

Town of Georgina

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# Pioneer Cemeteries Management Plan

LEFS  
ASSOCIATES

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Pioneer Cemeteries  
Management Plan

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October 18, 2023

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Attachment 1  
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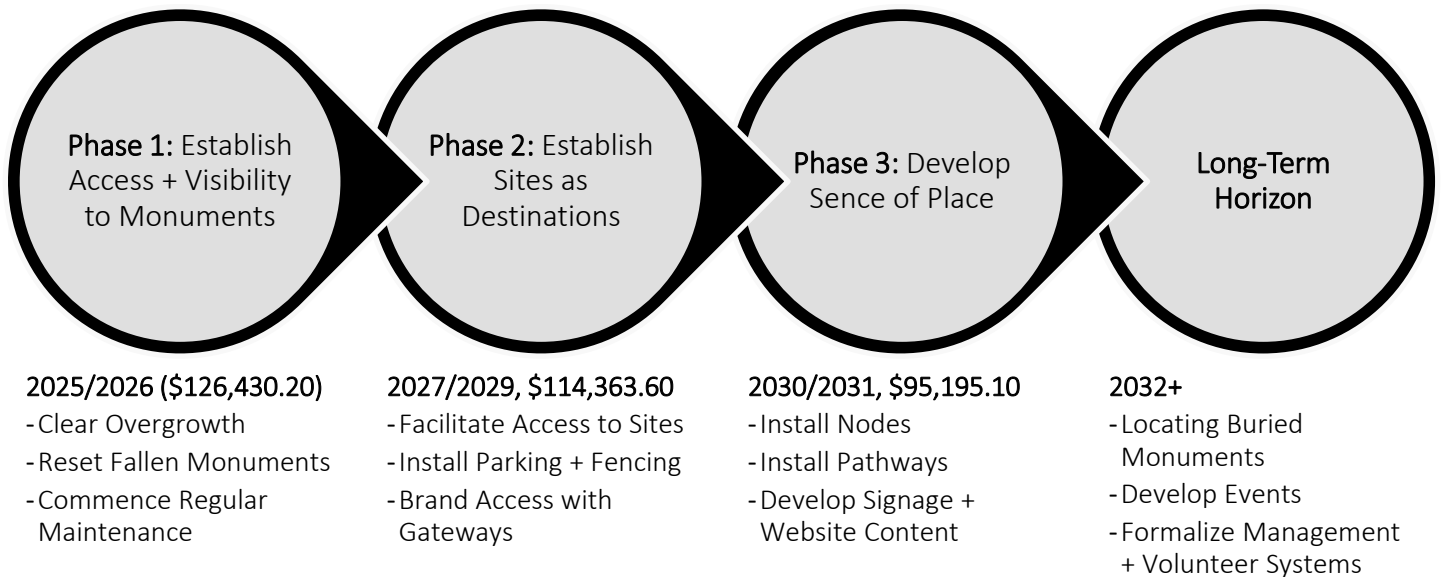
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# 1 EXECUTIVE SUMMARY

The Pioneer Cemetery Management Plan will be a key tool in restoring these sacred spaces to the level of care they deserve and to ensure the inherent historical knowledge is not lost over time. The plan shows a commitment by the Town of Georgina to reestablish responsibility for its' pioneer cemetery and outlines expectations and a delivery process going forward.

The study focuses on five cemeteries (Mann Cemetery, Cooke's Cemetery, Johnston Cemetery, Baldwin Cemetery, and Sheppard Cemetery). The standards set for the five sample sites and recommendations included in this report will be applied to future sites that may come under the Town's purview. The following assessment and recommendations identify requirements and guide the implementation of recommended action items.

The recommendations in this report direct the Town of Georgina on how best to restore pioneer cemeteries to good care, both through initial capital projects and long-term maintenance; how to increase their accessibility; and how to invite more public interaction.



## KEY FINDINGS

### Responsibility of Care

As outlined by the Funeral, Burial and Cremation Services Act regulations and Ontario Regulations 30/11, the Town of Georgina is required to maintain the grounds in good order, ensure public safety, and facilitate access to each gravesite/monument. Though the technical requirements are not itemized in

detail, the expectation is that the sites are cared for in a respectful manner and not allowed to fall into disrepair. Monuments can be reset or laid flat if not structurally secure, however, they may not be permanently altered. Thus, the Town of Georgina is responsible for managing the state of monuments and facilitating safe viewing of each structure.

### **Development + Enhancement**

A set of design standards and approaches is proposed, working towards the goals of restoring good care to cemetery sites, increasing accessibility, placemaking, providing opportunities for public engagement, and introducing clarity for long-term maintenance.

### **Programming**

Georgina's pioneer cemeteries are sacred spaces with personal connections to living residents, but they are also historic and cultural landscapes that help tell the story of the Town. Opportunities for engagement start with establishing a digital presence for these sites, telling their stories and inviting the public to share more information. The cemeteries can be central to, or part of, historic tours of Georgina; partnerships with community groups should be explored in this respect.

### **Budget + Phasing**

The initial phase of recommendations to restore the 5 sample sites will focus on establishing access and visibility of monuments, removing vegetation, and resetting fallen monuments to ensure the content can be viewed. The next phase of work will address establishing the sites as a destination by providing the ability to safely park and branding entries with decorative gateways/fencing, as well as visually securing site property boundaries with delineation fencing. Once the content of the site can be viewed and the sites accessed, the focus will shift to developing a stronger sense of place with the provision of site embellishments to further engage the community. The development of signage and website content is a key component to celebrating the pioneer cemetery sites and work to compile and organize data in a digital format should commence as soon as feasible in preparation for this final phase. Longer-term action items may include investigating the process and costs for search and recovery efforts in Cooke's cemetery for buried monuments and an extension of that investigation to the other sites, if there is a desire and deemed feasible for the Town to do so. As Mann Cemetery is a more prominent site, actions may be fast-tracked and the site used as an example to set the standard for the remaining sites.

### **Maintenance Standards**

A Maintenance Flow Chart is included in Appendix E of this document, intended to be used as a tear-out field guide for cemetery caretakers. The guide goes through the common elements proposed in Chapter 4 Development + Enhancement, lists expected common maintenance items, and proposes solutions.

## 2 PURPOSE

### 2.1 KEY DRIVERS

The Town of Georgina developed a management plan for its pioneer cemeteries in response to growing concerns about the care of these sacred landscapes, and a desire to incorporate them as part of the community's park and open space network. This management plan is intended to guide maintenance practices and capital investment for Georgina's pioneer cemeteries through the next 20 years and beyond.

Cemeteries in southern Ontario have historically been small-scale facilities, often associated with religious institutions or under the care of private families, serving a local community. Over the recent years, several pioneer cemeteries in Georgina have come to be owned or maintained by the Town. These cemeteries have received varying levels of care, with many in disrepair. While the Town has coordinated grass-cutting and light landscaping works at these sites for several years, many of the grave markers have been compromised by extensive vegetation growth, vandalism, and settling of the ground.

The plan focuses on the following five sample cemeteries:

- Mann Cemetery (166 The Queensway N., Georgina)
- Cooke's Cemetery (272 Pefferlaw Rd., Georgina)
- Baldwin Cemetery (160 Baldwin Rd., Georgina)
- Johnston Cemetery (264 Pefferlaw Rd., Georgina)
- Sheppard Cemetery (No address available. Located on the south side of Boyer Road between The Queensway North and Woodbine Avenue)

The plan provides recommendations for the work required at each site to return the cemeteries to a state of respectful condition. The plan will address appropriate signage, preservation of heritage, standards of perpetual care, and long-term maintenance of the grounds. Recommendations for each site will be specific and actionable such that Town staff can move forward with the gradual and phased implementation of site works identified in the plan. The management plan will define how pioneer sites will be maintained in the future.

It is recognized that there may be additional pioneer cemetery sites within the Town of Georgina. The cemetery sites identified will be utilized as typical sample sites to inform the Management Plan and will be applied to all pioneer cemetery sites currently within the Town's responsibility and those that may be adopted by the Town in the future.

## 2.2 VISION + GOALS

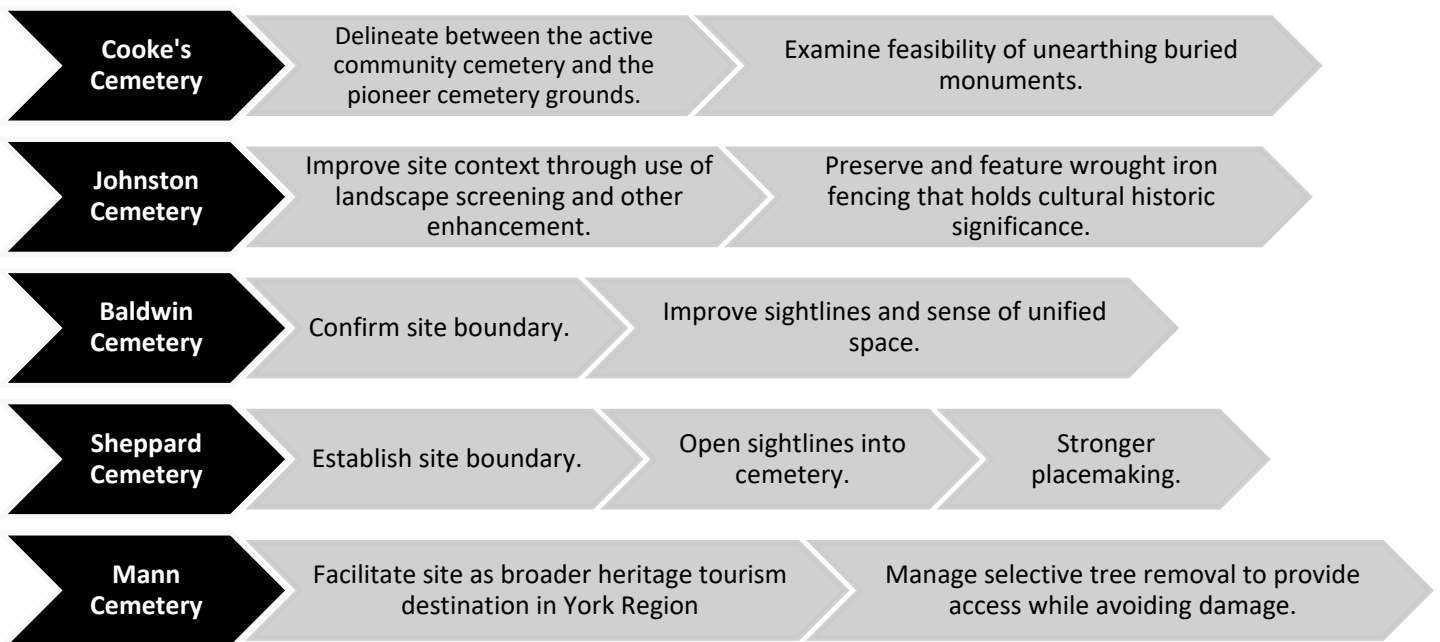
Although all five cemeteries (Mann, Cooke’s, Baldwin, Johnston, Sheppard) have a pioneer component, Cooke’s Cemetery is unique as it is still an active cemetery section. The vision and goals below apply to all pioneer cemeteries and/or specific sections of cemeteries that are deemed pioneer or historical in nature.

**Vision:** *To preserve and share the community’s pioneer cemetery heritage, ensuring a respectful level of care and access to the sites is maintained in perpetuity.*

**Key goals for all pioneer cemeteries include:**

- Return the cemeteries to a state of respectful condition, including vegetation management and repair of fallen monuments.
- Establish a set of standard practices and procedures to govern the long-term maintenance of the sites.
- Preserve and share site heritage by investing in site amenities and programming that will engage visitors and facilitate digital exchange.
- Improve site visibility and physical access to facilitate safe and inclusive visitor experiences.

Specific additional goals for site include:





## 3 RESPONSIBILITY OF CARE

### 3.1 CULTURE + HERITAGE PRESERVATION

The Town of Georgina’s pioneer and historical cemetery sites provide an opportunity to explore the histories of the people who founded the Town of Georgina. Grave monuments can tell important stories about how people lived, and both the hardships and boons experienced. Over time, many pioneer and historic cemeteries suffer from the impacts of weathering and neglect. Important information and stories are locked in these spaces that must be nurtured before they are lost to time.

An interest in genealogy is fuelling heritage tourism, ranging from data research to DNA testing, and this encourages in-person visits to gravesites. Georgina’s Mann cemetery has captured the interest of grave-searching enthusiasts with an audience that extends into the US with its cultural importance as the resting place of a key figure in the early establishment of the Christian Church in Canada. To continue to foster interest and leverage positive experiences into community promotion and economic benefits, the Town must invest in the care and preservation of its pioneer cemeteries, as well as build its digital databank that will draw virtual traffic to the Town’s website. Multiple existing organizations facilitate the sharing of ancestry and grave locations; however, the Town has an opportunity to further share the community’s heritage and leverage the local interest for other marketing and tourism initiatives. These are Georgina’s stories, and the Town should take responsibility for archiving and sharing its history.

A community’s heritage tells a story of who its people are, where they have come from, and what they have accomplished. Pioneer cemeteries should be included as a key component of Georgina’s heritage and addressed similarly to other heritage monitoring and conservation initiatives. Own your history and share your stories with pride!

#### HERITAGE DESIGNATION

As outlined by the Ontario Government, many municipalities are interested in recognizing and protecting cemeteries. Municipal councils can designate a cemetery as a heritage property, either through:

- Individual designation under Part IV of the Ontario Heritage Act
- Heritage Conservation Districts under Part V of the Ontario Heritage Act

If the Town of Georgina decides to proceed with such an initiative, a designation bylaw would need to be developed that describes the culture, built, or landscape heritage of each site. Designations can be based on historical or associative significance (event, well-known person, associated well-known rural community, etc.), context and landscape design significance (design layout, attributed designer, landmarks, etc.), and craftsmanship and architectural design significance (monuments, fences, structures, build features of historical significance). An example for consideration is located at Johnston Cemetery, identifying the significance of the metal fencing and attributed artisan, or Mann Cemetery as

the location of the site of the original Christian Church in Canada and resting place of founding members. Examples could be highlighted in each of the five cemeteries reviewed in this study that could justify heritage designation.

Benefits to a designation may include the ability to leverage grant funding and protection against future redevelopment initiatives. As with other kinds of designated properties, a permit would be required if a proposed activity or alteration is proposed that would affect the heritage attributes outlined in the designation. Seeking designation is not necessary but should be considered by the Town of Georgina.

## 3.2 LEGISLATED OPERATING + CARE REQUIREMENTS

Cemeteries in Ontario must be operated following the *Funeral, Burial, and Cremation Services Act, 2002* (FBCSA) and *Ontario Regulation 30/11*. The Bereavement Authority of Ontario (BAO) is a government-delegated authority and not-for-profit corporation that administers provisions of the FBCSA on behalf of the Ministry of Public and Business Service Delivery.

The requirements for an operational and non-operational cemetery are similar in that they require the owner to maintain the site to a safe level, provide reasonable access to grave lots, and preserve the dignity of the cemetery. There are additional requirements for operational cemeteries associated with sales and interment processes that do not typically apply to pioneer or historical cemeteries.

Within the five sample sites featured in this plan, Cooke's Cemetery is unique in that it remains operational with sections for new interments as well as a pioneer/historic section. As mandated in the FBCSA, this site is required to have a care and maintenance trust fund which will contribute financially to the upkeep of the cemetery, markers, and structures located on the site in perpetuity. As most of the cemeteries' operational periods predate the requirement to maintain a care fund, the use and restrictions of a care fund are only applicable to Cooke's Cemetery.

### KEY RELEVANT COMPONENTS OF THE FBCSA

*The Funeral, Burial, and Cremation Services Act, 2002*, c. 33, s. 5(3) provides a series of duties that a cemetery operator must comply with, including:

- (3) A cemetery operator shall ensure that the cemetery is operated following this Act and the regulations and shall ensure that,
  - (a) any interment of human remains and any scattering of cremated human remains are carried out in a decent and orderly manner and that quiet and good order are maintained in the cemetery at all times;
  - (b) cemetery grounds, including all lots, structures and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery; and

- o (c) every person has reasonable access to a lot or scattering ground at any time except as prohibited by the cemetery by-laws. 2002, c. 33, s. 5 (3).

The Province is not prescriptive in its legislation and regulations regarding how these goals are to be accomplished by cemetery operators; they simply mandate that these are to be met. Whether a cemetery is meeting these standards is largely based on the judgment of the Bereavement Authority of Ontario (BAO) and the reports of community satisfaction in its interaction with the Municipality's cemeteries and its employees. The BAO completes inspection of bereavement industry facilities; however, it is often formally submitted complaints that trigger an investigation for these types of sites.

## KEY RELEVANT COMPONENTS OF THE ONTARIO REGULATIONS 30/11

- **Use of interest generated from the Care and Maintenance Fund:** 93. For subsection 53 (17) of the Act, a cemetery operator shall use the income earned by a care and maintenance fund or account only for the following purposes and under the following rules:
  - o (1) Income earned from the investment and reinvestment of money paid into the fund or account under subsection 53 (10) of the Act in respect of markers installed in the cemetery shall be used only,
    - to stabilize, maintain, secure and preserve markers in the cemetery, and
    - if the work described in subparagraph i has been completed, to stabilize, maintain, secure and preserve markers in other cemeteries operated by the same operator.
  - o (2) Income from the investment and reinvestment of money paid into the fund or account for the cemetery, other than money paid into the fund under subsection 53 (10) of the Act in respect of markers, shall be used only,
    - to maintain, secure and preserve the cemetery, including its grounds, buildings, structures and markers, and the equipment used to maintain, secure and preserve the cemetery,
    - if the work described in subparagraph i has been completed, to maintain, secure and preserve other cemeteries operated by the same operator, including their grounds, buildings, structures and markers, and the equipment used to maintain, secure and preserve the other cemeteries, and
    - to pay the expenses incurred in establishing and maintaining any of the cemetery's care and maintenance funds or accounts or to purchase equipment to be used strictly for the care and maintenance of the cemetery, if,
      - A. the operator is no longer selling interment rights, and is no longer selling scattering rights, for the cemetery, and

- B. the cemetery does not generate any revenue from the operation of a funeral establishment, crematorium or transfer service or from the sale of caskets or markers. O. Reg. 30/11, s. 93 (1).
- **Buildings:** 155. A cemetery operator shall ensure that,
  - any building other than a small scale columbarium or a small scale mausoleum to be installed in the cemetery is at least 4.57 metres or 15 feet away from any in-ground grave or scattering ground; and
  - any new in-ground graves or scattering grounds are placed at least 4.57 metres or 15 feet away from any building other than a small scale columbarium or small scale mausoleum. O. Reg. 30/11, s. 155.
- **Access to lots and scattering grounds:** 156. A cemetery operator shall ensure that all lots and scattering grounds are placed in a part of the cemetery that is reasonably accessible by members of the public. O. Reg. 30/11, s. 156.
- **Drainage:** 157. A cemetery operator shall ensure that the cemetery contains the sewers and drains that are necessary to provide proper drainage. O. Reg. 30/11, s. 157.
- **Repair of markers:** 159.
  - (1) If a cemetery marker presents a risk to public safety because it is unstable, the cemetery operator shall do whatever is necessary to remove the risk, including repairing, resetting or laying down the marker. O. Reg. 30/11, s. 159 (1).
  - (2) A cemetery operator shall only use reversible processes to preserve and stabilize a marker. O. Reg. 30/11, s. 159 (2).
- **Neglected and Abandoned Cemeteries:** 170.
  - (1) A local municipality may order a cemetery operator who does not keep the cemetery in good order and repair to restore it to good order and repair within a reasonable time specified in the order. O. Reg. 30/11, s. 170 (1).
  - (2) If the cemetery operator does not restore the cemetery as specified in the order, the local municipality may have the required work done and may recover the costs from the cemetery operator. O. Reg. 30/11, s. 170 (2).
  - (3) The cemetery operator may appeal the order to the registrar within 15 days of being served with it, by sending a written request to the registrar and providing a copy of the request to the local municipality. O. Reg. 30/11, s. 170 (3).
  - (4) On receiving the request, the registrar shall invite submissions from the cemetery operator and the local municipality and shall make all other inquiries that are appropriate in the circumstances. O. Reg. 30/11, s. 170 (4).
  - (5) On the appeal, the registrar may,
    - (a) confirm the local municipality's order;
    - (b) reverse the local municipality's order; or

- (c) substitute his or her order for that of the local municipality. O. Reg. 30/11, s. 170 (5).
- (6) The Statutory Powers Procedures Act does not apply to an appeal under this section. O. Reg. 30/11, s. 170 (6).

When a cemetery is abandoned, the local municipality is responsible for care and maintenance of the grounds. There is a formal process to register a cemetery as abandoned and the municipality can issue the application, in particular in response to evidence of failure of care for the property by the current owner or if ownership is unknown. The process is outlined in the FBCSA and the Town of Georgina is advised to monitor the state of privately owned cemeteries and enact this process.



*Image: Toppled monument at Mann Cemetery. Source: LEES+Associates, 2023.*

## KEY REQUIREMENTS OF CARE FOR GEORGINA’S PIONEER AND HISTORICAL CEMETERIES

The following table includes a summary of the key requirements of care for Georgina’s non-operational pioneer and historical cemeteries.

Item	Required Standard of Care	Examples of Actions
<b>Safety</b>	Sites need to be kept in a state that is safe for the public to access.	<p>Ensure leaning monuments are repaired to mitigate risk of injury.</p> <p>Maintain even ground to mitigate slips, trips, and falls.</p> <p>Allow for sightlines and monitoring as needed to safeguard visitors.</p>
<b>Landscape Maintenance</b>	<p>Vegetation and condition of the landscape cannot impede access to individual gravesites.</p> <p>The grounds need to look cared for and facilitate a tidy and respectful aesthetic that honors the site as a cemetery.</p>	<p>Keeping woody vegetation clear.</p> <p>Regular mowing and trimming to ensure woody or thick growth does not persist.</p> <p>A more naturalized approach can be accomplished; however, it needs to be managed and purposeful, to ensure access is maintained.</p>
<b>Monument Maintenance</b>	<p>Cannot permanently alter the monument; any repair work or mounting needs to be reversible. It is not appropriate to engrave a stone, encase it in concrete, or do other actions that cannot be ‘undone’.</p> <p>Must ensure monuments are in a secure state and ensuring that text can be viewed. Leaning monuments that are at risk and those fallen should be remounted to a stable state.</p>	<p>Cleaning to remove growth to help text be legible.</p> <p>Re-mounting stones upright or laying down to allow text to be viewed.</p> <p>Cannot re-engrave text or permanently affix materials to the monuments. To keep text over time, it needs to be recorded and posted digitally and/or mounted beside the monument.</p>

### 3.3 GOVERNANCE + ROLE OF VOLUNTEERS

#### PRIOR GOVERNANCE MODEL

Cooke’s Cemetery has traditionally relied on an independent Board of Directors that manages interment sales, maintenance, capital investment, and related finances (note that this board is independent of the Keswick Cemetery Board). Decisions regarding the property have been made by the Cemetery Board with no formal oversight by the Town. The Town is the legal landowner of record and completes reporting to the BAO based on data provided by the Board. The Town conducts the process for appointing Board members and establishing related policies to formalize the Board’s role.

Mann, Baldwin, Johnston, and Sheppard Cemetery are managed by the Town. Johnston Cemetery property was formally secured before the commencement of this plan with consideration for relocation of the graves as an option for consideration.

#### NEW GOVERNANCE MODEL

Early in the project process and in conjunction with discussions had as part of the Keswick Cemetery Master Plan project, LEES recommended that the Town take on full ownership of the fiscal responsibilities, rate setting, customer care, capital planning, and general oversight of all cemetery sites, in particular Cooke's Cemetery due to the active sales and interment practices.

The Town conducted a jurisdictional scan in June and July 2023 to determine how other municipalities operate their municipally owned cemeteries. Town staff consulted with each municipality within York Region (East Gwillimbury, Newmarket, King, Aurora, Whitchurch-Stouffville, Richmond Hill, Markham and Vaughan) and found that no Cemetery Boards, Advisory Committees or Boards of Management exist within the Region. Instead, each municipality confirmed that their Council had delineated full ownership of the fiscal responsibilities, rate setting, customer care, capital planning and general oversight of each Municipally Owned Cemetery to Staff.

After consultation with the previous Cemetery Boards, various municipalities both within and outside of York Region, the Town intends that the Keswick Cemetery Board and Cooke’s Cemetery Board, be dissolved. The Town desires to align with other municipalities within York Region and other similar municipalities across the province to assume the governance of all Municipally Owned Cemeteries, ensuring the Town is protecting and retaining its own assets, while achieving complete transparency and control of public records and aligning itself with the legislated requirements of the BAO.

## A NEW ROLE FOR VOLUNTEERS

The Town of Georgina values the efforts of volunteers and community groups, recognizing that there are limitations to Town resources and that contributions by the residents are an important tool to foster success within these spaces. It is recommended that the Town identify opportunities for volunteers for short-term project-specific initiatives and/or programming partnerships.

Potential volunteer activities identified through the development of this management plan include:

- Targeted maintenance events (light brush clearing/pruning, edging overgrown turf away from flat monuments, etc.)
- Adoption programs for decorative landscape beds at each cemetery (similar to what is already done at Cooke’s Cemetery).
- Photographing monuments, transcribing text into digital format, and taking GSP coordinate locations for website upload.
- Research and gathering of relevant historical information linked to the sites and people buried at each location, transcribing into digital type text for website upload.

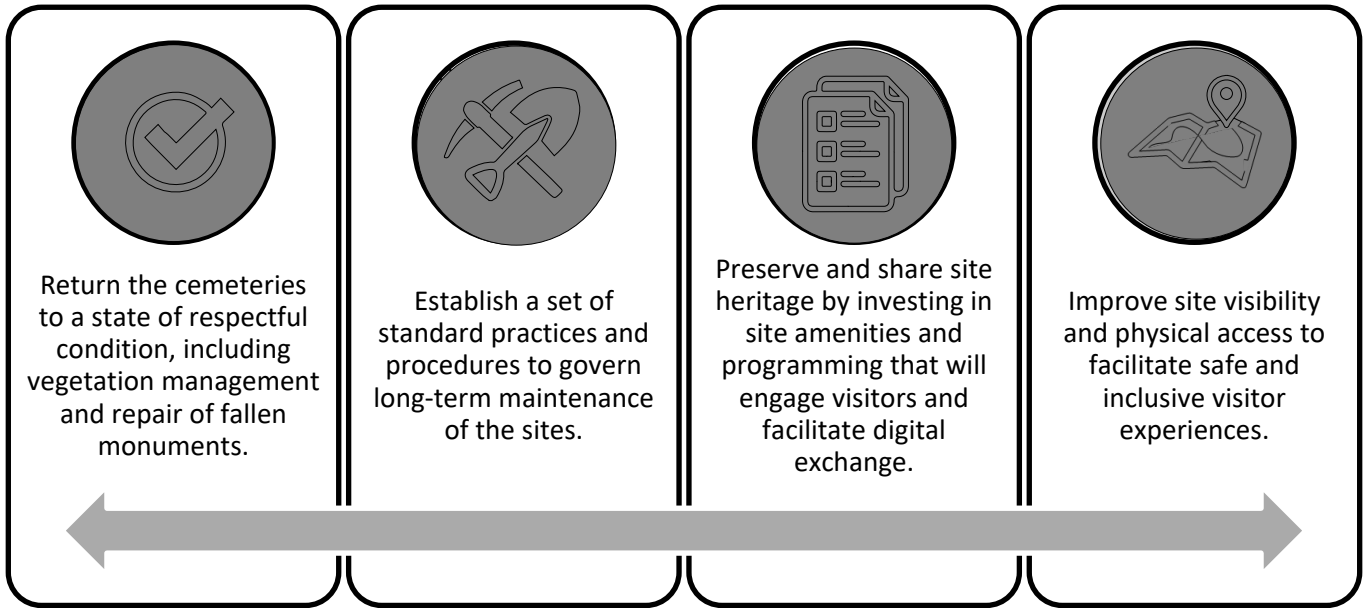


*Image: Existing decorative planting at Cooke’s Cemetery, maintained by volunteers at Georgina-Brock Garden Club. Source: LEES+Associates, 2023*



## 4 DEVELOPMENT + ENHANCEMENT

To guide the development and enhancement of the pioneer cemetery sites, standardized features, and design approaches have been established to aid long-term maintenance and improve the experience for visitors. Each recommendation for action and investment directly contributes to the goals outlined in the vision established for this Management Plan.



As described in further detail within this section, the following standardized features will be applied to each of the Town’s pioneer cemeteries, with select items related to naturalization omitted when not applicable.

- |   |                              |    |                                   |
|---|------------------------------|----|-----------------------------------|
| 1 | Parking                      | 7  | Wayfinding + Interpretive Signage |
| 2 | Entrance Gateways            | 8  | Decorative Landscaping            |
| 3 | Delineation Fencing          | 9  | Naturalized Landscaping           |
| 4 | Interpretive / Seating Nodes | 10 | Lawn Area                         |
| 5 | Pathways                     | 11 | Mulch Area                        |
| 6 | Interment Areas              |    |                                   |

## 4.1 STANDARD FEATURES + DESIGN APPROACHES

The following are descriptions and guidance for implementing standardized features that will be applied to each of the Town's pioneer cemeteries. Select locations may omit items that are not applicable; typically these omissions are items such as naturalization and mulched areas.

### PARKING

**Purpose & Rationale:** Designated parking areas will provide a safe place to park and access the cemetery sites. The pioneer cemetery sites are commonly located on rural higher-speed roads with narrow shoulders. As vehicular access will be the most common means to visit the sites, adequate and safe areas for parking, including lay-bys or dedicated parking lots, have been identified for each site. For sites in urban areas, parking has been identified within existing publicly accessible parking lots or on-street parking adjacent to the cemetery site.

**Description:** Lay-by parking areas shall be located parallel with roadways, shall be a minimum of 3m wide and 6m long per parking spot, and aim to accommodate 3-4 vehicles at each site (18m to 24m in total length). Construction material shall consist of a layer of compacted Granular B (300mm) topped with Granular A (150mm) per Town of Georgina standard rural road cross-section design, or consistent with the regional or provincial design standards of the governing body having jurisdiction over the adjacent road. Erosion and rutting due to road drainage may be an issue that will compromise the experience and safety of users. If this problem persists or is anticipated to be of concern, a reinforcing grid system, such as Ecoraster E50, shall be installed to ensure an even and stable parking surface.

Dedicated parking lots shall follow similar parameters, accommodate 3-4 vehicles, be comprised of a base course of Granular B (300mm) and top course of Granular A (150mm), with each space a minimum of 5.5m long and 2.5m wide, and/or comply to the Town of Georgina's current municipal infrastructure design standards.

All parking shall be clearly signed. Parking spaces shall be designated as general parking, however, the need for designated accessible parking spaces should be monitored and implemented if deemed a desired accommodation.

**Other Notes:** Parking shall connect directly to the site access path or provide an accessible surface (i.e., compacted granular screenings, asphalt, or concrete) to the site access path. Site parking that is accommodated by existing public infrastructure shall provide a barrier-free access route from the parking to the site access path and the identified 3-4 parking spaces shall be located within 50m of the cemetery site access point.

## ENTRANCE GATEWAYS

**Purpose & Rationale:** Inspired by the existing gateway at Cooke’s Cemetery, a pedestrian entrance gateway shall be installed at each pioneer cemetery site to denote the point of access and act as a wayfinding identifier to brand the site as part of the Town of Georgina’s Pioneer Cemeteries network.

**Description:** Entrance gateways shall consist of a metal arch, depicting the name of the cemetery site, mounted on two posts. Each gateway shall be flanked by a section of decorative fencing. Gateways shall be comprised of steel or aluminum and treated with a gloss black powder coat finish. Gateway openings shall be no less than 1.2m wide and a width of 2-3m where possible and accommodate a minimum overhead clearance of 2m. Posts shall be 2” to 4” square. As the sites will not receive access control, gateways shall be an open portal with no swing gate. Swing gates shall be installed only when access control is desired or there is concern over unsanctioned access by motorized vehicles/recreational vehicles.

**Other Notes:** Sites with multiple points of access should consider utilizing the gateway design for all primary points as well as secondary pedestrian entry points that lead to information/seating nodes or other points of interest.

Archways are available as custom metalwork fabrication; however, gate and fencing products are available as prefabricated units through manufacturers such as Nuvo Iron and Iron Eagle



*Image: Photo of the entrance gate at Cooke’s Cemetery in Pefferlaw, Georgina.*

## DELINEATION FENCING

**Purpose & Rationale:** Delineation fencing shall be installed to define property boundaries, help establish a sense of place, define entry point(s), and reduce trespassing by motorized vehicles.

**Description:** Two types of fencing are recommended, decorative fencing and page wire fencing. Decorative fencing is to be used as a continuous barrier along street-facing edges of sites, or as a partial barrier to flank entry gate features. This fencing shall be comprised of steel or aluminum and treated with a gloss black powder coat finish. Posts shall be 2” square.

Page wire fencing serves a more functional purpose, running on the side and rear borders of cemetery sites. Posts to be round, 5” diameter, spaced 12’ to 16’ apart; corner posts to be 6” diameter.

**Other Notes:** Decorative fencing is intended to resemble the existing decorative fencing at Cooke’s Cemetery. Prefabricated fence units are available through manufacturers such as Nuvo Iron and Iron Eagle. Page wire fencing should follow property lines. Decorative fencing can be set back by 1m to allow for decorative planting in front when the terrain allows for it.

## INTERPRETIVE / SEATING NODES

**Purpose & Rationale:** Interpretive / seating nodes create simple, centralized hubs at each cemetery, where users can gather, obtain information, and rest.

**Description:** Nodes should be positioned near points of entry, with an accessible pathway connecting visitors from adjacent sidewalks/parking areas to the node. Any future pathways developed within the cemeteries should link to these nodes. The nodes should be constructed with compacted granular screenings (recommended standard treatment), concrete, or asphalt. Each node should be circular, with a recommended diameter of 6m.

Seating shall be installed on either side of the circular area, framing an access point to the lawn interment area. The plan recommends informal stone seating; however, prefabricated benches are an optional upgrade and should be installed on concrete pads. Stone seating shall be rectangular cut armor stone with a flat top of an elevation ranging from 40 to 60cm tall.

Nodes shall contain one interpretive signage and one map sign.

**Other Notes:** At sites with existing bench seating, new benches at nodes should match the existing in style and appearance. At sites without existing seating, it is recommended that the seating be cut stone.

At cemeteries such as Johnston, in which the site itself is too small to host a formal node, the node can be located offsite to a nearby location. Its shape and construction may need to adapt to the new location, but common elements such as signage design shall link the site to the greater network of pioneer cemeteries in Georgina.

## PATHWAYS

**Purpose & Rationale:** Barrier-free pedestrian pathways shall provide access from designated parking and/or road network sidewalks to the site's interpretive/seating node. Provision is intended to remove barriers for persons with limited mobility, allowing them to enter the site and access interpretive information and seating amenities. Though looping pathways throughout the sites were considered, logistics of navigating grave locations and maintenance/lifecycle renewal costs make this unfeasible as a standard element.

**Description:** Pathways shall comply with AODA standards for barrier-free paths of travel and be constructed with compacted granular screenings (recommended standard treatment), concrete, or

asphalt. Pathway width to be a minimum of 1.2m and target 2.5m as a standard width. Material selection should be made to reflect the individual cemetery aesthetic and context, with consideration to capital budget and maintenance accommodations. The pathways shall not exceed 4% running slope and a target 0- 2% running slope with a 1-2% cross slope.

**Other Notes:** Pathways should receive regular inspection and maintenance to uphold AODA barrier-free path of travel standards and mitigate the risk of injury to users. Frequent occurrences of erosion and/or lack of resources to provide a timely repair response should be addressed through an upgrade of materials from screenings to asphalt or concrete. A reinforcing grid system, such as Ecoraster E40 infilled with granular screenings is an alternative that will allow continued consistency of screening material use and aesthetics.

Consideration for looping pathways within a site should be revisited for future capital projects where the site can accommodate the feature and where it will benefit the experience for persons with mobility limitations and other accessibility needs.

Consideration should be given to the extension of road network sidewalks in urbanized areas to cemetery site access points. For rural sites, consider the provision of on-road cycle networks to connect people from urban areas and other trail networks to the sites. Providing infrastructure for active modes of travel will contribute to removing barriers to participation and facilitate partnership opportunities through the cycling tourism sector.

## INTERMENT AREAS

**Purpose & Rationale:** Interment areas shall provide reasonable access to all monuments within the cemetery, however, shall not strive to achieve AODA barrier-free path of travel standards beyond access to interpretive information. All monuments shall be kept in a safe and secure fashion, with all monument faces visible to visitors.

**Description:** Areas designated as interment areas shall have no vegetative obstructions blocking the face of the monument including no woody vegetation within a 1-2m range of monuments and no turf left to a height that will block the view of the monument. There shall be no shrubs or perennials within the interment area, restricting the use of shrubs to identified decorative landscape beds, perimeter hedgerows, or designated naturalized areas. Specimen trees are permitted within the interment area, however, shall maintain a 2m buffer from monuments and be of a species that will not sucker or self-seed vigorously. The goal is to ensure visitors can approach and view the face of all monuments and reduce the need for landscape maintenance to care for graveside plantings that continue to cause structural and visibility issues over time.

Any woody vegetation removed that is adjacent to monuments shall be cut just below the level of topsoil with no removal of the root system. Area to be treated with lawn or mulch and area monitored for regrowth. This is to mitigate the risk of damage to the monument and underlying grave.

Monuments that are at risk of falling shall be reset with a new foundation installed as needed. Foundations shall be comprised of concrete or a ridge geogrid (such as MonuGrid or Ecoraster E50) which will reduce the depth of excavation. When monuments of laid flat, they should be mounted in a way to avoid impact damage from mowing equipment – either low enough to allow for mowers to pass over or set on a decorative concrete footing to trigger manual trimming.

It is important that monuments are reset by a qualified and capable person or trained by a qualified person. The approach to resetting a monument is dependent on the design type, material and condition of the stone. Memorial Restoration in Sarnia is an example of a qualified company that specializes in repair of historic monuments.

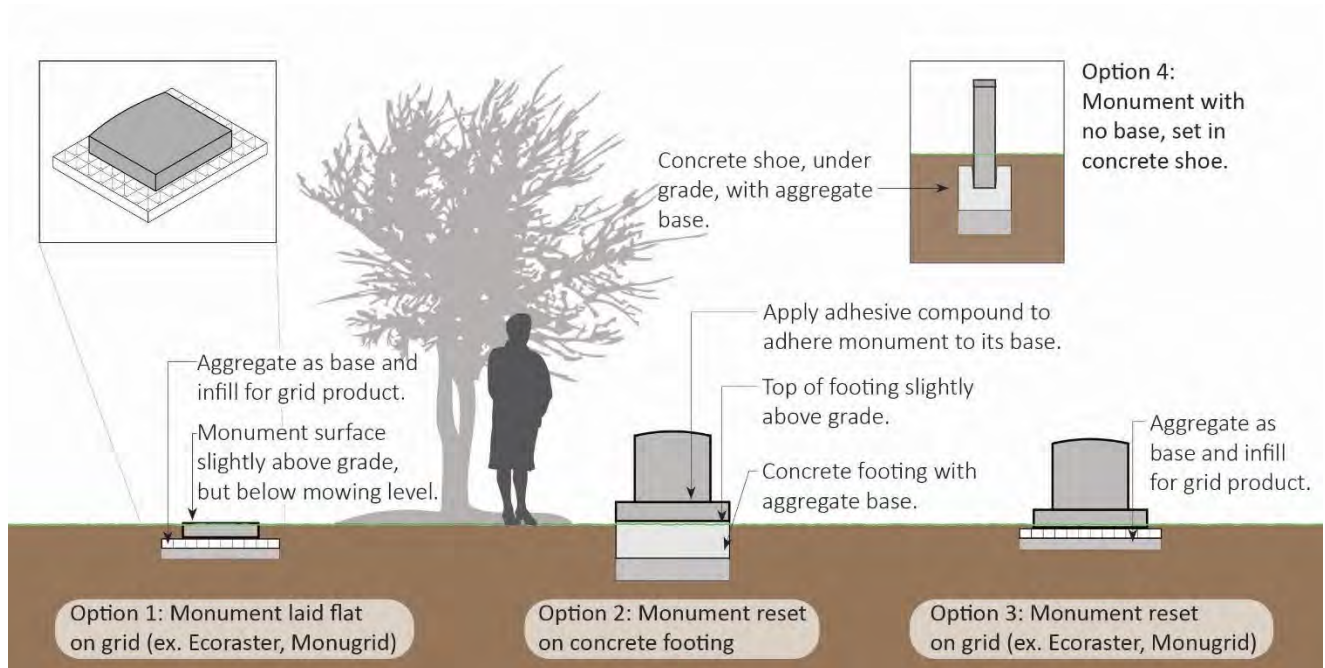


Image: Example of approach options for monument resetting.

## WAYFINDING + INTERPRETIVE SIGNAGE

**Purpose & Rationale:** Signage is intended to help draw people to the sites and engage visitors with historical information about the lives of those interred. Signage shall help identify locations of graves within the site. Information displayed at the site shall be complemented by a digital information resource available through the municipal website, removing barriers to participation and extending the promotional reach beyond the direct community.

**Description:** Signs to include a map sign, history sign, and multiple wayfinding signs outside the site property. All signs are to be comprised of a durable vandal-resistant sign plate material and mounted on a metal post (posts on-site: powder-coated black; posts off-site: U-channel or other standard road mount). Map sign shall include a diagram showing the location of graves with a reference list of all persons known to be interred at the site. History signs shall include images and text showcasing a summary of important historical knowledge. Wayfinding signs shall be installed along the roadways directing people from urban centres or frequented intersections and roadways. Signs shall be placed approximately every 5km and/or at decision points. Signs can be sequenced and placed to lead visitors on a tour to each destination.



Image: Example of a grave location and interpretive map at Chelsea Pioneer Cemetery, Quebec. Source: Findagrave.com

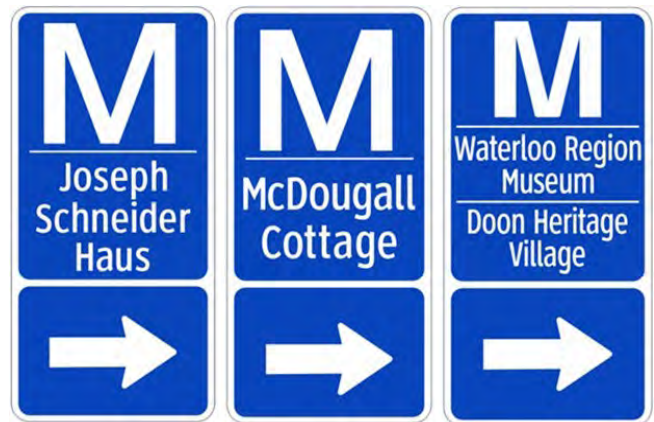


Image: Example of Region of Waterloo's Museum wayfinding signage for roadways. Source: Region of Waterloo

**Other Notes:** Refer to Section 5 Programming, 5.1 Digital Interface regarding recommendations to enhance on-site information with a digital web-based platform.

## DECORATIVE LANDSCAPING

**Purpose & Rationale:** Decorative landscaping shall be incorporated into each site to promote placemaking and offer opportunities for volunteer garden programs. The intent is to develop small low-maintenance landscape beds near the entry gates to contrast the naturalized rural landscape where most sites are located.

**Description:** Comprised of low maintenance spreading perennials that will fill the landscape bed area to minimize the need for weeding. Native herbaceous perennials are to be prioritized and woody shrubs avoided. Monoculture and/or organization of plants into larger groups is strongly recommended. Examples of ideal candidate plants include Purple Coneflower, Black-Eyed Susan, Wild Bergamot, Canadian Anemone, and non-natives such as Daylilies, Hosta, Salvia, Catmint, and Russian Sage. Annabell Hydrangea is an example of an acceptable woody shrub as it is cut down each spring.

**Other Notes:** Maintenance should be minimized to a spring clean-up and mulching, letting spent stems provide winter interest and habitat. For landscape beds that are under the care of a landscape group, more leeway should be granted in terms of species selection however inclusion of woody shrubs should be minimized or restricted due to long-term maintenance and replacement issues.

## NATURALIZED LANDSCAPING

**Purpose & Rationale:** Naturalized landscaping shall be incorporated into most sites to help link site edges with surrounding natural areas and reduce maintenance needs. The intent is to promote the growth of non-invasive, low- to no-maintenance native plant species in these areas.

**Description:** Native plant species should be comprised of vegetation present in nearby natural areas, supplemented by showy, pollinator-friendly natives such as Goldenrod and Butterfly Weed. Plantings should include shade trees such as Maples, Oaks, and Basswood, and shrubs such as Viburnum, Dogwood, and Snowberry.

**Other Notes:** Maintenance shall be limited to maintaining the edge of planting, as well as checking for and eliminating noxious plants such as Poison Ivy and Buckthorn.



## LAWN AREA

**Purpose & Rationale:** Interment areas shall consist of maintained turf to provide reasonable access to all monuments within the cemetery, targeting smooth, even grades, and no obstructions by woody vegetation, naturalized landscaping, or landscape features.

**Description:** Turf shall be established and maintained to a maximum height of 15cm. This includes turf around monuments that will require manual trimming. Lawn mowing riding equipment shall not strike monuments. Monuments that are at risk for damage shall be reset flush with turf to allow mowers to pass over or mounted on a granite base to trigger the need for manual trimming.

**Other Notes:** Woody vegetation removal and mulch beds will help create defined edges to lawn areas.

## MULCH AREA

**Purpose & Rationale:** New mulch areas will help stifle invasive growth in cleared spaces, support the growth of specimen trees, and maintain a tidy surface treatment in areas that are too shady to support turf.

**Description:** Chipped core wood and/or shredded bark mulch shall be installed over areas where woody vegetation is cut back to ground level and/or areas where woody understorey vegetation is removed under larger tree canopies, apply mulch 75-100mm thick.

**Other Notes:** Woody vegetation is recommended for removal on most sites. Explore opportunities to chip this material and use it as mulch on site.



*Image: Fence in overgrowth at Baldwin Cemetery. Source: LEES+Associates, 2023*

## 4.2 OVERVIEW OF SITE IMPROVEMENTS + RATIONALE

The following are descriptions and guidance for implementing standardized features that will be applied to each of the Town's pioneer cemeteries. Select locations may omit items that are not applicable and typically these are limited to items such as naturalization and mulched areas. Refer to Appendix A for Existing Conditions and Appendix C for schematic diagrams depicting the recommended site improvements.

### MANN CEMETERY (166 THE QUEENSWAY N., GEORGINA)

The main goals for site improvements at Mann Cemetery are to reset and repair monuments, cutting back overgrown vegetation, locating/uncovering graves, and establishing a sense of place.

The highest priority task is resetting and repairing toppled and leaning monuments.

It is recommended that a layby be introduced at The Queensway N, with a short path to a simple node with seating and interpretive signage. This would be at a point where the slope from the street is less pronounced. The path and node would be made of compacted stone dust screenings. At the entry from the parking to the path, a decorative gate should be introduced – in the style of the existing gate at Cooke’s – flanked by sections of decorative fencing. This fencing does not need to span the whole roadside border. A line of decorative trees across this stretch would help further delineate this space while providing verticality.

The heavily vegetated southwest portion of the site must be cut back substantially to allow access to existing graves. Some larger specimens could be retained, and islands of thicker vegetation – cut back and mulched – in areas without memorialization. Otherwise, the area should be opened up and maintained as a lawn. Keep naturalized at the west and south edges if no graves are present.



Image: Mann Cemetery Schematic Diagram. See Appendix C for full, annotated diagram.

## COOKE'S CEMETERY (272 PEFFERLAW RD., GEORGINA)

Cooke's Cemetery is unique in that it remains an active, operating cemetery. Improvements to this site focus on separating the historic, pioneer area at the southern end, and the active area; a limited expansion of cemetery products; and the introduction of interpretive and wayfinding signage.

The pioneer section of the Cooke's Cemetery was reportedly infilled to raise the site grade, and today monuments, with some protruding monument tops, remain buried in the ground. It is unclear whether it would be feasible to uncover these monuments, but signage should be introduced to tell the site's history and honour the dead. Wayfinding signage would help navigate visitors around the site and to the nearby Johnston Cemetery. Decorative planting strips, possibly hedging, could separate the two areas of the site, both serving the purpose of placemaking and separating traffic between those visiting to attend a historic site and those visiting to mourn at contemporary burials.

Two interpretive signage nodes are proposed here; one at the main entrance to direct users around the site and give a sense of its history, and one at the south entrance with more detailed information on the pioneer section.

Some maintenance and cutting back of vegetation at the east border and southwest corner must be conducted to protect monuments and allow maintenance of the mown edge.



Image: Cooke's Cemetery Schematic Diagram. See Appendix C for full, annotated diagram.

## JOHNSTON CEMETERY (264 PEFFERLAW RD., GEORGINA)

Limited but impactful changes are proposed for Johnston Cemetery, which is both the smallest cemetery among the samples and the one with the most unique challenges. The Town recently acquired this cemetery, and it is a designated heritage site. The family of Robert Johnston and his brother William Johnston, who founded Pefferlaw, are buried at this cemetery.

Situated on a raised area in a parking lot, amidst commercial/industrial activity, Johnston Cemetery would benefit from screening around its northeast corner. This could be achieved cost-effectively through tall ornamental grasses if maintained. This vegetated border should continue around the rest of the fencing as more decorative and low-maintenance planting.

The nature of this site, being a small, raised area surrounded by parking and a sidewalk, limits options for accessibility such as ramps. The site could be made more inviting, however, by moving its gate to the sidewalk-facing south side, with formal steps at a gentle tread/riser ratio (recommended 16" tread, 5" riser). No-mow fescue on either side of the steps would be an attractive, low-maintenance option.

The asphalt boulevard between the sidewalk and street, in the area in front of the cemetery, could be reimagined as a planted area with seating and signage. Planting could be low-maintenance perennials and grasses, while the seating and signage may require a concrete pad. Converting this underutilized boulevard to such an area would both increase the sense of place at Johnston Cemetery and add to the Pefferlaw Streetscape. A similar island of vegetation, with wayfinding signage, could be placed at the vegetated strip between the parking area and the city facilities to the west, as an informal path here connects Johnston and Cooke's Cemetery.



Image: Johnston Cemetery Schematic Diagram. See Appendix C for full, annotated diagram.

## BALDWIN CEMETERY (160 BALDWIN RD., GEORGINA)

Targeted landscaping and an entry feature are simple, impactful changes that will go a long way toward re-establishing a sense of good care at Baldwin Cemetery. The highest-priority change is to reset and repair toppled and leaning monuments.

Existing parking should be formalized, and a decorative gate – in the style of that at Cooke’s – should be introduced at the current informal entry from the parking area. Beyond this gate, a short path leading to a node with seating as well as interpretive and wayfinding signage should be introduced. The ground material used for these would be compacted stone screenings.

The site is currently comprised of two lots separated by trees and hedging. The trees should be pruned back or removed to create access and sightlines between the two lots. Also, hedging along the west side of the parking area should be reduced to allow visibility into the cemetery’s southwest corner, which contains interments but is hidden by both layout and vegetation.

Overgrowth on the cemetery’s eastern side should be cut back to both uncover possible hidden memorials and maintain a mown edge. The southeast corner of the site should be explored for burials and cleared if they are found but left naturalized if not.

Overgrowth around monuments throughout the interment area must be cut back for access to monuments and to reinforce a sense of care at the site.

New fencing at the site should be decorative along the street-facing side, and more functional – such as page wire – along the other edges.



Image: Baldwin Cemetery Schematic Diagram. See Appendix C for full, annotated diagram.

## SHEPPARD CEMETERY (BOYER ROAD BETWEEN QUEENSWAY NORTH AND WOODBINE AVENUE)

The main goals for Sheppard Cemetery are to reset and repair toppled and leaning monuments, formalize its entry, and maintain its edges. As well, the site currently has no municipal address and is difficult to locate; it would benefit from better visibility from the road and the assignment of a municipal address by the Town.

Sheppard Cemetery's existing entryway is in disrepair, and the site is more easily accessible through an open area to the west of this gate. The treed area around the existing entry should be cut back and opened up, and a gate – in the style of that at Cooke's – should be installed, flanked by decorative fencing along the street-facing side of the site. Between the parking area and the fencing, there is an opportunity for strips of low-maintenance decorative planting.

The overgrowth should be cut back to the site boundary at the western edge. A mulched strip along that side, between the monuments and boundary, will help maintain this edge. With no memorials present on the site's sloping eastern side, a naturalized area could be maintained, enhanced with the planting of three deciduous native trees.

As a future consideration, the forested area on the south side of the property should be explored for burials and cleared, if necessary, as should the corner of the property that is currently used as active farmland. Page wire fencing should border the site, other than the street-facing edge.

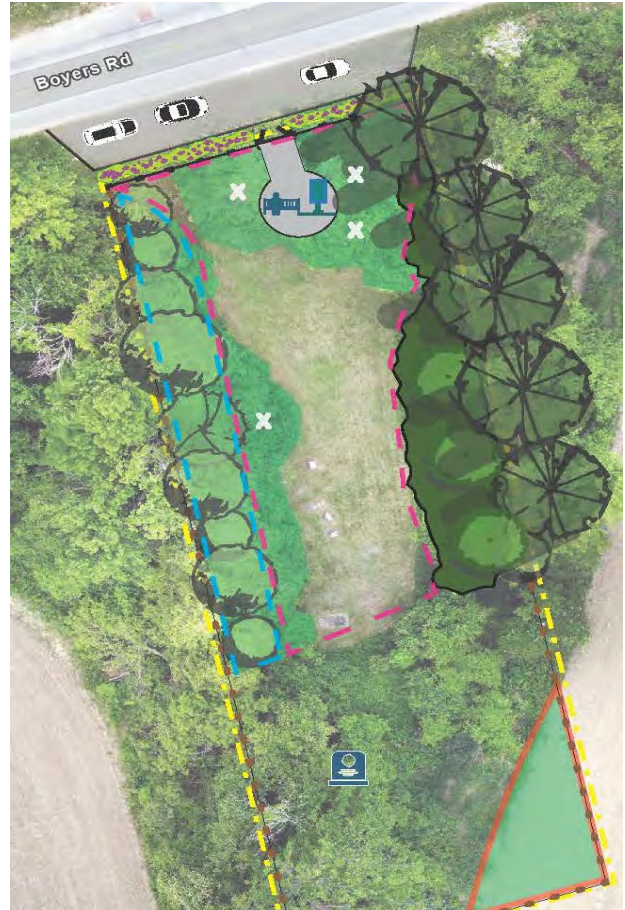


Image: Sheppard Cemetery Schematic Diagram. See Appendix C for full, annotated diagram.

## 5 PROGRAMMING

Programming activities and off-site information sharing will bolster the relevancy of the pioneer and historic cemetery sites and encourage people to visit the sites. Programming will aid in reminding the community about the sites and what they have to offer. The Town should consider Pioneer Cemeteries as being similar to other recreational and cultural destinations within Georgina – promoting participation opportunities and staging special events to renew interest. Programming can be facilitated by the Town or in partnership with local volunteer organizations, such as the Georgina Historical Society, the Georgina Heritage Advisory Committee, and or a new dedicated pioneer cemetery volunteer group.

### 5.1 DIGITAL INTERFACE

Extending the pioneer cemetery experience onto a digital platform offers a wide range of opportunities to increase accessibility to experience what these sites have to offer, engage with a global audience, cross-promote other community initiatives, and increase the relevancy of the sites. Further opportunities for information sharing and collection can be achieved with a more interactive digital platform, and they can further build value/relevancy through facilitating engagement and interactions between virtual visitors.

Currently, information about historic graves and the stories of these community members are shared on a range of open platform websites and hard copy formats, compartmentalized to the specific purpose or mandate of the source. Examples can be found on websites such as *Find a Grave* and within the Georgia Historical Society archives.

Although this information has significant value, the information tends to be incomplete or disjointed and the Town does not have oversight regarding the content. The Town of Georgina could consider maintaining its own centralized and accessible digital platform to tell the stories of its pioneer/historic cemeteries and the people who laid the foundation of the community.

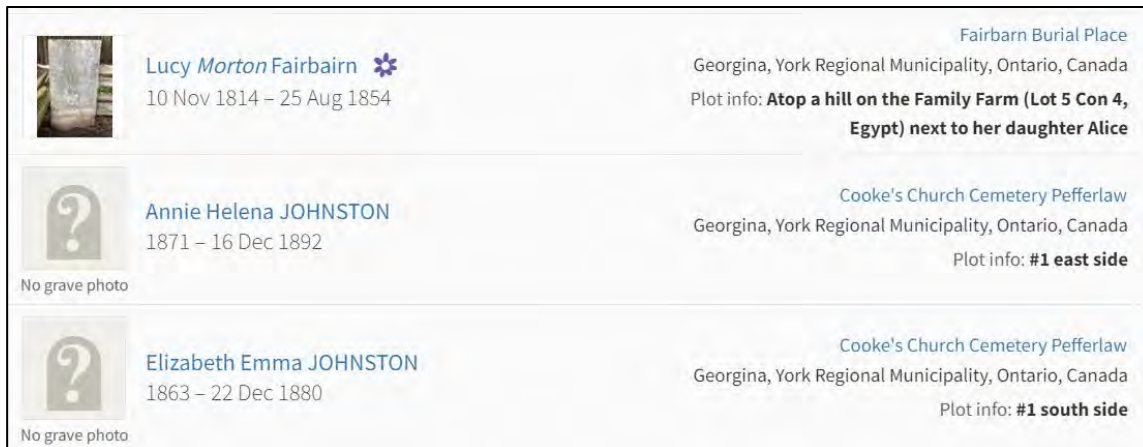


Image: Sample of commonly accessed data sharing from web platform

## OPTIONS FOR DIGITAL SHARING

Information should be accessed through the Town of Georgina website as part of the ‘Cemeteries’ dedicated webpage section. There are three main options for sharing information: access to an organized and curated digital file archive, a custom webpage platform, or through uplink to a 3<sup>rd</sup> party provider platform. If the Town wishes to consider investing in this initiative, it is recommended that it pursue a 3<sup>rd</sup> party platform initially as the interactive capabilities, data uploading, content design, and AI functionality available will offer a higher quality product and cost savings over in-house production. At any point, the Town can extract the data to develop its web content and manage the platform.

There are many 3<sup>rd</sup> party companies to choose from and most are formatted for online memorials as part of the bereavement industry. These platforms are well suited for Georgina’s pioneer cemeteries as they allow the public to upload text and images which will facilitate the collection of oral and archival data that is held by private citizens.

Keeper, Keeping Memories Alive, is an example of such a platform. The platform operates as a microsite embedded into a host website, acting as a branded extension to the host page. The page would allow for images of the monument, a map of monument location, historical images, text, and videos to be posted by the host or by the public. There is a genealogy function that would allow people to navigate to pages of other family members. As this platform’s primary use is for the bereavement industry, there are options for the sale of memorial trees and other add-ons that could be customized to fund future capital projects or event participation. An example of how this platform can be customized is the Veterans Legacy Memorial hosted by the U.S. Department of Veteran’s Affairs ([VLM](#) and [Sample Veteran Page](#)).

The Town would have full rights to the content and access to a dashboard that facilitates information upload management and addressing content flagged by the AI programming. There is an initial fee based on the volume of data, followed by an annual fee to address technical support and additional page uploads (which will likely not be a necessary service as only newly discovered graves would be added after initial onboarding).

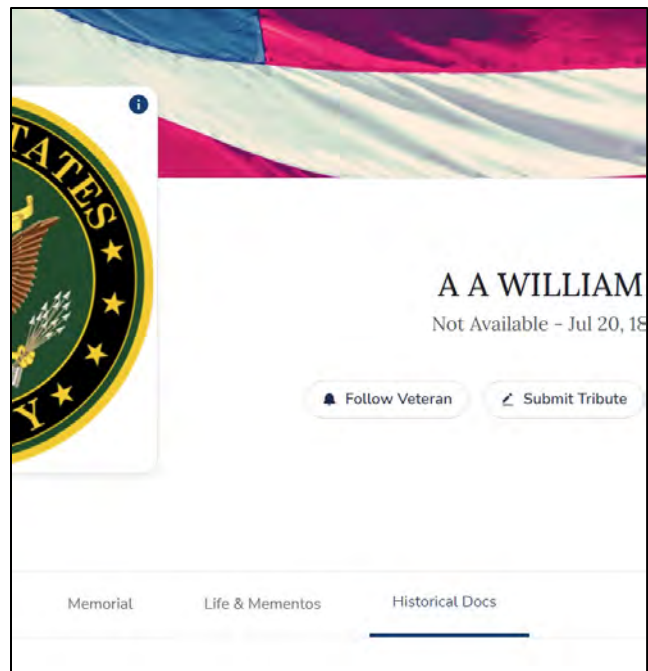


Image: Screen image of sample Veterans Legacy Memorial (Historical Document Upload).



The digital content must relate to the physical site and on-site interpretive signage relate to the web content, allowing for both experiences to function independently or integrated. The intent is not to repeat both pieces of data, but to allow for digital content that offers greater depth of information not possible through signage, as well as an opportunity to engage those who are unable to visit the sites. The use of QR codes can be incorporated into interpretive node signage or mounted beside monuments to direct onsite visitors to the online platform. It is important to ensure QR codes remain linked to the target webpage if future modifications change its URL. QR codes can be added at a later date or updated with a sicker application.

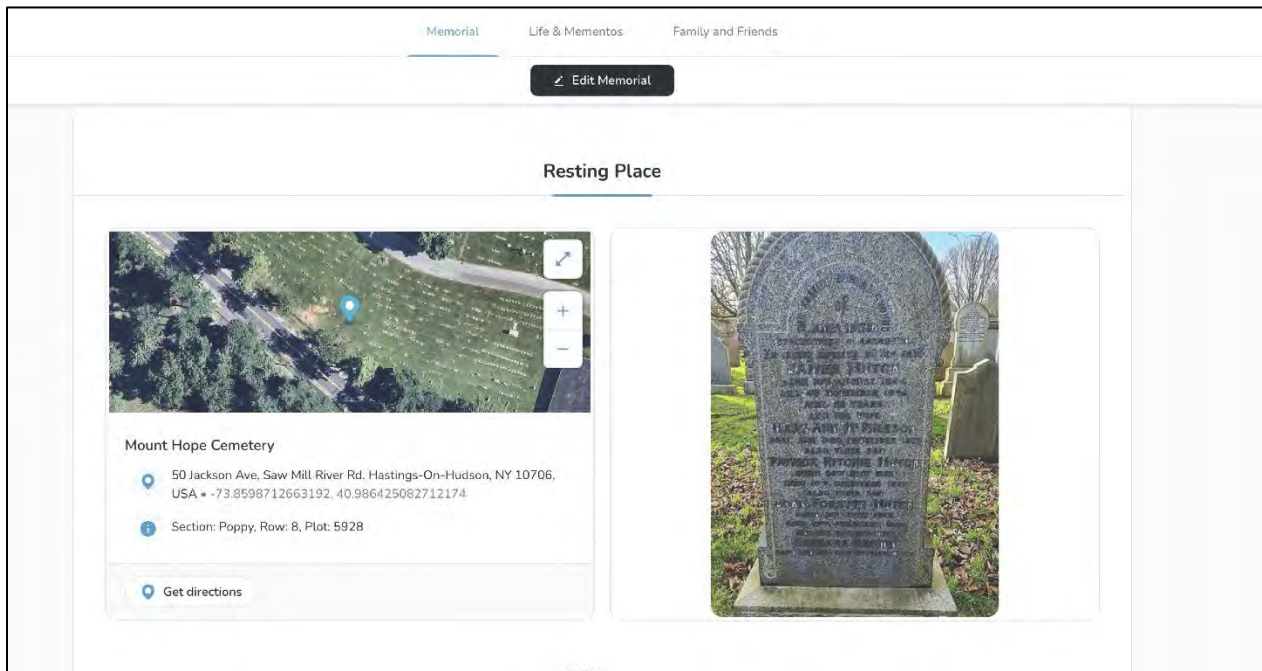


Image: Screen image of sample Keeper location finder section.

## 5.2 TOURS + EVENTS

It is recommended that the Town establish self-guided curated tours and seasonal/event-based guided tours to facilitate an informed site experience and sharing of the Town's history. Events such as these not only promote the Town's cultural assets but can generate revenue to further support the care and maintenance of the sites. Tours can be purely historical based or feature themes such as a haunted ghost tour around Halloween or winter festival with lighting/candle displays. Examples of similar tours include:

- Pioneer Graveyard Tour, Tilsonburg Ontario (coordinated by Discover Tillsonburg and offers both self-guided and event tours).
- After Dark: Lake of the Woods Cemetery Walking Tour, Kenora Ontario (coordinated by the staff of the Lake of the Woods Museum, in association with the Lake of the Woods

Cemetery) and Ice Candles, a unique celebration of life is held each Christmas with thousands of ice candles.

- Cemetery Chronicles Historical Walking Tours, Hamilton Ontario (coordinated by City Staff and Volunteers)

Integrating the pioneer cemetery sites as extensions to established community events and tours may be an approach to initial actioning in the short term. Even when the restoration of these sites has not been completed or is in early stages, promoting interest in the sites will help garner support for ongoing and future improvement initiatives. Another promotion tool is to develop virtual video tours for posting on the Town's website and/or YouTube. Examples of this can be found in the City of Markham and the City of Calgary, which have produced YouTube video series featuring their pioneer cemeteries and community pioneer histories.

### 5.3 ACTIVE + REACTIVATING INTERMENT

There are differing expectations and treatments for spaces that are hosting active interments. As identified during community engagement activities, Georgina residents expressed the importance of acknowledging the active spaces differently than the pioneer and historical burial areas.

Cooke's Cemetery is currently the only cemetery referred to as a pioneer cemetery while facilitating active interments. The previous cemetery board debated the appropriate terminology and determined that the term 'Historical' should be used for property instead of 'Pioneer' due to its continuous and ongoing use as the community's cemetery. It is recommended that the Town consider separating the site through visual cues and signage to clearly distinguish between the active and historical/pioneer area with the standard of care, programming, and marketing of the spaces appropriate for their designated community function. This will direct tourism activities to the appropriate area of the site and reserve the active interment area as a place for mourning and remembrance.

Per the legislation governing Ontario cemeteries, operators are expected to have staff available on-site at cemeteries where pre-need and at-need sales are conducted (refer to section 3.2). Due to this and the available capacity within Georgina's active cemetery assets, it is not recommended that interment practices be resumed at sites or sections designated as part of the Town's Pioneer Cemeteries. There is an opportunity to reactivate the pioneer sites for new interments in the future if community demand exceeds the capacity of existing cemetery facilities and the Town is unable to secure new cemetery lands. To facilitate new inground burial or installation of columbaria, the Town would be required to undertake a process to screen for unmarked graves through actions such as remote sensing, archival research, and other methods identified by legislative requirements.

# 6 BUDGET + PHASING

## PHASING

The phasing recommendations focus on the vision and goals for the project, prioritizing returning the sites to a respectful condition, facilitating access, followed by taking actions to enhance the sites and sharing their stories. There is an advantage to accelerating a singular site as it will invigorate interest in the initiative and will serve as an example standard for the development of the remaining sites. As Mann Cemetery has a prominent location and significant cultural heritage value, it is a prime candidate for a fast-tracked approach. Johnston is another highly visible and significant site that could be addressed in full ahead of others, due to the small scale and low cost of the works proposed.



Phase 1 of the recommendations is to restore the five sample sites and will focus on establishing access and visibility of monuments, removing vegetation, and resetting fallen monuments to ensure the content can be viewed. Phase 2 of work will address establishing the sites as a destination by providing the ability to safely park and branding entries with decorative gateways/fencing, as well as visually securing site property boundaries with delineation fencing. Once the content of the site can be viewed and the sites accessed, the focus will shift to developing a stronger sense of place with the provision of site embellishments to further engage the community. The development of signage and website content is a key component to celebrating the pioneer cemetery sites and work to compile and organize data in a digital format should commence as soon as feasible in preparation for this final phase. Longer-term action items may include investigating the process and costs for search and recovery efforts in Cooke’s cemetery for buried monuments and an extension of that investigation to the other sites, if there is a desire and deemed feasible for the Town to do so.

### FORECASTED CAPITAL IMPROVEMENT COSTS

The following table illustrates the capital costs (before taxes) and recommended phasing. It is recommended that the phasing of work focuses primarily on the restoration of the site, followed by site access, and concludes with more decorative elements. A 30% contingency has been applied to all budget estimates to allow for cost fluctuation and unforeseen costs. Refer to **Appendix D: Capital Cost Forecasts** for detailed summaries of items for each site.

Item	Total Capital Costs	2025/2026 (6) Interment Areas & Monuments (9) Naturalization Area (10) Lawn Area (11) Mulch Area	2027/2029 (1) Parking (2) Entrance Gateway (3) Delineation Fencing (8) Decorative Landscaping	2030/2031 (4) Interpretive / Seating Node (5) Pathway (7) Signage
Mann	\$91,270.40	\$29,700.00 <u>(+30%)\$8,910.00</u> \$38,610.00	\$26,638.00 <u>(+30%)\$7,991.40</u> \$34,629.40	\$13,870.00 <u>(+30%)\$4,161.00</u> \$18,031.00
Cooke's	\$66,865.50	\$25,570.00 <u>(+30%)\$7,671.00</u> \$33,241.00	\$2,100.00 <u>(+30%)\$630.00</u> \$2,730.00	\$23,765.00 <u>(+30%)\$7,129.50</u> \$30,894.50
Johnston's	\$30,537.00	\$2,400.00 <u>(+30%)\$720.00</u> \$3,120.00	\$9,500.00 <u>(+30%)\$2,850.00</u> \$12,350.00	\$11,590.00 <u>(+30%)\$3,477.00</u> \$15,067.00
Baldwin	\$86,257.60	\$22,066.00 <u>(+30%)\$6,619.80</u> \$28,685.80	\$31,796.00 <u>(+30%)\$9,538.80</u> \$41,334.80	\$12,490.00 <u>(+30%)\$3,747.00</u> \$16,237.00
Sheppard	\$61,058.40	\$17,518.00 <u>(+30%)\$5,255.40</u> \$22,773.40	\$17,938.00 <u>(+30%)\$5,381.40</u> \$23,319.40	\$11,512.00 <u>(+30%)\$3,453.60</u> \$14,965.00
<b>Total</b>	<b>\$335,988.90</b>	<b>\$126,430.20</b>	<b>\$114,363.60</b>	<b>\$95,195.10</b>

## MAINTENANCE COSTS

Maintenance costs consist primarily of staff resources for mowing and trimming, assuming equipment is owned and operated by the municipality. Due to the limited staffing resources, the Town of Georgina may elect to contract out this maintenance. It is understood the Town currently contracts out mowing and trimming at its cemeteries. The Town should account for the following annual maintenance costs:

- Bi-weekly mowing in the prime growing season (May – July, 6 occurrences)
- Monthly mowing in shoulder seasons (April, August – October, 4 occurrences)
- Annual spring site clean up (1 week, 2 staff members)
- Spring and fall site inspections and action item coordination (1 staff member, total 3 days)

## WEBSITE DIGITAL INTERFACE – 3<sup>RD</sup> PARTY CONTRACT COSTS

Initial pricing has been obtained from Keeper Inc. The base cost for the first year is \$3,500 and allows for up to 1000 historical record uploads. Once operational, the annual fee is approximately \$1,000, plus a time and material fee for additional uploads of historical records. The Town should review the costs to address this service in house prior to engaging a 3<sup>rd</sup> party provider as due diligence when and if a web platform interface is initiated.



### Pricing For Year One:

Description	QTY	Total	Term
<b>Set Up &amp; Annual Maintenance</b> <ul style="list-style-type: none"> <li>• Branded, Customized Microsite</li> <li>• 3 Hours of Staff Training (Virtual or In-Person)</li> <li>• Marketing Documents</li> <li>• API/Plugin Access and Documentation</li> <li>• Business Process Review</li> <li>• Access to Keeper Updates</li> <li>• Microsite and Memorial Page Hosting</li> <li>• B2B Customer Support</li> </ul>	First year, with up to 1000 historical memorial pages	<b>\$5,000</b>  \$3,500	Due on Signature
<b>Import Historical Records</b> <ul style="list-style-type: none"> <li>• Import records and create memorial pages for each decedent</li> </ul>	1000 Historical Records	Time and Material to Convert and Import Data	Due upon delivery

\*The maintenance fee is subject to a periodic inflationary increase based on the Consumers Price Index, not to exceed 3% in any one year

Pricing listed in CAD

# 7 MAINTENANCE STANDARDS

The Maintenance Flow Chart in Appendix E is a frontline tool for maintaining good care at Georgina’s pioneer cemeteries.

The guide is structured as a flowchart, organized around the common elements at each cemetery. It lays out the overall maintenance goals, helps caretakers diagnose problems, and proposes solutions. Line items range from one-off issues that may arise to annual maintenance.

Items have been arranged into the descriptive categories outlined in Section 4 of this report.

This guide should be issued to management staff and lead field hands to guild action.




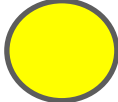
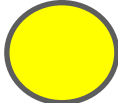


## Maintenance Flow Chart | Pioneer Cemeteries Management Plan

Ref #	Monitoring Category	Review Item	Yes/No	Potential Cause	Action	Execution	Anticipated Frequency
1	Parking	Visible boundaries with even surface.	Yes		Monitor, reinspect next visit.	Town	Annually, Spring
			No	Vegetation encroachment and erosion	Regrade granular or spray treat to remove vegetation and top with additional granular as needed.	Town or Contractor	Every 5 years
2	Entrance Gateway	Unobstructed opening, structure free of rust and paint chipping	Yes		Monitor, reinspect next visit.	Town	Annually, Spring
			No	Rust and frequent use	Apply powder coat touchup paint or other rust-resistant metal paint.	Town or Contractor	Every 5 years
3	Delineation Fencing	In good repair, upright and free of defects	Yes		Monitor, reinspect next visit.	Town	Annually, Spring
			No	Loosening or broken fence panels	Reset post, repair panel, or replace panel.	Town or Contractor	Every 5 years
4	Interpretive / Seating Node	In good repair and free of defects	No	Rust and frequent use	Apply powder coat touchup paint or other rust-resistant metal paint.	Town or Contractor	Every 5 years
			Yes	Uneven surfaces	Top with stone screenings and lightly compact to fill depressions and remove trip areas.	Town	Spring and in response to complaints
			No	Garbage	Sweep site and remove	Town	Spring and in response to complaints
5	Pathway	Visible boundaries with even surface	No	Damage, graffiti	Repair on site or remove if repair will take more than 4 weeks to complete.	Town	In response to need, 4 weeks
			Yes		Monitor, reinspect next visit.	Town	Annually, Spring
			No	Erosion and settling creating trip hazards	Top with screenings, lightly compact.	Town	Annually, Spring

Image: Example of Maintenance Field Guide Section

## 8 RECOMMENDATIONS

Below is a summary of key recommendations identified in this report:

Item	Low Priority	Medium Priority	High Priority
Determine if there is a desire to designate the pioneer cemeteries as heritage properties, where this designation has not already been made.			
Take ownership of archiving and sharing of the community’s pioneer heritage stories and grave information and leverage the local interest for other marketing and tourism initiatives. Centralize information in an accessible digital platform linked to the physical site through the use of QR codes or other similar methods.			
Consider investigating opportunities to locate lost graves and monuments at the sites. Cooke’s Cemetery is an example of a site with known buried monuments, and it is understood that similar conditions could exist at other sites.			
Evaluate and identify new roles for volunteers – short-term project-focused or otherwise.			
Pursue relationships with local community groups to partner on events, leverage ongoing programming, and source volunteers.			
Conduct an initial program of capital projects, as outlined in this report, to bring all pioneer cemeteries into good care, and to connect them with common design elements.			
Commence maintenance practices outlined in the field guide in spring 2024.			

# Pioneer Cemeteries Management Plan

# Appendix A

# Existing Conditions



# APPENDIX A – EXISTING CONDITION

## EXISTING MANAGEMENT PRACTICES

The Town of Georgina is currently in the process of assuming direct responsibility, and developing maintenance procedures, for its Pioneer Cemeteries. In prior practice, maintenance has been ad-hoc: sometimes contracted out, often taken on by volunteers. The willingness of citizens to help maintain these properties shows strong civic spirit in Georgina, but the cemeteries will ultimately best be served by a standardized maintenance regimen. The Pioneer Cemeteries Management Plan is intended to inform and direct the standards upon which such a regimen could be based and express a commitment by the municipality to maintain a respectful level of care for these spaces.



## SITE ANALYSIS (5 SAMPLE SITES)

The following maps illustrate the existing conditions of each site and identify opportunities and constraints identified in the early stages of the plan's development. For each site, a series of photographs were documented to record samples of the characteristics described in the text and inventory mapping.

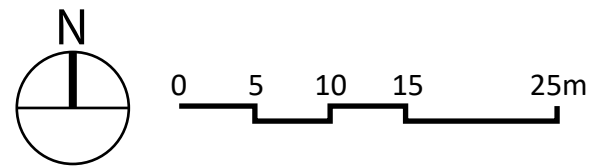
### MANN CEMETERY

(166 the Queensway N., Georgina)

Mann Cemetery is one of the larger Pioneer Cemeteries in Georgina and was foremost in the mind of stakeholders during engagement. Its main issues are damaged, leaning, and toppled monuments, which should be reset. The southwestern half of the site is overgrown with clusters of suckering lilacs, which block access to monuments and frustrate movement throughout the site; these should be largely removed, though retention of some for landscape interest could be possible, if kept maintained. A formal layby would make parking safer and access easier. There is currently no formal entry; some fencing and a gate would help establish place on site, and the introduction of some decorative trees in the open northeast half would give the landscape more variation and provide shade.



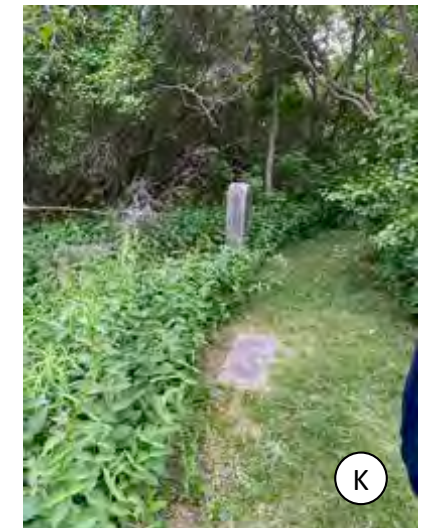
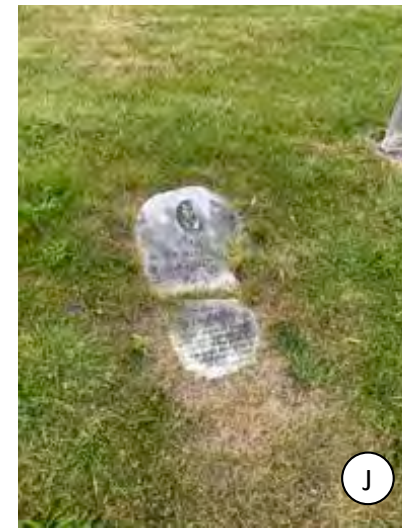
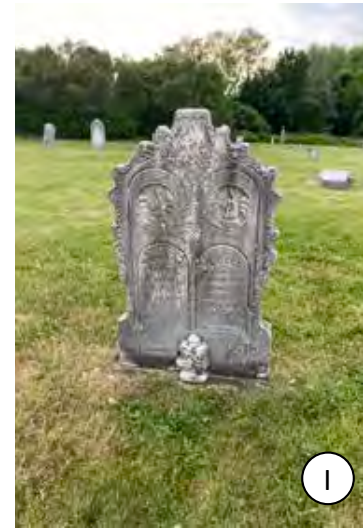
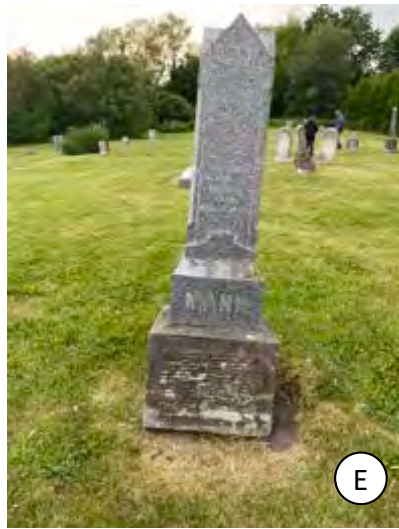
*Image: Vegetation encroaching on monuments at Mann Cemetery.  
Source: LEES+Associates, 2023.*



- ① Site contains leaning and damaged stones are in need of repair. Flat markers are being lost to encroaching turf.
- ② Cedar hedgerow provides nice buffer to adjacent residential use however may be obstructing view of graves. Further inspection should be conducted and limbing/removal only conducted if stones are present. Relocation of stones vs. removal of hedgerow should be considered as needed.
- ③ Opportunity for parking lay-bys to improve safety for visitors. Consider a small portion near the point of entry to accommodate 2-4 cars.
- ④ Site is very open. Once vegetation removals are completed, it may appear barren. Introducing shade trees in strategic locations along pathways and near seating will provide refuge to visitors and increase landscape interest.
- ⑤ Opportunity for loop path to showcase monuments of significance and to improve overall site accessibility.
- ⑥ Path connection or visual indicator should direct people to the Mann monument.
- ⑦ Site is open with good sightlines from the road. Opportunity for an entrance gateway and placemaking features along frontage.
- ⑧ Open area without monuments presents opportunity to develop a seating/gathering/information area.
- ⑨ Clusters of suckering lilacs are blocking access to monuments and should be removed. Retention of selected larger specimens may be possible and would maintain landscape interest. Due to density, root systems likely need to remain and regrowth should be managed long-term.
- ⑩ Understorey vegetation should be removed to help confirm presence of graves. Area is sloped with moist soils and can be left as naturalized if access to graves is not needed.

### LEGEND

- Proposed path
- Proposed entry feature
- Proposed central area
- Invasive species management
- Clear understorey
- Lot boundary
- Potential lay-by



## COOKE'S CEMETERY

(272 Pefferlaw Rd., Georgina)

Cooke's Cemetery is still in active use, with its southern portion hosting a Pioneer Cemetery. The cemetery has been managed in recent years by a volunteer board, which has kept it maintained and made several upgrades to its infrastructure and aesthetics. While largely in good condition, some issues – both small and major – remain. Smaller issues include overgrowth along its eastern boundary and southwestern corner. Its major issue is that the Pioneer monuments are buried. Through community engagement, it was revealed that the area was reportedly used to hold fill at some point in the past, and a new grade was set without making any adjustments to the cemeteries. The feasibility of uncovering these monuments should be explored. On the active side of the cemetery, the outgoing volunteer board had identified an opportunity to host columbaria in the cemetery's northwest corner.



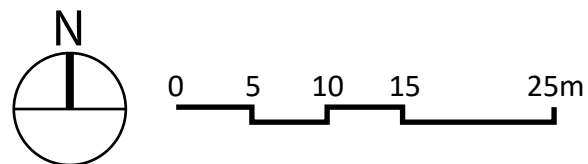
Image: Existing gate at main entry to Cooke's Cemetery. Source: LEES+Associates. 2023.

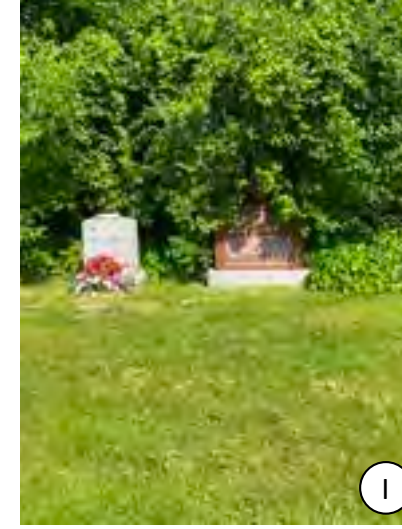
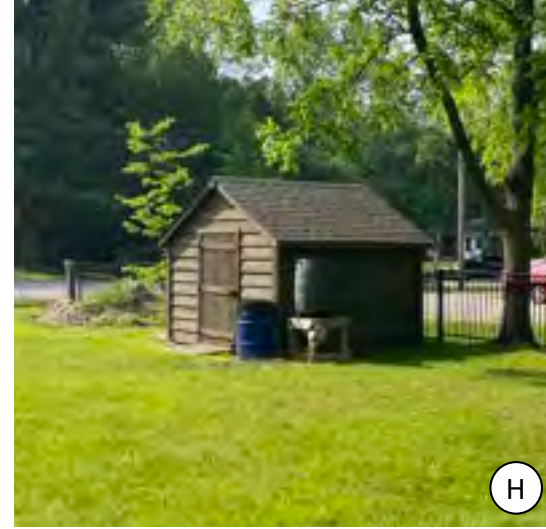
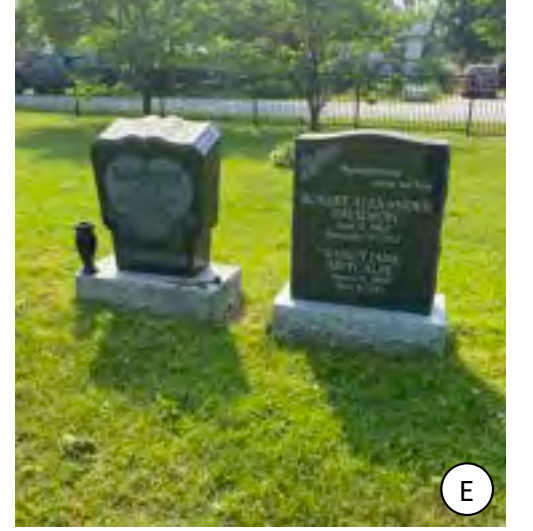
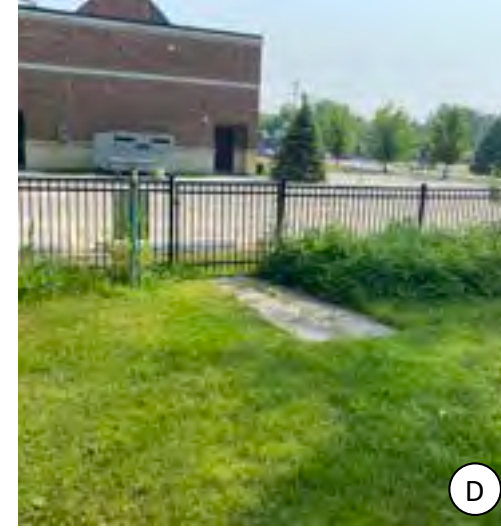


- ① Informal street parking.
- ② Maintenance shed.
- ③ Vehicular access gate, unlocked for public access.
- ④ Area recommended by previous board for columbaria.
- ⑤ Turf lawn in good well maintained condition.
- ⑥ Vehicular access drive, no formal turn around. Was granular surfaced but is largely overgrown.
- ⑦ Decorative black metal fence, newer installation and in good condition.
- ⑧ No parking restrictions, however not recommended for parking as cemetery side has steep ditch and road is narrow.
- ⑨ Unit paver walkway and culvert bridge pedestrian access, no sidewalk connection to main street or adjacent library.
- ⑩ Decorative pedestrian gate, black metal picket design with threshold arch with cemetery name (A).
- ⑪ Bronze interpretive plaque detailing the history of the site use and ownership.
- ⑫ Opportunity to provide an accessible path to connect pedestrian entrance to main cemetery driveway.
- ⑬ Vegetation is encroaching on headstones/monuments (teal hatch with green outline). Tree pruning/limbing and woody vegetation management needed to ensure mowers can maintain this edge.
- ⑭ Community cemetery with active sales and interments.
- ⑮ Decorative fence feature, white picket fence design style. Delineation marker between Pioneer and active cemetery section. Opportunity to enhance the feature by managing overgrown vegetation and providing a formal access path to direct visitors to this feature. Features a group memorial monument with names dating in the 1890s.
- ⑯ Hose bib, noted that water service was disconnected during resent site development at adjacent municipal property.
- ⑰ Pioneer section (yellow hatch).
- ⑱ Sponsored garden feature, maintained by Georgina-Brock Garden Club.
- ⑲ Partially overgrown, some vegetation management needed (teal hatch with orange outline). Value in retaining as hedgerow to buffer parking lot if vegetation is not obscuring headstones.
- ⑳ Text on monuments facing parking area and is obscured by overgrown vegetation (P). Opportunity to clear and provide access to view these stones.
- ㉑ Rounded tops of buried headstones visible through turf (K).
- ㉒ Pedestrian entrance into parking lot, no sidewalk or path connection to main street or adjacent amenities. Opportunity to formalize entrance with accessible surfacing to connect parking with the cemetery.
- ㉓ Municipal parking lot, opportunity to provide parking for site access with a more formalized pedestrian access. Fire hall on lot to the south.
- ㉔ Opportunity for pathway connection to Joh Opportunity to establish formal pathway connection and wayfinding to link the Cookes and Johnston's cemetery sites.

**LEGEND**

- ↔ Existing entry
  - Proposed path
  - ★ Proposed entry feature
- Vegetation management
  - Tree pruning needed, vegetation encroaching on memorials
- Pioneer section
  - Lot boundary





## JOHNSTON CEMETERY

(264 Pefferlaw Rd., Georgina)

Johnston Cemetery is a small, raised site located within a parking lot, surrounded by commercial activity. Its major challenges are accessibility, screening, and placemaking. The entry is located on the west side, which is unintuitive and in an active corridor of the parking lot, and has steps, which reduce access for those with mobility issues; while a ramp may not be possible given limitations of the site, a front entry would be safer and help with giving the cemetery a sense of place and dignity. Further to placemaking, screening along the northwest corner would help establish separation between the cemetery and its industrial surroundings. As well, there is opportunity to repurpose some of the space currently hosting asphalt boulevard to contain planting, information, and seating, which would help mark the site and expand its usage while improving the streetscape. Its existing fence and gate are of historic value and worth preserving, though alteration may be necessary during upgrades.

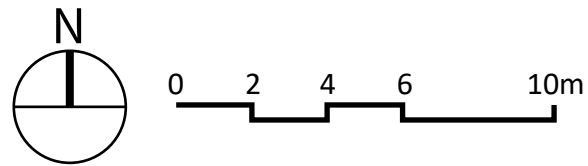
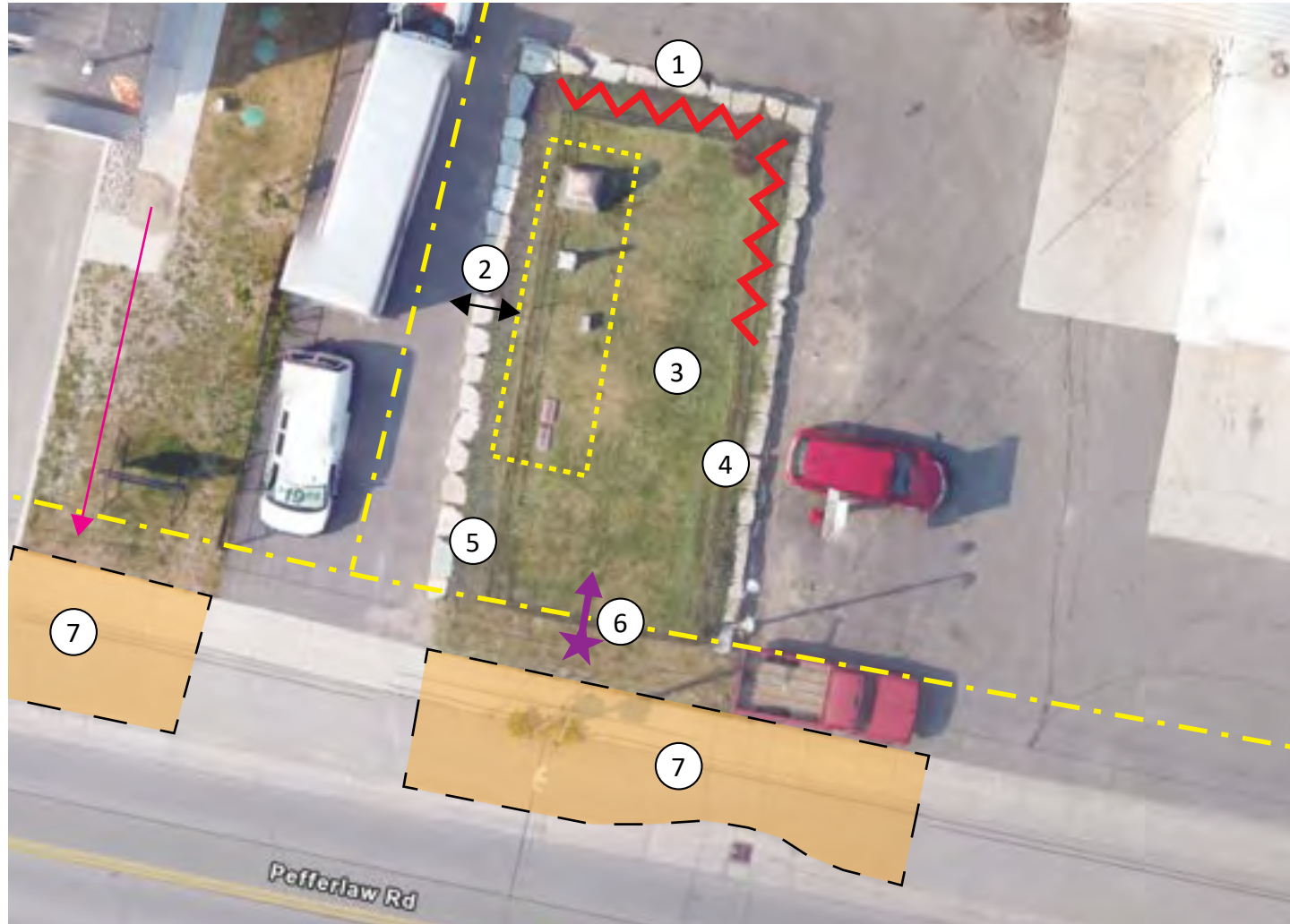


*Image: Johnston Cemetery in Pefferlaw, Georgina. Source: LEES+Associates, 2023.*



# Johnston Cemetery

264 Pepperlaw Road, Georgina



- ① Opportunity to provide backdrop to site and screen adjacent commercial use with vertical landscape feature (columnar trees, arbor structure, etc.)
- ② Existing gate is difficult to access and operate.
- ③ Turf in poor condition and difficult to maintain. Look at alternative groundcovers/turf species.
- ④ Historical fencing manufactured by renowned blacksmith. Preserve feature and share story.

- ⑤ Former landscape bed in poor condition with mulch and weeds. Opportunity to plant low maintenance garden feature to enhance the site.
- ⑥ Opportunity for a more accessible entry and gateway feature. Steep ramp or stairs will be required.
- ⑦ Opportunity to replace asphalt boulevard to enhance the visibility and experience of the site.

### LEGEND

- ↔ Existing entry
- Proposed path
- ★ Proposed entry feature
- Extent of memorialization
- Lot boundary
- Proposed boulevard enhancement
- ⚡ Proposed screening



## BALDWIN CEMETERY

(160 Baldwin Rd., Georgina)

Baldwin Cemetery is spread across two adjoining lots. It has formal parking, and an opening in hedging marks somewhat of a formal entry; a gate feature and decorative fencing would help define it as a cemetery, and if applied across all Pioneer Cemeteries, these common elements would link them together and help define them as a circuit of heritage landscapes. There is a need to reduce some of the hedging in the southwestern lot to open up viewsheds and circulation between the two parts of the cemetery, and to graves that are hidden out of the way in the southwest corner of the site. Throughout the cemetery, there are damaged, leaning, and toppled monuments that need care. As well, suckering lilacs have established along the eastern boundary of the cemetery; these should be cut back and managed, and the area within them investigated for the presence of graves. The forested corner at the southeast portion of the site should be investigated for graves as well. Throughout the site, vegetation that has overgrown around graves must be cut back and managed.



*Image: Existing graves and fencing at Baldwin Cemetery. Source: LEES+Associates.*

# Baldwin Cemetery

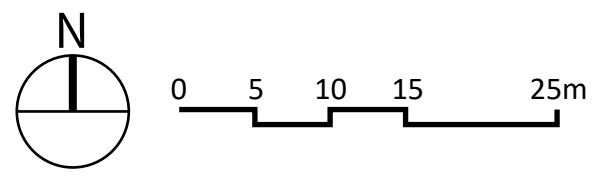
160 Baldwin Road, Georgina



- ① Site bounded by wood rail fence on north and western edges, by page wire fencing on south and eastern edges. Fencing in fair condition.
- ② Site large enough to accommodate a walking loop that would provide views of the east facing monument faces and adjacent creek. Monuments on west side of rear lot back onto fenceline.
- ③ A path to centralized seating/information nodes may be more feasible than a perimeter path due to grave location.
- ④ Area largely comprised of suckering lilacs are obscuring access to monument and should be removed. Larger-caliper trees should remain were possible and limbed up promote access.
- ⑤ Presence of graves unknown due to vegetation.
- ⑥ Cedar hedgerow in good condition and provides natural barrier to vehicular access. Minor limbing may be required to improve views of monuments.
- ⑦ Potential opportunities for seating/gathering/information nodes between graves.
- ⑧ Mature pine tree row located outside fencing in good condition.
- ⑨ Page wire fence overgrown with vine. Consider removing and replacing with wood rail fence contestant with other existing to open views into site.
- ⑩ Graves present in this niche but somewhat hidden due to site layout. Consider limbing cedars to provide access and sightlines to these graves.
- ⑪ Road is busy with narrow shoulders and steep ditches not suitable for parking.
- ⑫ Existing parking should remain.

**LEGEND**

- Proposed walking loop
- Proposed path
- Proposed entry feature
- Proposed central area
- Manage suckering lilacs
- Some limbing of hedge
- Extent of memorialization
- Lot boundary





## SHEPPARD CEMETERY

(No address available. Located on the south side of Boyer Road between Queensway North and Woodbine Avenue)

Sheppard Cemetery has no formal address and is difficult to locate for those who have not been there previously; wayfinding signage would help alleviate this. A semblance of formal entry exists, with a small gate towards the eastern side of the site's road-facing edge, but it is much easier to access the site from an open area to the west of it. A formal gate would help with placemaking, as would fencing, both decorative at the entry and basic for delineation of the site elsewhere. On the street-facing edge, forest growth should be cut back and managed to open up the viewshed into the site. Overgrowth on the western side of the site should be cut back and the area investigated for the presence of graves, and overgrowth on the eastern edge should be managed. As well, there is a thicket on the southern edge of the site that should be investigated for graves, as should be the southeast corner, which is currently part of active farmland. Leaning and toppled monuments are present in the site. There is opportunity to highlight the site's history, as it reportedly once hosted one of the region's early churches.



*Image: Sheppard Cemetery with encroaching vegetation. Source: LEES+Associates, 2023.*







# Sheppard Cemetery

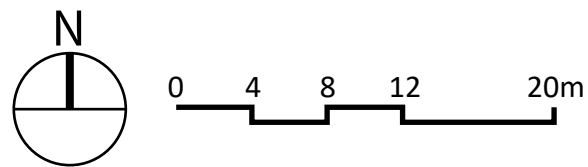
Boyer Road, Between The Queensway N & Woodbine Avenue



- ① Busy road with no shoulders for parking. Opportunity to provide safe pull off parking for visitors.
- ② Existing gate and page wire fence in poor condition. A new gateway feature is needed and could be shifted to accommodate future circulation design.
- ③ Existing cedar tree in good condition. Opportunity to retain and limb up to facilitate sight-lines. Remaining vegetation along frontage in poor condition and should be removed.
- ④ A chapel was likely once located on the site.
- ⑤ Opportunity to provide an accessible pathway to main cluster of monuments and any future interpretive signage.
- ⑥ Sloped/recessed area with no visible graves. Opportunity to retain vegetation as a hedgerow buffer to adjacent agriculture use.
- ⑦ Invasive shrub/vine understory should be removed with select mature trees to be pruned and remain to provide landscape character.
- ⑧ Centralized location of monuments and opportunity to locate a destination hub with seating and information
- ⑨ Toppled monuments in wooded area in need of repair and clearing for access.
- ⑩ No graves visible, however vegetation clearing needed to confirm.
- ⑪ Potential encroachment. Property limits should be confirmed and formally established with fencing or other visual markers such as tree rows or other landscaping.

**LEGEND**

-  Proposed path
-  Proposed entry feature
-  Proposed central area
-  Manage invasives and prune mature trees
-  Extent of memorialization
-  Lot boundary







# Pioneer Cemeteries Management Plan

# Appendix B

# Record of

# Engagement

# APPENDIX B – RECORD OF ENGAGEMENT

## PUBLIC OUTREACH

### ONLINE SURVEY

#### Overview

An eight-question online public survey was conducted from June 15 to 30, attracting 104 respondents. Engagement was managed by the municipality, which promoted the survey on Georgina’s website, the town’s managed social media channels social media and through a paid advertising campaign on Meta for Facebook and Instagram. The questions sought feedback on the level of interest in Pioneer cemetery sites and the types of actions desired to improve and maintain the spaces.

Response overall was positive and reaffirmed the project mandate set out by the town. In addition, community members were able to provide some historical information on the cemetery sites.

#### Interest in Georgina

The majority of respondents are interested in visiting the sites with only 6% having no interest in visiting in the future.

When asked what would enable or encourage people to visit the site, respondents primarily noted initiatives regarding:

#### Maintenance and Appearance

- New landscaping and maintenance of grounds
- Repair, cleaning and maintenance of headstones, as well as efforts to make the legible
- Clearing of undergrowth

#### Information and Interpretation

- Historic information on individuals buried, families present, cemetery and community.
  - Plaques, boards, websites, books, and/or audio tours
- Signage directing to cemeteries
- List and locations of all internments
- Events such as walking tours or “open door” days with historical information presented.
- Cremation Interment such as a scattering wall and/or Columbarium.

#### Accessibility and Infrastructure

- Defined parking areas and parking availability

- Accessible pathways
- Defined and improved access points to cemeteries
- Improved signage

#### Awareness and Promotion

- Advertising and marketing efforts
- Online promotion and information around cemeteries

A few responses expressed a preference for no changes and minimal maintenance, as some individuals believe the cemeteries should be left undisturbed.

#### Priority Actions

Several improvements and actions were presented to respondents, who listed them by priority. The following list is organized in descending order by each item's overall priority score.

1. Repair of toppled or leaning headstones.
2. Locate and unearth buried headstones.
3. Address removal of biological growth on headstones.
4. Strategic removal and management of trees to ensure visibility/access to headstones.
5. Cataloguing location and text content of each headstone.
6. Enhance naturalized planting in buffer areas that do not have headstones.
7. Incorporate decorative landscaping.

Respondents were also asked what type of amenities they would like to see introduced to the cemetery spaces. The options presented, listed by popularity in descending order, are as follows:

1. Historic interpretive signage (72% of respondents checked this item)
2. Benches (69%)
3. Wayfinding signage to locate cemetery sites (67%)
4. Online platform for historic information and sharing of stories (61%)
5. Pathways (46%)
6. Parking (44%)
7. Other (11%)

The write-in responses provided under the Other category include:

- Acknowledgment of Indigenous peoples and histories, Indigenous grave sites if any, as well as original settlers.
- Geocaching programming
- Technologies that tell historical snippets via digital, projected or augmented reality methods
- Generational family histories.
- Items mentioned in previous responses, such as events and audio tours.

### Community Context – Additional Historical Information

To help gather invaluable community knowledge, respondents were asked if they could provide any history regarding the individuals and families represented at Georgina’s Pioneer Cemeteries, which could be highlighted by the municipality. Though spelling is unverified, the responses include:

- Elder John Prosser (mayor, tax collector, minister and farmer) and his wife Sarah Willoughby at Mann Cemetery.
- The pioneer Warriner family at Mann Cemetery.
- Ed Moore.
- Mann family (heavily involved in early township politics and connected by marriage to many other established township families).
- Riddell family.

As well, respondents noted that any Indigenous burials, pioneer families, founding families and veterans should be highlighted.

Respondents were also queried about other cemeteries in the area that should be considered Pioneer Cemeteries and looked after by the municipality. The responses included the following, though more information on exact locations wasn’t provided:

- Christ Church at Roche’s Point
- Virginia Catholic Church
- St. George’s
- A cemetery on Park Road, on private property.
- Knox United Cemetery in Sutton.

### Cooke's Cemetery

Respondents were asked if they would like to see an expansion of services offered at Cooke's Cemetery, which is still active, with 66% answering Yes at 34% answering No. Of the Yes answers, 15 respondents commented with specific requests, which include:

- More memorialization options for cremation interments.
- A scattering garden
- More choices for interment in general, with traditions and tastes changing over time.
- Columbaria

Several respondents also stated a desire to see the volunteer cemetery board continue to oversee the cemetery.

### Other Comments

Space was provided for respondents to leave general comments, which are summarized here:

- Many expressed displeasure with the current state of Mann Cemetery.
- Baldwin Cemetery could host new interments.
- Some respondents expressed a desire to help clean up the cemeteries, especially Mann and Sheppard.
- Historic cemeteries do not need to be static spaces and programming should be developed to encourage their usage.
- Post rules and regulations for all cemeteries in places that people can see (for example, when artificial flowers must be removed).
- Further requests for information on the future of governance at Cooke's Cemetery.
- Do not replace headstones so as to leave history alone. If needed, place a readable flat stone in front to show important information.
- That Cookes should not be identified as a Pioneer Cemetery as there are recent and ongoing interments.

### KEY OUTCOMES

Technical stakeholders from key community groups and the feedback received through the general survey are unified in the request to see the sites brought up to a standard of respect and care with a primary focus on vegetation removal and monument repair. As a secondary but still very important action, the community would like to see information about the individuals interred posted both on site and available online. The community survey results further refined the focus of remedial and capital improvements desired. Staff were consulted to provide further input on requests for the sites and discuss the viability of actions desired by the community.

The following is a summary of key items were requested to be part of the Management Plan:

- Restoration and continued vegetation management to ensure all monuments can be accessed and viewed.
- Repair of all monuments, including removal of surface vegetation growth to allow monuments to be viewed.
- Excavation of monuments at Cookes Cemetery that were known to be buried.
- Development of on-site signage to inform users of site histories and locations of graves.
- Improved site awareness through wayfinding signage and entrance features.
- Preservation and sharing of knowledge through an online platform dedicated to Georgina's Pioneer Cemeteries.
- Upgrades to the site to promote accessibility including; benches, parking and select pathways.

## COMMUNITY ENGAGEMENT OPEN HOUSE

A community open house was held on September 16 at the Pioneer Village in conjunction with Harvest Fest.

A public workshop was held at Harvestfest, an event hosted at Georgina's Pioneer Village. A booth was set up with display panels and participation opportunities facilitated through post-its, markers, and comment sheets. Participants shared feedback by placing comments on the boards and some took comment sheets with the intention of submitting them at a later date. The booth was well attended, with some participants inquiring about the projects at a high level and others engaging in detailed conversations about the content.

### Comments Collected:

The following comments were posted on display boards or noted by staff.

#### Keswick Cemetery Master Plan

- Request to advertise when plots are for sale in the Phase 2 section. Multiple people asked about how it will be advertised or how they can follow progress and secure a pre-need sale. Interest was expressed for plot purchases in the green burial section and the traditional casket lots on the hill.
- Consider installing interim fencing between Phase 2 and the continuing function of the model airplane zone. Currently, the road is gated off to protect the field from unwanted vehicle entry/damage. As Phase 2 will look to create a loop road that will be open to the public, there

will need to be access control measures put in place to replace the current function of the road gates.

- A comment was expressed that people do not like the concrete sidewalks in the cemetery and hope that future sections remove this practice. The comment is likely referring to the concrete grade beams that act as a continuous foundation for monuments. As the new sections are at a higher elevation and will not face the same undesirable ground conditions, the cemetery may consider individual footings – a lower-cost option in more stable soil conditions.

#### Pioneer Cemetery - All

- Multiple comments were posted about how and when the Town will address research and discovery of additional graves on the site – identify and honor who is buried there and unearth any buried monuments. It was expressed that this is not intended as part of the short/medium-term plans however could be identified as a future phase once the cemeteries have been brought up to an acceptable level of care and are being successfully maintained.
  - The west side of the Shepard property is likely to have additional graves than those that are visible and graves may extend into adjacent property.
  - Cooke’s Cemetery has known graves buried. The monument in the center of the site was the result of a past research project to identify graves without visible markers and honor all individuals thought to be located within the cemetery.
- Ensure the plan will address the risk of mower damage to stones, in particular those that are laying flat. Ideas discussed with participants included setting the stones into the ground to ensure the mowers can pass over them and installing a base under them to raise them high enough that the mower won't clip the edges. Chips and cracked stones from the impact were observed on the sites.
- Participant notes indicated that they would like to see opportunities to volunteer where appropriate, including activities related to collecting data for stones (phones, rubbings, locations), vegetation clean up, and decorative landscaping.
- There is interest in featuring the projects in an upcoming community newsletter (December 2023) and the organizer will reach out to the Town and LEES project team for an article.

#### Pioneer Cemetery – Mann Cemetery

- The future of the lilac trees was discussed with multiple participants and all indicated that they love the lilac trees and would like to see some remain on site. Participants noted that the site would be very bare and open with no trees and would like to see additional trees where appropriate. Tree species of interest included small ornamental trees such as crabapples. All were in agreement that trees need to be removed in order to provide access to view the monuments.

### Pioneer Cemetery – Johnston’s Cemetery

- Participants noted that they didn’t like the idea of a decorative barrier screen – feel it would be too obtrusive and not in theme with the character of the community. Installing tall native grasses in the rear and east would provide an adequate backdrop. Installing landscaping around the site to ensure it is seen as a special and respected place should be the priority. There was a strong desire for native planting and massing the planting to reduce the need for maintenance.

### Pioneer Cemetery – Cooke’s Cemetery

- Representatives from the former management board indicated that there has always been a push to refer to the older section of Cooke’s as ‘Historical’ and not as ‘Pioneer’. At a high level, a pioneer commonly refers to a settler who migrates to previously uninhabited or sparsely inhabited land. It is possible that the individuals interred are persons who entered the established community and thus the term pioneer does not apply. Further investigation into this point is needed prior to production of promotional and interpretive materials.

### **Key Action Items Arising:**

- Look at recommendations for the approach to monument footings for Keswick Cemetery.
- Outline marketing and communication priorities/timing for pre-need sale in new areas of Keswick Cemetery.
- Look into terms pioneer vs historical.
- Address appropriate volunteer activities for aiding the goals of the pioneer management plan








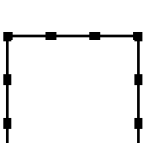
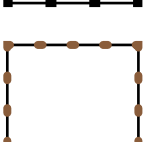
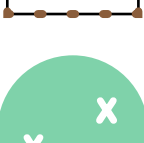
# Pioneer Cemeteries Management Plan

# Appendix C

# Schematic

# Diagrams

## LEGEND

-  Property line
-  Limit of mown area: Remove any woody vegetation and maintain as lawn
-  Limit of mulching: Remove understorey and mulch
-  Decorative Fencing
-  Page Wire Fencing
-  Woody vegetation removal, Xs denote some tree removal is necessary



**9. Naturalized Area**  
 Confirm presence of graves and remove understorey vegetation where needed.

**10. Mulch Area**  
 Cut back understorey, confirm presence of graves and uncover if present.  
 Otherwise, mulch to naturalized strip.

**13. Other Considerations**  
 Existing cedar hedgerow to be retained and receive seasonal edge pruning.  
 Conduct selective removals to provide clearance around graves if/when identified.

**8. Decorative Landscaping**  
 Decorative trees at road and node.

**4. Interpretive / Seating Node**

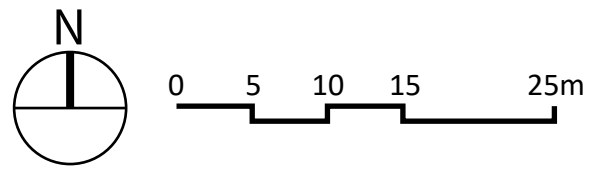
**5. Pathway**

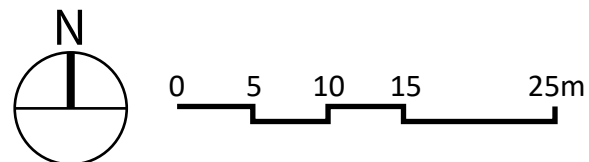
**2. Entrance Gateway**

**3. Delineation Fencing**  
 Entry winged by three standard sections of decorative fencing on each side.  
 Maintenance entry (2.5m) required.

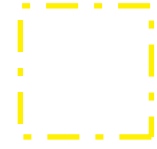


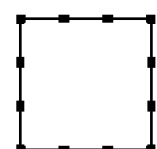
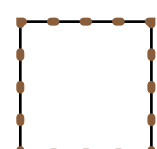

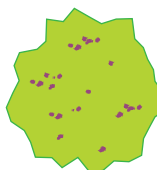

**1. Parking**  
 Create formal layby for parking, 3-4 vehicles, allow for 6m long and 3m wide per car.

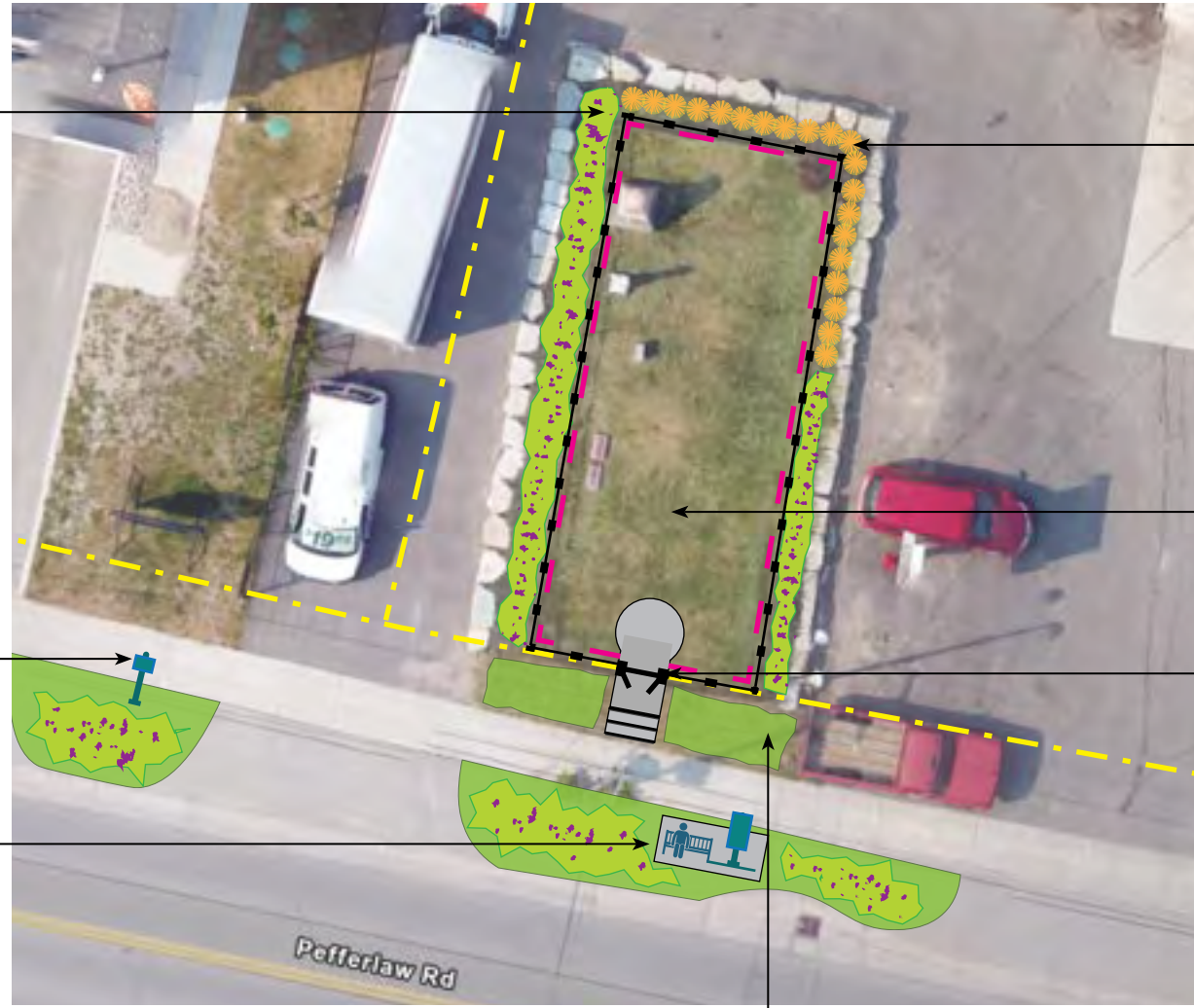
**10. Mulch Area**  
 Full or partial removal of suckering lilacs and vegetation blocking access to monuments, 1m radius around monuments; keep larger trees where possible; when removing, sever trees at base and sod with soil, mow shoots that come up.  
 Mulch "islands" around informal paths between trees.  
 Opportunity for new feature trees.





## LEGEND

-  Property line
-  Limit of mown area: Remove any woody vegetation and maintain as lawn
-  Limit of mulching: Remove understorey and mulch
-  Decorative Fencing
-  Page Wire Fencing
-  Woody vegetation removal, Xs denote some tree removal is necessary
-  Decorative, low-maintenance landscaping
-  No-mow fescue



### 8. Decorative Landscaping

Low-maintenance monoculture planting such as Daylillies, Hardy Geraniums or Hostas.

### 7. Signage

Wayfinding signage for pedestrians and road users.

### 4. Interpretive / Seating Node

Benches inset into boulevard with information and map signage located in adjacent landscape bed.

### 12. Screen Feature

Screening outside of fence to block views of industrial / commercial activity. Tall ornamental grasses could be employed for this purpose, or other options such as a trellis or custom screening.

### 10. Lawn Area

Maintain turf, or replace with better-suited grass/fescue

### 2. Entrance Gateway

New entrance to provide a more accessible and safe point of entry.

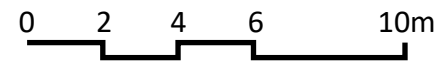
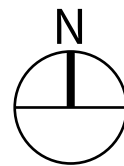
Stairs will be required to access the site and should include handrails on each side.

Path to extend into site and terminate at first monument.




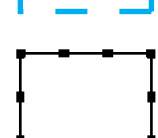
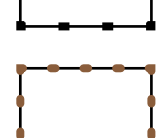
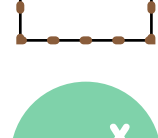
Given size and access limits, maintenance gate not required at this cemetery.

### 8. Decorative Landscaping

No-mow fescue on slopes on street-facing side of cemetery.



## LEGEND

-  Property line
-  Limit of mown area: Remove any woody vegetation and maintain as lawn
-  Limit of mulching: Remove understorey and mulch
-  Decorative Fencing
-  Page Wire Fencing
-  Woody vegetation removal, Xs denote some tree removal is necessary

**6. Interment Area**  
 Cut back vegetation around monuments throughout cemetery.  
 Ensure any burials hidden at property edges are uncovered.

**10. Lawn Area**  
 Tree and vegetation removal to join cemetery areas.

**4. Interpretive / Seating Node**

**2. Entrance Gateway**

**10. Lawn Area**  
 Vegetation removal to create sightline to graves in southwest corner.  
 Maintain most of cedar hedging, with some limbing, to enhance views to monuments.

**11. Mulch Area**  
 Mulch area that has been cleared of undergrowth to maintain mown edge.

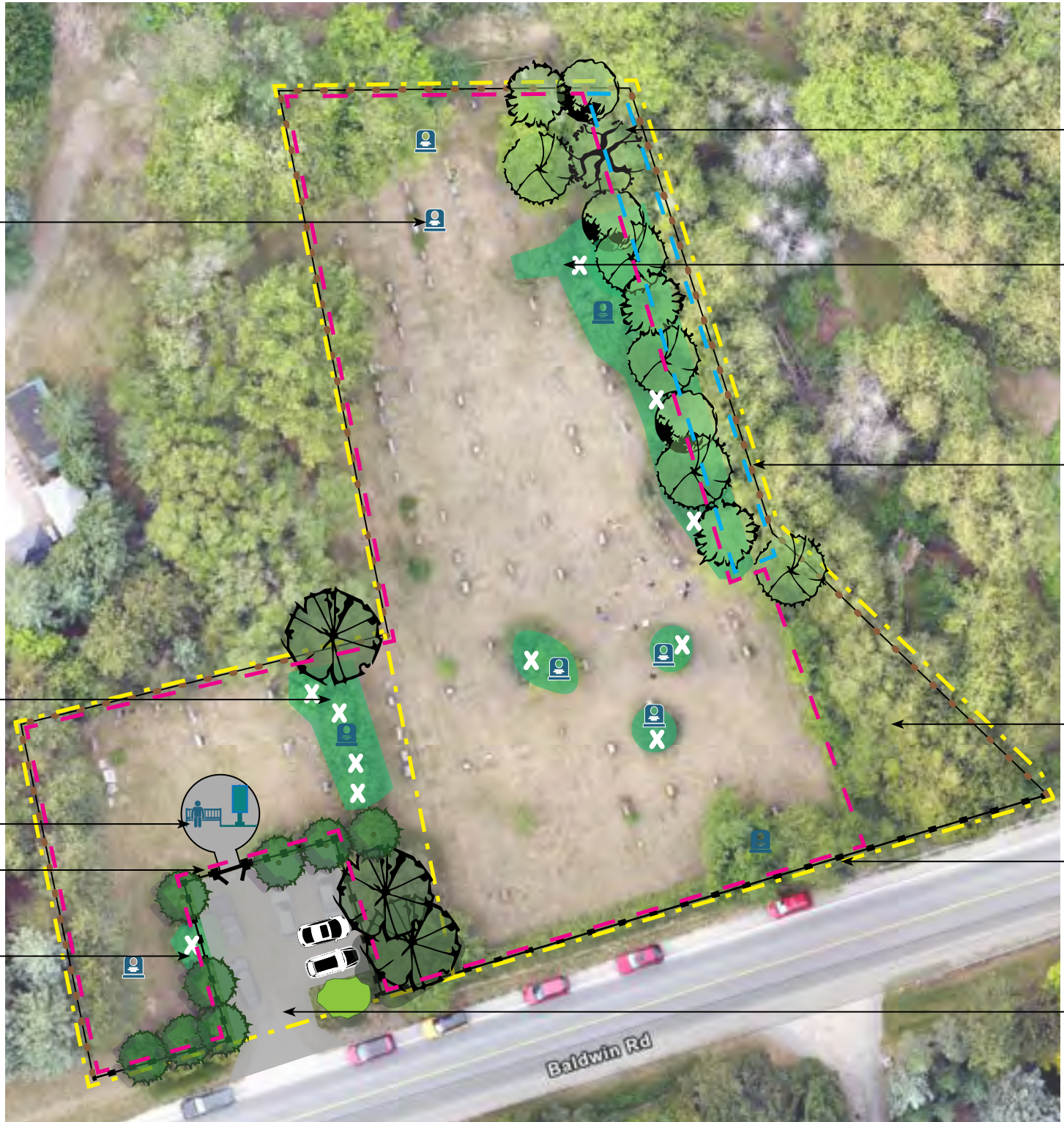
**10. Lawn Area**  
 Remove suckering lilacs and undergrowth, which are obscuring access to monuments.  
 Limb larger-caliper trees to promote access.

**3. Delineation Fencing**  
 Existing fencing is privately owned, location to be confirmed through legal survey and relocated or reinstated as needed.  
 Page wire fencing to replace all but street-facing fencing.

**13. Other Consideratoinis**  
 Investigate for burials and clear if necessary.

**3. Delineation Fencing**  
 Decorative fencing on street-facing side and through parking area.  
 Maintenance gate (2.5m) required.

**1. Parking**  
 Formalize existing parking.



# Sheppard Cemetery - Conceptual Diagram

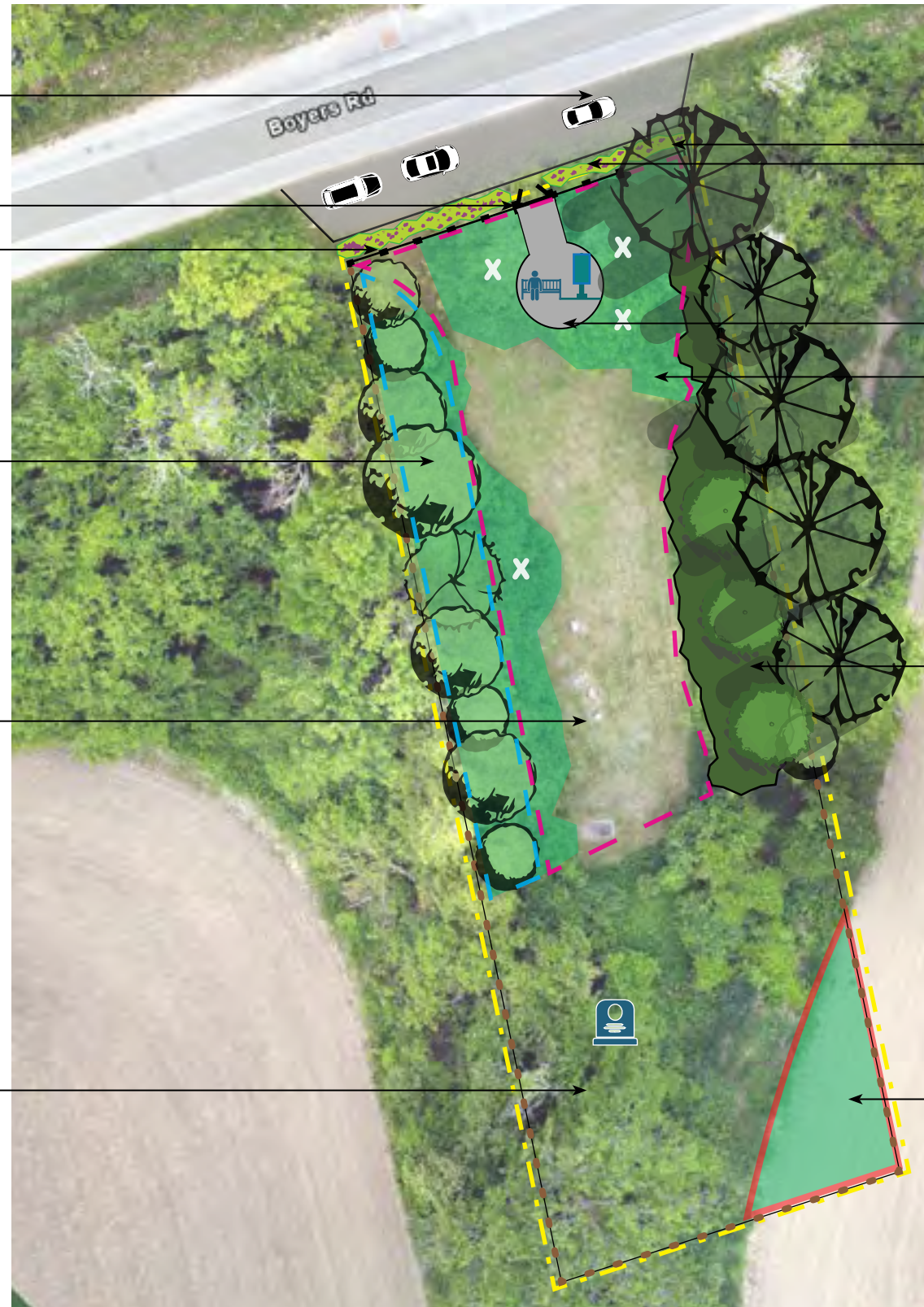
Boyer Road, Between The Queensway North & Woodbine Avenue

- 1. Parking**  
Layby for 3 vehicles, allow for 6m long and 3m wide per car.
- 2. Entrance Gateway**
- 3. Delineation Fencing**  
Decorative fencing on north side.  
Page wire fencing elsewhere.  
Maintenance Gate (2.5m) required.

- 11. Mulch Area**  
Remove understorey vegetation including all shrubs and trees less than 10mm DBH and all vegetation within 1.5m of a monument  
Chip cleared trees for mulch

- 6. Interment Area**  
Existing monuments under trees have toppled and require resetting.
  - New footing could use permeable grid such as Ecoraster
 Existing monuments in open area are in fair condition with removal of lichens and moss required.

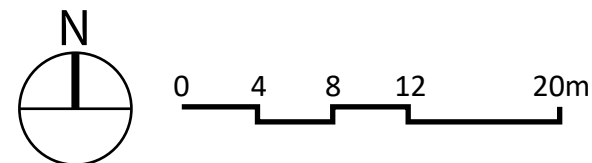
- 13. Other Considerations**  
Investigate for burials and clear if necessary.



- 5. Pathway**
- 8. Decorative Landscaping**  
Low-maintenance monoculture planting such as Daylillies, Hardy Geraniums or Hostas.
- 4. Interpretive / Seating Node**
- 10. Lawn Area**  
Clear understorey and remove trees.  
Turf to receive regular cutting and seasonal trimming maintenance.
- 9. Naturalized Area**  
Existing vegetation on slope to be left unmown.  
Enhance with planting of 3 deciduous native trees.
- 13. Other Considerations**  
Possibly extend cemetery grounds to lot boundary.

**LEGEND**

- Property line
- Limit of mown area: Remove any woody vegetation and maintain as lawn
- Limit of mulching: Remove understorey and mulch
- Decorative Fencing
- Page Wire Fencing
- Woody vegetation removal, Xs denote some tree removal is necessary
- Decorative, low-maintenance landscaping
- Maintain as lawn if cemetery expanded to lot boundary



# Pioneer Cemeteries Management Plan

## Appendix D

# Capital Cost Forecasts

# Capital Project List

# Site: Mann Cemetery

Ref #	Category	Projects	Target Parameters	Item	Quantity	Unit	Unit Cost	Total Cost Per Item	Project Budget
1	Parking	Install Layby Parking	Accommodate 3 vehicles, allow for 6m long and 3m wide per car, total of 18m by 3m.	Removals/Site Preparation	54	sq. m	\$ 8.00	\$ 432.00	\$ 3,188.00
				Granular A and B, Compacted	54	sq. m	\$ 40.00	\$ 2,160.00	
				Parking Sign	2	each	\$ 250.00	\$ 500.00	
				Restoration Seeding	24	sq. m	\$ 4.00	\$ 96.00	
2	Entrance Gateway	Install Formal Gateway	Fabrication and installation of formal gateways similar in style to the existing gate at Cooke's Cemetery. 2 posts and an overhead arch.	Arched Gateway	1	each	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
3	Delineation Fencing	Install Decorative or Basic Fencing	Supply and installation of decorative fencing near gate and some public-facing areas, and page wire for the rest of the property to delineate boundaries.	Decorative	15	lin. m	\$ 350.00	\$ 5,250.00	\$ 14,850.00
				Page wire	120	lin. m	\$ 80.00	\$ 9,600.00	
				Armourstone seating	8	lin. m	\$ 350.00	\$ 2,800.00	
4	Interpretive / Seating Node	Site Hub	Round gathering area with informal stone seating walls framing two sides of the space.	Bench	0	each	\$ 3,000.00	\$ -	\$ 3,900.00
				Compacted stone dust screenings	25	sq. m	\$ 40.00	\$ 1,000.00	
				Removals/Site preparation	25	sq. m	\$ 4.00	\$ 100.00	
				Compacted stone dust screening path 2.5m wide	30	sq. m	\$ 35.00	\$ 1,050.00	
5	Pathway	New Pathway	Install a 2.5m wide pathways using compacted stone dust screenings.	Removals/Site preparation	30	sq. m	\$ 4.00	\$ 120.00	\$ 1,170.00
6	Interment Areas & Monuments	Tree and Shrub Removal	Removal of all trees and shrubs within the lawn/burial area. At base, topsoil and overseed: see 10 - Lawn Area	Removals and disposal	820	sq. m	\$ 20.00	\$ 16,400.00	\$ 23,000.00
		Trimming around monuments	Cutting back intentional vegetation around flat and upright monuments.	Trimming and management; two people	2	Day	\$ 800.00	\$ 1,600.00	
		Monument Resetting	Resetting toppled and leaning monuments on bases.	Labour and materials	5-10 monuments	allowance	\$ 5,000.00	\$ 5,000.00	
7	Signage	Map Signage	Purchase and install sign showing map of cemetery and interments.	Interpretive signage (Map) Manufacture and install	1	each	\$ 3,000.00	\$ 3,000.00	\$ 8,800.00
		History Signage	Purchase and install sign displaying history of site.	Interpretive signage (History) - Manufacture and install	1	each	\$ 4,000.00	\$ 4,000.00	
		Wayfinding Signage	Purchase and install sign directing visitors to site.	Wayfinding signage - manufacture and install	6	each	\$ 300.00	\$ 1,800.00	
8	Decorative Landscaping	New Plantings	Materials and labour to establish new decorative plantings.	Perennials	30	sq. m	\$ 80.00	\$ 2,400.00	\$ 5,100.00
				Trees	6	each	\$ 450.00	\$ 2,700.00	
9	Naturalized Area	New Plantings	Materials and labor to enhance the existing naturalized area.	Trees	12	each	\$ 350.00	\$ 4,200.00	\$ 4,200.00
				Seeding	0	sq. m	\$ 4.00	\$ -	
10	Lawn Area	Establish lawn where naturalized landscape or other landscape features were removed.	Materials and labour to establish new lawn area.	Topsoil and seed	200	sq. m	\$ 8.00	\$ 1,600.00	\$ 1,600.00
11	Mulch Area	Transport and install of recycled mulch	Materials and labour to create new mulched areas.	Mulch	150	sq. m	\$ 6.00	\$ 900.00	\$ 900.00

**Subtotal: \$ 70,208.00**  
**Contingency (30%): \$ 21,062.40**  


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**Total: \$ 91,270.40**



# Capital Project List

# Site: Cooke's Cemetery

Ref #	Category	Projects	Target Parameters	Item	Quantity	Unit	Unit Cost	Total Cost Per Item	Project Budget
1	Parking	Install Layby Parking	Accommodate 3 vehicles, allow for 6m long and 3m wide per car, total of 18m by 3m.	Removals/Site Preparation	0	sq. m	\$ 8.00	\$ -	\$ 500.00
				Granular A and B, Compacted	0	sq. m	\$ 40.00	\$ -	
				Parking Sign	2	each	\$ 250.00	\$ 500.00	
				Restoration Seeding	0	sq. m	\$ 4.00	\$ -	
2	Entrance Gateway	Install Formal Gateway	Fabrication and installation of formal gateways similar in style to the existing gate at Cooke's Cemetery. 2 posts and an overhead arch.	Arched Gateway	0	each	\$ 3,500.00	\$ -	\$ -
3	Delineation Fencing	Install Decorative or Basic Fencing	Supply and installation of decorative fencing near gate and some public-facing areas, and page wire for the rest of the property to delineate boundaries.	Decorative	0	lin. m	\$ 350.00	\$ -	\$ -
				Page wire	0	lin. m	\$ 80.00	\$ -	
4	Interpretive / Seating Node	Site Hub	Round gathering area with bench on concrete pads framing two sides of the space.	Armourstone seating	0	lin. m	\$ 350.00	\$ -	\$ 14,200.00
				Bench on Pad	4	each	\$ 3,000.00	\$ 12,000.00	
				Compacted stone dust screenings	50	sq. m	\$ 40.00	\$ 2,000.00	
				Removals/Site preparation	50	sq. m	\$ 4.00	\$ 200.00	
5	Pathway	New Pathway	Install a 2.5m wide pathways using compacted stone dust screenings.	Compacted stone dust screening path 2.5m wide	35	sq. m	\$ 35.00	\$ 1,225.00	\$ 1,365.00
				Removals/Site preparation	35	sq. m	\$ 4.00	\$ 140.00	
6	Interment Areas & Monuments	Tree and Shrub Removal	Removal of all trees and shrubs within the lawn/burial area. At base, topsoil and overseed: see 10 - Lawn Area	Removals and disposal	715	sq. m	\$ 20.00	\$ 14,300.00	\$ 20,900.00
		Trimming around monuments	Cutting back intentional vegetation around flat and upright monuments.	Trimming and management; two people	2	Day	\$ 800.00	\$ 1,600.00	
		Monument Resetting	Resetting toppled and leaning monuments on bases.	Labour and materials	5-10 monuments	allowance	\$ 5,000.00	\$ 5,000.00	
7	Signage	Map Signage	Purchase and install sign showing map of cemetery and interments.	Interpretive signage (Map) Manufacture and install	1	each	\$ 3,000.00	\$ 3,000.00	\$ 8,200.00
		History Signage	Purchase and install sign displaying history of site.	Interpretive signage (History) - Manufacture and install	1	each	\$ 4,000.00	\$ 4,000.00	
		Wayfinding Signage	Purchase and install sign directing visitors to site.	Wayfinding signage - manufacture and install	4	each	\$ 300.00	\$ 1,200.00	
8	Decorative Landscaping	New Plantings	Materials and labour to establish new decorative plantings.	Perennials	20	sq. m	\$ 80.00	\$ 1,600.00	\$ 1,600.00
				Trees	0	each	\$ 450.00	\$ -	
9	Naturalized Area	New Plantings	Materials and labor to enhance the existing naturalized area.	Trees	0	each	\$ 350.00	\$ -	\$ -
				Seeding	0	sq. m	\$ 4.00	\$ -	
10	Lawn Area	Establish lawn where naturalized landscape or other landscape features were removed.	Materials and labour to establish new lawn area.	Topsoil and seed	190	sq. m	\$ 8.00	\$ 1,520.00	\$ 1,520.00
11	Mulch Area	Transport and install of recycled mulch	Materials and labour to create new mulched areas.	Mulch	525	sq. m	\$ 6.00	\$ 3,150.00	\$ 3,150.00

**Subtotal: \$ 51,435.00**  
**Contingency (30%): \$ 15,430.50**  


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**Total: \$ 66,865.50**

# Capital Project List

# Site: Baldwin Cemetery

Ref #	Category	Projects	Target Parameters	Item	Quantity	Unit	Unit Cost	Total Cost Per Item	Project Budget
1	Parking	Install Layby Parking	Accommodate 3 vehicles, allow for 6m long and 3m wide per car, total of 18m by 3m.	Removals/Site Preparation	75	sq. m	\$ 8.00	\$ 600.00	\$ 4,196.00
				Granular A and B, Compacted	75	sq. m	\$ 40.00	\$ 3,000.00	
				Parking Sign	2	each	\$ 250.00	\$ 500.00	
				Restoration Seeding	24	sq. m	\$ 4.00	\$ 96.00	
2	Entrance Gateway	Install Formal Gateway	Fabrication and installation of formal gateways similar in style to the existing gate at Cooke's Cemetery. 2 posts and an overhead arch.	Arched Gateway	1	each	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
3	Delineation Fencing	Install Decorative or Basic Fencing	Supply and installation of decorative fencing near gate and some public-facing areas, and page wire for the rest of the property to delineate boundaries.	Decorative	30	lin. m	\$ 350.00	\$ 10,500.00	\$ 22,500.00
				Page wire	150	lin. m	\$ 80.00	\$ 12,000.00	
4	Interpretive / Seating Node	Site Hub	Round gathering area with informal stone seating walls framing two sides of the space.	Armourstone seating	8	lin. m	\$ 350.00	\$ 2,800.00	\$ 3,900.00
				Bench	0	each	\$ 3,000.00	\$ -	
				Compacted stone dust screenings	25	sq. m	\$ 40.00	\$ 1,000.00	
				Removals/Site preparation	25	sq. m	\$ 4.00	\$ 100.00	
5	Pathway	New Pathway	Install a 2.5m wide pathways using compacted stone dust screenings.	Compacted stone dust screening path 2.5m wide	10	sq. m	\$ 35.00	\$ 350.00	\$ 390.00
				Removals/Site preparation	10	sq. m	\$ 4.00	\$ 40.00	
6	Interment Areas & Monuments	Tree and Shrub Removal	Removal of all trees and shrubs within the lawn/burial area. At base, topsoil and overseed: see 10 - Lawn Area	Removals and disposal	540	sq. m	\$ 20.00	\$ 10,800.00	\$ 18,200.00
		Trimming around monuments	Cutting back intentional vegetation around flat and upright monuments.	Trimming and management; two people	3	Day	\$ 800.00	\$ 2,400.00	
		Monument Resetting	Resetting toppled and leaning monuments on bases.	Labour and materials	5-10 monuments	allowance	\$ 5,000.00	\$ 5,000.00	
7	Signage	Map Signage	Purchase and install sign showing map of cemetery and interments.	Interpretive signage (Map) Manufacture and install	1	each	\$ 3,000.00	\$ 3,000.00	\$ 8,200.00
		History Signage	Purchase and install sign displaying history of site.	Interpretive signage (History) - Manufacture and install	1	each	\$ 4,000.00	\$ 4,000.00	
		Wayfinding Signage	Purchase and install sign directing visitors to site.	Wayfinding signage - manufacture and install	4	each	\$ 300.00	\$ 1,200.00	
8	Decorative Landscaping	New Plantings	Materials and labour to establish new decorative plantings.	Perennials	20	sq. m	\$ 80.00	\$ 1,600.00	\$ 1,600.00
				Trees	0	each	\$ 450.00	\$ -	
9	Naturalized Area	New Plantings	Materials and labor to enhance the existing naturalized area.	Trees	0	each	\$ 350.00	\$ -	\$ -
				Seeding	0	sq. m	\$ 4.00	\$ -	
10	Lawn Area	Establish lawn where naturalized landscape or other landscape features were removed.	Materials and labour to establish new lawn area.	Topsoil and seed	358	sq. m	\$ 8.00	\$ 2,864.00	\$ 2,864.00
11	Mulch Area	Transport and install of recycled mulch	Materials and labour to create new mulched areas.	Mulch	167	sq. m	\$ 6.00	\$ 1,002.00	\$ 1,002.00

**Subtotal: \$ 66,352.00**  
**Contingency (30%): \$ 19,905.60**  


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**Total: \$ 86,257.60**

# Capital Project List

# Site: Johnston's Cemetery

Ref #	Category	Projects	Target Parameters	Item	Quantity	Unit	Unit Cost	Total Cost Per Item	Project Budget
1	Parking	Install Layby Parking	Accommodate 3 vehicles, allow for 6m long and 3m wide per car, total of 18m by 3m.	Removals/Site Preparation	0	sq. m	\$ 8.00	\$ -	\$ -
				Granular A and B, Compacted	0	sq. m	\$ 40.00	\$ -	
				Parking Sign	0	each	\$ 250.00	\$ -	
				Restoration Seeding	0	sq. m	\$ 4.00	\$ -	
2	Entrance Gateway	Install Formal Gateway	Fabrication and installation of formal gateways similar in style to the existing gate at Cooke's Cemetery. 2 posts and an overhead arch.	Arched Gateway	1	each	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
3	Delineation Fencing	Install Decorative or Basic Fencing	Supply and installation of decorative fencing near gate and some public-facing areas, and page wire for the rest of the property to delineate boundaries.	Decorative	0	lin. m	\$ 350.00	\$ -	\$ -
				Page wire	0	lin. m	\$ 80.00	\$ -	
4	Interpretive / Seating Node	Site Hub	Round gathering area with bench on concrete pads framing two sides of the space.	Armourstone seating	0	lin. m	\$ 350.00	\$ -	\$ 3,000.00
				Bench on Pad	1	each	\$ 3,000.00	\$ 3,000.00	
				Compacted stone dust screenings	0	sq. m	\$ 40.00	\$ -	
				Removals/Site preparation	0	sq. m	\$ 4.00	\$ -	
5	Pathway	New Pathway	Install a 2.5m wide pathways using compacted stone dust screenings.	Compacted stone dust screening path 2.5m wide	10	sq. m	\$ 35.00	\$ 350.00	\$ 390.00
				Removals/Site preparation	10	sq. m	\$ 4.00	\$ 40.00	
6	Interment Areas & Monuments	Tree and Shrub Removal	Removal of all trees and shrubs within the lawn/burial area. At base, topsoil and overseed: see 10 - Lawn Area	Removals and disposal	0	sq. m	\$ 20.00	\$ -	\$ 2,400.00
		Trimming around monuments	Cutting back intentional vegetation around flat and upright monuments.	Trimming and management; two people	0.5	Day	\$ 800.00	\$ 400.00	
		Monument Resetting	Resetting toppled and leaning monuments on bases.	Labour and materials	1-5 monuments	allowance	\$ 2,000.00	\$ 2,000.00	
7	Signage	Map Signage	Purchase and install sign showing map of cemetery and interments.	Interpretive signage (Map) - Manufacture and install	1	each	\$ 3,000.00	\$ 3,000.00	\$ 8,200.00
		History Signage	Purchase and install sign displaying history of site.	Interpretive signage (History) - Manufacture and install	1	each	\$ 4,000.00	\$ 4,000.00	
		Wayfinding Signage	Purchase and install sign directing visitors to site.	Wayfinding signage - manufacture and install	4	each	\$ 300.00	\$ 1,200.00	
8	Decorative Landscaping	New Plantings	Materials and labour to establish new decorative plantings.	Perennials	60	sq. m	\$ 80.00	\$ 4,800.00	\$ 6,000.00
				Trees	0	each	\$ 450.00	\$ -	
				Asphalt	40	sq. m	\$ 30.00	\$ 1,200.00	
9	Naturalized Area	New Plantings	Materials and labor to enhance the existing naturalized area.	Trees	0	each	\$ 350.00	\$ -	\$ -
				Seeding	0	sq. m	\$ 4.00	\$ -	
10	Lawn Area	Establish lawn where naturalized landscape or other landscape features were removed.	Materials and labour to establish new lawn area.	Topsoil and seed	0	sq. m	\$ 8.00	\$ -	\$ -
11	Mulch Area	Transport and install of recycled mulch	Materials and labour to create new mulched areas.	Mulch	0	sq. m	\$ 6.00	\$ -	\$ -

**Subtotal: \$ 23,490.00**  
**Contingency (30%): \$ 7,047.00**  


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**Total: \$ 30,537.00**

# Capital Project List

# Site: Sheppard Cemetery

Ref #	Category	Projects	Target Parameters	Item	Quantity	Unit	Unit Cost	Total Cost Per Item	Project Budget
1	Parking	Install Layby Parking	Accommodate 3 vehicles, allow for 6m long and 3m wide per car, total of 18m by 3m.	Removals/Site Preparation	54	sq. m	\$ 8.00	\$ 432.00	\$ 3,188.00
				Granular A and B, Compacted	54	sq. m	\$ 40.00	\$ 2,160.00	
				Parking Sign	2	each	\$ 250.00	\$ 500.00	
				Restoration Seeding	24	sq. m	\$ 4.00	\$ 96.00	
2	Entrance Gateway	Install Formal Gateway	Fabrication and installation of formal gateways similar in style to the existing gate at Cooke's Cemetery. 2 posts and an overhead arch.	Arched Gateway	1	each	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
3	Delineation Fencing	Install Decorative or Basic Fencing	Supply and installation of decorative fencing near gate and some public-facing areas, and page wire for the rest of the property to delineate boundaries.	Decorative	6	lin. m	\$ 350.00	\$ 2,100.00	\$ 7,500.00
				Page wire	67.5	lin. m	\$ 80.00	\$ 5,400.00	
4	Interpretive / Seating Node	Site Hub	Round gathering area with informal stone seating walls framing two sides of the space.	Armourstone seating	8	lin. m	\$ 350.00	\$ 2,800.00	\$ 3,900.00
				Bench	0	each	\$ 3,000.00	\$ -	
				Compacted stone dust screenings	25	sq. m	\$ 40.00	\$ 1,000.00	
				Removals/Site preparation	25	sq. m	\$ 4.00	\$ 100.00	
5	Pathway	New Pathway	Install a 2.5m wide pathways using compacted stone dust screenings.	Compacted stone dust screening path 2.5m wide	8	sq. m	\$ 35.00	\$ 280.00	\$ 312.00
				Removals/Site preparation	8	sq. m	\$ 4.00	\$ 32.00	
6	Interment Areas & Monuments	Tree and Shrub Removal	Removal of all trees and shrubs within the lawn/burial area. At base, topsoil and overseed: see 10 - Lawn Area	Removals and disposal	600	sq. m	\$ 20.00	\$ 12,000.00	\$ 15,800.00
		Trimming around monuments	Cutting back intentional vegetation around flat and upright monuments.	Trimming and management; two people	1	Day	\$ 800.00	\$ 800.00	
		Monument Resetting	Resetting toppled and leaning monuments on bases.	Labour and materials	1-5 monuments	allowance	\$ 3,000.00	\$ 3,000.00	
7	Signage	Map Signage	Purchase and install sign showing map of cemetery and interments.	Interpretive signage (Map) - Manufacture and install	1	each	\$ 3,000.00	\$ 3,000.00	\$ 7,300.00
		History Signage	Purchase and install sign displaying history of site.	Interpretive signage (History) - Manufacture and install	1	each	\$ 4,000.00	\$ 4,000.00	
		Wayfinding Signage	Purchase and install sign directing visitors to site.	Wayfinding signage - manufacture and install	1	each	\$ 300.00	\$ 300.00	
8	Decorative Landscaping	New Plantings	Materials and labour to establish new decorative plantings.	Perennials	30	sq. m	\$ 80.00	\$ 2,400.00	\$ 3,750.00
				Trees	3	each	\$ 450.00	\$ 1,350.00	
9	Naturalized Area	New Plantings	Materials and labor to enhance the existing naturalized area.	Trees		each	\$ 350.00	\$ -	\$ 676.00
				Seeding	169	sq. m	\$ 4.00	\$ 676.00	
10	Lawn Area	Establish lawn where naturalized landscape or other landscape features were removed.	Materials and labour to establish new lawn area.	Topsoil and seed	20	sq. m	\$ 8.00	\$ 160.00	\$ 160.00
11	Mulch Area	Transport and install of recycled mulch	Materials and labour to create new mulched areas.	Mulch	147	sq. m	\$ 6.00	\$ 882.00	\$ 882.00

Subtotal: \$ 46,968.00

Contingency (30%): \$ 14,090.40

**Total: \$ 61,058.40**

## Pioneer Cemeteries Management Plan

# Appendix E

# Maintenance Field Guide

# Maintenance Flow Chart | Pioneer Cemeteries Management Plan

Ref #	Monitoring Category	Review Item	Yes/ No	Potential Cause	Action	Execution	Anticipated Frequency
1	Parking	Visible boundaries with even surface.	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Vegetation encroachment and erosion	Regrade granular or spray treat to remove vegetation and top with additional granular as needed	Town or Contractor	Every 5 years
2	Entrance Gateway	Unobstructed opening, structure free of rust and paint chipping	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Rust and frequent use	Apply powder coat touch-up paint or other rust-resistant metal paint.	Town or Contractor	Every 5 years
3	Delineation Fencing	In good repair, upright and free of defects	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Leaning or broken fence panels	Reset post, repair panel, or replace panel.	Town or Contractor	Every 5 years
				Rust and frequent use	Apply powder coat touch-up paint or other rust-resistant metal paint.	Town or Contractor	Every 5 years
4	Interpretive / Seating Node	In good repair and free of defects	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Uneven surfaces	Top with stone screenings and lightly compact to fill depressions and remove trip areas.	Town	Spring and in response to complaints
				Garbage	Sweep site and remove	Town	Spring and in response to complaints
				Damage, graffiti	Repair on site or remove if repair will take more than 4 weeks to complete.	Town	In response to need, 4 weeks
5	Pathway	Visible boundaries with even surface	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Erosion and settling creating trip hazards	Top with screenings, lightly compact.	Town	Annually, Spring

Ref #	Monitoring Category	Review Item	Yes/No	Potential Cause	Action	Execution	Anticipated Frequency	
6	Interment Areas & Monuments	View of monument text not obscured by vegetation	Yes		Monitor, reinspect next visit	Town	Annually, Spring	
			No	Herbaceous vegetation (grasses, meadow flowers)	Line trim and mow around monuments	Town or Contractor	Bi-weekly	
				Woody shrubs/small trees suckering around monuments	Cut at the base flush or below ground elevation, and cover with soil. Seed with lawn turf blend in areas identified for lawn (sunny mowable areas) and apply chip mulch in identified areas (shady no-mow areas)	Town or Contractor	Fall	
			Text is legible	Yes		Monitor, reinspect next visit	Town	Annually, Spring
				No	Algae, lichen, moss on monuments	Using a soft brush and water, gently scrub to remove growth on monuments	Contractor	Maximum every 5 years
					Monument text eroding and becoming illegible or obscured by cracking or other damage.	Flag need for an interpretive plaque with Management If not already inventoried, photograph the monument and take a rubbing impression with paper and charcoal of the stone (file digital image/scan). Order an interpretive monument plaque with transcribed text and mount beside the monument	Town and/or Volunteer Town and/or Volunteer	Annually, Spring Every 5 years
		Discolouration or stains on monuments		Yes/No	Mildew, pollution, etc.	Do nothing		N/A
		Monuments are upright and in good structural condition.	Yes		Monitor, reinspect next visit	Town	Annually, Spring	
			No	The monument is leaning - no immediate risk of falling	Do nothing		N/A	
				The monument is leaning - potential risk of falling this season.	Flag resetting repair need to management and fence off monument with stakes and snow fence	Town	Within 48 hours from identification	
					Management to initiate outreach to family to inform them of upcoming resetting repair and follow procedure. Schedule the repair.	Town and/or Volunteer	Initiate within 2 weeks of identification	
					Protect and lift monument and foundation stone where applicable. Prepare base and reinstall monument per detail in the exact pre-existing location	Contractor	Within 12 months of identification	
				The monument has fallen	Flag resetting repair need to management and fence off monument with stakes and snow fence	Town	Within 48 hours from identification	
					Management to initiate outreach to family to inform them of upcoming resetting repair and follow procedure. Schedule the repair	Town and/or Volunteer	Initiate within 2 weeks of identification	
					Protect and lift monument and foundation stone where applicable. Prepare base and reinstall monument per detail in the exact pre-existing location	Contractor	Within 12 months of identification	
		The monument has fallen and structural integrity will not permit resetting		Leave in place and clear away any turf overgrowth	Town	Annually, Spring		

Ref #	Monitoring Category	Review Item	Yes/No	Potential Cause	Action	Execution	Anticipated Frequency
7	Signage	In good repair and free of defects	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Graffiti, damage, fading	Mount laminated sign to inform of pending repair. Notify management to coordinate replacement.	Town	Within 12 months of identification
8	Decorative Landscaping	Full and free of gaps	Yes	Even coverage of target species.	Monitor, reinspect next visit	Town and/or Volunteer	Annually, Spring
			No	Large patches are bare and provide opportunities for weed growth.	Plant new plants or split existing ones to fill gaps.	Town and/or Volunteer	As needed, May or September
		75% free of non-target species	Yes	Aesthetic quality is somewhat naturalized with an attractive visual quality.	Monitor, reinspect next visit	Town and/or Volunteer	Annually, Spring
			No	Weeds appear to be outcompeting/compromising the health of plant material.	Manually remove weeds.	Town and/or Volunteer	May/June
9	Naturalized Area	75% free of invasive species	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Visible invasive species such as buckthorn, grapevine etc.	Pull/dig to remove the root base where possible. For larger specimens cut at base in fall and paint cut with herbicide containing glyphosate or triclopyr (licensure required)	Town or Contractor	Every 5 years
10	Lawn Area	Does not exceed 20cm in height	Yes		Monitor, reinspect next visit	Town	Bi-weekly during growing season
			No	Turf grass in designated lawn area exceeds 20cm in height	Mow	Town or Contractor	Approximately every 2 weeks in May/June, every 4 weeks July to October
11	Mulch Area	Minimum 50mm thick and 50% free of growth.	Yes		Monitor, reinspect next visit	Town	Annually, Spring
			No	Dominated by turf or woody vegetation (Sunny Area)	Cut back or pull woody vegetation, pull pack the remaining mulch, overseed with turf mix and treat area with regular lawn maintenance	Town and/or Volunteer	Spring
			No	Dominated by turf or woody vegetation (Shady Area)	Cut back or pull vegetation and top with mulch.	Town and/or Volunteer	