MUNICIPALITY OF NORTHERN BRUCE PENINSULA

CEMETERY COMMITTEE

No. 13-01

May 6, 2013 at 9:00 a.m.

Municipal Council Chambers

MEMBERS PRESENT:  Milt McIver
                               Sandra Duncan
                               Orville Stewart
                               Lynn Watson

STAFF PRESENT:  Cathy Addison, Municipal Deputy Clerk

ABSENT:  Jack Adams

DISCLOSURE OF PECUNIARY INTEREST

Mayor McIver called the meeting to order at 9:03 a.m. and Cemetery Committee members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

1. CALL TO ORDER

Chairperson, Milt McIver, called the meeting to order at 9:03 a.m.

2. APPROVAL OF AGENDA

Moved by O. Stewart
Seconded by L. Watson

THAT the content of the Agenda be approved as printed.

CARRIED

3. ADOPTION OF MINUTES – Meeting No. 12-02 – November 27, 2012

Moved by L. Watson
Seconded by S. Duncan

THAT the minutes of Cemetery Committee Meeting No. 12-02 – November 27, 2012 be approved as printed and circulated.

CARRIED
4. CONSIDERATION OF AGENDA ITEMS

1. Cemetery RFP for Cemetery Manager and/or Groundskeeper

Two (2) Requests for Proposals (RFP) were received for the Cemetery Manager and Groundskeeper Service, by the May 1, 2013 deadline.

The RFP was divided into three (3) options, being:
1) Cemetery Manager for burials, monuments, and mortuary care; or
2) Cemetery Groundskeeper for grounds and maintenance;
3) Or both Cemetery Manager and Groundskeeper.

One proposal was received for the Cemetery Groundskeeper Service only, while the other was for combined Cemetery Manager and Groundskeeper Service.

Committee members are pleased with the work performance of the current Cemetery Caretaker, Gord Ironmonger. Following a discussion of the RFP submissions, a detailed report will be prepared for Council by the Deputy Clerk regarding the Cemetery Manager and Groundskeeper Services.

Moved by L. Watson
Seconded by S. Duncan

THAT the contract for the Cemetery Manager and Groundskeeper Services be awarded to Owen Sound Vault Works Limited at a cost of $130,000.00 (excluding HST) for a period of three (3) years commencing July 1, 2013.

CARRIED

2. Decoration Day Dates

Dunks Bay Cemetery       June 9/13   12:00 p.m. Following Church Service
Stokes Bay Cemetery      June 23/13  2:00 p.m.
Eastnor Cemetery        June 30/13  3:00 p.m.
McVicar Cemetery        July 14/13  11:00 a.m. - Potluck to follow

- Cathy Addison, along with Committee member Sandra Duncan, will coordinate the Eastnor Cemetery service;
- Friends of McVicar will be having a potluck lunch at Ferndale Park following their service;
- Advertising will be placed in the Wiarton Echo, Municipal Ad in the Bruce Peninsula Press and the Municipal website.

5. OTHER BUSINESS

The Deputy Clerk noted three (3) red maple trees near the mortuary at Eastnor Cemetery have been recently removed by Hydro One. Due to their location and size, these trees could not be relocated.
A newsletter from “The Friends of McVicar Pioneer Cemetery” was distributed to members for their review. The Deputy Clerk discussed correspondence pertaining to Assisted Burials and Cremations regarding Grey and Bruce Counties Social Service disbursements to Municipalities. Following the discussion, it was noted a line item should be added to the Cemetery budget for financial implications that the Municipality may be responsible for.

A card of condolence has been sent to the family of the late Ken Rodgers by the Deputy Clerk. Mr. Rodgers was a dedicated Cemetery Committee member for many years.

Orville Stewart will continue to pursue the requirements to obtain additional names on the soldier monument at Stokes Bay Cemetery.

Sandra Duncan questioned the status of the tree trimming off Highway #6 and Dunks Bay Road corner. It was determined this is a Ministry of Transportation (MTO) issue.

Committee members requested the Cemetery Caretaker investigate options for the grub and skunk issues at the Municipal Cemeteries.

6. NEXT MEETING DATE

The next meeting will be at the call of the Chair.

7. ADJOURNMENT

Moved by L. Watson
Seconded by O. Stewart

 THAT this meeting does now adjourn at 9:40 a.m.

CARRIED