

Cemetery Board

MINUTES

Wednesday, March 13, 2024 at 6:30 p.m.

Location: Board Room

Present: Chairperson: Shawn Evoy
Members: Beth Bruce, Merrill Evoy, Brad Shewfelt, Dick Beitz
Regrets: Darin Evoy, Matt Frolick, Allen Cook
Secretary-Treasurer: Jennifer Errington

1. Routine Matters

a) Appointment of Board Chair

01-24

Moved by: Merrill Evoy

Seconded by: Dick Beitz

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

Carried.

b) Approval of Cemetery Board minutes of October 30, 2023

02-24

Moved by: Beth Bruce

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT the Cemetery Board approves the Cemetery Board minutes of October 30, 2023, as presented.

Carried.

2. Delegations

3. Business Arising out of the Minutes

a) Plot map & layout discussion

- Discussed having Tulloch Engineering doing lidar mapping, but settled on asking them for basic reference lines at this time.

b) Internment Rights records discussion

- Discussed that in the future we could approach the families who own plots not being used and that we need to have internment rights for each plot designed by the plot owner.
- Clerk to take a Cemetery course at the end of March and report on what policy can be put in place to deal with empty plots and how to address internment rights.

c) Tree trimming limits discussion

- Discussed that in spring the Cemetery Board members can walk though the cemetery and decide on what trees require removal.

d) Gravelled walkway at entrance and bridge approaches discussion

- Discussed the need to have fabric underneath to prevent growth under entrance roads. It was discussed to not proceed with walkways at this time.
- Gravel for two entrances. Discussed using 7/8" gravel from Bean Construction.

- e) Levelling & topsoil tender
 - The 2023 tender, which was awarded to Bailey Contracting, will conduct work this year.
- f) Grave marker maintenance/straightening/lifting tender
 - The 2023 tender, which was awarded to Bailey Contracting, will conduct work this year.

g) Book Keeper discussion
03-24

Moved by: Brad Shewfelt

Seconded by: Beth Bruce

BE IT RESOLVED THAT the Cemetery Board requests Council to consider appointing Marion Beaulieu as the Cemetery Records keeper and requested the Secretary-Treasurer to contact Marion to confirm.

Carried.

4. New Business

5. Five-year plan

a) Goal to develop a five-year plan

Five-year plan was discussed as follows:

2024

- First and Second phase of top soil & maintenance (stone realignment) project
- Surveying
- Determine vacant plots

2025

- Third phase of top soil & maintenance (stone realignment) project

2026

- Forth phase of top soil & maintenance (stone realignment) project

2027

- Fifth and final phase of top soil & maintenance (stone realignment) project

6. Budget

a) DRAFT 2024 Budget

Budget was discussed and the following figures were determined:

Cemetery Operating:

Wages & Mileage	\$8,500.00
Maintenance Property	\$ 500.00
Maintenance Lawnmower	\$ 600.00
Telephone	\$ 50.00
Liability Insurance	\$ 500.00

Cemetery Capital:

Headstone Maintenance	\$2,000.00
Survey old cemetery & provide survey points	\$2,000.00
Landscaping	\$6,000.00

04-24

Moved by: Brad Shewfelt

Seconded by: Merrill Evoy

BE IT RESOLVED THAT the budget for the Cemetery Board, as discussed, be submitted to Council for approval.

Carried.

7. Correspondence

8. Meetings

a) Set dates for April 2024 and October 2024

- Consensus of the Board to meet on Tuesday, May 14, 2024, at 5:00 p.m. at the Cemetery and on Tuesday, October 1, 2024 at 5:00 p.m.

Next Steps for the next meeting:

- Recommended policy on vacant owned plots
- Investigate records of internment rights
- Budget – review budget approved by Council
- Survey basic lines
- Flag trees to be removed
- Report on land rental position from of farm using the cemetery property.

9. Adjourn meeting

05-24

Moved by: Brad Shewfelt

Seconded by: Dick Beitz

BE IT RESOLVED THAT the Cemetery Board meeting be adjourned at 7:26 p.m.

Carried.