

Call to Order

1. Approval of Agenda

2. Minutes

3. Operations Report

D. Heide

4. Financial Report

L. Wentzell

5. Old Business


- a. Park Cemetery Mapping Project
- b. Fix/Repair Bayview Cemetery Fence
- c. Fee Review

6. New Business

- a. Cemeteries Asset Management Planning

7. Next Meeting

8. Adjournment

A decorative graphic at the bottom of the page consists of three overlapping diamonds. The leftmost diamond is light green, the middle one is light blue, and the rightmost one is light orange.

To attend the meeting remotely, please contact
dylan.heide@townofmahonebay.ca
by 12 noon on June 21st, 2021

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 14th, 2021 at 3:30pm

The meeting adjourned upon motion at 4:16 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Committee Secretary, Luke Wentzell

PARK CEMETERY Operating Budget

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
Revenue				
Investment income	\$ 1,364	\$ 1,650	\$ 853	\$ 1,250
Grant from Town	\$ 8,507	\$ 15,200	\$ 3,838	\$ 8,950
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	\$ 8,641	\$ 15,200
Expenditures				
Signage	\$ -	\$ 250	\$ -	\$ -
Trees/Improvements	\$ -	\$ 5,000	\$ 730	\$ 2,000
Mowing and grounds upkeep	\$ 8,507	\$ 8,800	\$ 2,253	\$ 5,000
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	\$ 3,453	\$ 4,500
	\$ 16,071	\$ 22,250	\$ 8,641	\$ 15,200
Surplus of revenue over expenditures	\$ 0	\$ -	\$ -	\$ -

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

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
Revenue				
Investment income	\$ 3,529	\$ 3,400	\$ 3,293	\$ 3,400
Grant from Town	2,522	6,870	2,837	7,570
Donations	\$ 20,140	\$ -	\$ 25	\$ -
Perpetual care	-	-	-	-
Annual upkeep	\$ 30	\$ 30	\$ 30	\$ 30
	\$ 26,221	\$ 10,300	\$ 6,185	\$ 11,000
Expenditures				
Improvements/Grounds Upkeep	\$ -	\$ 2,500	\$ -	\$ 2,500
Mowing	6,209	6,600	2,409	4,500
Administration/Legal/Audit	\$ -	\$ 1,200	\$ 471	\$ 600
Mapping Project	12	-	12	-
Transfer to Perpetual Care	\$ 20,000	\$ -	\$ 3,293	\$ 3,400
	\$ 26,221	\$ 10,300	\$ 6,185	\$ 11,000
Surplus of revenue over expenditures	\$ 0	\$ -	\$ (0)	\$ -