



## **PINEHURST CEMETERY BOARD AGENDA**

Thursday, April 17<sup>th</sup>, 2025 - 2:00 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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***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. INTRODUCTIONS**

**5. APPROVAL OF MINUTES**

- i) **Minutes – October 17<sup>th</sup>, 2024 – *attached, page 5.***

*Suggested Recommendation:*

***“THAT,** the minutes of the Pinehurst Cemetery Board Meeting held on October 17<sup>th</sup>, 2024 be approved as circulated.”*

**6. BUSINESS**

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

- ii) **Name Sign Update.**

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

- Cemetery Sign at Front
- Topsoil and Footstones
- History of Cemetery – staff to look at Township files

- Leaning Stone – 50% deposit paid in October 2024

iv) **Budget Update.**

**General Account:**

Opening balance January 1, 2024 \$50,921.31

Revenues:

Interest	\$2,634.53
Donations	\$4,261.50
Plot Sales	\$1,624.00

Total Revenues \$ 8,520.03

Expenses:

Lawn Maintenance	\$ 2,640.00
Signs	\$ 36.63
Office Supplies/Mileage	\$ 18.91
Advertising	\$ 471.26
Maintenance/Supplies	\$1,389.03
Minister/Music	\$ 175.00

Total Expenses (\$4,730.83)

**Ending Balance – March 31, 2025 \$54,710.51**

**Care & Maintenance**

Opening – January 1, 2024 \$43,522.12

Portion of Plot sales to C&M \$ 2,430.00

**Ending Balance – March 31, 2025 \$45,952.12**

v) **Expansion of Cemetery**

- Legal Update
- Letter from Medical Officer of Health Update
- Next Steps

vi) **2025 Memorial Service**

**7. NEW/OTHER BUSINESS**

None.

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

Next Meeting: To be determined.

Proposed Agenda Items:

- *2026 Draft Budget.*

**9. DEFERRED ITEMS**

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

- *None.*

**10. ADJOURNMENT**

# MINUTES

## PINEHURST CEMETERY BOARD MINUTES

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Thursday, October 17<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 Fred Dobbie  
Bill Avery  
Jay Playfair

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

**Others Present:** None

**Members & Staff Absent:** None

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### 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. APPROVAL OF MINUTES

i) **Minutes – April 11<sup>th</sup>, 2024.**

#### **RESOLUTION #PCB-2024-06**

**MOVED BY:** Bill Avery

**SECONDED BY:** Fred Dobbie

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

**ADOPTED**

## 5. BUSINESS

### ii) **Pinehurst Cemetery By-Law Update.**

The by-law was approved by Council and sent to the BAO on September 6<sup>th</sup>. The CAO/Clerk will follow-up to determine the status.

### iii) **Name Sign Update.**

The request for a proof and quote has not been obtained. The CAO/Clerk will make the request following this meeting.

### iv) **Site Visit for Compliance Update.**

#### Cemetery Sign at Front

The cemetery sign near the front will be cleaned next Spring as it will need to be pressure washed.

#### Topsoil and Footstones

J. Playfair has arranged for the topsoil and the grass cutter has filled in the holes where the ground has sunk and has also uncovered the ground headstones. The spread topsoil was grass seeded and the last grass cutting of the season occurred earlier this week. There is still some topsoil remaining that can be used moving forward.

### **RESOLUTION #PCB-2024-07**

**MOVED BY:** Jay Playfair

**SECONDED BY:** Bill Avery

**“THAT**, the Garry James be compensated for his work spreading the topsoil and levelling footstones in the cemetery in August and September 2024;

**AND THAT**, the CAO/Clerk be authorized to approve the invoice.”

**ADOPTED**

#### History of Cemetery

Staff still need to look to see what files the Township has on the history of the cemetery as Jay has a lot of history in his head but must ensure that this is captured in writing as well.

#### Leaning Stone

J. Playfair obtained a quote in the amount of \$1,954.90, including HST, from Kinkaid Loney Monuments to disassemble the spire, dig out rock foundation and replace with gravel, then drill, pin, reassemble and power wash spire. A 50% deposit is required before the work can be performed.

**RESOLUTION #PCB-2024-08**

**MOVED BY:** Jay Playfair  
**SECONDED BY:** Bill Avery

**“THAT**, the project for the Erwin headstone be authorized for \$1,954.90 (includes HST);

**AND THAT**, a deposit be made for 50% so that the work can commence.”

**ADOPTED**

v) **Budget Update.**

\$2,700 was received as donations for the annual Memorial Service in September.

vi) **2025 Draft Budget.**

Adjust the Lawn Maintenance line from \$2,100 to \$2,200.

Add the following line:

Memorial Service                      \$200 (Minister and Music)

**RESOLUTION #PCB-2024-09**

**MOVED BY:** Bill Avery  
**SECONDED BY:** Jay Playfair

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

**ADOPTED**

vii) **Expansion of Cemetery.**

J. Playfair declared a conflict of interest as he is the adjacent land owner for the expansion.

Given the age of two of the Board Members, would like to get this process going.

One of the first steps is to confirm legal clear title.

**RESOLUTION #PCB-2024-10**

**MOVED BY:** Bill Avery  
**SECONDED BY:** Fred Dobbie

**“THAT**, staff be authorized to conduct a legal search for the Pinehurst Cemetery in regard to the future expansion.”

**ADOPTED**

The Board would like to consider a cemetery for the expansion. A scattering ground could be approved for the area in the current cemetery where it is rock at the back of the cemetery, this would be an alteration to the existing cemetery.

A letter from the Medical Officer of Health is required, staff will reach out to get the letter.

Once the legal information is pulled and the letter from the Medical Officer of Health received and reviewed, then the next step can be discussed.

viii) **Memorial Service Update.**

Went well, approximately sixty (60) in attendance.

Need to ensure the sound system is tested before the service moving forward.

**6. NEW/OTHER BUSINESS**

None.

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

Next Meeting: Thursday, March 27<sup>th</sup>, 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**

The Board adjourned at 2:55 p.m.