

TERMS OF REFERENCE

BOARD/COMMITTEE:	Cemetery Board
TERM:	December 2022 – November 2026 (4 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.:	Councillor Hodge-Greaves
ALTERNATE:	Councillor Walsh

Background:

The Township of Asphodel-Norwood Cemetery Board was formed after amalgamation on January 1, 1998.

Purpose/Mandate:

The Cemetery Board shall be appointed as the operator of the cemetery, owned by the Township as per the Funeral Burial and Cremation Services Act.

Board Composition:

There shall be a maximum of eight (8) members on the Cemetery Board which shall include:

A minimum of one (1) Township Council representative and a maximum of seven (7) appointed members of the Community of the Township of Asphodel-Norwood. A Secretary-Treasurer shall be appointed by the Cemetery Board, in consultation with the Township. A quorum shall include four (4) Board members.

Time Frame:

The Cemetery Board shall be appointed for the term of Council.

Budget:

The Cemetery is a non-profit business and is operated solely for the benefit of the public. An annual audit shall occur in conjunction with the annual audit conducted by the external auditors for the Township.

Meeting Protocols:

The Cemetery Board shall meet in the months of April, June, and October at the call of the Chairperson.

CEMETERY BOARD TERMS OF REFERENCE Continued

The June meeting will be held at the cemetery to allow a site visit to be undertaken. Meetings shall follow a written agenda and minutes shall be kept which accurately reflect the recommendations of the Board. The Secretary-Treasurer shall forward the approved minutes to the Township Clerk to be included in the Council package for information.

The Cemetery Board shall meet in a Township owned facility/property.

Annually the Chair position may rotate.

An agenda shall be prepared and submitted to all Board members no later than three (3) days prior to the meeting by the Chair of the Board. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendation of the Board. Approved minutes shall be forwarded to the Township Clerk to be included in the Council package for consideration each month.

If a member misses three (3) consecutive meetings without authorized absence, the Cemetery Board shall put forward a request to Council to have the member removed from the Board.

All Board members shall respect and adhere to the following Township policies:

- Code of Conduct;
- Health and Safety; and
- Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all Board members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.

All board members shall attend a mandatory orientation session at the beginning of each term.