

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

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Date: Wednesday, March 8, 2017  
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  
Greg Brown  
Suzy Gonerman  
Marie Stephenson

Committee Member(s) Absent: Bryan Baxter  
Jack Hull

Members of the Public: Gord Perry

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

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### **Call to Order**

Chairperson Councillor Wagner 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 Councillor Wagner requested committee members to make the appropriate declaration if necessary throughout the business of the meeting.

### **Re-Instatement of Board Member**

It was noted by the Mayor that at the Council Meeting of Tuesday, March 7, Council passed a motion to re-instate Mrs. Suzy Gonerman to the Cemetery Board.

### **Adoption of Committee Minutes**

**Motion #1** – *Wagner/Strangway: That the minutes of the previous meeting of February 22, 2017 be adopted as read.* *Carried.*

## **Business Arising from Previous Minutes**

### **Cemetery Walk Through History**

It was discussed that Council supported a motion at March 7 Council meeting to support the said fundraiser where proceeds will go the Monument Restoration Funds.

It was also noted that Council supported a motion to develop the Monument Restoration Fund.

## **New Business**

### **Accounts**

The Secretary gave an update of all the accounts with the Cemetery Board, as well as GICs, as of March 8, 2017

General - \$8,262.41

Fence Restoration Fund - \$6,337.61

Care & Maintenance - \$3,321.77

GICs - \$88,606.68

It was noted that \$3,300 from Care & Maintenance Fund would be transferred into a GIC in April 2017, when a GIC matures.

### **Grass Cutting Tenders**

At 7:07 pm, the Mayor opened seven (7) tenders that were submitted for the one year grass maintenance contract for the cemetery. The following tenders were read aloud and recorded by the Secretary

#	Name	Amount
1	Spring Du Fall	\$4,400 + HST
2	R Rental Inc.	\$7,500 + HST
3	Smit Landscaping	\$22,400 + HST
4	Jacob Loewen	\$6,000 + HST
5	Valley Lawn Care	\$5,500 + HST
6	Lakeshore Enterprise	\$12,500 + HST
7	Vandy's Lawn & Snow	\$4,550 + HST

Discussions took place regarding having Public Works staff maintain the grass at the cemetery. The Secretary did a rough calculation based on base pay at 17.5 hours per week for one person, approximately costing the Cemetery \$7,245 for one year. It was also noted that the contractors that sent in a bid have the proper equipment to cut and trim the grass at the cemetery using zero turn equipment which would eliminate weed whipping. It was also indicated that the Village does not possess that equipment to do the job efficiently.

***Motion #2 – Wagner/Gonerman: That the Cemetery Committee approve Vandy’s Lawn & Snow bid and be awarded the grass cutting contract for Oil Springs Cemetery at a cost of \$4,550 plus HST. Carried.***

### Decoration Day 2017

Discussions took place regarding the said event for 2017:

- Marie called and left a message with Hugget’s to see if they would be interested in performing the service for Decoration Day. No response to date.
- Marie is waiting to hear from Huggett’s to get suggestions on which hymns to play at the service.
- Councillor Wagner asked if Mr. Perry would be interested in leading the singing for the said event.
- Discussions took place regarding the selling of solar lights to raise funds for the cemetery. The Secretary indicated she had investigated prices ranging from \$1 - \$50 each for a solar light. Price would be dependent on what the committee is comfortable with spending. It was also indicated that in our by-law no glass is permitted at the cemetery. Councillor Wagner indicated if we bought solar lights for \$2 each and sold them for \$5, we would make a profit of \$3.
- Suzy requested permission from the committee to place Canadian flags on the veteran plots at the cemetery for Decoration Day. It was indicated that this may be done by the Legion and permission should be granted by the Oil Springs Legion prior to placement of flags.
- Music will be played by Marie with the organ loaned by Suzy.
- It was noted that there should more than one (1) person doing receipts at the entrance of the gates. Last year there was not enough volunteers to have more than one (1) person at the gates writing out receipts.
- Marie asked if the table for writing receipts could be moved more into the shade towards the fence
- There is the potential to have a guitar player for the said event. Marie was asked if she could inquiry if the individual would be interested.

### Tree Trimming Quote

Discussions took place regarding the quote submitted by Wyoming Tree Service for the removal of three (3) trees in the Cemetery. One spruce tree is on the old side and two (2) elms are located on the new side.

***Motion #3 – Strangway/Wagner: That the quote submitted by Wyoming Tree Service in the amount of \$450 plus HST, be noted as received for tree removal services, and that Wyoming Tree Service be awarded the job. Carried.***

### Invoices for Payment

**Motion #4** – Gonerman/Stephenson: *That the invoice from Van Tuyl & Fairbank for the purchase of a wheel for the gates at the cemetery be noted as received and approved for payment.* Carried.

The Secretary also noted at this time, that perhaps a Thank You letter should be sent to Mr. Al Charlton for his generosity in volunteering to repair the pillars at the cemetery without a cost. The work was completed earlier in 2016.

**Monument Restoration**

Discussions took place regarding the proposed work at the cemetery of repairing headstones in the cemetery.

Discussions took place regarding asking for permission from the plot owners to repair headstones as the headstones and plots are not owned by the Village.

An extensive list of headstones/markers that require attention at the cemetery was presented by Suzy.

Marie informed the committee that she received an email from Bereavement Authority of Ontario indicating the definition of a marker.

It was discussed to have Cemetery By-law #621 of 2013 with accompanying fee schedule By-law #692 of 2015 go to Council for review as it was indicated that the by-law was not compliant.

**Motion #5** – Stephenson/Brown: *That the current Cemetery By-law and accompanying fee schedule be brought back to Council for updating to be compliant with Funeral, Burial and Cremation Services Act and that the sale of plot fees be evaluated at the same time.*

Carried.

**Cemetery Walk Through History**

Suzy informed the committee, that washrooms would be needed for Decoration Day. Mayor Veen indicated that she contact Central Sanitation. They may possibly donate them for the event.

**Adjournment**

**Motion #6** - Wagner/Strangway: *That the meeting be adjourned at 8:00 p.m.* Carried.

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Chair

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Clerk