

**TOWN OF GEORGINA
KESWICK CEMETERY BOARD**

TERMS OF REFERENCE

1. PURPOSE

The Keswick Cemetery Board is appointed by Council pursuant to the provisions of the Funeral, Burial and Cremations Services Act, 2002 to deal with matters related to the operation of the cemetery.

2. MEMBERSHIP AND RESPONSIBILITY

Appointed by Council, the Board will consist of five (5) members, including one Council member, who will elect a Chair from its members. The Chair will be elected by the Board either annually, bi-annually, or for the whole Term of Council at the Board members' discretion.

The Board will 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, 2002 and the regulations thereto are observed and enforced.

The Board will 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..

The Board has the power 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 Cemeteries Act and the regulations therein.

3. MEMBER IN GOOD STANDING

All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.

4. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. REMUNERATION

\$40.00 per meeting.

6. FREQUENCY OF MEETINGS

Meetings will be held four (4) times per year not to exceed eight (8) per year.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.