



**AGENDA
Cemetery Board Meeting**

**To be held on Thursday, October 10, 2024, at 4:00 p.m.
at the Dunchurch Community Centre**

Please turn cell phone off or place on noiseless vibrate.

1. CALL TO ORDER

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 AND GENERAL NATURE THEREOF

3. ADOPTION OF AGENDA

4. APPROVAL OF MINUTES

4.1 Approval of Cemetery Board Meeting Minutes of May 2, 2024.

5. DISCUSSIONS

5.1 Review 2024 Cemetery Operations.

5.2 Review any observations of Cemetery status.

5.3 Review Newsletter article.

6. UNFINISHED BUSINESS

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

6.1.1 Fairholme

6.1.2 Whitestone

6.1.3 Maple Island

7. NEW BUSINESS

- 7.1 Review provincial updates to Cemetery Fees for 2025
- 7.2 Finalize 2024 record keeping for Bereavement Authority of Ontario license report.
- 7.3 Set Cemetery Board Meeting date.

8. CORRESPONDENCE

9. ANNOUNCEMENTS OR OTHER NEW BUSINESS

10. ADJOURNMENT



**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

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
Note 1 - No HST paid on this fee			
Note 2 - 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

Ron Whitmell, Chair

Paula Macri, Secretary

DRAFT

SCHEDULE F

Cemetery Rates and Fees

All fees are subject to HST unless noted otherwise

Item	Description	Current Fee
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
	Non-residents (interment rights)	\$75.00
	Non-residents (perpetual care and maintenance)	\$100.00
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 / 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

Notes:

Note 1 - No HST paid on this fee

Note 2 - This fee is paid to the Cemetery Board Member or designate who performs work

<u>INTERMENTS</u>	<u>Interments full (casket)</u>	<u>Cremations</u>	<u>Scatterings</u>			<u>\$30 BAO License</u>	<u>Stake</u>	<u>Burial</u>	<u>HST</u>	<u>Total</u>	
Fairholme											
May 4, 2024 - Pekka 'Peter' Litmola	1					\$30.00	\$55.00		\$11.05	\$96.05	Paid by Torrance Funeral Home & Chapel, HST was paid by separate cheque
May 9, 2024 - Margaret Liodi Dello	1					\$30.00	\$55.00		\$11.05	\$96.05	Paid by Torrance Funeral Home & Chapel, HST was paid by separate cheque
July 20, 2024 - Bell, Lynn		1				\$30.00	\$55.00	\$120.00	\$26.65	\$231.65	Spoke to Chad Bell - July 10th - emailed details - interment July 20th Paid by Neil Bell July 12th.
July 24, 2024 - Matton, Patricia		1				\$30.00	\$55.00	\$120.00	\$26.25	\$231.65	Paid by Clifford July 10 2024 - 705 346-2243
July 31, 2024 - Lynn McEwen		1				\$30.00	\$55.00	\$120.00	\$26.25	\$231.65	Paid by Logans
Aug 24, 2024 - Flicinski, Michael & Pamela		2				\$0.00	\$110.00	\$240.00	\$45.50	\$395.50	daughter - Marcy Lyons - 808 345-4972 Will schedule 2024 burial. Mary Lyons, daughter to ship cremains to Whitestone c/w cheque & Certificates. \$395.50 CDN = \$283.84 USD ??? see email NOTE: increase in License, staking & burial fee for 2024, forgot to add license fee
Sept 7, 2024 - Martin Bridges		1				\$30.00	\$55.00	\$120.00	\$26.65	\$231.65	Paid by Malcolm Bridges via eTransfer
Sept 20, 2024 - Jutta Campbell		1				\$30.00	\$55.00	\$120.00	\$26.65	\$231.65	Paid by Cheque from Logans
Oct 5, 2024 - Fred & Dody Stewart		2				\$60.00	\$110.00	\$240.00	\$53.30	\$463.30	emailed to Faye Fontaine (Note request to prepare opening of 24" x 12" to accommodate 2 urns) Paid by Faye at cemetery
Oct 11, 2024 - Violet Walters	1					\$30.00	\$55.00	\$120.00	\$26.65	\$231.65	to be paid by Logans - Open/Close to account for disinterment of cremation Frank Kutil common law partner
Oct 26, 2024 - Lucien Tuck		1				\$30.00	\$55.00	\$120.00	\$26.65	\$231.65	Paid by Andrew Tuck
Maple Island											
Aug 2, 2024 - Hazel Wager		1				\$30.00	\$55.00	\$120.00	\$26.25	\$231.65	Receipt issued to T. Brear
Sept 21, 2024 - Pearl Fielding		1				\$30.00	\$55.00	\$120.00	\$26.25	\$231.65	paid by - Grant & Charmaine Craig, Fielding was Charmaines mother
Whitestone											
TOTAL ALL CEMETERIES	3	11					\$660.00	\$1,440.00			

Bereavement Authority of Ontario - #'s for Annual Report Jan 1 thru Dec 31, 2024

<u>INTERMENT RIGHTS-SALES</u>	<u>4x8/10 plots</u>	<u>4x4</u>	<u>Transfer</u>	<u>LAND</u>	<u>PERP CARE FUND</u>		<u>HST</u>	<u>TOTAL</u>			
Fairholme-Resident											
July 10, 2024 Clifford Matton		1		\$110.00	\$250.00		\$46.80	\$406.80			Paid by Clifford at office
Aug 20, 2024 Matton & Sanderson		2		\$220.00	\$500.00		\$93.60	\$813.60			Paid by Clifford at office
Fairholme-Non Resident	0	0									
Fairholme-Resident-Cremation Plot	0	0									
Fairholme-Non Resident-Cremation Plot	0	0									
Maple Island-Resident	0	0									
Maple Island-Non Resident	0	0									
Maple Island does not have 4x4 plots											
Whitestone-Resident		0									
Whitestone-Non Resident	0	0									
Whitestone has not sold any 4x4 plots											
TOTAL ALL CEMETERIES	0	3	0	\$130.00	\$750.00	\$0.00	\$114.40	\$994.40			

Bereavement Authority of Ontario - #'s for Annual Report Jan 1 thru Dec 31, 2024

<i>MONUMENTS PLACED</i>	<i>UPRIGHT</i>	<i>FLAT/PILLOW > 172 2"</i>	<i>FLAT Flush < 172 2 "</i>	<i>MCF Upright</i>	<i>MCF Pillow/Flat</i>	<i>HST</i>		<i>Staking</i>	<i>HST</i>	<i>TOTAL</i>	
Fairholme											
June 3, 2024 Martin Bridges			1		\$100.00	\$13.00		\$55.00	\$7.15	\$175.15	Paid by Signature
June 3, 2024 Martin & Mary Bridges		1			\$200.00	\$26.00		\$55.00	\$7.15	\$288.15	Paid by Signature
June 3, 2024, Lionel & Alice Bedard		1			\$200.00	\$26.00		\$50.00	\$6.50	\$282.50	Paid by Signature for Charles Sherratt
June 24, 2024, Margaret Dello		1			\$200.00	\$26.00		\$55.00	\$7.15	\$288.15	Paid by Sanderson's June 5th
Aug 2024, Patricia Matton		1			\$200.00	\$26.00		\$55.00	\$7.15	\$288.15	Signature monuments - short changed - Sept 9, Penny confirmed 2nd cheque sent
Sept 6, 2024 - Orval & Noreen Cargill		1			\$200.00	\$26.00		\$55.00	\$7.15	\$288.15	Paid by Signature Aug 29, 2024
Sept 13, 2024 - Lynn Bell		1			\$200.00	\$26.00		\$55.00	\$7.15	\$288.15	Sept 13, 2024 Sanderson's made eTransfer payment to Whitestone
Maple Island											
Whitestone											
TOTAL ALL CEMETERIES	0	6	1	\$0.00	\$1,300.00		\$0.00	\$380.00			
Monument Care Funds Paid on Above					\$1,300.00						