



PINEHURST CEMETERY BOARD AGENDA

Thursday, October 2nd, 2025 - 1:30 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. INTRODUCTIONS

5. APPROVAL OF MINUTES

- i) **Minutes – April 17th, 2025 – *attached, page 5.***

Suggested Recommendation:

“THAT, the minutes of the Pinehurst Cemetery Board Meeting held on April 17th, 2025 be approved as circulated.”

6. BUSINESS

- i) **Pinehurst Cemetery By-Law Update.**
- ii) **Name Sign Update.**
- iii) **Leaning Stone – 50% deposit paid in October 2024.**

Jay was to follow-up to get a date for completion.

iv) **Budget Update.**

General Account:

Opening balance January 1, 2025 \$53,875.67

Revenues:

Interest	\$1,075.75
Donations	\$ 300.00
Plot Sales	\$ 0.00

Total Revenues \$ 1,375.75

Expenses:

Lawn Maintenance	\$ 0.00
Signs	0.00
Office Supplies/Mileage	\$ 0.00
Advertising	\$ 257.56
Maintenance	\$ 880.23
Supplies/Etc.	\$ 201.93
Minister/Music	\$ 200.00

Total Expenses (\$1,539.72)

Ending Balance – September 24, 2025 \$53,711.70

Care & Maintenance

Opening – January 1, 2025 \$45,952.12

Portion of Plot sales to C&M \$ 0.00

Ending Balance – September 24, 2025 \$45,952.12

v) **2026 Draft Budget**

Lawn Maintenance	\$2,100
Signs	\$0
Office Supplies/Mileage	\$50
Advertising	\$250
Maintenance	\$1,000
Supplies	\$250
Minister/Music	\$200

Suggested Recommendation:

“THAT, the 2026 Pinehurst Cemetery operating budget be approved as presented.”

vi) **Price List – *attached, page 9.***

vii) **Expansion of Cemetery**

- Letter from Medical Officer of Health Update – Letter was received in April 2025. The Health Unit has no objections to expansion.
- Next Steps

viii) **2025 Memorial Service Update**

7. NEW/OTHER BUSINESS

None.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: April 9th, 2026.

Proposed Agenda Items:

- *Pinehurst Cemetery By-Law Update*
- *Budget Update*
- *Expansion of Cemetery*
- *2026 Memorial Service*

9. DEFERRED ITEMS

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

- ***History of Cemetery – staff to look at Township files.***

10. ADJOURNMENT

MINUTES

PINEHURST CEMETERY BOARD MINUTES

Thursday, April 17th, 2025

2:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Deputy Reeve Fred Dobbie
Bill Avery
Jay Playfair
Rob Playfair

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Others Present: None

Members & Staff Absent: None

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

The Chair introduced the newest Member Rob Playfair.

5. APPROVAL OF MINUTES

- i) **Minutes – October 17th, 2024.**

RESOLUTION #PCB-2025-01

MOVED BY: Jay Playfair
SECONDED BY: Bill Avery

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

ADOPTED

BUSINESS

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

The By-Law was sent to the BAO on September 6th, 2024. The CAO/Clerk has followed up on the status and will follow-up again next week.

- ii) **Name Sign Update.**

The Board is suggesting that the sign could be installed where the “old” sign is at the front gate as there are already sono tubes, or just inside the fence. Staff will arrange with Public Works.

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

- Topsoil and Footstones

This will be monitored annually moving forward.

- History of Cemetery – staff to look at Township files

Hopefully there will be time for staff to look at over the summer.

- Leaning Stone – 50% deposit paid in October 2024

Jay will follow-up to get a date for completion.

- iv) **Budget Update.**

The Board reviewed the budget.

- v) **Expansion of Cemetery**

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

Staff have followed up with the Health Unit and the request got lost when they merged. They hope to review and have a response by the end of next week.

vi) **2025 Memorial Service.**

Jay will be in touch so that the Township can assist with advertising.

6. NEW/OTHER BUSINESS

None.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: October 2nd, 2025 at 1:30 p.m.

Proposed Agenda Items:

- *2026 Draft Budget*

8. DEFERRED ITEMS

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

- *None.*

9. ADJOURNMENT

The Board adjourned at 2:29 p.m.

BUSINESS

Pinehurst Cemetery

Price List

(effective April 12, 2024)

**The Corporation of Tay Valley Township
Operations**

217 Harper Road, Perth, Ontario

613-267-5353 or 1-800-810-0161

www.tayvalleytp.ca

Person in Charge of Day-to-Day

Jay Playfair

613-267-5425

Internment Rights and Marker Limitations

Internment Right	Number of Burials Allowed	Marker Allowed?
Single Lot	1 Casket and 1 Cremated Remains on top of Casket or 2 Cremated Remains	Yes
Double Lot	2 Caskets and 2 Cremated Remains on top of Caskets or 4 Cremated Remains	Yes

Internment Rights (Lot Sales)

Type of Plot	Size	Land Fee	Care & Maintenance Fund	TOTAL
Single Lot	3' w x 9' long	\$612	\$290	\$902
Double Lot	6' w x 9' long	\$1,224	\$580	\$1,804

Burial Charges

Service	TOTAL
Gate Fee	\$350
Supplier Erection of Marker or Bench	\$100

Other Services

Service	TOTAL
Issue a Duplicate Internment Rights Certificate	\$25

Marker Care and Maintenance Rates

Marker	Fee	Care & Maintenance Fund	TOTAL
Flat Marker (less than 173 squared inches)	\$0	\$50	\$50
Flat Marker (at least 173 squared inches)	\$0	\$100	\$100
Upright Marker (4' x 4')	\$0	\$200	\$200
Upright Marker (larger than 4' x 4')	\$0	\$400	\$400