



# **The Corporation of the Township of Seguin**

## **Cemetery Committee Agenda**

**August 23<sup>rd</sup>, 2022 at 7:00 pm**

**Township of Seguin Council Chambers & Electronic Participation**

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- 1. Call to Order and Approval of the Agenda. ®**
- 2. Declaration of Possible Pecuniary Interest.**
- 3. Minutes.**
  - a) Adoption of Minutes of the Regular Meeting held June 21<sup>st</sup>, 2022. ®
- 4. Business.**
  - a) Monument Repairs from Monument Companies - Update.
  - b) Committee Meeting Schedule for 2022 ®.
  - c) Committee Meetings in Person (discussion).
- 5. Burial and Lot Transfer/Sales Report as of August 11<sup>th</sup>, 2022 (see attached).**
- 6. Statement of Financial Variances as of August 12<sup>th</sup>, 2022 (see attached).**
- 7. Other Business.**
- 8. Adjournment. ®**



## The Corporation of the Township of Seguin

### Cemetery Committee

Draft Minutes of June 21<sup>st</sup>, 2022

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A meeting of the Township of Seguin Cemetery Committee was held June 21<sup>st</sup>, 2022 at the Township of Seguin Municipal Office Council Chambers and by electronic participant.

The following Members were present:

- Ed Forbes, Chair (Council Chambers)
- Wib Bethune (teleconference)
- Bill Jameson (teleconference)
- Cathy Lucas (teleconference)
- Marg Presley (teleconference)
- Gail Finson, Councillor (teleconference)

Staff present:

- Donna McLeod, Clerk's Department (Council Chambers)

#### **Resolution No. 2022-006**

**Moved by:** Marg Presley

**Seconded by:** Cathy Lucas

**“THAT** the Township of Seguin Cemetery Committee does hereby convene at 7:00 pm for the regular meeting of June 21<sup>st</sup>, 2022.

**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 under Business

d) Transfer of Interment Rights – Foley Memorial Cemetery Range F-74-E & F.

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f) Adams Bros - Discussion.

**Disclosure of Pecuniary Interest.**

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

**Resolution No. 2022-007**

**Moved by:** Wib Bethune

**Seconded by:** Bill Jameson

“**THAT** the Minutes of the May 17<sup>th</sup>, 2022 Regular Meeting of the Township of Seguin Cemetery Committee be approved as circulated.”.

**CARRIED**

**Business.**

**Resale Endorsement of Interment Rights – Foley Memorial Cemetery Range H-43-E**

The Committee reviewed a request from Anne Clifton to sell one unexercised lot in Foley Cemetery back to the Township.

**Resolution No. 2022-008**

**Moved by:** Gail Finnsion

**Seconded by:** Cathy Lucas

“**THAT** the Township of Seguin Cemetery Committee does hereby revoke Resolution No. 2022-004 dated May 17<sup>th</sup>, 2022.

**AND THAT** the Township of Seguin Cemetery Committee does hereby recommend that the request from Anne Clifton to sell unexercised Foley Cemetery cremation lot designated as Rang H-43-E to the Corporation of the Township of Seguin be accepted;

**AND THAT** the current market value of a Ratepayer lot (\$250.00 per lot) less the original Care & Maintenance contributed at the time of purchase (\$80.00), plus the applicable taxes on the amount being refunded, for a total amount of

\$192.10, be paid to Anne Clifton as per the Funeral, Burial and Cremation Services Act, 2022.”.

**CARRIED**

### **Monument Repairs, Work Orders and Action Items from May 17<sup>th</sup>, 2022 Cemetery Committee meeting**

Donna McLeod gave an update on the work orders which have been prepared. Ken Griffiths from facilities will get pricing on fixing various fences. Donna McLeod has emailed Tompkins & Heels Monuments Ltd., Sanderson Monument and Signature Memorials Ltd. for quotes to repair the Montieth monument in Humphrey-Rosseau Union Cemetery (D-01-03-G & H), Harold and Lauren Watkinson monument in Christie Memorial Cemetery (499-1 & 2) and Percy Sword monument in Christie Memorial Cemetery (494-1). I have asked the monument companies to quote on the repairs by July 12<sup>th</sup>, 2022 so that this can go back to the Committee for the July 19<sup>th</sup>, 2022 meeting. Signature Memorials Ltd. informed me that some of the repairs have been completed from 2021 annual inspections. Donna McLeod has asked for the list of monuments repaired.

### **Committee Meeting Schedule for 2022**

The Committee meeting scheduled for August 16<sup>th</sup>, 2022 @ 7:00 pm has been rescheduled for August 23<sup>rd</sup>, 2022 @ 7:00 pm.

The Committee meeting scheduled for October 18<sup>th</sup>, 2022 @ 7:00 pm has been rescheduled for October 25<sup>th</sup>, 2022.

### **Action Item:**

- **Donna McLeod will prepare a resolution for the July 19<sup>th</sup>, 2022 meeting with the scheduled meeting dates and times.**

### **Committee Meetings In-Person**

Donna McLeod updated the Committee on the Resolution No. 2022-135 that was passed by Council at the May 2<sup>nd</sup>, 2022 Council meeting. Per Clause 4.a of the Resolution, The Committee members voted and all Committee members agree to

continue with teleconference meetings for July. This will be re-addressed at the July 19<sup>th</sup>, 2022 meeting.

**Action Item:**

- **Donna McLeod will asked Craig Jeffery if the Committee votes to have in person meetings can they have the option to either be in-person or by teleconference.**

**Transfer of Interment Rights – Foley Memorial Cemetery Range F-74-E & F**

The Committee reviewed a request to transfer Foley Memorial Cemetery lots F-74-E & F from Muriel and Morley Tucci to Steven Vincent Tucci.

**Resolution No. 2022-009**

**Moved by:** Wib Bethune

**Seconded by:** Bill Jameson

**“THAT** Morley & Muriel Tucci are the Certificate Rights Holder of Foley Memorial Cemetery lots F-74-E & F

**AND THAT** Steven Vincent Tucci, is the Executor of the Estate of Muriel Tucci;

**AND THAT** Bonnie Jeffrey is the Power of Attorney of Morley Tucci;

**AND FURTHER THAT** Morley & Muriel Tucci, as the Certificate Rights Holders, do hereby make application to transfer lots F-74-E & F to Steven Vincent Tucci;

**NOW THEREFORE,** the Township of Seguin Cemetery Committee does hereby recommend the transfer of Rights for Foley Memorial Cemetery lots F-74-E & F to Steven Vincent Tucci, subject to the payment of the transfer fee.”.

**CARRIED**

**Adams Bros**

Donna McLeod informed the Committee that Adams Bros has informed Seguin Township that due to staff shortages they will no longer be able to offer burial services. They will reassess next year and inform us whether they are able to offer this service again.

**Action Item:**

- **The Township has prepared a Request for Quotations which will be placed in the local paper and on the website.**

**Burial and Lot Transfer/Sales Report as of June 14<sup>th</sup>, 2022**

The Committee reviewed the Burial and Lot/Transfer Sales Report as of June 14<sup>th</sup>, 2022.

**Statement of Financial Variances as of May 12<sup>th</sup>, 2022**

The Committee reviewed the Statement of Financial Variances as of May 12<sup>th</sup>, 2022

**Resolution No. 2022-010**

**Moved by:** Marg Presley

**Seconded by:** Wib Bethune

**“THAT** the Township of Seguin Cemetery Committee does hereby adjourn at 7:35 pm to meet again on July 19<sup>th</sup>, 2022 at 7:00 pm, or at the call of the Chair.”.

**CARRIED**

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**Ed Forbes,  
Chair**

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**Donna McLeod,  
Clerk’s Department**

**2022 Burials and Plot Sales/Transfers Report (as of August 12th, 2022)**

Cemetery	Total Burials to Date		Burials Since Last Report	
	Cremation	Casket	Cremation	Casket
Humphrey-Rosseau Union	7		6 - Jean Rogers, Harold Rogers, Terrence Einarson, Frederick Einarson, Joyce Einarson, Dorothy Gayman	
Foley Memorial	14		10 -Barrie Keown, Errol Gostick, Sandra Gostick, Doris, Baskerville,William Bastedo, Irene Albert, Allan Good, Don Barager, William Barager, Larry Reid	
Christie Memorial	5	1	4 - Bradley Bain, Gail Jacklin, Bonnie Edwards, David Conn	1 - Wilma Jacklin
Humphrey-Conger Union				
<b>Total</b>	26	1	20	

Cemetery	Total Plot Sales to Date		Plot Sales Since Last Report	
	Cremation	Casket	Cremation	Casket
Humphrey-Rosseau Union	1		1 -Michele & Terry Fraser (ratepayer)	
Foley Memorial	2		1 - Judith Lalonde (ratepayer)	
Christie Memorial	3		1 - Marilyn MacLean (ratepayer)	
Humphrey-Conger Union			2 - Fransiscus & Christina Spykerman (ratepayer), Christopher & Renate Tittel (ratepayer)	
<b>Total</b>	6		5	

<b>Cemetery</b>	<b>Total Transfers to Date</b>	<b>Transfers Since Last Report</b>
Humphrey-Rosseau Union	2	
Foley Memorial	1	1. Steve Tucci
Christie Memorial		
Humphrey-Conger Union		
<b>Total</b>	<b>3</b>	<b>1</b>



**TOWNSHIP OF SEGUIN**

**CEMETERY**

	<b>2022 Budget</b>	<b>2022 YTD</b>	<b>% Spent</b>	<b>Remaining Budget</b>
<b>Revenue</b>				
G06400330611	\$ (6,500.00)	\$ (6,000.00)		\$ (500.00)
G06400330612	\$ -	\$ -		\$ -
G06400330613	\$ (6,000.00)	\$ (5,845.00)		\$ (155.00)
G06400330614	\$ (350.00)	\$ (384.00)		\$ 34.00
G06400330615	\$ -	\$ (200.00)		\$ 200.00
G06400330616	\$ (3,000.00)	\$ -		\$ (3,000.00)
G06400330618	\$ -	\$ -		\$ -
G06400330619	\$ -	\$ -		\$ -
G06400330620	\$ (800.00)	\$ (1,105.00)		\$ 305.00
	<u>\$ (16,650.00)</u>	<u>\$ (13,534.00)</u>		<u>\$ 1,197.89</u>

**Expenditures**

G58601211119	\$ 30,000.00	\$ 32,254.67	127.99%	\$ (8,396.33)
	\$ -	\$ -		
G58601211191	\$ -	\$ 2,440.03		
G58601211193	\$ -	\$ 2,571.33		
G58601211194	\$ -	\$ 638.24		
G58601211196	\$ -	\$ 492.06		
G58601211197	\$ 4,000.00	\$ 620.00	15.50%	\$ 3,380.00
G58601212132	\$ 2,000.00	\$ -	0.00%	\$ 2,000.00
G58601212155	\$ 1,500.00	\$ 127.27	8.48%	\$ 1,372.73
G58601212212	\$ 646.00	\$ -	0.00%	\$ 646.00
G58601212216	\$ 500.00	\$ 326.89	65.38%	\$ 173.11
G58601212611	\$ 350.00	\$ 456.46	130.42%	\$ (106.46)
G58601212618	\$ -	\$ -	#DIV/0!	\$ -
G58601213111	\$ 650.00	\$ -	0.00%	\$ 650.00
G58601213112	\$ -	\$ -	#DIV/0!	\$ -
G58601213113	\$ 450.00	\$ -	0.00%	\$ 450.00
G58601213114	\$ 175.00	\$ 221.64	126.65%	\$ (46.64)
G58601213216	\$ 200.00	\$ -	0.00%	\$ 200.00
G58601213311	\$ -	\$ -	#DIV/0!	\$ -
G58601213314	\$ -	\$ -	#DIV/0!	\$ -
G58601213712	\$ 9,000.00	\$ 2,968.35	32.98%	\$ 6,031.65
G58601213813	\$ 1,846.00	\$ 1,846.00	100.00%	\$ -
G58601213813	\$ -	\$ -	#DIV/0!	\$ -
	\$ -	\$ 192.10	#DIV/0!	\$ (192.10)
	<u>\$ 51,317.00</u>	<u>\$ 45,155.04</u>	<u>92.37%</u>	<u>\$ 6,161.96</u>