

Cemetery Board

AGENDA

Wednesday, March 13, 2024 @ 6:30 p.m.
Location: Cemetery

1. Routine Matters

- a) Appointment of Board Chair
- b) Approval of Cemetery Board minutes of October 30, 2023 (*encl*)

2. Delegations

3. Business Arising out of the Minutes

- a) Plot map & layout discussion
- b) Internment Rights records discussion
- c) Tree trimming limits discussion
- d) Gravelled walkway at entrance and bridge approaches discussion
- e) Levelling & topsoil tender
- f) Grave marker maintenance/straightening/lifting tender
- g) Book Keeper discussion

4. New Business

5. Five-year plan

- a) Goal to develop a five-year plan

6. Budget

- a) DRAFT 2024 Budget (*encl*)

7. Correspondence

8. Meetings

- a) Set dates for April 2024 and October 2024

9. Adjourn meeting

Cemetery Board

MINUTES

Monday, October 30, 2023 @ 5:00 p.m.

Location: Cemetery

Present: Chairperson: Shawn Evoy
Members: Beth Bruce, Merrill Evoy, Allen Cook, Brad Shewfelt
Staff: Vasco Dias
Secretary-Treasurer: Jennifer Errington

1. Routine Matters

a) Appointment of Board Chair

01-23

Moved by: Beth Bruce

Seconded by: Allan Cook

BE IT RESOLVED THAT the Cemetery Board appoints Shawn Evoy as Cemetery Board Chair.

Carried.

b) Approval of Cemetery Board minutes of May 10, 2021

02-23

Moved by: Merrill Evoy

Seconded by: Allan Cook

BE IT RESOLVED THAT the Cemetery Board approves the Cemetery Board minutes of May 10, 2021, as presented.

Carried.

2. Delegations

3. Business Arising out of the Minutes

a) Plot map & layout discussion

- Chair, Shaw Evoy, explained to the Board the state of the plot map and layout. Issues with the historic map not matching up with the new GIS map. The sizing of plots/lots is not accurate, the east fence is not on the property line, etc.

- The Board agreed to the following:

- 1) A legal survey should be completed in order to establish survey monuments with which to check with lot, plot, and walkway layouts.
- 2) That the east fence should be removed and replaced on the property line.
- 3) That the work scheduled for this year should be put on hold related to the topsoil and headstone straitening until the survey work is completed.

b) Internment Rights records

- The committee requested a report from staff as to the known status of any unused plots.

- c) Tree trimming limits
 - Discussed that some tree trimming has occurred, but more work needs to be done to clear to boundary and open up the access road.
- d) Building cleanout and maintenance
 - Completed.
- e) Gravelled walkway at entrance and bridge approaches
 - The Board agreed to add a request for more capital expenditures for this work.
- f) Levelling & topsoil tender
 - The Board recommended that this work be put on hold and that the amount be reserved to be expended in the spring. The Chair will contact the contractor.
- g) Grave marker maintenance/straightening/lifting tender
 - Discussed the tender, which was awarded to Bailey Contracting. Work was to be completed this fall, but due to the weather, the Cemetery Board will request Council to reserve funds for 2024.

4. New Business

- a) Memo: 2022 Internment/plot sales
- b) Memo: 2023 Internment/plot sales (to date)
- c) Book Keeper – Hire a new book keeper?

03-23

Moved by: Beth Bruce

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT the Cemetery Board requests Council to consider hiring Marion Beaulieu as the Cemetery Records employee.

Carried.

5. Five-year plan

- a) Goal to develop a five-year plan

6. Budget

- a) 2023 Approved Budget
 - Budget was reviewed.

7. Correspondence

8. Meetings

- a) Set dates for April 2024 and October 2024
 - Consensus of the Board to have a meeting last week of January in the Township Boardroom to review maps and Internment Rights records.

9. Adjourn meeting

Meeting adjourned at 6:20 p.m.

**TOWNSHIP OF LAIRD
CEMETERY BUDGET
2024**

			2024-03-12
Cemetery Operating			
DESCRIPTION	2023 Budget	2023 Expenses	2024 Budget
Revenue			
Previous Year's surplus/deficit	0.00	0.00	
Proposed Revenue Student Grant	250.00	0.00	
Total Revenue	250.00	0.00	0.00
Expenditures			
Wages & Mileage	7,500.00	8,347.96	
Maintenance Property	500.00	405.34	
Maintenance Lawnmower	500.00	594.05	
Telephone	50.00	19.05	
Lawnmower apportioned	1,500.00	1,546.75	
Liability Insurance			
Total Expenditures	10,050.00	10,913.15	0.00
CEMETERY OPERATING BUDGET REQUEST	9,800.00	10,913.15	0.00

500

Cemetery Capital			
DESCRIPTION	2023 Budget	2023 Expenses	2024 Budget
Revenue			
Previous Year's surplus/deficit	0.00	0.00	0.00
Proposed Revenue	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00
Expenditures			
Headstone Maintenance	3,000.00	3,000.00	
Survey old cemetery & provide Survey points	2,000.00	2,000.00	
Landscapping	3,000.00	3,000.00	
Total Expenditures	8,000.00	8,000.00	0.00
CEMETERY OPERATING BUDGET REQUEST	8,000.00	8,000.00	0.00
Reserved	8,000.00	8,000.00	16,000.00