

**Ignace Cemetery Committee
Regular Meeting to be Held
Wednesday, April 4, 2018
At 9:00 am in the Multi-Purpose Room**

R E V I S E D A G E N D A

1. Call to Order

2. Approval of Agenda

3. Disclosure of Pecuniary Interest and the General Nature Thereof

4. Approval of Minutes

- a) October 3, 2017

5. Business Arising from Minutes

6. Old Business

- a) Cemetery Memorial Markers
- b) Cemetery Preservation & Clean Up
- c) Lowering Device and Turf

7. New Business

- a) Statement of Revenue and Expenditures for period ending December 31, 2017
- b) 2018 Budget Recommendations
- c) Memorial Marker Installation and Ceremony (Blessing)
- d) Terms of Reference - Review

8. Reports of Committee Members

9. Correspondence

10. Adjournment

**The Ignace Cemetery Committee
Regular Meeting Minutes
Tuesday, October 3, 2017
At 9:00 am in the Multi-Purpose Room**

Attending:	Acting Chair	Chicki Pesola
	Members	Cheryl Manchulenko Beth Kasaboski Elaine Roy Gloria Gannon
	Regrets	John Etherington
	Acting Deputy Clerk	Marshalina Reader
	Members of the Public	0

1. Call to Order

The meeting was called to order at 9:12 am by Acting Chair, Chicki Pesola.

2. Approval of Agenda

Verbal Motion

Moved by: Elaine Roy

Seconded by: Beth Kasaboski

That, We approve the revised agenda and package for this Regular Meeting of the Ignace Cemetery Committee this 3rd day of October, 2017, as circulated.

Carried

3. Disclosure Of Conflict/Pecuniary Interest

There were no disclosures of conflict/pecuniary interest or nature thereof.

4. Approval of Minutes

None

Verbal Motion

Moved by: Elaine Roy

Seconded by: Gloria Gannon

That, We approve the minutes of the Ignace Cemetery Committee dated June 6, 2017, as circulated.

Carried

5. Business Arising From Minutes

None

6. Old Business

a) Cemetery Memorial Markers

As per the email communication generated by the Acting Deputy Clerk on September 25, 2017, the committee was provided prototypes of the crosses constructed by Mr. Drake. He has recommended a larger, sturdier cross, constructed of cedar; as opposed to the thin white markers originally constructed. The rationale for his choice of wood is that cedar is a preferable option when considering durability to withstand harsher weather conditions.

The committee was in agreement that a larger, 'thicker' cross (a compromise of the two crosses shown the committee this date) would better serve this purpose. The committee prefers stain/varnish to painting the crosses. The slanted top was also preferred.

In accordance with the figures provided by Mr. Drake, the approximate cost of this project will be in the \$1,100.00 range. This represents a cost of approximately \$17 per cross. The committee requested that a few extra crosses be made, which will of course increase this cost.

Mr. Drake is hoping his students can have the 65 crosses completed within the month. The committee agreed that a Blessing will occur in the Spring of 2018. This will allow time for Public Works to properly install the markers; measure plots, etc. As well, the Acting Deputy Clerk will speak with Mr. Drake and the Operations Supervisor as to how they will install the crosses in the ground (cement in tin cans or soap containers). This way, the committee can begin saving such items.

Verbal Motion

Moved by: Beth Kasaboski

Seconded by: Cheryl Manchulenko

That, We approve the approximate expense of \$1,100.00 associated with constructing these cedar memorial markers, and understand that requesting additional markers shall increase this cost.

Carried

b) Benches and Placement

The Operations Supervisor has confirmed that all of the benches have been placed (4; 2 granite and 2 concrete). Further, that Linda Gouliquer's plaque will be secured to one of the granite benches at the Davey Lake Cemetery.

c) Cemetery Preservation & Clean Up

The Acting Deputy Clerk requested that the committee review the letter she drafted for mailing to family members. The Administrative Assistant has a list of family members confirmed, and letters will be mailed as soon as the committee has approved the content of the letter. A matter needing clarification is whether or not shrubs and trees must be removed entirely, or whether they can remain provided families keep them pruned.

The committee confirmed that all trees, shrubs and vines must be removed.

The committee provided a deadline of April 1, 2018, for families to respond to this letter. The Acting Deputy Clerk will request that the Administrative Assistant start the mail out today.

7. New Business

a) Statement of Revenue and Expenditures for period ending September 30, 2017

The committee requested a more comprehensive explanation of the 2016 and 2017 Budgets. Specifically:

Were the Lowering Device and Turf not included in the 2016 Budget?

b) Lowering Device and Turf

The committee was provided information and costing regarding these two items. The Acting Deputy Clerk placed an order for the same on Friday, September 29, 2017.

c) Terms of Reference – Review

The Acting Deputy Clerk requested that the committee review the above, particularly the meeting dates and time schedule, so that a calendar of meetings may be prepared for 2018.

8. Reports of Committee Members

None

9. Correspondence

None

10. Adjournment

Verbal Motion

Ignace Cemetery Committee Meeting Minutes
October 3, 2017
Page 4 of 4

Moved by:

Seconded by:

That, We adjourn this regular meeting of the Ignace Cemetery Committee this
3rd day of October, 2017, at am.

Carried

Chicki Pesola
Acting Chair

Marshalina Reader
Acting Deputy Clerk

The Township of Ignace
Statement of Revenue and Expenditures

Revised Budget
For Cemeteries (500)
For the Fiscal Period 2017-12 Ending December 31, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
G-500-0070-4430 Cemetary Plot Sales	\$ 0.00	\$ 0.00	\$ 500.00	2,008.00	(301.60%)
G-500-0070-4431 Provincial Plot Fees	0.00	0.00	0.00	0.00	0.00%
G-500-0070-4432 Opening & Closing	0.00	0.00	2,200.00	3,478.00	(58.09%)
G-500-0070-4435 Perpetual Care	0.00	0.00	500.00	963.00	(92.60%)
G-500-0070-4495 Transfers from Reserves - Cemet	0.00	0.00	0.00	0.00	0.00%
Total Cemeteries Revenues	\$ 0.00	\$ 0.00	\$ 3,200.00	6,449.00	(101.53%)
Expenditures					
C-500-9500-9500 Amortization Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00%
G-500-0500-5000 Full Time Wages	0.00	0.00	0.00	0.00	0.00%
G-500-0500-5002 Temp Full Time/Part Time & Cont	0.00	0.00	0.00	0.00	0.00%
G-500-0500-5006 Employee Benefits	0.00	0.00	0.00	0.00	0.00%
G-500-0500-5802 Cemetery Maintenance	0.00	0.00	5,000.00	5,128.59	(2.57%)
G-500-0500-5812 ICC Initiatives	0.00	0.00	5,895.00	663.83	88.74%
G-500-0500-5902 Northwestern Health Unit	0.00	0.00	61,401.00	61,401.12	0.00%
G-500-0500-5914 Land Ambulance	0.00	0.00	56,810.00	56,808.00	0.00%
G-500-0500-6010 Small Capital	0.00	0.00	5,000.00	5,068.80	(1.38%)
Total Cemeteries Expenditures	\$ 0.00	\$ 0.00	\$ 134,106.00	129,070.34	3.75%
Cemeteries Excess of Revenues Over Expenditures	\$ 0.00	\$ 0.00	(130,906.00)	(122,621.34)	6.33%

IGNACE CEMETERY COMMITTEE

Terms of Reference

1.0 Mandate

- 1.1 The Ignace Cemetery Committee (ICC) is a committee of Council, and its mandate is to advise Council on the beautification, care and maintenance and management of the Ignace Cemetery (Old Cemetery on Pine St) and Ignace Cemetery (New Cemetery on Davy Lake Road). The Ignace Cemetery Committee is also responsible for advising and making recommendations to the Committee of the Whole.

2.0 Address

- 2.1 The address of the ICC shall be P.O. Box 248, Ignace, ON P0T 1T0 with the physical address being 34 Highway 17 West.

3.0 Meeting Location

- 3.1 Generally, meetings will be held at the Township Multi-Purpose Room, Ignace, Ontario, unless otherwise specified by the Chair in the notice of meeting.

4.0 Membership

- 4.1 The ICC will be composed of a minimum of three (3) and a maximum of seven (7) members who are residents of Ignace, or property owners in Ignace including one (1) appointed representative of Council. The Township of Ignace Administrator Treasurer or his/her designate will attend as a non-voting member.
- 4.2 The term of membership on the ICC shall be renewable four year terms to coincide with the term of Council.
- 4.3 In April of each year, the ICC shall select from among its members a Chair in the form of a Chairperson and a Vice Chair as the ICC sees fit.
- 4.4 If a member misses three consecutive meetings, the ICC, at its discretion, will consider removing the member.
- 4.5 Vacancies will be filled by advertising in the community. New members will be appointed by Council.

5.0 Responsibilities of the Chair

- 5.1 Presides at meetings, maintains order and keeps the meeting moving.
- 5.2 Approves the agenda and adheres to it by accepting only discussion on the topic from the floor.

- 5.3 Starts and adjourns meetings on time.
- 5.4 Knows the rules of meeting procedure.
- 5.5 Is aware of the priority of business items and schedules them appropriately.
- 5.6 Is prepared to represent the ICC.
- 5.7 Delegates responsibility and authority.
- 5.8 Reports to Council in writing on an as needed basis or when required.

6.0 Responsibilities of Members

- 6.1 Be on time for meetings.
- 6.2 Attend regularly to keep aware of the current business.
- 6.3 Read and approve Minutes.
- 6.4 Become familiar with meeting procedures and follow the rules.
- 6.5 Seek ways to move discussion along, e.g., avoid repeating opinions and examples already given.
- 6.6 Understand each motion and/or recommendation before voting on it.
- 6.7 Make every attempt to be positive in his/her participation.
- 6.8 Be willing to volunteer.

7.0 Responsibilities of the Administrator Treasurer or Designate

- 7.1 Support the Chair in developing meeting agendas.
- 7.2 Facilitate the sharing of information amongst members.
- 7.3 Advise and update ICC and Council on Committee matters.
- 7.4 Report to ICC and Council on Committee activities.

8.0 Meetings

- 8.1 Notice of Meetings shall be given to the members by email and by pick up at Township Office, as well posting a public notice in accordance with the Township of Ignace's procedural By-Law.
- 8.2 Normally four (4) meetings will be held during the year. Meeting will be held on the first Wednesday of April, June, August and October beginning at 9:00 a.m. These dates and times can be changed if the majority of the members agree. The meeting will be scheduled to proceed for one and a half (1.5) hours maximum from start time, unless the majority of the members agree that the meeting shall run longer. Additional meeting may be scheduled if the majority of the members agree.
- 8.3 Regular meeting packages shall be distributed 5 days prior to the meeting, by email and placed in ICC mailbox at Township Office by 12 pm.
- 8.4 All meetings are open to the public.
- 8.5 Agenda items are to be sent in by 4:00 pm of the Tuesday prior to package preparation.

9 Quorum

9.1 A quorum shall consist of a majority of the voting membership.

10 Order of Business

- 10.1 Call to Order
- 10.2 Adopt Agenda
- 10.3 Declaration of Conflict/Pecuniary Interest
- 10.4 Review and Approve Minutes of Previous Meeting
- 10.5 Business Arising out of the Minutes
- 10.6 Old Business
- 10.7 New Business
- 10.8 Reports of Committee Members
- 10.9 Correspondence
- 10.10 Adjournment

11 Voting

11.1 Generally, decisions will be made by motion and voted upon by membership present.

12 Rules of Procedure

12.1 Robert's Rules of Order will be used as a guide when matters of procedure are called into question.

13 Report to Council

13.1 Recommendations to Council shall be made by the Committee, by resolution for consideration and possible action by Council through a Recommendation Form.

14 Amendments to Terms of Reference

- 14.1 These Terms of Reference may be altered, amended, repealed, or added to by approval of an absolute majority of the current ICC voting membership and submitted to Council for approval.
- 14.2 That these Terms of Reference be reviewed annually at the first meeting of the year.

Amended October 12, 2016 Resolution #539/2016