



VISION STATEMENT: THE TOWNSHIP OF ASPHODEL-NORWOOD IS A SAFE, GROWING COMMUNITY, RICH IN HERITAGE, OFFERING A RURAL LIFESTYLE.

**TOWNSHIP OF ASPHODEL-NORWOOD
CEMETERY BOARD**

TERMS OF REFERENCE

January 2019 – December 2019

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.

COMMITTEE COMPOSITION

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

A minimum of one Township Council representative and a maximum of seven 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 Committee members.

TIME FRAME

The Cemetery Board members shall be appointed for a one-year term.

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. 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.

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

All committee members shall respect and adhere to the Township policies pertaining to Code of Conduct and Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all committee 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 committee members shall attend a mandatory orientation session at the beginning of each term.