

# AGENDA

## GEORGIAN CLIFFS MEMORIAL PARK CEMETERY ADVISORY COMMITTEE



**Monday, March 29, 2021**

**10:00 a.m.**

**Via Zoom Meeting**

**9 James Street, Parry Sound, Ontario**

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**1. Call to Order and Approval of the Agenda**

**“THAT** the March 29, 2021 Georgian Cliffs Memorial Park Cemetery Advisory Committee Agenda, be approved.”

**2. Disclosure of Pecuniary Interest**

**3. Minutes of Previous Meeting – December 1, 2020**

Pages: 1-3

**“THAT** the Minutes of the Meeting of Georgian Cliffs Memorial Park Cemetery Advisory Committee held on December 1, 2020, be approved.”

**4. Other Business**

**i) Cemetery Opening - Spring maintenance plans**

**ii) Pointe au Baril Community Facilities Plan**

**iii) Veteran’s Affairs War Memorial Application Process**

Pages: 4-10

**iv) 2021 Budget - Update**

**v) Promoting Cemetery - Update**

**5. Next Meeting**

**6. Adjournment**

**“THAT** the Georgian Cliffs Memorial Park Cemetery Advisory Committee does hereby adjourn at \_\_\_\_\_ p.m.

**GEORGIAN CLIFFS MEMORIAL PARK  
CEMETERY ADVISORY COMMITTEE**



**MINUTES  
Tuesday, December 1, 2020  
Via Zoom Meeting  
9 James Street, Parry Sound, Ontario**

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

Staff Present: Maryann Weaver, Clerk  
Greg Mariotti, Manager of Operational Services

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**1. Call to Order and Approval of the Agenda**

Chair Manners called the meeting to order at 10:06 a.m.

**RESOLUTION NO. 2020-012**

**Moved by:** Toby Cavers

**Seconded by:** Laurie Emery

**“THAT** the December 1, 2020 Georgian Cliffs Memorial Park Cemetery Advisory Committee Agenda be approved.”

**CARRIED**

No conflict of interest were declared.

**2. Minutes of Previous Meeting – September 30, 2020**

**RESOLUTION NO. 2020-013**

**Moved by:** Muriel McKee

**Seconded by:** Laurie Emery

**“THAT** the Minutes of the Meeting of Georgian Cliffs Memorial Park Cemetery Advisory Committee held on September 30, 2020, be approved.”

**CARRIED**

### 3. Other Business

#### Summary of Remembrance Day Service

Chair Manners provided a summary of the Remembrance Day Service.

The Committee discussed potential future plans for services.

Staff and the Committee will work towards getting organized well before the next service.

#### Cenotaph Grant Applications

Chair Manners reported on his research for grant and donation opportunities.

Greg Mariotti relayed that our CAO John Fior completed a cenotaph project in East Ferris. Mr. Mariotti reported that we would speak to Mr. Fior and report back to the Committee.

#### Publicizing the Cemetery

Maryann Weaver reported on how the Cemetery could be advertised, including through the PABIA yearbook, Township newsletters, social media and through Associations newsletters.

Laurie Emery reported that she would look after getting information on the Pointe au Baril website and facebook page.

#### 2021 Budget Discussions

The Committee reviewed the draft budget. No concerns were raised.

#### **RESOLUTION NO. 2020-014**

**Moved by:** Peter Frost

**Seconded by:** Laurie Emery

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

**CARRIED**

#### Next Meeting

The next meeting is scheduled for Monday, March 29, 2021 at 10:00 a.m.

**5. Adjournment**

**RESOLUTION NO. 2020-015**

**Moved by:** Peter Frost

**Seconded by:** Laurie Emery

**"THAT** the Georgian Cliffs Memorial Park Cemetery Advisory Committee does hereby adjourn at 10:54 a.m."

**CARRIED**

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Earl Manners, Chair

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Maryann Weaver, Clerk

**Subject:** Fwd: Veterans Affairs Funding  
**From:** Earl Manners <earlmanners@gmail.com>  
**Date:** 2021-01-13, 10:37 a.m.  
**To:** Maryann Weaver <mweaver@thearchipelago.on.ca>

Hi Maryann,

Greg Mariotti shared this link with all members of the Cemetery Committee following our last meeting. I am wondering if we can share the link again when our next Agenda is distributed and include in the package the Application Form and Guidelines that are embedded in the Link. The Application Form is numbered 1064e, I believe.

I think that if we are going to move forward, we must also discuss the important questions you raised regarding:

Names?

Location?

Marble or Other?

Engravings?

Plaques?

Size?

Design and Cost follow from these decisions. I think that these questions should be discussed at our next meeting including whether we are going to move forward or not and whether there is financial support from the community for this project.

Happy to discuss further when you have time after our next Council Meeting.

Earl

----- Forwarded message -----

**From:** Greg Mariotti <[GMariotti@thearchipelago.on.ca](mailto:GMariotti@thearchipelago.on.ca)>

**Date:** Tue, Dec 1, 2020 at 11:24 AM

**Subject:** Veterans Affairs Funding

**To:** [lauriemayemery@gmail.com](mailto:lauriemayemery@gmail.com) <[lauriemayemery@gmail.com](mailto:lauriemayemery@gmail.com)>, muriel mckee <[mckeemuriel409@gmail.com](mailto:mckeemuriel409@gmail.com)>, toby cavers <[tobycavers@hotmail.com](mailto:tobycavers@hotmail.com)>, Earl Manners <[earlmanners@gmail.com](mailto:earlmanners@gmail.com)>, Peter Frost <[phfrost44@gmail.com](mailto:phfrost44@gmail.com)>, MaryAnn Weaver <[mweaver@thearchipelago.on.ca](mailto:mweaver@thearchipelago.on.ca)>

Morning all,

This is the link to the funding that John had mentioned. Earl, you may be referencing the same link.

There were two deadlines this year - March 1st and November 1st....I suspect the same may happen again in 2021.

Couple of things to bear in mind in preparation for funding submission:

- We must submit copies of contractor estimates or quotes.

- They will fund up to 50 percent of the eligible expenses, not exceeding \$25,000.

<https://www.veterans.gc.ca/eng/remembrance/commemorative-events/commemorative-partnership/community-war-memorial>

One last thought....there has been the ongoing discussion of upgrading the rink and adding a roof over it. Do we want to incorporate this project with the overall project of upgrading the whole area at the Community Centre and have everything blend in together?

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**Greg Mariotti**

Manager of Operational Services

Township of The Archipelago

Phone: (705) 746-4243 ext.311

Fax: (705) 746-7301

E-Mail: [gmariotti@thearchipelago.on.ca](mailto:gmariotti@thearchipelago.on.ca)

# Community War Memorial

Community War Memorial funding supports the construction, restoration or expansion of a community war memorial.

<https://www.veterans.gc.ca/eng/remembrance/commemorative-events/commemorative-partnership/community-war-memorial>

## Who can apply?

To be eligible, the project must commemorate the achievements and sacrifices of those who served Canada since Confederation (1867). Eligible recipients are non-profit or for-profit organizations, in Canada or abroad. Organizations can also be provincial, territorial or municipal levels of Canadian government. The project must be of a finite duration, with clear start and end dates.

The application deadline for Community War Memorial projects is 1 November 2021 for projects starting on or after 1 April 2022.

Please review the Program Guidelines for more information.

## How to apply

1. Please review the [guidelines](#) and then complete all sections of the [application form](#).
2. Ensure budget information is complete. Sign and date the form and the Attestation.
3. Send the completed application and any supporting materials to:

**Email:** [vac.cpp-ppc.acc@canada.ca](mailto:vac.cpp-ppc.acc@canada.ca)

**or by mail to:**

Veterans Affairs Canada  
Commemorative Partnership Program  
191 Great George Street, Room 304  
PO Box 7700  
Charlottetown, PE C1A 8M9

**Note:** Projects submitted to Veterans Affairs Canada must adhere to the Official Languages Act, for example, projects involving the construction of a new war memorial must ensure that inscriptions are in both official languages.

If you have questions about your application, please [contact us](#).

## Application Deadline

- The first business day of **November** for projects starting on or after **April 1** of the following year.

To be considered, applications must be duly completed. Veterans Affairs Canada will acknowledge receipt of applications and may solicit additional information. Only applications deemed complete will be assessed. Veterans Affairs Canada aims to notify applicants in writing of its funding decision within 12 weeks of the application deadline, provided that an application is deemed complete.

# Program Guidelines – Community War Memorial funding

These program guidelines are to be used by organizations that wish to apply for funding related to the construction, restoration or expansion of a community war memorial. Separate guidelines are available for community engagement projects.

## Eligible Recipients

Eligible recipients are non-profit and for-profit organizations, in Canada or abroad, as well as Canadian provinces, territories and municipalities. Individuals and federal organizations are not eligible for funding.

## Eligible Projects

To be eligible, the project must commemorate the achievements and sacrifices of those who served Canada post-Confederation (1867). The project may be related to the construction, restoration or expansion of a community war memorial. It must also be of a finite duration, with clear start and end dates.



Eligible projects may be assessed against the following criteria:

- The applicant has the capacity to deliver the project.
- The project objectives are specific and realistic and clearly support the objective of the CPP.
- The project will engage youth, Veterans, Canadian Armed Forces members and/or the general public in recognizing all those who served in Canada's efforts during war, military conflict and peace.
- The project will have noticeable impact and reach.
- Where agreements for collaboration are required to ensure the successful delivery of the project, contributors have confirmed their participation.
- The proposed budget is reasonable and sufficiently detailed.

Advice from conservation experts will be considered in the review process.

## Ineligible Projects

A project is not eligible if:

- the memorial is dedicated solely to an individual;
- the memorial is of national significance;
- it is on federal land, with the exception of Reserves;
- it establishes a requirement for ongoing funding;
- it is completed before the application is submitted; or
- its revenues cover or exceed expenditures.

## Eligible Expenditures

**IMPORTANT:** Eligible expenditures must be directly related to the project. Only expenditures incurred from the date of receipt of an application to the end of the agreement period may be considered for reimbursement. Priority will be given to expenditures related to the structure, accessibility and safety of the site.

Examples of eligible expenditures include:

- professional fees;
- administrative expenditures (e.g. printing, photocopying, fax, mail);
- equipment and machinery rental expenditures;
- reasonable travel expenditures inherent to the success of the project;
- salaries or wages, consistent with activities undertaken;

- design or assessment fees, consistent with activities undertaken and time required;
- expenditures related to the relocation of a monument, when warranted;
- construction expenditures.

## Ineligible Expenditures

Ineligible expenditures include, but are not limited to:

- expenditures related to the purchase of land or buildings;
- expenditures related to the construction of buildings or parks;
- operational expenditures; or
- expenditures related to landscaping, benches, garbage cans, and fencing for enhancement purposes.

**IMPORTANT:** The Government of Canada will not, under any circumstances, assume responsibility for a community war memorial that was funded through CPP.

## Funding

Funding may be approved in part or in entirety and is subject to the availability of resources in any given fiscal year. Funding decisions may be based on the number and quality of applications received.

The form of payment (grant or contribution) will be determined based on such elements as the amount of funding provided, the risk associated with the project, the project's complexity and the management capacity of the applicant.

Up to 50% of eligible expenditures, not exceeding a maximum of \$25,000, may be reimbursed. A minimum of 25% of the applicant's portion of the overall project cost must be cash, while up to 25% can be contributions made in-kind.

For projects involving the construction of a new war memorial, VAC will require that inscriptions be in both official languages.

For projects involving the construction of an addition or a new war memorial, applicants may be required to provide the following information in support of an application: documentation to identify ownership of the new or expanded monument; and documentation to identify roles and responsibilities related to the ongoing maintenance of the new or expanded monument.

Recipients must adhere to these guidelines and the conditions set out in the funding agreement, including the submission of a final report that demonstrates the results achieved.

## Application

Send completed application and supporting materials to [vac.cpp-ppc.acc@canada.ca](mailto:vac.cpp-ppc.acc@canada.ca) or to the following address:

Veterans Affairs Canada  
Commemorative Partnership Program  
191 Great George Street, Room 304  
PO Box 7700  
Charlottetown PE C1A 8M9

To speak to CPP staff, call toll free:

- [1-866-522-2122](tel:1-866-522-2122) (English)
- [1-866-522-2022](tel:1-866-522-2022) (French)

## Application Deadline

- The first business day of **November** for projects starting on or after April 1 of the following year

To be considered, applications must be duly completed. VAC will acknowledge receipt of applications and may solicit additional information. Only applications deemed complete will be assessed.

VAC aims to notify applicants in writing of its funding decision within 12 weeks of the application deadline, provided that an application is deemed complete.

## Final Report

A final report must be submitted at the conclusion of the project. The report will enable the organization to fulfill its obligation of accountability to VAC. The report will serve to measure the results and accomplishments of the initiative.