

**TOWNSHIP OF NIPISSING
CEMETERY COMMITTEE
AGENDA**

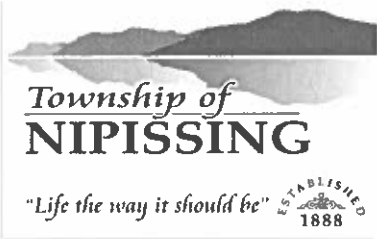
Monday, February 10, 2025

**Meeting will be held at:
2381 Highway 654
(Township of Nipissing Community Centre)
Time: 11:00 a.m.**

1. Declaration of Pecuniary Interest.
2. Motion: Appoint a Chairperson for 2025.
3. Approve the May 24, 2024 meeting Minutes.
4. Discussion of upgrades at Nipissing Union Cemetery, grounds work proposed and fencing.
5. Motion: Approve quote and design for fencing along western edge of the Nipissing Union Cemetery.
6. Discussion of expansion of Alsace Cemetery, confirm survey order, grounds work proposed and time frame.
7. Motion: Approve expansion activities at the Alsace Cemetery.
8. Review proposed budget for 2025.
9. Motion: Approve the budget proposal for 2025.
10. Adjourn.

Committee meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>



TOWNSHIP OF NIPISSING
Cemetery Committee
RESOLUTION

DATE: February 10, 2025

NUMBER: C2025-01

Moved by

Seconded by

That we appoint _____ Chairperson for 2025.

For Against

MACDONALD
MARCHANT
RENNETTE
SCOTT
YEMM

Carried

Chairperson:

MINUTES

Township of Nipissing Cemetery Committee
May 24, 2024

The Nipissing Township Cemetery Committee met on Friday, May 24, 2024.
The meeting was called to order at 11:23 a.m.

Present: Councillor Dave Yemm, Councillor James Scott, Tom Marchant, Will Bateman,
Fire Chief-MLEO-CEMC, Dan MacInnis Operations Superintendent, and Kris Croskery-
Hodgins Municipal Administrator

Regrets: Brett MacDonald

MOTION NUMBER C2024-09

Moved by: James Scott

Seconded by: Tom Marchant

That we approve the Minutes of the April 17, 2024 Cemetery Committee meeting.
Carried.

MOTION NUMBER C2024-10

Moved by: James Scott

Seconded by: Tom Marchant

That we approve the monument request for the Ulrick Family for Paul Victor Ulrick,
Kevin Richard Ulrick and Elizabeth Alice Ulrick, as submitted. **Carried.**

MOTION NUMBER C2024-11

Moved by: James Scott

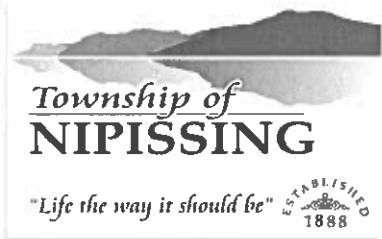
Seconded by: Tom Marchant

That the meeting be adjourned at 11:28 am. **Carried.**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.
Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.
Minutes to be approved by the Board at the next scheduled Board Meeting.



TOWNSHIP OF NIPISSING

Cemetery Committee

RESOLUTION

DATE: February 10, 2025

NUMBER: C2025-02

Moved by

Seconded by

That we approve the Minutes of the May 24, 2024 Cemetery Committee Meeting, as presented.

For Against

MACDONALD
MARCHANT
RENNETTE
SCOTT
YEMM

Carried

Chairperson:



The Corporation of the Township of Nipissing
45 Beatty Street
Nipissing ON P0H 1W0
Telephone 705-724-2144 Fax 705-724-5385
www.nipissingtownship.com

REPORT TO COMMITTEE

Date: January 27, 2025

From: Kris Croskery-Hodgins, Municipal Administrator &
Dan MacInnis, Operations Superintendent

Re: Cemetery Work Plan – Nipissing Union Cemetery 2025

BACKGROUND/OVERVIEW

1. Lack of fencing along the western edge of the old section of the Nipissing Union Cemetery has been an issue for a few years with the direction change of a snowmobile trail during the winter months. The South Shore Restoule Snowmobile Club has responded to our concerns and placed snow fencing along the edge to keep machines away from the monuments during the season. A reserve has been created for the installation of the fencing with an accumulated total of \$7,646.00 at December 31, 2024.

A quote has been obtained for 75 feet of Alden ornamental fence, 5 feet in height with 2 inch square posts and caps. The total is \$8,696.00 plus applicable taxes. This will result in an additional \$2,200 required in the budget.

2. Tree removal and brushing has been performed along the edges of the cemetery and the ravine between the new and older sections. Trees that are dead or dying and pose a threat to the monuments within the grounds have been removed.

Brushing of the land purchased for the cemetery has started as the Public Works crew has availability. This will continue for the next few years as there is still adequate space in the new section.

RECOMMENDATIONS:

Staff recommends approval of the Fence quotation for the installation and provision of fencing along the old section of the west side of Nipissing Union Cemetery.

Respectfully,

Kris Croskery-Hodgins, Municipal Administrator

NEFAF Inc

439 third avenue east,
 North Bay ON p1b 0c1
 info@nefaf.ca
 GST/HST Registration No.: 77185 0401 r0001



Estimate

ADDRESS
 Dan MacInnis
 Nipissing Township
 Nipissing Township Ontario

ESTIMATE 1471
 DATE 12/11/2024
 EXPIRATION DATE 12/31/2024

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|------|--------------------|--|-----|----------|----------|
| | Fence installation | Supply and Install 75 feet of Alden ornamental fence. Fence is 5 feet in height with 2 inch square posts and caps. | 1 | 8,696.00 | 8,696.00 |

| | | |
|--|----------------|-------------------|
| Hi Dan | SUBTOTAL | 8,696.00 |
| This estimate is based on clear soil free of large rock. Contractor will obtain all mandatory Ontario One Call utility locates. I understand this estimate is for budget planning. The fence material fluctuates with the metal market and you should add a buffer to this estimate. | HST (ON) @ 13% | 1,130.48 |
| | TOTAL | \$9,826.48 |

Thank you,
 Dan MacInnis
 NEFAF Inc

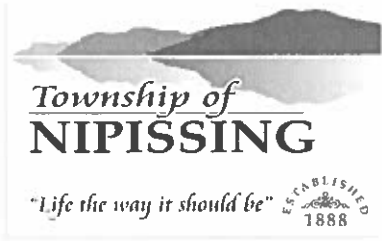
TAX SUMMARY

| | RATE | TAX | NET |
|--|----------------|----------|----------|
| | HST (ON) @ 13% | 1,130.48 | 8,696.00 |

Accepted By

Accepted Date

New account
Cemetery Ar Reserve \$7,500
Taxation \$2,500



TOWNSHIP OF NIPISSING
Cemetery Committee
RESOLUTION

DATE: February 10, 2025

NUMBER: C2025-03

Moved by

Seconded by

That we approve quote from NEFAF Inc. for the supply and installation of 75 feet of Alden ornamental fence, 5 feet in height with 2 inch square posts and caps along the western edge of the old section of the Nipissing Union Cemetery.

For Against

MACDONALD
MARCHANT
RENNETTE
SCOTT
YEMM

Carried

Chairperson:



The Corporation of the Township of Nipissing
45 Beatty Street
Nipissing ON P0H 1W0
Telephone 705-724-2144 Fax 705-724-5385
www.nipissingtownship.com

REPORT TO COMMITTEE

Date: January 27, 2025

From: Kris Croskery-Hodgins, Municipal Administrator &
Dan MacInnis, Operations Superintendent

Re: Cemetery Work Plan – St. John’s Alsace Cemetery 2025

BACKGROUND/OVERVIEW

1. There is limited space available at the Alsace Cemetery. We are no longer able to accommodate full casket burials without investigation and sounding of the area. This eliminates pre-need sales in the cemetery and requires future planning to ensure continued use of the area.

The land adjacent to the cemetery is approximately 2 acres which we have been exploring for expansion purposes. We have requested a quote from a local surveyor for the work of surveying the remaining land for cemetery use. There is also a request process required from the Bereavement Authority of Ontario (BAO) to add any land to our current operating licence and authority.

Records have been located that indicate the land was retained for the purpose of expanding the cemetery with the harvesting of the pine trees on the lot to be used towards any ongoing costs. The use of Care and Maintenance Funds can be used for this project and will a request for approval to use the funds will be forwarded to the BAO once authorized by the Committee, Council and all estimates are received.

The expansion is expected to provide burial lots of up to 200 spaces, create an esthetically pleasing driveway between the existing section and new section, and allow for pre-need purchasing and planning of burial lots by families once again.

2. There is a large spruce tree located on the left side of the cemetery as you enter the gate. This tree is dying and poses a risk to the cemetery monuments in place and the sanctity of the grounds surrounding it, including the root system.

Due to the complex nature of removal and the size of the tree, staff recommends the use of a professional arborist for the project. A quote has been obtained as a guide in the amount of \$2,000.00.

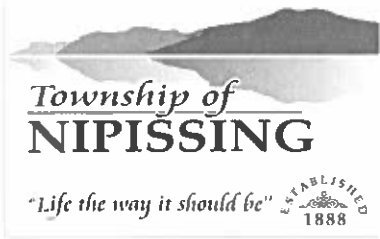
RECOMMENDATIONS:

Staff recommends approval of the continued investigation, project quoting and approval request for the expansion of the St. John's Alsace Cemetery.

Staff also recommends the approval of the quote received for the removal of the tree in the St. John's Alsace Cemetery as provided.

Respectfully,

Kris Croskery-Hodgins, Municipal Administrator
Dan MacInnis, Operations Superintendent



TOWNSHIP OF NIPISSING

Cemetery Committee

RESOLUTION

DATE: February 10, 2025

NUMBER: C2025-04

Moved by

Seconded by

That we authorize the continued investigation of the expansion of the St. John's Alsace Cemetery; including:

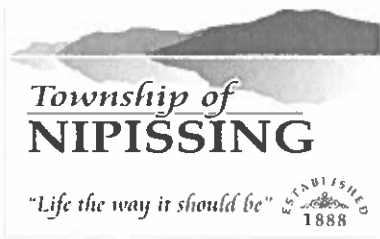
1. A complete survey of the property and cemetery lot lay-out;
2. Approval request to the Bereavement Authority of Ontario for use of Care and Maintenance Funds for this project.

For Against

MACDONALD
MARCHANT
RENNETTE
SCOTT
YEMM

Carried

Chairperson:



TOWNSHIP OF NIPISSING

Cemetery Committee

RESOLUTION

DATE: February 10, 2025

NUMBER: C2025-05

Moved by

Seconded by

That we approve the removal of a spruce tree creating a safety concern in the Alsace Cemetery along the left fence when entering the cemetery grounds;

And that we approve the costs of obtaining the services of an arborist for this project due to safety concerns and the size of the project.

For Against

MACDONALD
MARCHANT
RENNETTE
SCOTT
YEMM

Carried

Chairperson:



The Corporation of the Township of Nipissing
45 Beatty Street
Nipissing ON P0H 1W0
Telephone 705-724-2144 Fax 705-724-5385
www.nipissingtownship.com

REPORT TO COMMITTEE

Date: January 27, 2025
From: Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer
Re: 2025 Draft Budget Report

BACKGROUND/OVERVIEW

Revenue:

Anticipated revenue for burials, monument foundations and sale of lots remains the same each year as this is a difficult estimate to establish.

The Interest amount for cemetery refers to the amount of interest received on the Care and Maintenance funds held in trust each year. Under the Cemetery Act we are permitted to transfer the interest to our operating expenses to assist in the management of the cemetery.

An amount in the Cemetery Reserve of \$7,600 for fencing will be moved to the operating budget for 2025.

A request for the estimated costs of a survey for the Alsace Cemetery expansion will be made to the Bereavement Authority of Ontario to utilize the funds from the Care and Maintenance Fund.

Expenses:

Salary expenses increased in response to 2024 usage and to increasing wages and benefits of staff. A student is usually hired to maintain the cemeteries in the summer with the assistance of one Public Works Staff to off-set this cost.

Other expenses include:

Removal of tree at Alsace Cemetery \$2,000
Fencing at Nipissing Union Cemetery \$10,000
Survey and expansion costs at Alsace Cemetery \$15,000
Plus \$8,000 for regular costs including insurance, equipment maintenance, cemetery supplies including cement for foundations and the rental/use of equipment.

An expense of grounds reserve will not be required in 2025 as we are using the previously saved amounts towards the fencing this year. This may be re-instated in future years when there is a project to set money aside for.

RECOMMENDATIONS:

Staff recommends approval of the proposed 2025 Cemetery Budget.

Respectfully,

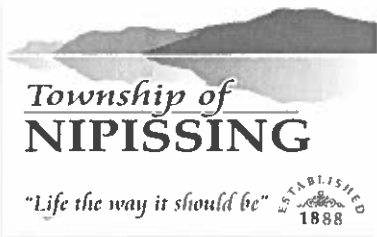
Kris Croskery-Hodgins, Municipal Administrator

2025 Budget Worksheet

The Corporation of the Township of Nipissing

| Revenues | | 2024 | | 2025 | | |
|-------------------------------------|--------------------------|--------------------|--------------------|-----------------|--------------------|------------|
| Account | Description | Budget | Actual | Actual | Budget | % |
| Department : HEALTH SERVICES | | | | | | |
| Fund : GENERAL | | | | | | |
| Sub-dept : CEMETERY | | | | | | |
| 1-50-820-734-000 | Burials Open & Closing | (4,000.00) | (3,150.00) | 0.00 | (4,000.00) | |
| 1-50-820-735-000 | MONUMENT REPAIR/INSTALL | (3,000.00) | (705.00) | 0.00 | (3,000.00) | |
| 1-50-820-736-000 | Sale Of Plots | (2,500.00) | (1,740.00) | (665.00) | (2,500.00) | |
| 1-50-820-738-000 | Interest Cemetery | (6,500.00) | (6,668.70) | 0.00 | (6,200.00) | (5) |
| 1-50-820-739-000 | CEMETERY FROM RESERVE | 0.00 | 0.00 | 0.00 | (22,600.00) | |
| Total: CEMETERY | | (16,000.00) | (12,263.70) | (665.00) | (38,300.00) | 139 |
| Total: Revenues | | (16,000.00) | (12,263.70) | (665.00) | (38,300.00) | 139 |
| Fund : GENERAL | | | | | | |
| Sub-dept : CEMETERY | | | | | | |
| 1-50-820-558-230 | Salary Cemetery | 10,000.00 | 15,922.66 | (775.95) | 15,000.00 | 50 |
| 1-50-820-558-267 | Other Expenses | 8,500.00 | 14,582.82 | 569.12 | 35,000.00 | 312 |
| 1-50-820-568-240 | CEMETERY EI | 200.00 | 381.99 | 0.61 | 400.00 | 100 |
| 1-50-820-568-241 | CEMETERY CPP | 475.00 | 1,061.51 | 1.55 | 1,050.00 | 121 |
| 1-50-820-568-244 | CEMETERY OMERS | 875.00 | 1,971.39 | 2.97 | 2,000.00 | 129 |
| 1-50-820-568-245 | CEMETERY EHT | 225.00 | 426.66 | 0.52 | 430.00 | 91 |
| 1-50-820-568-246 | CEMETERY WSIB | 325.00 | 711.27 | 0.88 | 720.00 | 122 |
| 1-50-820-733-079 | CEMETERY GROUNDS RESERVE | 2,500.00 | 2,500.00 | 0.00 | | (100) |
| Total: CEMETERY | | 23,100.00 | 37,558.30 | (200.30) | 54,600.00 | 136 |
| Total: Expenses | | 23,100.00 | 37,558.30 | (200.30) | 54,600.00 | 136 |
| Total: HEALTH SERVICES | | 7,100.00 | 25,294.60 | (865.30) | 16,300.00 | 130 |

Retired accounts are not included in this report.



TOWNSHIP OF NIPISSING
Cemetery Committee
RESOLUTION

DATE: February 10, 2025

NUMBER: C2025-06

Moved by

Seconded by

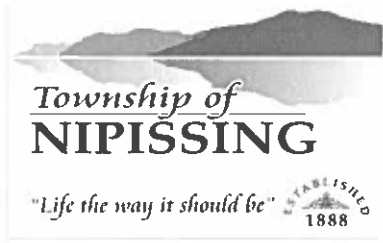
That we support the 2025 draft Cemetery operational budget, as presented, for inclusion in the Township of Nipissing 2025 Budget discussions and for Council approval.

For Against

MACDONALD
MARCHANT
RENNETTE
SCOTT
YEMM

Carried

Chairperson:



TOWNSHIP OF NIPISSING
Cemetery Committee
RESOLUTION

DATE: February 10, 2025

NUMBER: C2025-07

Moved by

Seconded by

That we adjourn the Cemetery Committee meeting at _____.

The next meeting will be held no later than February 28, 2026.

For Against

MACDONALD
MARCHANT
RENNETTE
SCOTT
YEMM

Carried

Chairperson: