$50
Advertising	\$250
Maintenance/Supplies	\$500

Suggested Recommendation:

“THAT, the 2025 Pinehurst Cemetery operating budget be approved as presented.”

vi) **Expansion of Cemetery**

vii) **Memorial Service Update.**

6. NEW/OTHER BUSINESS

None.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Thursday, March 27, 2024 at 2:00 p.m.

Proposed Agenda Items:

- *Expansion of Cemetery*

8. DEFERRED ITEMS

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

- *None.*

9. ADJOURNMENT

MINUTES

PINEHURST CEMETERY BOARD MINUTES

Thursday, April 11th, 2024

2:00 p.m.

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

Council Chambers

ATTENDANCE:

Members Present: Chair, Councillor Fred Dobbie
Bill Avery

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Others Present: None

Members & Staff Absent: Jay Playfair

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.
A quorum was present.

2. APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

4. INTRODUCTIONS

Board Members and staff introduced themselves.

ORIENTATION FOR BOARD MEMBERS

The Chief Administrative Officer/Clerk reviewed the following:

- i) Pecuniary Interest and Conflict of Interest
- ii) Code of Conduct for Members of Council and Local Boards
- iii) Procedural By-Law
- iv) Accessibility - Customer Service Guidebook

RESOLUTION #PCB-2024-01

MOVED BY: Bill Avery
SECONDED BY: Fred Dobbie

“**THAT**, the Pinehurst Cemetery Board use the applicable sections of the Tay Valley Township Procedural By-Law as its Procedural By-Law.”

ADOPTED

5. APPROVAL OF MINUTES

- i) **Minutes – November 16th, 2023**

RESOLUTION #PCB-2024-02

MOVED BY: Bill Avery
SECONDED BY: Fred Dobbie

“**THAT**, the minutes of the Pinehurst Cemetery Board Meeting held on November 16th, 2023 be approved as circulated.”

ADOPTED

6. BUSINESS

- i) **Draft Price List.**

RESOLUTION #PCB-2024-03

MOVED BY: Bill Avery
SECONDED BY: Fred Dobbie

“**THAT**, the Price List for the Pinehurst Cemetery be adopted.”

ADOPTED

- ii) **Discussion of DRAFT Pinehurst Cemetery By-Law.**

RESOLUTION #PCB-2024-03

MOVED BY: Bill Avery
SECONDED BY: Fred Dobbie

“**THAT**, the Pinehurst Cemetery By-Law be approved and brought forward to Township Council for approval in principle for circulation to the Bereavement Authority of Ontario for comment.”

ADOPTED

- iii) **DRAFT Internment Rights Certificate.**

The Board will start using the certificate.

iv) **DRAFT Contract for Internment Rights.**

The Board will start using the Contract.

v) **Name Sign.**

In order to be consistent throughout the Township, the Board agreed to obtain a quote and proof of a sign to be installed at the roadside to identify the Pinehurst Cemetery.

vi) **Site Visit for Compliance.**

Staff will arrange a date with Jay, and Fred and Bill will see if they are available as well.

vii) **2023 Budget Update.**

The Board reviewed the budget. Attention was brought to the Additional amount to Care and Maintenance line. This is because an update in the legislation was unknown to the Township, or the Board until the Township started to bring the Bolingbroke Cemetery into compliance and through this research came across the information. Therefore, the right amount was not collected from clients and placed in the Care and Maintenance account. This line item corrects the shortfall. The just passed Price List has the updated amounts.

viii) **2024 Budget Draft.**

Grass Cutting	\$2,100
Office Supplies/Equipment	\$100
Advertising	\$250

RESOLUTION #PCB-2024-04

MOVED BY: Bill Avery

SECONDED BY: Fred Dobbie

“**THAT**, the 2024 Pinehurst Cemetery operating budget be approved.”

ADOPTED

ix) **Memorial Service.**

The annual memorial service is held the second Sunday in September at 2:30 p.m.

Donation letters are sent to everyone who has donated previously.

The Township will promote on its website, by newsfeed and Facebook page, and possibly in the Lanark Era and new Perth Courier Journal.

The Board discussed having a similar sign as the Bolingbroke Cemetery at the entrance of the cemetery regarding the Memorial Services. A draft will be sent out via email for comment to Board Members.

7. NEW/OTHER BUSINESS

None.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Thursday, August 15th, 2024 at 2:00 p.m.

Proposed Agenda Items:

- *Name Sign Update*
- *Site Visit for Compliance Update*
- *Memorial Service*
- *Expansion of Cemetery*

9. DEFERRED ITEMS

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

- *None.*

10. ADJOURNMENT

The Board adjourned at 2:45 p.m.