

MINUTES

Special Meeting  
March 15, 2023  
7:00 p.m.

Present:

Reeve : Rod Wood  
Councillors: Mike Garside  
Janet Gordanier  
Dave Leask  
Mike Trainor  
Clerk Treasurer: Valerie Obarymskyj

There were no disclosures of pecuniary interest.

This Special Meeting was called to determine the regulations and fee structure to be put in place for operation of the Grace United Cemetery now that it has been transferred to the ownership of the Township of Hilton.

Resolution 2023-32

Moved by Mike Trainor

Seconded by Mike Garside

Resolved that we do accept the Agenda as presented. \* Carried \*

Reeve Wood welcomed local resident, Bill Pollock, who has been carrying out the duties of cemetery caretaker on a volunteer basis for the last several years. Mr. Pollock explained his process for determining the location of grave sites when contacted by individuals wishing to purchase lots or for the placement of monuments. Council also reviewed the records maintained by Mr. Pollock over the past several years as to how sites are located and status of lots updated. The Clerk confirmed the identification system of lot sites was different to the information that had been given to our software provider as part of the digital transformation project which includes the cemetery. Some IT work already completed will need to be modified. It is anticipated both a new paper map as well as a digital map will be created. All members of Council thanked Mr. Pollock for his efforts over the years and the caring manner in which he has performed them.

Council reviewed the response from the Township's auditors confirming the Township did not have to charge HST on the sale of lots provided our taxable revenue (user fees, licensing, etc) does not surpass \$50,000 annually. The Care and Maintenance Trust for the cemetery will require a separate audit.

Council reviewed sample Sales Contracts for the Purchase of Interment Rights and Rights Certificates which the Township is required to present to an individual purchasing a lot. These documents will be modified to reflect the fees yet to be established by the Township of Hilton. In addition, a sample by-law establishing the rules and regulations of the cemetery was presented and reviewed by Council. A by-law specific to Grace United Cemetery will be drafted for the next meeting of Council. This by-law will need to be approved by the BAO before it comes into effect.

When reviewing the requirement for a price list to be attached to the by-law, Council reviewed current rates from several area municipalities. In an effort to ensure costs associated with the cemetery do not become a taxpayer expense but can be covered by the associated cemetery fees, Council approved the following rates: Resident = \$700 per lot; Non-Resident = \$1,000 per lot. The BAO requires that a minimum of 40% of the sale of each lot, or \$290, whichever is greater, be deducted from the sale of each lot and transferred to the Care and Maintenance Fund. This is to ensure there should always be funds available to maintain the cemetery. Only the interest earned from the Care and Maintenance Fund may be used to provide care and maintenance of the lots, markers and monuments at the cemetery.

When addressing the resale of interment rights, Council confirmed the resale of lots by current owners to a third-party would be prohibited. The cemetery operator will not be required to repurchase unused interment rights in a plot (more than one lot) if one of the interment rights in the plot has been exercised.

Council recommended that any new lots to be sold be restricted to the section of the cemetery not yet developed and that no new sales take place in the area already built up with family plots.

Resolution 2023-33

Moved by Janet Gordanier

Seconded by Dave Leask

Resolved that we do pass By-Law No. 1365-23 being a by-law to confirm the proceedings of this meeting.\*Carried

Resolution 2023-33

Moved by Janet Gordanier

Seconded by Dave Leask

Resolved that we do pass By-Law No. 1365-23 being a by-law to confirm the proceedings of this meeting. \*Carried

Resolution 2023-34

Moved by Mike Garside

Seconded by Mike Trainor

Resolved that we do adjourn at 11:07 p.m., Council to meet again at the Hilton Township Municipal Office at 7:00 p.m. on Wednesday, April 5, 2023 or at the call of the Reeve. \*Carried\*

Reeve, Rodney Wood

Valerie Obarymskyj, Clerk Treasurer