



**Minutes of the Cemetery Board  
meeting held on Thursday, May 2, 2024 at 4:00 p.m.  
at the Dunchuch Community Centre**

**Present:** Terry Brear  
Randy Johnson  
Paula Macri, Secretary  
Michael Musgrave  
Shelia Wesley  
Ron Whitmell

**Regrets:** Muriel Stiles  
Brian Woods, Councilor

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1. **CALL TO ORDER**

Ron Whitmell called the meeting to order at 4:00 p.m.

**Indigenous Land Acknowledgement Statement**

*The Municipality of Whitestone recognizes all of Canada resides on traditional, unceded and/or treaty lands of the Indigenous People of Turtle Island.*

*We recognize our Municipality on The Robinson Huron Treaty territory is home to many past, present and future Indigenous families.*

*This acknowledgment of the land is a declaration of our commitment and collective responsibility to reconcile the past, and to honour and value the culture, history and relationships we have with one another.*

2. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** - None

3. **ADOPTION OF AGENDA**

2024-01CB Moved by Michael Musgrave  
Seconded by Shelia Wesley

**WHEREAS** the members of the Cemetery Board have been presented with the Agenda for this meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented and circulated.

**Carried**

**4. ADOPTION OF MINUTES**

2024-02CB Moved by Sheila Wesley  
Seconded by Terry Brear

**WHEREAS** the Cemetery Board is in receipt of the minutes of the previous meeting;

**AND WHEREAS** there are no errors, omissions or amendments;

**BE IT RESOLVED THAT** the minutes of the meeting held November 15, 2023 be adopted as presented and the reading thereof dispensed with.

**Carried**

**5. DISCUSSIONS**

5.1 Review 2023 Cemetery Operations

- Net zero on operating costs
- Notation to be added to Schedule F of Municipality's Fees and Charges By-law No. 08-2024 indication that provincial regulations on Cemetery Fees will override posted Municipal Fees. (as indicated in item 7.2 below)
- Maintenance expenditures
  - Grass cutting
  - Filling of sunken graves
  - Repaint signs, as required

5.2 Review any observations of Cemetery status.

- Cemetery Tour of April 24, 2024 were reviewed for accuracy
- Cemetery Tour Notes will be forwarded to Municipality Public Works Department for action
- Works Department confirmed that 2024 grass cutting will be by the same contractor
- Volunteers should notify the Chair, Ron Whitmell, if grass cutting is required

**6. UNFINISHED BUSINESS**

6.1 Progress of data reconciliation & entry into Stone Orchard software database.

- 6.1.1 Fairholme Cemetery – 80% completed. Site verification required.
- 6.1.2 Whitestone Cemetery – 99% complete. 2024 updates will be required.
- 6.1.3 Maple Island Cemetery – 50% complete on verification, database entry to commence later in 2024.

**7. NEW BUSINESS**

7.1 Review 2024 operations activities for Bereavement Authority of Ontario report

- Volunteers to confirm all payments to the Municipality are completed for Interment Rights Sales, Monument placement and Interments.
- Volunteers to forward payment details to Ron Whitmell for inclusion on the 2024 Bereavement Authority of Ontario report

7.2 Recommend to Council updates to the Cemetery Fees for 2025

**THAT** Cemetery Board is hereby recommending to the Council of the Corporation of the Municipality of Whitestone that the Cemetery Fee structure be revised as below:

**SCHEDULE F**

Cemetery Rates and Fees

All fees are subject to HST unless noted otherwise

Item	Description	Current Fee	Proposed 2025
Burial Plot	Residents (interment rights)	\$220.00	
	Residents (perpetual care and maintenance)	\$350.00	
	Non-residents (interment rights)	\$660.00	
	Non-residents (perpetual care and maintenance)	\$550.00	
Cremation Plot	Residents (interment rights)	\$110.00	
	Residents (perpetual care and maintenance)	\$250.00	
	Non-residents (interment rights)	\$400.00	
	Non-residents (perpetual care and maintenance)	\$250.00	
Scattering	Residents (interment rights)	\$50.00	
	Residents (perpetual care and maintenance)	\$100.00	\$115.00
	Non-residents (interment rights)	\$75.00	
	Non-residents (perpetual care and maintenance)	\$100.00	\$115.00
Transfer of Internment Rights	(Note 1)	\$60.00	
Flat marker under 172 sq in		N/C	
Flat marker over 172 sq in		\$100.00	
Upright monument up to 4 X 4 ft		\$200.00	
Staking fee- Lots or Markers	(Note 2)	\$55.00	
Opening/Closing Burial Lot		Fee as per Funeral Home and paid directly to the Funeral Home	
Opening/Closing Cremation Lot	(Note 2)	\$120.00	
Bereavement Authority of Ontario License fee	All interments: burial, cremation or scattering	\$12.00	\$30.00
<b>Note 1</b> - No HST paid on this fee <b>Note 2</b> - This fee is paid to the Cemetery Board Member or designate who performs work			

- 7.3 Review and update Cemetery published documents.
- Shiela Wesley and Paula Macri to review website version of Handbook
- 7.4 Schedule the Cemetery Board meeting dates for 2024.
- Thursday, October 10, 2024 at 4:00 p.m.

8. **CORRESPONDENCE** - None

9. **ANNOUNCEMENTS OR OTHER NEW BUSINESS** - None

10. **ADJOURNMENT**

2024-03CB Moved by Terry Brear  
Seconded by Randy Johnson

**BE IT RESOLVED THAT** this Meeting be adjourned at 5:10 pm until the next regular meeting or at the call of the chair.

**Carried**

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Ron Whitmell, Chair

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Paula Macri, Secretary

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