



BOLINGBROKE CEMETERY BOARD AGENDA

Thursday, November 28th, 2024 - 2:00 p.m.
Municipal Office – Council Chambers – 217 Harper Road

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 – June 6th, 2024 – attached, page 6.**

Suggested Recommendation:

“THAT, the minutes of the Bolingbroke Cemetery Board Meeting held on June 6th, 2024 be approved as circulated.”

- ii) **Minutes – September 5th, 2024 – attached, page 11.**

Suggested Recommendation:

“THAT, the minutes of the Bolingbroke Cemetery Board Meeting held on September 5th, 2024 be 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 by September 2024

- 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 by September
 - still had not heard from Costello by the last meeting so next time D. Kilpatrick is by she was going to stop in
 - Signage
 - all signage has been installed
- ii) **Entrance Pillars Update – *attached, page 13.***
- iii) **Google Maps Update**
- still to do
- iv) **Volunteer Recruitment Poster**
- was posted
- v) **Memorial Service Update**
- vi) **General Account versus Care and Maintenance Fund Account.**

General Account:

Opening balance January 1, 2024		\$96,224.37
Revenues:		
Interest	\$ 3,301.23	
Donations	\$ 1,086.50	
Gate Fees	\$ 0.00	
Disinterment	\$ 0.00	
Plot Sales	\$ 1,224.00	
Total Revenues		\$ 5,611.73
Expenses:		
Lawn Maintenance	\$ 1,282.18	
Fencing Repair	\$ 4,574.12	
Office Supplies/Etc	\$ 88.82	
Signs	\$ 73.26	
Service – Revered	\$ 160.00	
Advertising	\$ 0.00	
Mileage	\$ 0.00	
Total Expenses		(\$6,178.38)
Ending Balance – Aug 26, 2024		\$95,657.72

Care & Maintenance

Opening – January 1, 2024 \$ 1,870.00

Portion of Plot sales to C&M \$ 1,836.00

Ending Balance – Aug 26, 2024 \$ 3,706.00

vii) **Expansion of Cemetery.**

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

- status of ownership transfer
 - Report to Council – *attached, page 15.*
 - Legal has been requested to start vesting process
- list of next steps:
 - before an application can be submitted to the Bereavement Authority of Ontario (BAO), the land ownership needs to be finalized, it is a requirement on the application – vesting
 - lot addition application and conditional approval
 - is the expansion only for a cemetery or is it for any of the following?:
 - crematorium
 - columbarium
 - mausoleum
 - scattering ground
 - a report to Council outlining the expansion is required and Council approval must be obtained
 - approval notice must be published
 - a legal description and general plan of the current cemetery and planned expansion, approved by Council, drawn to scale showing compass bearings, lot numbers and the location and dimensions of every lot, walk, fence, road, watercourse, building and adjoining road in the portion of the cemetery to be available for interments, done by a surveyor
 - site plan agreement under the Planning Act, if required
 - a certificate signed by the Medical Officer of Health for the area, stating that the land is suitable for use as a cemetery - COMPLETE
 - a detailed layout plan of the part of the cemetery that is to be offered for sale – *quote attached, page 17.*
 - if there are any interment rights holders within 9.14 meters or 30 ft. of the proposed increase, require details of public notification
 - severance (lot addition) notice
- draft expansion proposal – *attached, page 18.*

viii) **2025 Draft Budget – *to be distributed at the meeting.***

Suggested Recommendation:

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

6. NEW/OTHER BUSINESS

None.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

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

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.

BOLINGBROKE CEMETERY BOARD MINUTES

Thursday, September 5th, 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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Members/Staff Absent: Darla Kilpatrick
Ron Fournier
Betty Anne Gillespie
Dan Milner

1. CALL TO ORDER

No meeting was held as a quorum was not present.

Chair

Secretary

BUSINESS

Cemetery Pillars

From: TVT Public Works Manager <publicworksmanager@tayvalleytwp.ca>

Sent: October 10, 2024 11:41 AM

To: TVT CAO <cao@tayvalleytwp.ca>

Subject: RE: Bolingbroke Cemetery Pillars

Importance: High

Hi Amanda,

As discussed, Norwood's attempted the pillar repairs last week and found some issues with the south pillar. Once the workers started removing the broken bricks, more bricks surrounding the broken bricks broke and fell out of the pillar. Upon further investigation, there are numerous hairline cracks all throughout the pillar. After discussion with the VP at Norwood's, the board has few options.

- 1) Tear down the pillar to the existing footing and rebuild the pillar. Norwood's cannot guarantee the performance of the pillar as it will be sitting on the existing foundation and the condition of the footing or the construction details of said footing are unknown. This option costs \$5610.
- 2) Tear down the pillar and the footing and rebuild the footing and the pillar. This will guarantee the pillar to perform as it should for many years. This cost is \$11,825 (\$6215 for the footing + \$5310 for the pillar)
- 3) Place new bricks in the existing pillar to fill the voids and do not perform any further work. This cost will be time and material (estimated to be around \$500).
- 4) Tear down the pillars and replace with something else?

Please let me know how the board would like to proceed. Although Option 2 is the most costly, its probably the best option to ensure longevity of the pillar.

Sean Ervin, C.E.T.
Public Works Manager

P.O Box 627 | Perth, ON K7H 3K4 | Office: 613.264.9907

October 7, 2024

Proposal submitted To:	Job details:
Tay Valley Township	Name: Gatepost Repairs Location: 116 Bolingbroke Station Rd Bolingbroke, ON
We Hereby submit specifications and estimates for:	
Excavate existing foundation of gatepost.	
pour new footing below frost and bring blocks up above grade	\$6,215.00
Demo second gatepost down to base. Rebuild to existing dimensions with block backup wall	
Form and pour new concrete cap with proper drip edge	
Supply and all materials to complete scope of work	
Norwoods to match brick to best abilities	
*Norwoods not responsible for removing or reinstating gate	\$5,610.00
We Propose hereby to furnish material and labour- complete in accordance with the above specifications, for the sum of: Authorized by: Adam Norwood	\$11,825.00 <small>*HST extra.</small>
Payment to be made as follows: Make all cheques payable to Norwood Masonry Inc.. <small>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.</small>	
Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.	
Date of acceptance: _____	Signature: _____ Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 60 days.

COMMITTEE OF THE WHOLE
September 10, 2024

Report #CAO-2024-23
Amanda Mabo, Chief Administrative Officer/Clerk

BOLINGBROKE CEMETERY OWNERSHIP

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, staff proceed with the process to transfer the Bolingbroke Cemetery lands into Township ownership.”

BACKGROUND

Now that the Bolingbroke Cemetery is in compliance with the legislation, the Board would like to proceed with the expansion of the cemetery.

Before beginning the process to expand, the ownership of the cemetery lands must be transferred to the Township. Currently, the lands are in trust, and those individuals are deceased. The Board has spoken with the family members of those individuals, and they are in agreement with transferring the cemetery lands into Township ownership since the Township is the owner and operator of the cemetery.

The Board has already directed staff to reach out to legal counsel to understand the process to transfer the lands into Township ownership. The process is called vesting and at a very high level the following are the steps to be undertaken:

- conduct full title search (underway);
- may be necessary to bring an Application to have the cemetery declared abandoned (this is sometimes the recommended course of action even if the owner is cooperative if there are title issues with the cemetery ownership, as the court order will vest title free and clear of any encumbrances or other issues);
- may be necessary to publish a notice in a local paper in order to satisfy notice requirements since the trustees are long deceased;
- once the evidence in support of the vesting application is gathered, the CAO/Clerk will swear an affidavit in support of the application, and it can be filed;
- the BAO is named as a responding party to all applications of this nature, however will typically simply provide a letter of support in favour of the municipality if requested to do

so. One of the few circumstances in which the BAO will occasionally take issue is if the legal description is believed to be insufficient to adequately reflect the correct boundaries of the cemetery;

- during the course of the evidence gathering exercise, it may become apparent that a survey describing the property is necessary if the existing legal description is insufficient or lacks precision;
- once the Application is heard, an order can be issued and registered, vesting title in the municipality.

DISCUSSION

Although the Bolingbroke Cemetery Board has approved moving forward with the vesting process, Council must also approve moving forward with this process as the Township will be the owner of the lands.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Proceed with transferring the Bolingbroke Cemetery lands into Township ownership.

Option #2 – Do not proceed with transferring the Bolingbroke Cemetery lands into Township ownership. This is not recommended as the cemetery will not be able to be expanded.

STRATEGIC PLAN LINK

Support for local cemeteries is a key tactic in strengthening local culture.

CLIMATE CONSIDERATIONS

None considered.

FINANCIAL CONSIDERATIONS

All costs will be borne by the Bolingbroke Cemetery Board.

The costs associated with this process is between \$7,500 and \$15,000 (plus HST and disbursements).

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

None.



September 9, 2024

Tay Valley Township
217 Harper Road
Perth, Ontario
K7H 3C6

Attn: Amanda Mabo

Re: Plan of Survey
PIN(s): 05312-0072 & 05312-0068
Part of Lot 6
Concession 3
Geographic Township of South Sherbrooke

Dear Amanda:

I have reviewed your request and the above noted property. Based on our correspondence and in-house research we are able to offer the following survey services:

- Office personnel to research the property and prepare job file.
- Field survey crew to verify the legal boundaries of the current Bolingbroke Cemetery (PIN 05312-0072 being Parts 1-3, Plan 27R-2257) and establish the location of the proposed 113' wide Cemetery expansion (part of PIN 05312-0068)
- Field survey crew to locate every lot, walk, fence, road, watercourse, building and adjoining road in the current cemetery and proposed expansion area.
- Office personnel to process, analyze field data, prepare plan.
- Ontario Land Surveyor to finalize and certify plan.

Fee: \$9,947.50 + Disbursements + HST

Field work will be scheduled as necessary. This quotation is based on current site conditions, unobstructed site access and the existence of reliable field survey evidence. The above scope of work does not include elevation data. Any additional features not included in the above scope of work must be explicitly requested. Any major variation from these factors may require modification of this fee. Typical disbursements include Land Registry Office fees, vehicle mileage, survey monuments, plotting/reproductions etc.

If you have any questions or require further information, please do not hesitate to contact me. I look forward to hearing from you.

Yours truly,

Emmett Ketchum
Ontario Land Surveyor
Direct Line: 613-258-1717 x 401

ONTARIO LAND SURVEYORS

T.J. Allison
M. M. Aradau
A.J. Broxham
G.T. Hartwick
E.H. Herweyer
W. Jiang
E.K. Ketchum
J.W. Leslie
V.A. Shelp
J. P. Shipman
D.R. Vollebakk

G.D. Annis (1939-2013)

CANADA LAND SURVEYORS

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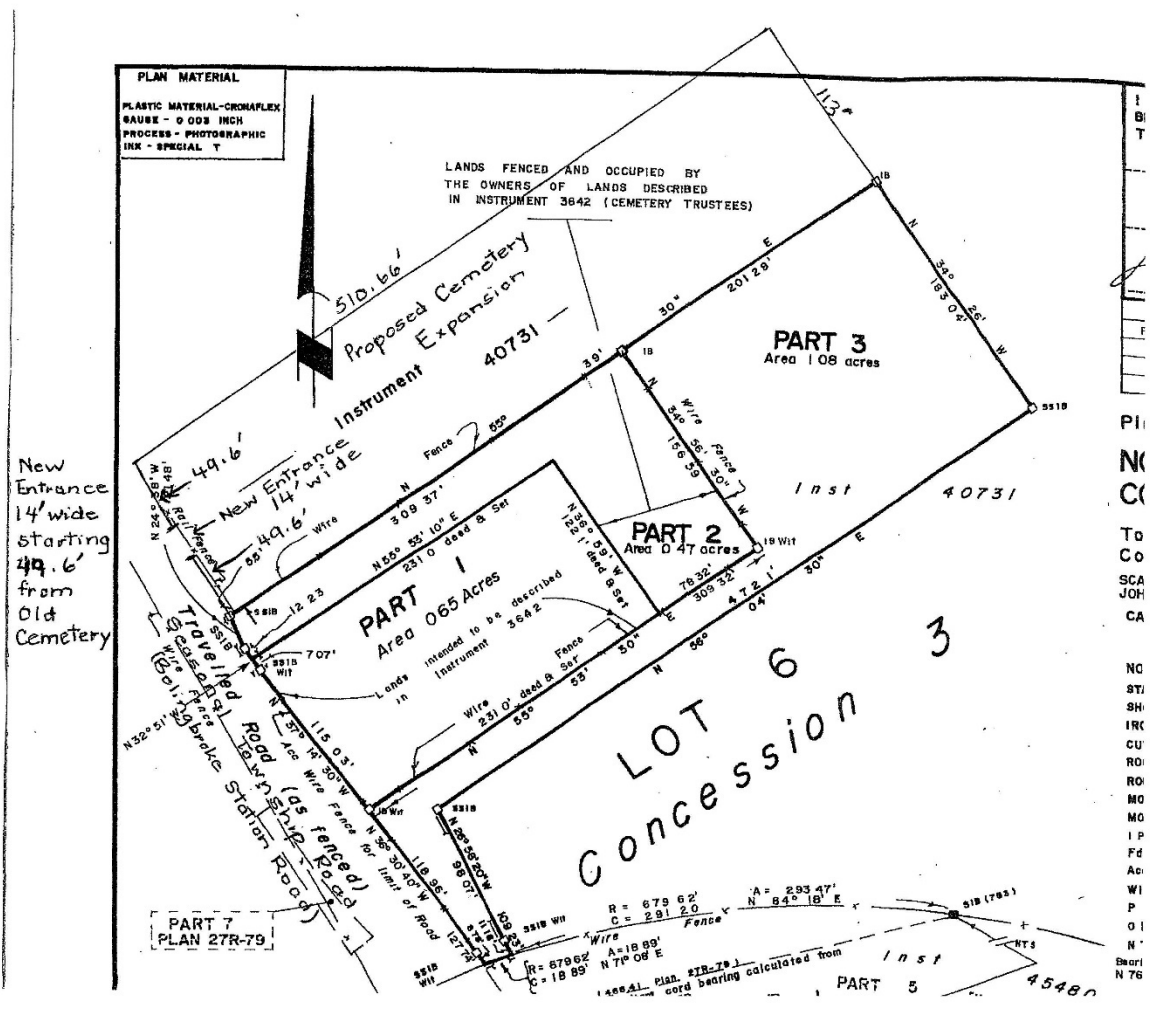
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New Entrance
14' wide
starting
49.6'
from
Old
Cemetery

LOT 6
Concession 3