

The Corporation of the Village of Oil Springs Cemetery Committee Meeting Minutes

Date: Tuesday, March 22, 2016
Time: 7:00 p.m.
Location: Village of Oil Springs Council Chambers
4591 Oil Springs Line, Oil Springs, ON

Committee Members Present: Mayor Ian Veen, Chair
Councillor Matt Strangway
Councillor Larry Wagner
Bryan Baxter
Greg Brown
Marie Stephenson

Committee Member(s) Absent: Jack Hull

Staff Member(s) Present: Jennifer Turk, Clerk-Treasurer

Call to Order

Chairperson Mayor Veen opened the meeting at 7:00 p.m.

Declaration of Pecuniary Interest

No declaration was made by any one member of Council at this time. Chairperson Mayor Veen requested committee members to make the appropriate declaration if necessary throughout the business of the meeting.

Cemetery Committee

The Secretary informed the committee that she had received an email from Mrs. Suzy Gonerman, informing that she has resigned from the committee, for the time being. The committee is not going to replace Mrs. Gonerman at this time.

Adoption of Committee Minutes

Motion #1 – Wagner/Strangway: That the minutes of the previous meeting of September 23, 2015 be adopted as read. Carried.

Business Arising from Previous Minutes

Decoration Day Information Pamphlet

Discussions took place regarding the newly created information pamphlet for Decoration Day 2016. The committee approved the newly designed pamphlet for use. Mrs. Stephenson will provide hymns and confirm guest speakers for 2016.

Cemetery Pillars

Mayor Veen gave an update pertaining to the subject matter. The pillars have been repaired properly. A wheel is needed to be purchased for the gates to take the weight off the pillars. The wheel is to be paid by the Cemetery. All other costs associated with the pillars were donated by Mayor Veen and Mr. Al Charlton.

Cemetery Walk 2016

Mrs. Stephenson gave an update pertaining to the subject matter. The walk has been tabled at this time.

Cemetery Name Listing

Mrs. Stephenson gave an update regarding the subject matter. As discussed at the last cemetery meeting in September, Mrs. Stephenson was to contact Mrs. Gonerman regarding the binder Mrs. Gonerman created. Mrs. Gonerman was working on a listing of persons who are buried at the cemetery to date on the old part of the cemetery. This list was to be displayed at the counter at the municipal office for the public to view. Mrs. Stephenson indicated there were adjustments that needed to be done to the binder as there was no room for changes/additions/deletions. Mrs. Stephenson has taken over the responsibility of the signs that are to be posted at the cemetery outlining the burials and plot owners. Mrs. Stephenson had a sample of the size of lettering for the board to be posted. The committee suggested a bigger font on a 4 foot by 8 foot board. This is to be brought back to the next meeting for the committee to review before print.

Opening/Closing Costs

As discussed at the last meeting in September, the Secretary gave an update that no other cemetery allows private burials, where people dig their own graves. The committee expressed concerns with not knowing where to dig the plots, hence why Mr. Adams is hired to contract those services.

Discussions took place of pre-paying for opening and closing for burials. At this time, the Village does not wish to allow pre-payment for a service that is contracted out.

Discussions took place regarding the breakdown of the opening/closing costs. All payments are to the Village, where the Village pays Mr. Adams for the opening and closing that took place.

Flag Pole

Mayor Veen gave an update pertaining to the flag pole that was donated by the Oil Springs Legion. The flag pole is up and looks good. The location of the flag pole is on the new side.

New Business

Accounts

The Secretary gave an update of all the accounts with the Cemetery Board, as well as GICs, as of February 29, 2016

General - \$9,146.04

Fence Restoration Fund - \$6,064.82

Care & Maintenance - \$2,653.86

GICs - \$86,350.72 as of December 31, 2015

Councillor Wagner informed Council that at the OGRA/ROMA Conference in February there were discussions of the funds set aside for care & maintenance, that municipalities would be allowed to use those funds to maintain their cemeteries.

Discussions took place regarding the mandated transfer of funds for the sale of plots. \$250 minimum or 40%, whichever is highest is collected into care & maintenance. Once those funds accumulate, they are transferred to a GIC where they collect interest. The interest of the GIC, once matured is deposited into the general account.

Discussions also took place regarding the transfer of funds to general for headstone purchases from a monument company as mandated by the province.

2016 Budget

The Secretary presented the committee with a rough budget for 2016. All expenses and revenue was documented noting a deficit of \$3,847.00.

Motion #2 – Wagner/Brown: That The Oil Springs Cemetery Committee direct the secretary to send a letter to the Township of Enniskillen asking for an increase in donation of funds to the general operations of the cemetery. Carried.

It was noted that \$1,000 is donated to the cemetery from the Village and from Enniskillen Township. Committee member Greg Brown informed the committee that Petrolia received an increase of funds from Enniskillen in the past, upon request.

Discussions took place regarding burials/funerals that take place, where people can't afford them. Committee member Pastor Bryan Baxter indicated that the County of Lambton pays for funeral services for those less fortunate.

Grass Cutting Tenders

Discussions took place regarding the eight (8) tenders received March 4, 2016 for the grass maintenance at the Oil Springs Cemetery.

Motion #3 – Baxter/Wagner: That the grass cutting tender received from Vandy's Lawn & Snow in the amount of \$4,550 + HST, be noted as received and accepted for the 2016 season. Carried.

Decoration Arrangements

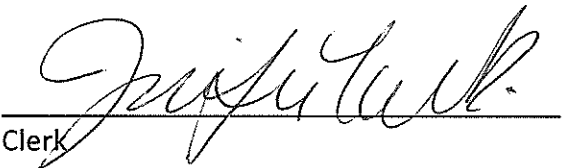
Councillor Wagner is organizing the event and the following was discussed:

- Rev. White and Rev. Baxter from the Oil Springs United Church are to be invited as guest speakers.
- Hymns to be provided by Mrs. Stephenson.
- Location under the big tree is to remain the same.
- Staff was directed to outline the budget for 2016 in hopes more donations would be received.
- Staff was directed to clean out the garbage cans Friday night before they leave for the weekend. Councillor Wagner volunteered to check the cans Sunday morning for dumping if needed.
- Mrs. Stephenson is playing the music provided by the keyboard from Mrs. Gonerman.
- Mrs. Stephenson is to ask Mr. Gord Perry to lead with singing

Adjournment

Motion #4 - Wagner/Strangway: *That the meeting be adjourned at 7:45 p.m. Carried.*


Chair


Clerk