



Town of Georgina Keswick Cemetery Board (GKCB)

Terms of Reference

1. Purpose

1. The Keswick Cemetery Board is appointed by Council pursuant to the provisions of The Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 to deal with matters related to the operation of the cemetery.

2. Meetings

1. The Board shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Board shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

3. Responsibilities

1. To elect and appoint a Chair (either bi-annually, annually or for the entire term);
2. To serve in an advisory capacity for the detailed design and construction of the first phase of the cemetery. The Cemetery Board will be responsible for the development of cemetery by-laws, for the management and operation of the cemetery and to ensure that the provisions of the *Funeral, Burial and Cremation Services Act* and the regulations thereto are observed and enforced;
3. Manage the land, buildings, plantings, roads, utilities, books and records of the cemetery and administer its by-laws, which have been adopted for the improvement and maintenance of the cemetery as a respectful place for the burial of the dead; and
4. To enter into and upon and to visit and inspect the cemetery and its condition, to ensure that the cemetery is properly fenced, kept clear of weeds and

otherwise cared for in a proper manner and in accordance with the Funeral, Burial and Cremation Services Act and the regulations therein.

4. Term & Membership Composition

1. Appointed by Council, the Board shall consist of five (5) members composed of:
 - a. One (1) member of Council;
 - b. Four (4) citizen appointments.

To be eligible to make application and to serve on this Committee the individual must be a resident of the Town of Georgina and over the age of 18 years.

2. Under the direction of the Parks and Facilities Division, support services will be provided on an as needed basis by the Town of Georgina.
3. Resignations from the Board must be in writing.
4. The Board shall be appointed for the term of Council, but shall continue until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

7. Remuneration

1. \$40.00 per meeting, not to exceed eight (8) paid meetings per year, if required.

8. Member in Good Standing

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Board. All members should reflect appropriate conduct when attending meetings and/or representing the GKCB in public.

9. General Conduct

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

10. Budget

1. The Board, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Manager of Parks and Facilities. In addition, other funds may be requested of Council for special projects or undertakings.

11. Use of Town Logo/Letterhead

1. The Board has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Board shall adhere to the Town logo policy in carrying out the mandate of the Board.

12. Authority

1. The Board shall work within the scope of their responsibilities as set out in this Terms of Reference. The Board has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

13. Confidentiality

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Board as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

14. Procedural By-Law

1. The rules and regulations contained in the Town's Procedural By-law shall be observed in all proceedings of the Board and shall be the rules and regulations of the dispatch of business by the Board.

History: Amended by Council on August 15, 2018