

The regularly scheduled meeting of the Town of Mahone Bay's Cemetery Committee was held on Monday, March 15th, 2021 at 3:30 p.m. via videoconference.

**Present:**

Mayor D. Devenne  
CAO D. Heide  
Manager of Finance L. Wentzell, Secretary  
Director of Operations D. Mackenzie  
Councilor J. Feeney, Chair  
B. Morse  
S. Maples

**Absent:**

None

**Gallery:**

**Approval of Agenda**

A motion by D. Devenne, seconded by S. Maples **“THAT the agenda be approved as presented.”**

**Motion carried.**

**Approval of Minutes**

No minutes presented.

**Operating Report**

Director of Operations D. Mackenzie reported that routine maintenance was done at the cemeteries over the fall/winter, including the removal of a tree.

**Finance Report**

Manager of Finance L. Wentzell gave a brief overview of the financial performance of the cemeteries during Fiscal 2020-21. Committee members discussed long-term finances and management of the Perpetual Care Fund.

A motion by D. Devenne, seconded by B. Morse **“THAT the Committee recommend to Council that any Operating Surplus within the 2020-21 Cemetery Budget at year-end be contributed to the Perpetual Care Fund.”**

**Motion carried.**

The discussion then turned to review the 2021-22 Budget and there was a general consensus that the draft budget provided by Manager of Finance seemed appropriate.

A motion by B. Morse, seconded by D. Devenne **“THAT the Committee recommend that Council approve the 2021-22 budgets as presented for both Park and Bayview Cemeteries.”** Motion carried.

### **Old Business**

#### **Park Cemetery Mapping and Boundaries**

A discussion was had regarding the progress on the mapping project of Bayview and Park Cemeteries. It was mentioned that a link is available on the Town website to access the mapping data on Bayview Cemetery data. Staff are continuing to undertake work to complete the GIS mapping for Park Cemetery.

#### **Edgewater Streetscaping and Beautification Project**

It was discussed that components of the Edgewater Streetscaping Project (which included improvements to the fence at Bayview Cemetery) were postponed as the matching grant funds were not received by the Town. Various scopes for the proposed project were discussed, with possible external funding sources. D. Mackenzie addressed the replacement of the fence and recommended that the fence be replaced with a composite material with a longer life and lower maintenance requirements than wood.

A motion by D. Devenne, seconded by S. Maples **“THAT the committee recommends to Council that the replacement of the picket fence at Bayview Cemetery with a long-lasting composite material be included in Council’s upcoming Budget Deliberations.”** Motion carried.

### **Next Meeting**

June 14<sup>th</sup>, 2021 at 3:30pm

**The meeting adjourned upon motion at 4:16 PM**

**TOWN OF MAHONE BAY**

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Mayor David Devenne

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Committee Secretary, Luke Wentzell

# PARK CEMETERY

## Operating Budget

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
<b>Revenue</b>				
Investment income	\$ 1,364	\$ 1,650	\$ 853	\$ 1,250
Grant from Town	\$ 8,507	\$ 15,200	\$ 2,985	\$ 7,750
Donations	\$ -	\$ -	\$ 250	\$ 200
Perpetual Care/Sale of Lots	\$ 4,550	\$ 3,500	\$ 2,600	\$ 3,250
Interment Fees	\$ 1,200	\$ 1,500	\$ 1,000	\$ 1,300
Monument Fees	\$ 450	\$ 400	\$ 100	\$ 250
Transfer from Perpetual Care	\$ -	\$ -	\$ -	\$ -
	\$ 16,071	\$ 22,250	\$ 7,788	\$ 14,000
<b>Expenditures</b>				
Signage	\$ -	\$ 250	\$ -	\$ -
Trees/Improvements	\$ -	\$ 5,000	\$ 730	\$ 1,500
Mowing and grounds upkeep	\$ 8,507	\$ 8,800	\$ 2,253	\$ 8,800
Soil and Other Materials	\$ 313	\$ 500	\$ 626	\$ 500
Roads and Improvements	\$ -	\$ 1,000	\$ 515	\$ 1,000
Monuments	\$ 2,702	\$ 2,000	\$ -	\$ 1,000
Administration/Legal/Audit	\$ -	\$ 1,200	\$ 1,064	\$ 1,200
Transfer to Perpetual Care Fund	\$ 4,550	\$ 3,500	\$ 2,600	
	\$ 16,071	\$ 22,250	\$ 7,788	\$ 14,000
<b>Surplus of revenue over expenditures</b>	\$ 0	\$ -	\$ -	\$ -

**TOWN OF MAHONE BAY**  
**BAYVIEW CEMETERY**  
**Operating Budget**

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
<b>Revenue</b>				
Investment income	\$ 3,529	\$ 3,400	\$ 3,293	\$ 3,400
Grant from Town	2,522	6,870	-	6,870
Donations	\$ 20,140	\$ -	\$ 25	\$ -
Perpetual care	-	-	-	-
Annual upkeep	\$ 30	\$ 30	\$ 30	\$ 30
	<u>\$ 26,221</u>	<u>\$ 10,300</u>	<u>\$ 3,348</u>	<u>\$ 10,300</u>
<b>Expenditures</b>				
Improvements/Grounds Upkeep	\$ -	\$ 2,500	\$ -	\$ 2,500
Mowing	6,209	6,600	2,409	6,600
Administration/Legal/Audit	\$ -	\$ 1,200	\$ 471	\$ 1,200
Mapping Project	12	-	12	-
Transfer to Perpetual Care	\$ 20,000	\$ -	\$ -	\$ -
	<u>\$ 26,221</u>	<u>\$ 10,300</u>	<u>\$ 2,892</u>	<u>\$ 10,300</u>
<b>Surplus of revenue over expenditures</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 456</b>	<b>\$ -</b>