



## **BOLINGBROKE CEMETERY BOARD AGENDA**

Thursday, April 3<sup>rd</sup>, 2025 - 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) **November 28<sup>th</sup>, 2024 – *attached, page 5.***

*Suggested Recommendation:*

***“THAT, the minutes of the Bolingbroke Cemetery Board Meeting held on  
November 28<sup>th</sup>, 2024 be approved as circulated.”***

**5. BUSINESS**

- i) **Fixing Monuments**

Follow-Up from Last Meeting – D. Boyd will contact another monument supplier to get a quote for the work to fix in the Spring.

- ii) **Entrance Pillars Update**

Follow-Up from Last Meeting – South pillar and footing to be torn down this Spring so that both can be rebuilt.

iii) **Driveway Update.**

Follow-Up from Last Meeting – Staff to obtain quote to gravel the driveway.

iv) **Google Maps Update**

Follow-Up from Last Meeting – D. Boyd to send account login information to staff.

Staff Review – Need to add website, location marker on wrong property

v) **Volunteer Recruitment**

Follow-Up from Last Meeting – D. Boyd will enquire if the Frontenac News can put a request in for volunteers in the paper in the Spring.

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

**General Account:**

Opening balance January 1, 2024 \$96,224.37

Revenues:

Interest	\$ 6,013.81
Donations	\$ 1,291.50
Gate Fees	\$ 1,050.00
Disinterment	\$ 0.00
Plot Sales	\$ 5,508.00

**Total Revenues**

**\$13,863.31**

Expenses:

Lawn Maintenance	\$ 3,805.84
Repairs	\$ 6,456.68
Office Supplies/Etc	\$ 210.10
Signs	\$ 73.26
Service – Revered	\$ 160.00
Advertising	\$ 0.00
Mileage	\$ 274.84
Legal	\$ 864.96

**Total  
Expenses**

**(\$11,845.68)**

**Ending Balance – March 31, 2025**

**\$98,242.00**

**Care & Maintenance**

Opening – January 1, 2024 \$ 1,870.00

Portion of Plot sales to C&M \$ 3,210.00

**Ending Balance – March 31, 2025 \$ 5,080.00**

vii) **Transfer of Ownership of Cemetery Update**

viii) **Increasing the Number of Urns in a Plot**

Follow-Up from Last Meeting – Currently in a Lot, 1 casket OR 2 urns is permitted. The Board would like staff to investigate allowing 1 casket AND 2 urns in one Lot, OR just 4 urns in one Lot. The Board would like staff to confirm whether this can be retroactive for Lots already sold.

**6. NEW/OTHER BUSINESS**

None.

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

Next Meeting: To be determined.

Proposed Agenda Items: Expansion of Cemetery (*on hold as per November 28<sup>th</sup>, 2024 meeting*)

**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, November 28<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  
Darla Kilpatrick  
Doug Boyd  
Betty Anne Gillespie  
Dan Milner

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk

**Members/Staff Absent:** Ron Fournier

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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

i) Addition under New/Other Business: Price List Update.

The agenda was approved as amended.

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

None at this time.

## 4. APPROVAL OF MINUTES

i) **Minutes – June 6<sup>th</sup>, 2024.**

The minutes of the Bolingbroke Cemetery Board Meeting held on June 6<sup>th</sup>, 2024 were approved as circulated.

ii) **Minutes – September 5<sup>th</sup>, 2024.**

The minutes of the Bolingbroke Cemetery Board Meeting held on September 5<sup>th</sup>, 2024 were approved as circulated.

**5. BUSINESS**

i) **Onsite Compliance Update.**

- Maintenance Tasks

This item is complete.

- Fixing Monuments

D. Boyd will contact another monument supplier to get a quote for the work to fix in the Spring.

- Signage

This item is complete.

ii) **Entrance Pillars.**

The Board reviewed the various options that were attached to the agenda.

The Board would like Township staff to work with the contractor to ensure that the gate hinges are installed correctly so that the gate will close properly and that the memorial plaque is put back as well.

The work would occur next Spring and will be part of the Board's 2025 budget.

**RESOLUTION #BCB-2024-06**

**MOVED BY:** Betty Anne Gillespie

**SECONDED BY:** Doug Boyd

**“THAT**, the Bolingbroke Cemetery Board authorizes the tear down of the south pillar and the footing so that both can be rebuilt.”

**ADOPTED**

iii) **Google Maps Update.**

D. Boyd has updated Google Maps. Not a lot of room for content. Staff to review.

D. Boyd to send account login information for the file.

iv) **Volunteer Recruitment Poster.**

One inquiry was made, and D. Kilpatrick has been in touch.

D. Boyd will enquire if the Frontenac News can put a request in for volunteers in the paper in the Spring.

v) **Memorial Service Update.**

About 70 attendees this summer. Donations were around \$1,000.

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

The Board reviewed the numbers to date.

There are still invoices to come in for grass cutting, legal for the transfer of ownership and the pillar work to date.

vii) **Expansion of Cemetery.**

The Board was concerned about the cost of the survey.

The CAO/Clerk informed the Board that Council gave authorization to proceed with transferring ownership of the cemetery and that the project has already started, it sits with legal counsel. The Board would like to continue with transfer of ownership whether or not the expansion moves forward. Staff will follow-up with legal in early January so that next steps can be communicated at the next Board meeting.

Due to the cost of the survey alone, the Board discussed whether they should expand. As an alternative they discussed increasing the number of urns in a Lot in order to increase the longevity of the cemetery.

Currently in a Lot, 1 casket OR 2 urns is permitted. The Board would like staff to investigate allowing 1 casket AND 2 urns in one Lot, OR just 4 urns in one Lot.

The Board would like staff to confirm whether this can be retroactive for Lots already sold.

The Price List would have to change to reflect the cost of the additions.

The Board agreed to put the expansion on hold for the time being.

The CAO/Clerk will notify surveyor that the Board is not interested at this time.

**8. 2025 Draft Budget.**

Driveway	\$100,000
Lawn Maintenance	\$2,400
Repair of Monuments	\$4,000
Office Supplies	\$500
Mileage	\$910
<u>Entrance Pillars</u>	<u>\$11,825</u>
TOTAL	\$115,635

Driveway

- identified in cemetery plot plan
- existing currently as grass surface
- would like to gravel

Repair of Monuments

- this was deferred from 2024

Entrance Pillar Repair

- from above direction

**RESOLUTION #BCB-2024-07**

**MOVED BY:** Darla Kilpatrick

**SECONDED BY:** Betty Anne Gillespie

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

**ADOPTED**

**9. NEW/OTHER BUSINESS**

i) **Price List Update.**

An error was noted in the Price List. The \$50 contribution to the Care & Maintenance Fund should be \$0 for a Flat Marker less than 173 squared inches.

**RESOLUTION #BCB-2024-08**

**MOVED BY:** Dan Milner

**SECONDED BY:** Doug Boyd

“**THAT**, the Price List change the contribution to the Care and Maintenance Fund for a Flat Marker less than 173 squared inches from \$50 to \$0, effective January 1, 2025.”

**ADOPTED**

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

Next Meeting: April 3<sup>rd</sup>, 2024 at 2:00 p.m.



Proposed Agenda Items:

- Fixing Monuments
- Entrance Pillars
- Google Maps Update
- Volunteer Recruitment
- General Account versus Care and Maintenance Fund Account
- Expansion of Cemetery

**11. DEFERRED ITEMS**

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

- *None.*

**12. ADJOURNMENT**

The meeting adjourned at 3:25 p.m.