

# **A G E N D A**

**DURHAM CEMETERY BOARD**

**FRIDAY, APRIL 29, 2022**

**1 P.M.**

**The members will be meeting  
in-person at the West Grey Municipal Office.**

- 1. Call To Order**
- 2. Pecuniary Interest**
- 3. Election of Officers**
- 4. Minutes-November 13, 2019**
- 5. Business Arising**
  - Cemetery Section – signs**
- 6. Accounts**
  - February & March 2022**
- 7. Correspondence**
  - Letter of resignation**
  - Shelburne Memorials Limited**
  - Owen Sound Vault Works**
- 8. New Business**
  - Decoration Day 2022-June 26**
  - request for resolution re: Ministry changes**
  - discussion on additional Columbarium**
  - caretaker contract duration**
- 9. Adjourn**

**MINUTES  
DURHAM CEMETERY BOARD  
WEDNESDAY, NOVEMBER 13, 2019**

A meeting of the Durham Cemetery Board was held in the boardroom at the West Grey municipal office on Wednesday, November 13, 2019. The meeting was called to order at 3:30 p.m. by Chair, R.Thompson.

Present: Chair, Robert Thompson      Vice Chair, Bert Welsh      Jim Atkinson  
          Jennifer Doherty-Hayes      Stephen Townsend  
          Secretary, Heather Webb

**Moved by B. Welsh**

**Seconded by J. Doherty-Hayes**

**That the Durham Cemetery Board approves the motion to deviate from the original Agenda circulated due the request for an additional item to be added to New Business, i.e. natural burials.**

**Carried.**

**Pecuniary Interest**

None declared.

**Minutes**

**Moved by J. Atkinson**

**Seconded by B. Welsh**

**THAT the Durham Cemetery Board minutes of October 23, 2019 be approved as presented.**

**Carried.**

**Business Arising**

The quote received from D. Harris for installation of the new metal blade section signs in the amount of \$700.00 plus taxes was discussed. It was determined that sufficient funds were available in the proposed budget to absorb this expense.

The group consensus was to accept the quote with confirmation that the purchase of the cement was included in the price.

Chair Thompson advised the members of the investigation into the hydro billings and the on site inspection of the meter by hydro staff.

It was determined that the fan in the mortuary area was responsible for the increased billings. It was agreed that the Chair would purchase an oscillating fan in the spring to replace the current unit. The suggestion was also made to incorporate a timer to operate the fan at off peak billing hours.

The fan has been disconnected for the remainder of the year.

The Chair informed the others that he had discovered several items that needed to be addressed at the cemetery prior to winter. The secretary was directed to contact the Caretaker to confirm that winter maintenance has been completed including the cleanout of the eavestrough on the east side of the Chapel, water tank has been drained and "No Winter Maintenance" sign has been put up.

**Accounts**

**Moved by B. Welsh**

**Seconded by J. Doherty-Hayes**

**That Durham Cemetery accounts in the amount of \$74.71 be approved for payment.**

**Carried.**

Chair Thompson advised that he had arranged for the servicing of the lawn tractor.

**New Business**

**Moved by B. Welsh**

**Seconded by J. Doherty-Hayes**

**THAT the Durham Cemetery Board recommend the approval of the proposed 2020 operating budget.**

**Carried**

**DURHAM CEMETERY 2020 BUDGET**

	Account Code Description	BUDGET
1430663076	Cemetery transfer from Reserve	-\$4,700.00
1430665410	Cemetery Durham Donations	-\$4,000.00
140665411	Cemetery - Misc. Revenue	\$0.00
1430665412	Cemetery Durham Burial Fees	\$17,260.00
1430665413	Cemetery Durham Stone Setting Fees	-\$100.00
1430665414	Cemetery Durham Corner Stone Rev	-\$100.00
1430665415	Cemetery Durham Plot Sales	-\$3,000.00
1430665416	Cemetery Dur Chapel Storage Fees	-\$543.00
1430665417	Cemetery Durham Investment Income	-\$1,200.00
1430665418	C/M Interest Transfer	-\$2,897.00
1430665419	C/M Marker Interest Transfer	-\$1,000.00
1430665421	Cemetery Care & Maintenance Fee	\$0.00
1430665422	Cemetery Marker Fee	\$0.00
1430665423	Cemetery Out of Town Registr' Fee	-\$2,600.00
1430665425	Cemetery Columbarium Sales	-\$7,000.00
1430665426	Cemetery Columbarium Door Engraving	-\$2,200.00
1430665427	Cemetery Dur Future Develop Fund - Plots	-\$100.00
1430665428	Cemetery Dur Future Develop Fund - Columb	-\$350.00

**SUBTOTAL REVENUES -\$47,050.00**

1566001022	Durham Cemetery Work/ Compensation	
1566002010	Cemetery Misc material/supplies	\$1,700.00
1566002014	Cemetery Durham Utilities	\$400.00
1566002015	Cemetery Durham Insurance	\$900.00
1566002029	Cemetery Durham Fuel	\$0.00
1566002035	Cemetery Durham Equipment Maint'	\$0.00
1566002050	Cemetery Durham Grounds Maintenance	\$1,500.00
1566002053	Cemetery Financial Expense Charge	\$0.00
1566002055	Cemetery Dur Repurchase Inter'mnt	\$0.00
1566002169	Cemetery Durham Annual License Fee	\$500.00
1566002170	Cemetery Durham Monument Repairs	\$1,200.00
1566002172	Cemetery Durham Corner Stones	\$300.00
1566002173	Cemetery Durham Rented Equip Graves	\$6,000.00
1566002175	Cemetery Columbarium Door Engraving	\$1,500.00
1566002176	Columbarium Loan Principal	\$2,850.00
1566002177	Columbarium Loan Interest	\$300.00
1566003011	Cemetery Durham Contract Labour	\$25,000.00
1566003075	Transfer to Own Fund Res/Fund Cemty	\$0.00
1566003077	Transfer to Capital	\$0.00

**SUBTOTAL EXPENDITURES \$42,350.00**

1494666500	Cemetery Other Revenue	
1494666540	Cemetery Tsfr from Reserve	\$4,700.00
1494666550	Cemetery Capital - Loan	
	Cemetery Capital Revenues	
1595663000	Cemetery Capital Expense	\$0.00

**DEPARTMENT TOTAL \$0.00**

**Moved by B. Welsh**

**Seconded by J. Doherty-Hayes**

**THAT any surplus funds identified at year end in Cemetery budget be placed in Cemetery reserves.**

**Carried.**

Stephen Townsend was given the floor to discuss Natural burials.

He stated that he had been approached by an individual requesting information on Green Burials in West Grey and wanted to make the Board aware of this.

Discussion ensued on the actions that distinguish a green burial from regular burial such as no embalming of body, no use of coffin or vault, no individual headstones and area must be naturalized, i.e. wildflowers, etc.. At present there are no operating Cemeteries within West Grey that offer this service.

All business concluded the meeting adjourned at 4:30 pm on motion by J. Atkinson.

Next meeting of the Board at the call of the Chair.

**MUNICIPALITY OF WEST GREY**  
**Council/Board Report By Dept-(Computer)**



AP5130 Page : 1  
 Date : Apr 20, 2022 Time : 3:53 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 1 To 70  
 Department : 6600 To 6600

Cheque Print Date : 01-Jan-2022 To 20-Apr-2022  
 Bank : 1 To 1  
 Class : 5 To 5

Vendor Invoice	Vendor Name Description					Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name								

DEPARTMENT 6600 Cemetery Durham

BER00004 BEREAVEMENT AUTHORITY OF ONTARIO

MARCH 21/22 Annual Cemetery Licence submission #3270380-1 70 22-Mar-2022 22-Mar-2022  
 1-5-6600-2169 Cemetery Durham Annual License Fee 519.00

CRA03155 CRAIG MCDONALD REDDON

FEBRUARY 20 2022 Insurance Premiums 50 25-Feb-2022 25-Feb-2022  
 1-5-6600-2025 Cemetery Durham Insurance 979.56

HAR00013 HARRIS LANDSCAPE & DESIGN

1606 January contract services @ Durham Cemetery 50 11-Feb-2022 11-Feb-2022  
 1-5-6600-3011 Cemetery Durham Contract Labour 2,118.75

1606 A Jan. 31 - chapel snow removal (W.Lindsey Storage)\_ 50 11-Feb-2022 11-Feb-2022  
 1-5-6600-3011 Cemetery Durham Contract Labour 28.25

1606 B Key cut for Chapel 50 11-Feb-2022 11-Feb-2022  
 1-5-6600-2010 Cemetery Misc material/supplies 4.51

1675 February contract services for Cemetery 70 14-Mar-2022 15-Mar-2022  
 1-5-6600-3011 Cemetery Durham Contract Labour 2,118.75

Department Totals : 5,768.82

Computer Paid Total : 5,768.82

**MUNICIPALITY OF WEST GREY**  
**Council/Board Report By Dept-(EFT)**



AP5130 Page : 1  
 Date : Apr 20, 2022 Time : 3:53pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 1 To 70  
 Department : 6600 To 6600

EFT Paid Date : 01-Jan-2022 To 20-Apr-2022  
 Bank : 1 To 1  
 Class : 5 To 5

Vendor Code Invoice No.	Vendor Name Description					Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name								

DEPARTMENT 6600 Cemetery Durham

HYD15021 HYDRO ONE NETWORKS INC.

CMTRY FEB.21 Durham Cemetery hydro to Jan. 20 50 23-Feb-2022 23-Feb-2022  
 1-5-6600-2014 Cemetery Durham Utilities 36.82

CMTRY MAR.31 Hydro to Feb. 18 @ Durham Cemetery 70 31-Mar-2022 31-Mar-2022  
 1-5-6600-2014 Cemetery Durham Utilities 38.12

Department Totals : 74.94

EFT Paid Total : 74.94

Total Unpaid for Approval : 0.00  
 Total Manually Paid for Approval : 0.00  
 Total Computer Paid for Approval : 5,768.82  
 Total EFT Paid for Approval : 74.94  
 Grand Total ITEMS for Approval : 5,843.76

## Heather Webb

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**From:** Rob Thompson <robmarilynthompson3@gmail.com>  
**Sent:** March 27, 2022 8:25 PM  
**To:** Heather Webb  
**Subject:** Resignation

Heather Webb  
Municipality of West Grey  
Durham Cemetary Board

Please accept this Letter of Resignation from the Durham Cemetary Board and Chairperson effective March 25th, 2022. This is due to a Health Condition.

It has been a pleasure serving on the Cemetary Board.

Respectfully submitted,  
Robert J Thompson



LOVE'S GREATEST GIFT  
**REMEMBRANCE**

To: All Cemetery Boards

Effective January 1<sup>st</sup>, 2022 all of our Grey Granite corner stones 6" x 6", containing engraving with full name, initial only, plot numbers or your cemetery engraving requirements will now cost \$27.00 each plus HST.

Example:	One stone	\$27.00
	HST	<u>\$ 3.51</u>
	<i>Total</i>	\$30.51 each

Shelburne Memorials would be pleased to quote on any Cremation Columbarium's that your cemetery would be purchasing in the future. As well as any restoration work that you may need.

We are available to meet with your cemetery board to discuss any options you may have regarding rules for your cemetery.

Your consideration of our services is greatly appreciated.

Yours truly,

Shelburne Memorials Ltd.

**SHELburne MEMORIALS LIMITED**

ESTABLISHED 1888



OWEN SOUND VAULT WORKS LTD.,  
263079 VAULT WORKS RD.,  
OWEN SOUND, ONT N4K 5N7  
BUS:519-376-3673 FAX:519-376-3661

[osvw@btms.com](mailto:osvw@btms.com)

December 1<sup>st</sup>, 2021

**ELMWOOD CEMETERY**

**Attention: Paul Nelson**

Welcome to Spring 2022

To aid in your planning for the upcoming year, we would like to announce the following pricing for Grave Opening effective January 1<sup>st</sup>, 2022. We have kept our price as low as possible to \$621.50 plus HST for a total of \$702.30

A Sunday Service Charge remains the same at \$300. plus hst= \$339.00

A Civic & Statutory Holiday Charge remains the same at \$200. Plus hst=\$226.00

It has been a pleasure working with you and appreciate your past business and look forward to working with you in the upcoming year.

Stay healthy and safe.

Sincerely,

Gordon and Kim Ironmonger

OWEN SOUND VAULT WORKS LTD.

## CONDITIONS OF CONTRACT

THE DURHAM CEMETERY agrees with the Purchaser as follows:

**1. THE FOLLOWING TRUST PROVISIONS ARE IN EFFECT:**

Lot: 40% of lot price or \$150, whichever is greater  
Cremation Lot: 40% of filed rate  
Child's Lot: 40% of filed rate  
Columbarium Niche 15% filed rate

**2. CONTRIBUTION TO CARE AND MAINTENANCE FOR MARKER INSTALLATION**

Flat marker over 172 sq.in.	\$50.00
Upright monument up to 4 ft.in height or width	\$100.00
Upright monument over 4 ft. in height or width	\$200.00
<b>Flat markers for cremation plots shall be 1 ft. by 34" in. by 3" in.</b>	<b>\$50.00</b>

**3. A CONTRACT FOR THE PURCHASE OF INTERMENT RIGHTS INCLUDES:**

- (a) The right of the purchaser, by written demand, to request the owner to repurchase the rights at any time before they are used;
- (b) The repurchase price of interment rights shall be determined by establishing the amount paid by the purchaser for the rights less the amount the Owner paid into the Care and Maintenance Fund, or the predecessor of such a fund, in respect of the interment rights.
- (c) In accordance with By-law #1 of Durham Cemetery, restrictions on the exercise of interment rights apply;
- (d) In exercising the interment rights contracted herein, the following documents are required: Interment Order;
- (e) If a purchaser transfers an interment right, the purchaser shall give notice of the transfer to Durham Cemetery, which shall issue a new certificate of interment rights to the transferee;
- (f) Sale of interment rights by the purchaser is prohibited.

**4. A CONTRACT FOR THE PURCHASE OF PRE-NEED SUPPLIES OR SERVICES INCLUDES THE FOLLOWING CANCELLATION RIGHTS:**

- (a) purchaser has the right to cancel the contract within the 30 day period following the day the contract is made;
- (b) purchaser's right to cancel survives the 30 day period until such time as the owner provides the cemetery supplies and services;
- (c) owner shall not provide the cemetery supplies until the expiry of the 30 day period immediately following the day the contract is made;
- (d) purchaser must pay the service fee required under the Cemeteries Act if the right to cancel the contract is exercised more than 30 days after the contract is made. Such service fee is the lesser of 10 percent of the amount paid by the purchaser for the pre-need services or supplies, together with any income earned by the owner on the 10 per cent since the purchase, or \$200, whichever is less.

**5. THE PURCHASER AGREES WITH DURHAM CEMETERY:**

- (a) to provide written notice of change of address, within thirty days of the effective date of such change.

**Cemetery Care and Maintenance Fund/Account Contribution Amount Increases**  
(Effective January 1, 2022)

<b>Contribution Type</b>	<b>Current Contribution Amount</b>	<b>Contribution Amount (effective January 1, 2022)</b>
In-ground graves that are 2.23 m <sup>2</sup> (24 ft <sup>2</sup> ) or larger	\$250 or 40% of price (whichever is greater)	<b>\$290</b> or 40% of price (whichever is greater)
In-ground grave that is smaller than 2.23 m <sup>2</sup> (24 ft <sup>2</sup> )	\$150 or 40% of price (whichever is greater)	<b>\$175</b> or 40% of price (whichever is greater)
Tomb, crypt or compartment in a public mausoleum	\$500 or 20% of price (whichever is greater)	<b>\$830</b> or 20% of price (whichever is greater)
Niche or compartment in a public columbarium	\$100 or 15% of price (whichever is greater)	<b>\$165</b> or 15% of price (whichever is greater)
Scattering ground for which there will be only one scattering rights holder	\$100 or 40% of price (whichever is greater)	<b>\$115</b> or 40% of price (whichever is greater)
Scattering ground for which there will be more than one scattering rights holder	\$25 or 15% of price (whichever is greater)	<b>\$30</b> or 15% of price (whichever is greater)
Scattering ground for which there will be no scattering rights holder	\$25	<b>\$30</b>
A private mausoleum provided or constructed by a person other than the cemetery operator is installed in a cemetery	\$500 multiplied by the number of tombs, crypts, compartments or 20% of the sum of specified prices (whichever is greater)	<b>\$575</b> multiplied by the number of tombs, crypts, compartments or 20% of the sum of specified prices (whichever is greater)
A private columbarium provided or constructed by a person other than the cemetery operator is installed in a cemetery	\$100 multiplied by the number of niches and compartments or 15% of the sum of specified prices (whichever is greater)	<b>\$115</b> multiplied by the number of niches and compartments or 15% of the sum of specified prices (whichever is greater)
To establish a cemetery	\$100,000	<b>\$165,000</b>
Flat marker measuring less than 1,116.13 cm <sup>2</sup> (173 in <sup>2</sup> )	\$0	<b>\$0</b>
Flat marker measuring at least 1,116.23 cm <sup>2</sup> (173 in <sup>2</sup> )	\$50	<b>\$100</b>
Upright marker measuring 1.22 m (4 ft) or less in height and 1.22 m (4 ft) or less in length, including the base	\$100	<b>\$200</b>
Upright marker measuring more than 1.22 m (4 ft) in either height or length, including the base	\$200	<b>\$400</b>

**MUNICIPALITY OF WEST GREY**  
**CEMETERY - DURHAM TRIAL BALANCE**  
**BALANCE BY DEPT**



For Period Ending 31-Dec-2022

	CURRENT	CURRENT	PRIOR YR	PRIOR YR
	YTD	BUDGET	ACTUAL	BUDGET
<b>GENERAL FUND</b>				
<b>Cemetery Revenue</b>				
1-4-3066-5410 Cemetery Durham Donations	150.00-	4,000.00-	2,950.00-	0.00
1-4-3066-5412 Cemetery Durham Burial Fees	3,982.00-	17,260.00-	17,920.00-	0.00
1-4-3066-5413 Cemetery Durham Stone Setting Fees	52.00-	100.00-	624.00-	0.00
1-4-3066-5414 Cemetery Durham Corner Stone Rev	52.00-	100.00-	624.00-	0.00
1-4-3066-5415 Cemetery Durham Plot Sales	427.50-	3,000.00-	5,770.28-	0.00
1-4-3066-5416 Cemetery Dur Chapel Storage Fees	543.00-	543.00-	543.00-	0.00
1-4-3066-5417 Cemetery Durham Investment Income	0.00	1,200.00-	1,056.07-	0.00
1-4-3066-5418 C/M Interest Transfer	0.00	2,897.00-	3,928.71-	0.00
1-4-3066-5419 C/M Marker Interest Transfer	0.00	1,000.00-	549.37-	0.00
1-4-3066-5421 Cemetery Care & Maintenance Fee	927.75-	0.00	0.00	0.00
1-4-3066-5422 Cemetery Marker Fee	450.00-	0.00	0.00	0.00
1-4-3066-5423 Cemetery Out of Town Registr' Fee	400.00-	2,600.00-	700.00-	0.00
1-4-3066-5425 Cemetery Columbarium Sales	3,431.70-	7,000.00-	4,575.60-	0.00
1-4-3066-5426 Cemetery Columbarium Door Engravin	930.00-	2,200.00-	1,765.00-	0.00
1-4-3066-5427 Cem Dur Plots Future Develop Fund	22.50-	100.00-	303.72-	0.00
1-4-3066-5428 Cem Dur Columb. Future Develop Fun	125.55-	350.00-	167.40-	0.00
<b>Total Cemetery Revenue</b>	<b>11,494.00-</b>	<b>42,350.00-</b>	<b>41,477.15-</b>	<b>0.00</b>
<b>Cemetery Durham</b>				
1-5-6600-2010 Cemetery Misc material/supplies	3.99	1,700.00	104.50	0.00
1-5-6600-2014 Cemetery Durham Utilities	64.80	400.00	389.92	0.00
1-5-6600-2025 Cemetery Durham Insurance	979.56	900.00	869.40	0.00
1-5-6600-2050 Cemetery Durham Grounds Maintenac	0.00	1,500.00	400.00	0.00
1-5-6600-2169 Cemetery Durham Annual License Fee	519.00	500.00	0.00	0.00
1-5-6600-2170 Cemetery Durham Monument Repairs	0.00	1,200.00	0.00	0.00
1-5-6600-2172 Cemetery Durham Corner Stones	0.00	300.00	448.00	0.00
1-5-6600-2173 Cemetery Durham Rented Equip Grav	0.00	6,000.00	6,215.00	0.00
1-5-6600-2175 Cemetery Columbarium Door Engravin	0.00	1,500.00	1,700.00	0.00
1-5-6600-2176 Cemetery Loan Principal	0.00	2,850.00	0.00	0.00
1-5-6600-2177 Cemetery Loan Interest	0.00	300.00	0.00	0.00
1-5-6600-3011 Cemetery Durham Contract Labour	5,675.00	25,000.00	24,408.00	0.00
1-5-6600-3075 Transfer to Own Fund Res/Fund Cemt	0.00	200.00	0.00	0.00
<b>Total Cemetery Durham</b>	<b>7,242.35</b>	<b>42,350.00</b>	<b>34,534.82</b>	<b>0.00</b>
<b>Total GENERAL FUND</b>	<b>4,251.65-</b>	<b>0.00</b>	<b>6,942.33-</b>	<b>0.00</b>