



BOLINGBROKE CEMETERY BOARD AGENDA

Thursday, July 10th, 2025 - 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 - April 3rd, 2025 – attached, page 5.**

Suggested Recommendation:

***“THAT,** the minutes of the Bolingbroke Cemetery Board Meeting held on April 3rd, 2025 be approved as circulated.”*

5. BUSINESS

- i) **Fixing Monuments**

Follow-Up from Last Meeting – The monument company will be onsite in the near future and D. Kilpatrick will work with the monument company to complete the inspection of the monument.

- ii) **Entrance Pillars Update**

Project complete.

iii) **Driveway Update.**

Need to determine where the Board wants the driveway in order to obtain a quote.

See map – *attached, page 9.*

iv) **Google Maps Update**

Follow-Up from Last Meeting – D. Boyd to send account login information to staff. Need to add website, location marker on wrong property.

v) **Volunteer Recruitment**

The Frontenac News and the Township ran ads again looking for volunteers.

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

General Account:

Opening balance January 1, 2025 \$97,603.40

Revenues:

Interest	\$ 1,535.14
Donations	\$ 200.00
Gate Fees	\$ 1,400.00
Disinterment	\$ 0.00
Plot Sales	\$ 0.00

Total Revenues

\$ 3,135.14

Expenses:

Lawn Maintenance	\$ 437.57
Repairs	\$12,033.14
Office Supplies/Etc	\$ 64.04
Signs	\$ 0.00
Service – Revered	\$ 0.00
Advertising	\$ 0.00
Mileage	\$ 0.00
Legal	\$ 6,756.89

Total

expenses

(\$19,291.64)

Ending Balance – June 30, 2025

\$81,446.90

Care & Maintenance

Opening – January 1, 2025 \$ 5,080.00

Portion to C&M \$ 1,000.00

Ending Balance – June 30, 2025 \$ 6,080.00

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. Staff have not had an opportunity to investigate this.

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 28th, 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

Thursday, April 3rd, 2025

2:00 p.m.

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

Council Chambers

ATTENDANCE:

Members Present: Chair, Councillor Wayne Baker
Doug Boyd
Ron Fournier
Darla Kilpatrick
Dan Milner

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Members/Staff Absent: Betty Anne Gillespie

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 – November 28th, 2024.

The minutes of the Bolingbroke Cemetery Board Meeting held on November 28th, 2024 were approved as circulated.

5. BUSINESS

ii) Fixing Monuments.

D. Boyd contacted Grace Monuments. Without seeing the monument, they are unable to provide a quote. The cost to send someone to inspect is \$150, plus tax or it could be inspected when they are onsite sometime. But costs could be up to \$850 if a new footing is required and work on the monument.

The monument company will be onsite in the near future and D. Kilpatrick will work with the monument company to complete the inspection of the monument.

iii) Entrance Pillars Update.

Follow-Up from Last Meeting – South pillar and footing to be torn down this Spring so that both can be rebuilt. The Secretary will try to obtain a date.

iv) Driveway Update.

Staff will obtain a quote for the entire driveway and if \$80,000 or less staff will tender the project. The Board would like to gravel the entire driveway. Once the tender comes back it will come forward to the Board in the form of a staff report for consideration by the Board.

v) Google Maps Update.

The account login information is D. Boyd's personal account. He will delete his account from the Google Map account for the cemetery and the Township will create a general account.

vi) Volunteer Recruitment.

D. Boyd did not get a response from the Frontenac News. He will reach out again to place a free ad for volunteers.

Staff will again post on the website, newsfeed and Facebook asking for volunteers.

vii) General Account versus Care and Maintenance Fund Account.

The Board reviewed the accounts.

viii) Transfer of Ownership of Cemetery Update.

The file is moving forward. The CAO/Clerk has been working with legal pulling together an affidavit and supporting evidence to present to the court.

ix) **Increasing the Number of Urns in a Plot.**

Staff have not had the opportunity to investigate this.

6. NEW/OTHER BUSINESS

i) **Expansion of Cemetery**

In light of the decision to not expand at this time, D. Milner will speak with the adjacent property owner to inform them.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

Proposed Agenda Items:

- Expansion of Cemetery (*on hold as per November 28th, 2024 meeting*)

8. DEFERRED ITEMS

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

- *None.*

9. ADJOURNMENT

The meeting adjourned at 2:57 p.m.

BUSINESS

