



**AGENDA**  
**GEORGIAN CLIFFS MEMORIAL PARK**  
**CEMETERY ADVISORY COMMITTEE**

Wednesday, July 31, 2024, 10:00 a.m.

Pointe au Baril Community Centre

70 S Shore Rd, Pointe au Baril, ON P0G 1K0

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	<b>Pages</b>
<b>1. APPROVAL OF AGENDA</b>	
<b>NOW THEREFORE BE IT RESOLVED</b> that the July 31, 2024 Georgian Cliffs Memorial Park Cemetery Advisory Committee Agenda, be approved.	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>3. MINUTES OF PREVIOUS MEETING</b>	
<b>3.1 January 24, 2024 Georgian Cliffs Memorial Park Cemetery Advisory Committee</b>	<b>3</b>
<b>NOW THEREFORE BE IT RESOLVED</b> that the Minutes of the Georgian Cliffs Memorial Park Cemetery Advisory Committee held on January 24, 2024, be approved.	
<b>4. DEPUTATION</b>	
<b>5. OTHER BUSINESS</b>	
<b>5.1 2024 Cemetery Budget</b>	<b>7</b>
<b>5.2 Sacred Fire Policy Update</b>	
<b>5.3 Purchase of Cemetery Lands Update</b>	<b>9</b>
<b>5.4 Cemetery Maintenance Update</b>	
<b>5.5 Cemetery Bench Donation</b>	<b>14</b>
<b>5.6 Georgian Cliffs Memorial Park Cemetery Advisory Committee Membership</b>	<b>15</b>

**5.7 2024 Cemetery Usage**

**6. CLOSED SESSION**

**NOW THEREFORE BE IT RESOLVED** that the Committee move into a CLOSED MEETING at \_\_\_\_\_ a.m./p.m., pursuant to Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with

**7. OPEN MEETING**

**NOW THEREFORE BE IT RESOLVED** that the Committee move out of a CLOSED MEETING at \_\_\_\_\_ a.m./p.m.

**8. NEXT MEETING**

**9. ADJOURNMENT**



## MINUTES

### Georgian Cliffs Memorial Park Cemetery Advisory Committee

January 24, 2024, 10:00 a.m.

Via Zoom Meeting

9 James Street, Parry Sound, Ontario

Members Present: Laurie Emery, Councillor Ward 1  
Peter Frost, Councillor Ward 2  
Earl Manners, Councillor Ward 3  
Toby Cavers, Citizen Member  
Muriel McKee, Citizen Member

Staff Present: Alana Torresan, Deputy Clerk

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#### 1. APPROVAL OF AGENDA

The meeting was called to order at 10:03 a.m.

**2024-01**

**Moved by:** Toby Cavers, Citizen Member

**Seconded by:** Councillor Emery

**THAT** the January 24, 2024 Georgian Cliffs Memorial Park Cemetery Advisory Committee Agenda, be approved.

**Carried**

#### 2. DISCLOSURE OF PECUNIARY INTEREST

#### 3. MINUTES OF PREVIOUS MEETING

**3.1 August 23, 2023 Georgian Cliffs Memorial Park Cemetery Advisory Committee**

**2024-02**

**Moved by:** Councillor Frost

**Seconded by:** Toby Cavers, Citizen Member

**THAT** the Minutes of the Georgian Cliffs Memorial Park Cemetery Advisory Committee held on August 23, 2023, be approved.

**Carried**

**4. DEPUTATION**

**5. OTHER BUSINESS**

**5.1 2023 Remembrance Day Ceremonies Update**

Councillor Manners provided a brief overview of the 2023 Indigenous Veterans Day and Remembrance Day Ceremonies held at the Georgian Cliffs Memorial Park Cemetery. Councillor Manners reported that both events were very well attended and extended his appreciate to staff and Councillor Emery for their assistance with the events.

Councillor Emery reported that the organizers of the Indigenous Veterans Day Ceremony intend to hold the Ceremony again in 2024.

**5.2 Usage Data - 2023 Purchases**

Alana Torresan, Deputy Clerk, provided a verbal update on 2023 Cemetery usage data. It was reported that in 2023 six cremation scatterings were conducted, three niches were purchased, two internments were performed, and six inscriptions on cemetery monuments were purchased. Ms. Torresan further reported that the Obelisk is now completely full and the "In Loving Memory" monument is 75% full.

In terms of columbarium inventory, it was reported that Columbarium 1 is 90% full, with 4 niches still available for purchase and Columbarium 2 is 70% full, with 12 niches available for purchase.

**5.3 Draft 2024 Budget**

Alana Torresan presented the draft 2024 cemetery budget. Ms. Torresan noted that this year's budget includes a \$5400 increase, which is attributed to three proposed capital projects for 2024. The three capital projects outlined in the budget included the construction of a deck platform

surrounding the "In Loving Memory" monument, the installation of a new donated bench, and the purchase of four emerald cedar trees to be planted in the Cemetery.

No issues with the draft 2024 budget were raised.

**Moved by:** Councillor Emery

**Seconded by:** Muriel McKee, Citizen Member

**THAT** the Georgian Cliffs Memorial Park Cemetery Advisory Committee hereby recommends the draft 2024 budget, as presented, to Council for their approval.

**Carried**

#### **5.4 Pointe au Baril Community Core Development Plan**

Councillor Manners provided a brief overview of the Pointe au Baril Community Core Development Plan. It was reported that the plan presented conceptual designs and recommendations for the reconfiguration and improvement of eight Township facilities within Pointe au Baril. Among the eight facilities, Georgian Cliffs Memorial Park Cemetery was examined. Councillor Manners noted that the plan recommended outfitting the Cemetery property with additional decking to enhance accessibility and installing a new shade structure for Cemetery visitors.

The topic of accessibility at the Cemetery was discussed in further detail. The Committee inquired whether the Cemetery was included in the recent accessibility study conducted of Township facilities. Ms. Torresan reported that she will follow up with Josh Badger, Director of Operations and Facilities, on this inquiry.

#### **5.5 Draft Sacred Fire Governance Document Update**

Councillor Manners provided an update on the Draft Sacred Fire Governance Document, indicating that the document is currently awaiting feedback from Shawanaga Elder, Marilyn Capreol. It was reported that staff met with Ms. Capreol to discuss the document, however Ms. Capreol has yet to provide staff with formal input. Councillor Manners expressed his intention to follow up with Ms. Capreol this week. Additionally, it was noted that staff also plan to reach out to Shawanaga First Nation for input on the document.

Councillor Emery raised the topic of the Cemetery Advisory Committee's membership. Councillor Emery inquired about appointing two new members in effort to make the Committee more inclusive. It was suggested that a citizen member from Ward 2 be considered, as it is only North Archipelago Ward that currently lacks a non-Council representative. Councillor Emery also reminded the Committee of Ms. Capreol's recommendation made at the August 23, 2023 Cemetery Advisory Committee Meeting, requesting that the Township consider adding an Indigenous Advisor position to the Committee.

The Committee engaged in a discussion regarding the recommendation and directed staff to report back on the process of amending the Committee's Terms of Reference to accommodate the suggested membership revisions.

**6. CLOSED SESSION**

**7. OPEN MEETING**

**8. NEXT MEETING**

The next meeting was scheduled for 10:00 a.m. on July 31, 2024 at the Pointe au Baril Community Centre.

**9. ADJOURNMENT**

The meeting adjourned at 10:57 a.m.

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Earl Manners, Chair

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Maryann Martin, Clerk

# 2024 Budget

## Township of The Archipelago

### Recreational Services

#### North

Provides a variety of park and recreational services that enhance the quality of life and leisure time for the community.

North	2023 Approved Budget	2024 Proposed Budget	Variance (%)
<b>Recreational Services</b>			
<b>Revenue</b>			
Grants		48,465	-
User Fees	10,500	11,500	9.5%
Transfers			-
<b>Total</b>	<b>10,500</b>	<b>60,145</b>	<b>472.8%</b>
<b>Expenditures</b>			
Cemetery	13,630	18,830	38.2%
PABCC	157,577	223,921	42.1%
PAB Chamber	6,500	5,000	-23.1%
PAB Dock	87,134	80,742	-7.3%
Lighthouse	22,551	22,822	1.2%
Attainable Housing	5,000	25,900	418.0%
Access Points	7,913	7,903	-0.1%
Donations	40,800	43,300	6.1%
<b>Total</b>	<b>341,105</b>	<b>428,418</b>	<b>25.6%</b>
<b>Net Operating Budget</b>	<b>- 330,605</b>	<b>- 368,273</b>	<b>11.4%</b>

## 2024 BUDGET

	POINTE AU BARIL CEMETERY							
	2022		2023		2024	Variance	Variance	
	Budget	Actuals	Budget	Actuals				
Revenues								
Miscellaneous	\$400	\$3,512	\$2,000		\$2,000	0%	\$0	
Transfers/Loans						-	\$0	
<b>Total Revenues</b>	<b>\$ 400</b>	<b>\$ 3,512</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>-</b>	<b>\$ -</b>	

## Expenditures

Salaries & Benefits	1,000	1,936	2,000	1,191	4,800	140%	\$2,800
Training & Development						-	\$0
General Office	300	3,940	3,130	361	2,930	6%	-\$200
Building Expenses						-	\$0
Material & Supplies	500	855	1,000	110	3,600	260%	\$2,600
Transfers to Reserves	7,500	7,500	7,500	7,500	7,500	0%	\$0
<b>Total Expenses</b>	<b>\$ 9,300</b>	<b>\$ 14,230</b>	<b>\$ 13,630</b>	<b>\$ 9,162</b>	<b>\$ 18,830</b>	<b>38%</b>	<b>\$5,200</b>
<b>Net Total</b>	<b>\$ (8,900)</b>	<b>\$ (10,718)</b>	<b>\$ (11,630)</b>	<b>\$ (9,162)</b>	<b>\$ (16,830)</b>		<b>\$ (5,200)</b>



# The Township of The Archipelago

## Recommendation Report to Council

**Report No.:** 2024-06

**Date:** May 23, 2024

**Originator:** Maryann Martin, Municipal Clerk

**Subject:** Purchase of Cemetery Lands (Georgian Cliffs Memorial Park Cemetery)

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### **RECOMMENDATION**

That Council direct staff to proceed with the purchase of the cemetery lands (Georgian Cliffs Memorial Park Cemetery) in Pointe au Baril.

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### **INTRODUCTION**

The Township has developed lands, located along South Shore Road in Pointe au Baril, as a cemetery – The Georgian Cliffs Memorial Park Cemetery. The cemetery is situated on Crown Land and permission for the use of the lands by the municipality has been by way of a Land Use Permit (LUP). Discussions over the ownership of the lands have been ongoing for some time now.

### **BACKGROUND**

#### **PROJECT TIMELINE – BACKGROUND**

**June 2020:** Staff began investigating the required steps and costs associated with the purchase of the lands where the Township's Georgian Cliffs Memorial Park Cemetery is located. Ministry staff were contacted to inquire about the process; however, the project was delayed due to the Covid-19 pandemic.

**May 2023:** Township Staff resumed discussions with MNRF staff to explore the application process for acquiring the lands.

**August 2023:** An official application to purchase the cemetery lands was submitted to the Ministry of Natural Resources and Forestry (MNRF), with an estimated completion time of 2-5 years. The application process includes:

1. Submission of Application
2. Environmental Assessment (6-8 weeks)
3. Ranking of Risk
4. Cost – Admin fee \$1,900. vs. Appraisal of Lands (TOA costs)
5. Survey of lands (TOA costs)
6. Registration (TOA costs)

**September 2023:** MNRF staff confirmed the completion of the Class Environmental Assessment and initiated discussions with the Township regarding the cost to purchase the lands (i.e. Market Value vs. Administrative Fee).

**December 2023:** Ministry staff clarified that the sale of the Crown Land would be determined by market value, which prompted inquiries into the rationale behind this decision and whether purchasing the lands was the only option.

**February 2024:** Ministry staff reported that ensuring the Crown receives fair market value for the disposition of public lands is their responsibility and mandate. It was noted that current policies prohibit the transfer of Crown Lands to the municipality at an administrative fee for this purpose.

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## **ANALYSIS/OPTIONS AND FINANCIAL IMPLICATIONS**

**April 2024:** MNRF Staff presented the Township with the following options.

### **Option 1: Maintain the Current Land Use Permit (LUP) – Status Quo**

#### Land Use Permit Considerations:

- Annual payment - \$277.70 per year
- Written authorization required for placement of buildings/structures and for new or major maintenance of roads or trails

### **Option 2: Purchase of Lands at Market Value**

#### Purchase Considerations:

- Exclusive use of land
- Permits/authorizations not required for work on patented lands
- Survey required (TOA Cost)
- Registered on title (TOA Cost)
- Market Value (TOA Cost)
- Letter of offer presented to Township
- Able to mortgage
- Most appropriate for permanent structures
- Timeline – up to 5 years

### **Option 3: Upgrade Tenure to a Crown Registered Lease**

#### Lease Considerations:

- Exclusive use of the land
- Written authorization required for placement of buildings/structures and for new or major maintenance of roads or trails
- Survey required (TOA Cost)
- Term of 20 years (steady fee for 20-year period)
- Annual fee at 5% of market value (TOA Cost)
- Registered on title (TOA Cost)
- More appropriate than LUP for valuable/long term improvements

- Township could place gates/fences to block access
- Able to mortgage
- Timeline – up to 5 years

**Note:** It is possible to lease or purchase only a portion of the area currently authorized under the LUP. The land to be leased or purchased would need to include the area that is currently occupied by our structures and also, enough land to address our future needs.

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### **STRATEGIC PLAN**

The acquisition of the cemetery lands aligns with the Sustainable & Cost-Effective Services Strategic Priority of the Township's Strategic Plan.

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### **CONCLUSION**

It is recommended that Council direct staff to proceed with the purchase of the cemetery lands, as set out in Option 2. The advantages to acquiring these lands include giving the Township exclusive control over the property, preventing future cost increases, and expanding the Township's land inventory.

Respectfully Submitted,



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Maryann Martin, Municipal Clerk

I concur with this report  
and recommendation,



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John B. Fior, CAO

### **Attachments:**

- Draft Plan of Survey 1998
- WPSGN Mapping

# The Township of The Archipelago

## Recommendation Report to Council

**Report No.:** 2024-07

**Date:** June 20, 2024

**Originator:** Maryann Martin, Municipal Clerk

**Subject:** Purchase of Cemetery Lands (Georgian Cliffs Memorial Park Cemetery) - Update

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### RECOMMENDATION

That Council direct staff to proceed with the next steps for the purchase of the Georgian Cliffs Memorial Park Cemetery lands, including hiring a surveyor, at a cost of \$11,485.00 to survey approximately 1.65 hectares of land.

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### BACKGROUND

At the May Council Meeting, staff reported on the project's status and outlined the options presented by the Ministry of Natural Resources and Forestry (MNR) for the purchase of cemetery lands. Since then, Township staff has received notification from MNR that the Environmental Assessment Screening has been completed, and an estimated cost for purchasing the approximate 1.65 hectares of land has been determined.

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### NEXT STEPS

#### 1. Ontario Land Survey

To move forward with the sale, an Ontario land survey is required, and involves the following steps:

- The Township must hire a surveyor.
- The survey cost is estimated at \$11,485.00 for 1.65 hectares of land, based on the 1998 sketch. The estimated timeline is 10 weeks from the start of the project to the deposit of the survey on title.

#### 2. Estimated Cost for Purchase of lands

- The crown land size ranges from 1.65 hectares to 4.07 hectares.
- The estimated cost to purchase the 1.65 hectares, is \$128,000.00 (based of the 1998 Sketch prepared by Paul Forth, OLS).
- This estimate is based on the current market value and is subject to change.
- Legal fees are to be paid by the Township.

Staff recommends acquiring only the 1.65 hectares, out of a total 4.07 hectares of available Crown land. Aerial photography indicates that the area beyond the 1.65 hectares includes a low-lying

wetland area, making it unsuitable and potentially problematic for purchase. Additionally, the 1.65 hectares will sufficiently accommodate the Township's future cemetery expansion needs.

#### 4. Important Considerations

- **Non-binding Estimate:** The provided purchase cost estimate (\$128,000.00) is not a binding offer. This estimate is an approximation and will not influence the final purchase cost.
- **Final Cost Determination:** The final cost to purchase the land will be determined by:
  - The size of the parcel of Crown land to be purchased, as indicated by the deposited survey.
  - The current market value at the time of purchase.

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#### **STRATEGIC PLAN**

The acquisition of the cemetery lands aligns with the Sustainable & Cost-Effective Services Strategic Priority of the Township's Strategic Plan.

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#### **CONCLUSION**

It is recommended that Council direct staff to proceed with the next steps for the purchase of the Georgian Cliffs Memorial Park Cemetery lands, including hiring a surveyor at a cost of \$11,485.00 to survey approximately 1.65 hectares of land.

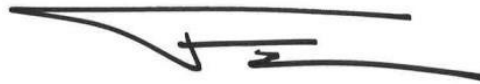
Respectfully Submitted,



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Maryann Martin, Municipal Clerk

I concur with this report  
and recommendation,



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John B. Fior, CAO

#### **Attachments:**

- 1998 Sketch by Paul Forth, O.L.S.
- WPSGN Mapping





**Township of The Archipelago**  
**Georgian Cliffs Memorial Park Cemetery**  
**Advisory Committee**  
**Terms of Reference**

**Purpose:**

The purpose of the Georgian Cliffs Memorial Park Cemetery Advisory Committee (The Committee) is to advise the Township of The Archipelago Council regarding matters pertaining to the operation of the Georgian Cliffs Memorial Park Cemetery which is operated under the Funeral, Burial and Cremation Services Act, 2002.

**Composition:**

The Committee shall be composed five (5) members, with three (3) members of Council and two (2) members of the public, all appointed by Council. Committee Members shall be appointed by a resolution of Council. The Chair shall be appointed by Council.

**Membership:**

Members will be appointed by Council, as per the terms of the Township's Procedural By-law.

Members will be appointed by Council for the term of Council.

**Meetings:**

The Georgian Cliffs Memorial Park Cemetery Advisory Committee shall hold a minimum of two (2) meetings in each calendar year. The Clerk shall cause notice of the meetings, including the agenda for the meetings, to be provided to members. Meetings will be held on a set day, time and location as scheduled by the Clerk, in consultation with the Committee.

A majority of appointed Members constitute a quorum. No meeting shall proceed without quorum. All appointed Members of the Committee shall have one vote.

Procedures for the meetings of the Committee shall be governed by the Township's Procedural By-law and the Municipal Act, 2001.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and the Township's Code of Conduct, both of which will be provided to Members at the time of appointment.

### **Agendas and Minutes:**

The Clerk, with advice from the Chair is responsible for preparing the agenda for an upcoming meeting. Since all meetings will be open to the public, pursuant to the Municipal Act, 2001 and require public notice, all agendas and minutes will be placed on the Township's website.

The Clerk for the Township of The Archipelago will act as the Recording Secretary for the Georgian Cliffs Memorial Park Cemetery Advisory Committee.

### **Duties and Responsibilities:**

1. The Committee by resolution is responsible for making recommendations to Council regarding the operation and maintenance of the Georgian Cliffs Memorial Park Cemetery.
2. All cemetery activities or projects must receive prior approval of Council.

The operation and maintenance of the Cemetery, including but not limited to, recommending the annual and capital budgets, general administration, record keeping and the openings and closings of the niches, will be the responsibility of Township of The Archipelago Staff.

### **Reporting Relationships:**

The Georgian Cliffs Memorial Park Cemetery Advisory Committee will report to Council through the Committee of the Whole.

### **Authority:**

The Georgian Cliffs Memorial Park Cemetery Advisory Committee has no independent decision-making authority and shall operate pursuant to these terms of reference.