



## Magnetawan Cemetery Board (MCB)

### Meeting Minutes

March 22, 2023

The meeting of the MCB was held on Wednesday, March 22, 2023, 4:30 pm with the following present:

Bill Bishop  
MaryJane Campbell  
Jack Crossman  
Doris Langford  
Brad Lewis  
Keith Miller  
Garfield Robertson  
Wayne Smith  
Erica Kellogg (Secretary)

#### **OPENING BUSINESS**

**1.1 Call to Order** Meeting was called to order by the Secretary at 4:30 pm.

**1.2 Appoint Chair and Vice Chair**

**1.3 Appoint Secretary**

*RESOLUTION 2023-01 Crossman-Campbell*

**BE IT RESOLVED THAT** the Magnetawan Cemetery Board appoint:

*Garfield Robertson as Chair;*

*Doris Langford as Vice Chair;*

*And Erica Kellogg as Secretary, until successors are appointed.*

*Carried.*

The meeting was turned over to Chair Garfield Robertson.

**1.4 Adoption of Agenda**

*RESOLUTION 2023-02 Campbell – Crossman*

**BE IT RESOLVED THAT** the Magnetawan Cemetery Board adopts the agenda as presented.

*Carried.*

**1.5 Disclosure of Pecuniary Interest**

The Chair stated that should anyone have a disclosure of pecuniary interest that they could declare the nature thereof now or any time during the meeting.

None disclosed.

**1.6 Adoption of Previous Minutes**

*RESOLUTION 2023-03 Lewis – Bishop*

**BE IT RESOLVED THAT** the Magnetawan Cemetery Board approves and accepts the Cemetery Board Minutes from November 22<sup>nd</sup>, 2022, as presented. *Carried.*

## **DISCUSSION ITEMS**

### **2.1 Introductions**

With the appointment of Chair, Vice Chair and Secretary, Board members were welcome and asked to introduce themselves. Members shared their interest and/or experience with Cemetery administration while the Secretary provided a brief history of her Cemetery administration experience.

### **2.2 Magnetawan Cemetery Board Mandate**

The Committee received and acknowledge the Mandate.

### **2.3 Cemetery By-law 2021-41 Administration of Cemeteries within Municipality**

The Committee received and acknowledge By-law 2021-41

### **2.4 By-law 2020-29 Govern Proceedings of Council and Committees**

The Committee received and acknowledge By-law 2020-29

### **2.5 Committee Information and Declaration Form**

The Committee received and acknowledge the Information and Declaration Form

### **2.6 Cemetery Write Ups for Municipal Website**

The Secretary requested members write summaries for each cemetery in an effort to provide more information, historical background or photos that may add value to existing writeups on the municipal website.

### **2.7 Chapman Cemetery Memorial Sanctuary and Columbarium – update**

Information was provided to help inform new and returning members on the Chapman Memorial Sanctuary project as the project will have shovels in the ground in 2023.

### **2.8 General Discussion – needs, records keeping, wish list, future projects**

Members were informed that should they have suggestions on future projects, identified needs or wish lists to bring them forward to future meetings.

## **INFORMATION ONLY (NOT FOR DISCUSSION)**

### **3.1 Request for Spence Cemetery Map**

## **ITEMS FOR FUTURE MEETING**

### **4.1 Estate of the late Ethel Sawdon - trust funds**

The Chair provided feedback on the trust funds and the intended return of these funds.

## **ADJOURNMENT**

### **5.1 Adjournment**

*RESOLUTION 2023-04 Bishop - Lewis*

*BE IT RESOLVED THAT the Magnetawan Cemetery Board adjourns this meeting at 5:39 pm to meet again at the call of the Chair.*

*Carried.*

Approved by:

  
Chair, Robertson

  
Secretary, Kellogg