



MINUTES
MARKHAM CEMETERY BOARD
October 18, 2011
4:30 P.M. – 6:00 P.M. Ontario Room

Attendance: John Byer, Kelly Huff, Lorne Smith, David Smith, Doug Watt, Marion Zeltins, Stephen Huycke, Public Services & Records Coordinator		
Regrets: Bruce Vander Bent		
Item	Discussion	Action Item
1. CALL TO ORDER	The meeting of the Markham Cemetery Board was called to order at 4:30 p.m., with Lorne Smith presiding as Chair.	None
2. INTRODUCTION OF MEMBERS	Mr. Stephen Huycke welcomed the new and returning Members of the Board. The Members introduced themselves, and advised of their background and their reason for the interest in serving on the Markham Cemetery Board.	None
3. ADVISORY BOARD MEMBER ORIENTATION	Mr. Huycke presented the Town's Advisory Board Orientation information to the Board. Members discussed the role of the Board under the Markham Cemetery By-Law. There was a brief discussion about changes to the <u>Cemetery Act</u> . Mr. Huycke indicated that he would present an overview of the changes following a seminar he is attending on November 16, 2011	A overview of amendments to the Cemeteries Act to be given to the Board at it's next meeting
4. ELECTION OF A CHAIR	Mr. Lorne Smith provided an overview of the historical role the Chair of the Markham Cemetery Board. He indicated that the Chair has traditionally provided administrative support to Markham Cemeteries, including being responsible for the sale of plots, attending burials, and the installation of corner markers. Mr. L. Smith informed the Board that the amount of time to complete the administrative tasks had grown significantly in 2011. He suggested that the Board consider selecting a Chair to coordinate meetings of the Board apart from the administrative functions. Mr. L. Smith informed the Board that he would prefer to attend only to the administrative functions of the Cemetery Board at this time. Mr. L. Smith also informed the board that there are many issues with Markham's Cemeteries to be addressed during this term, including: 1) replacing the cemetery signs; 2) replacing the fence at Eckardt Cemetery; 3) restoring the Wurtz Family Cemetery; 4) consideration of creating a new	

	municipal cemetery or opening one of the closed cemeteries. The Board discussed the possibility of contracting out all administrative functions, including plot sales, attending at burials, opening and closing of graves, instillation of corner markers, grass and general cemetery maintenance. MOVED BY: Marion Zeltins SECONDED BY: Doug Watt “That the Markham Cemetery Board defer the selection of a new Chair until the November 22, 2011 meeting.” CARRIED.	
5. TOWN REPORT a. Capital Projects 2012 b. Cemetery Maintenance Contract	a. Mr. Huycke informed the Board that a budget proposal had been submitted to replace the cemetery signs. He indicated that the He will work with Corporate Communications & Community Relations to adopt a standard branding for these. Mr. Huycke also informed the Board that this was an opportunity to adopt signs made from sustainable material in keeping with the Town’s Greenprint Strategy b. Mr. Huycke informed the Board that the municipality will be issuing a tender for maintenance of the cemetery lands for 2012 (grass cutting and leaf and debris removal). Members of the Board requested the opportunity to review the tender documents before they are released. Mr. Huycke advised the he will bring the draft of these documents to the next meeting of the Board c. Mr. Huycke indicated that the Town is looking at the possibility of re-opening St. John’s Lutheran Cemetery, located on Woodbine Ave. He indicated that the <u>Cemetery Act</u> requires a Stage 3 Archeological Study since there is a lack of burial records for the cemetery. Mr. Huycke noted that the Town is investigating the costs and process associated with this type of a study There was a general discussion of the rules and fees for Markham Cemeteries. The Board discussed the different fees and rules for the Thornhill Cemetery and other Markham Cemeteries.	Board to be given copies of draft Cemetery Maintenance Tender Documents at it’s next meeting
6. NEW BUSINESS		None
7. Next Meeting	Tuesday, November 22, 2011 at 4:30 p.m. in the Ontario Room	None
8. Adjournment	The Markham Cemetery Board adjourned at 6:25 p.m.	None