



The Corporation of the Township of Seguin

Cemetery Committee Agenda

February 19th, 2019 at 7:00 p.m.

Township of Seguin Municipal Office Council Chambers

- 1. Call to Order and Approval of the Agenda. ®**
- 2. Declaration of Possible Pecuniary Interest.**
- 3. Appointment of Chair. ®**
- 4. Minutes.**
 - a) Adoption of Draft Minutes of the Regular and Closed Session Meetings held November 20th, 2018 (see attached). ®
- 5. Terms of Reference & Budget (see attached).**
- 6. Schedule of Meetings (see attached). ®**
- 7. Reporting to Council.**
- 8. Honorariums, Expenses & Process for Authorization.**
- 9. Staff Role.**
- 10. Update Contact Information for Members & Volunteers.**
- 11. Previous Business.**
 - a) Update re Foley Memorial Red Pine Trees.
- 12. Items for Next Meeting.**
- 13. Adjournment. ®**



The Corporation of the Township of Seguin

Cemetery Committee

Draft Minutes of November 20th, 2018

A meeting of the Township of Seguin Cemetery Committee was held November 20th, 2018 at the Township of Seguin Municipal Office Council Chambers.

The following Members were present:

- Ed Forbes, Chair
- Wib Bethune
- Dale Graves, Councillor
- Bill Jameson
- Marg Presley

Staff present:

- Donna McLeod
- Andrea Spinney

Regrets were received from:

- Robert Bradley

Resolution No. 2018-042

Moved by: Dale Graves

Seconded by: Bill Jameson

“THAT the Township of Seguin Cemetery Committee convene at 7:02 pm for the regular meeting of November 20th, 2018 at the Township of Seguin Municipal Office.”.

Carried

Approval of Agenda.

After the meeting was called to order, the Chair requested approval of the Agenda. The Agenda was approved as circulated, with the addition of 05. Closed Session a) Christie Memorial Cemetery.

Disclosure of Pecuniary Interest.

The Chair requested the disclosure of any possible pecuniary interests, none were declared.

Resolution No. 2018-043

Moved by: Bill Jameson

Seconded by: Dale Graves

"THAT the Minutes of the October 16th, 2018 Regular and Closed Session Meetings of the Township of Seguin Cemetery Committee be approved as circulated."

Carried

Andrea Spinney advised the Committee that the ditching along Highway #141 in front of Humphrey-Rosseau Union Cemetery has been completed. Some Committee Members advised that they have been to the cemetery to look at the ditching and are very pleased with the work that has been done by the Ministry of Transportation Ontario and feel that it will result in a lot less water draining into the cemetery in the spring.

Andrea Spinney advised that notices were sent to the area monument companies and funeral homes advising that Seguin cemeteries will be closed for burials and monument installations as of November 16th, 2018 until Spring 2019.

Resolution No. 2018-044

Moved by: Dale Graves

Seconded by: Bill Jameson

"THAT the Township of Seguin Cemetery Committee does hereby proceed to a closed meeting at 7:10 p.m. in order to address matters pertaining to:

- a proposed or pending acquisition or disposition of land by the municipality or local board.
 - Christie Memorial Cemetery."

Carried

Resolution No. 2018-045

Moved by: Wib Bethune

Seconded by: Marg Presley

"THAT the Township of Seguin Cemetery Committee does hereby rise from closed session and declare the regular meeting reconvened at 7:16 p.m."

Carried

The Committee reviewed the Burial and Lot Transfer/Sales Report as of November 12th, 2018.

The Committee reviewed the Statement of Financial Variances as of November 12th, 2018.

Andrea Spinney asked if there was any other business to discuss.

Resolution No. 2018-046

Moved by: Marg Presley

Seconded by: Wib Bethune

"THAT the Township of Seguin Cemetery Committee does hereby adjourn at 7:26 pm.".

Carried

**Ed Forbes,
Chair**

**Andrea Spinney,
Deputy Clerk**

Schedule "A" to Resolution No. 2016-216

Township of Seguin Cemetery Committee Terms of Reference

COMPOSITION:

The Township of Seguin Cemetery Committee shall consist of up to seven (7) members, one (1) of whom is a Seguin Councillor. Committee Members shall be appointed by a resolution of Council. The Members shall elect a Chair amongst themselves.

QUORUM AND VOTING:

A majority of appointed Members constitute a quorum. All appointed Members of the Committee shall have one vote.

TERM:

Members are appointed by Council for the term of Council. Members missing three consecutive meetings without notification may be removed from the Committee. The Committee Chair shall notify Council in writing of the aforementioned absence of any Members of the Committee, including a recommendation from the Committee in the form of a resolution, that the Committee recommends the Member's appointment be revoked.

MEETING FREQUENCY:

Meetings will be held monthly, or as determined by the Committee.

DUTIES AND RESPONSIBILITIES:

- a) The Members of the Cemetery Committee are responsible for making recommendations to Council regarding the operation and maintenance of all cemeteries owned by the Township of Seguin;
- b) The Members of the Cemetery Committee shall make recommendations to ensure that the operation of all cemeteries owned by the Township of Seguin conform to Provincial legislation as well as all pertinent municipal by-laws;
- c) All expenses incurred associated with the operation of the cemeteries must be approved by resolution of Council. If the Committee wishes to review major expenditures prior to presentation to Council a request must be made to the Chief Financial Officer. The Chief Financial Officer will provide monthly reports to the Committee regarding expenditures;
- d) The Committee shall identify methods to raise additional revenues and balance the budget;
- e) Assistance for the operation and maintenance of the Cemeteries, including clerical support, stakings for burials, monument placements, corner markers, openings and closings for cremation burials, will be provided by Township of Seguin Staff.
- f) Report to the Township of Seguin Council all activities by supplying minutes and resolutions of meetings or as determined by Council.

REMUNERATION:

Committee Chair will receive an honorarium of \$70/meeting and Committee Members will receive an honorarium of \$60/meeting up to a maximum of 12 meetings per year.

AUTHORITY:

The Committee is a Committee of the Corporation of The Township of Seguin and has the authority to function within the parameters of their Terms of Reference.

CEMETERY		2019 Budget	2018 Budget
Revenue			
G06400330611	Sale of Plots	\$ (6,000.00)	\$ (6,000.00)
G06400330613	Grave O/C	\$ (6,000.00)	\$ (5,000.00)
G06400330614	Interment Fees	\$ (400.00)	\$ (350.00)
G06400330615	Plot Transfers	\$ (500.00)	\$ (600.00)
G06400330616	Interest from Trust Funds	\$ (2,000.00)	\$ (1,750.00)
G06400330620	Monument Staking Fee	\$ (1,250.00)	\$ (1,000.00)
		<u>\$ (16,150.00)</u>	<u>\$ (14,700.00)</u>
Expenses			
G58601211119	Wages	\$ 28,000.00	\$ 25,000.00
G58601211197	Honorariums	\$ 4,000.00	\$ 4,000.00
G58601212132	Monument Maintenance	\$ 2,000.00	\$ 2,000.00
G58601212155	Misc Grounds Supplies	\$ 800.00	\$ 800.00
G58601212212	Fuel	\$ 646.00	\$ 646.00
G58601212216	Licences and Permits	\$ 500.00	\$ 500.00
G58601212611	Office Supplies	\$ 350.00	\$ 350.00
G58601213111	Mileage and Travel	\$ 600.00	\$ 600.00
G58601213113	Course and Seminar Fees	\$ 450.00	\$ 450.00
G58601213114	Subscription and Membersl	\$ 175.00	\$ 175.00
G58601213216	Advertising	\$ 200.00	\$ 200.00
G58601213712	Misc Contractor Services	\$ 9,000.00	\$ 9,000.00
G58601213813	Insurance	\$ 1,473.00	\$ 1,437.00
		<u>\$ 48,194.00</u>	<u>\$ 45,158.00</u>

**Approved in principle at the February
4th, 2019 Council Meeting**



Schedule "A" to Resolution No. 2019-

Schedule of Meetings
of the Township of Seguin Cemetery Committee for the Year 2019

Month	Day (3rd Tuesday)
February	19 th @ 7:00 pm
March	19 th @ 7:00 pm
April	9 th @ 7:00 pm (Meeting is 2 nd Tuesday due to a staff commitment on the 3 rd Tuesday)
May	14 th @ 2:30 pm (Meeting is 2 nd Tuesday due to a Council Meeting on the 3 rd Tuesday. Also meeting begins at 2:30 pm due to the Annual Cemetery Inspection)
June	18 th @ 7:00 pm
July	16 th @ 7:00 pm
August	20 th @ 7:00 pm
September	17 th @ 7:00 pm
October	15 th @ 7:00 pm
November	19 th @ 7:00 pm
December	17 th @ 7:00 pm