

COOKE'S CEMETERY BOARD MEETING

Pefferlaw Lions Hall

THURSDAY, APRIL 4, 2019

1. WELCOME:

Greg, as Chairperson, opened the meeting by welcoming Larry Proctor who is attending as an interested member of the public.

2. PRESENT:

Jane Clyde, Greg Forrest, Sandra James, Gail Moore, Councillor for Ward 5, David Harding and Larry Proctor.

3. APPROVAL OF THE AGENDA:

Moved by Sandra James, Seconded by David Harding that the Agenda be approved as distributed. AIF

4. MINUTES OF THE MEETING – March 7, 2019:

There were no errors or omissions and it was **Moved by Sandra James, Seconded by David Harding** that the minutes be adopted as written. AIF

5. TREASURER'S REPORT:

Jane reported that the Bank Balance as of February 28, 2019 is \$15,310.68 and she reported that since that date \$1,024.14 has been deposited. **MOVED BY Gail Moore, Seconded by Sandra James** that the Treasurer's Report be accepted as presented. AIF

Jane is still in the process of arranging to have the signing authority on the account changed from Larry Proctor to Sandra James.

6. BUSINESS:

(A) Budget

Greg said that the Board should consider preparing a budget for future expenditures so that the Board can develop a plan for growth and maintenance items to present to the Town. It was noted that there are no urgent and immediate major capital expenditures as the fence has been installed and the shed has been replaced.

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(i) Proposed Major Expense Improvements –

- a columbarium
- scattering gardens
- improved signage for the cemetery

(ii) Proposed Minor Expenses –

- stabilize the lane into the cemetery
- improve the walkway at the pedestrian entrance
- containers or restraints for the piles of soil
- finish the hedge on the east side and prune existing hedge

(B) Maintenance Items –

(i) Scheduling for the Coming Months –

- Sandra said that she would do a work schedule for grounds maintenance in the coming months.

- in answer to an inquiry, Greg advised that the corner stones are not maintained by the cemetery but are used as reference points only.

(ii) Water Supply –

- David said he will get in touch with Steve O'Neill to ensure that there is a water supply for the cemetery during the summer months.

(iii) Grass Cutting –

- The Town will use the same contractor for both Cooke's Cemetery and Keswick Cemetery and David will make sure that the grass is cut in a timely manner.

(iv) Trimming and Pruning –

- It is crucial that the hedge be pruned and maintained this year. David will ask Steve O'Neill if he would be available to meet with the Board at the Cemetery on Thursday, April 18 in order to discuss some of the maintenance items that need attention. (Top soil needs to be used to fill in some uneven places on the grounds, the weeds at the south end of the cemetery still need to be conquered and water supply and hedging concerns.)

(C) Planning for Decoration Day –

- Decoration Day is scheduled for May 26, 2019 and Gail showed the invitation to the Board members for their approval.

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- Jane advised that Debbie Celsi has agreed to officiate again this year and she will let Jane know about the music.
- Greg advised that he now has a larger tent (10 x 20)

7. COUNCILLOR DAVID HARDING'S REPORT:

Councillor Harding reported that there have been many changes in staff over the past year and more technical personnel have been hired. He advised purchasing procedures have changed. As noted above. David is arranging a meeting with Steve O'Neill at the cemetery location to discuss maintenance items that must be completed.

Dave said that we will try and have a water tank in place by May 1, 2019.

8. NEXT MEETING:

(A) April 18, 2019 – 9:30 a.m. - Tour of Cemeteries in the area – Queensville, Keswick, Beaverton to look at columbaria and scattering gardens.

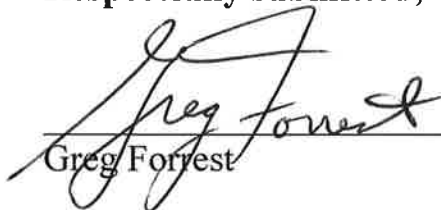
(B) April 18, 2019 – 3:30 p.m. - Meeting with Steve O'Neill from the Town of Georgina to discuss maintenance items.

(C) May 2, 2019 – 1:00 p.m. -Work Bee at the Cemetery Grounds.

ADJOURNMENT:

Moved by Sandra James that this meeting be adjourned at 8:45 p.m.

Respectfully submitted,



Greg Forrest Chair



Gail Moore Secretary