

## **Schedule "A" to Resolution No. 2016-216**

### **Township of Seguin Cemetery Committee Terms of Reference**

#### **COMPOSITION:**

The Township of Seguin Cemetery Committee shall consist of up to seven (7) members, one (1) of whom is a Seguin Councillor. Committee Members shall be appointed by a resolution of Council. The Members shall elect a Chair amongst themselves.

#### **QUORUM AND VOTING:**

A majority of appointed Members constitute a quorum. All appointed Members of the Committee shall have one vote.

#### **TERM:**

Members are appointed by Council for the term of Council. Members missing three consecutive meetings without notification may be removed from the Committee. The Committee Chair shall notify Council in writing of the aforementioned absence of any Members of the Committee, including a recommendation from the Committee in the form of a resolution, that the Committee recommends the Member's appointment be revoked.

#### **MEETING FREQUENCY:**

Meetings will be held monthly, or as determined by the Committee.

#### **DUTIES AND RESPONSIBILITIES:**

- a) The Members of the Cemetery Committee are responsible for making recommendations to Council regarding the operation and maintenance of all cemeteries owned by the Township of Seguin;
- b) The Members of the Cemetery Committee shall make recommendations to ensure that the operation of all cemeteries owned by the Township of Seguin conform to Provincial legislation as well as all pertinent municipal by-laws;
- c) All expenses incurred associated with the operation of the cemeteries must be approved by resolution of Council. If the Committee wishes to review major expenditures prior to presentation to Council a request must be made to the Chief Financial Officer. The Chief Financial Officer will provide monthly reports to the Committee regarding expenditures;
- d) The Committee shall identify methods to raise additional revenues and balance the budget;
- e) Assistance for the operation and maintenance of the Cemeteries, including clerical support, stakings for burials, monument placements, corner markers, openings and closings for cremation burials, will be provided by Township of Seguin Staff.
- f) Report to the Township of Seguin Council all activities by supplying minutes and resolutions of meetings or as determined by Council.

#### **REMUNERATION:**

Committee Chair will receive an honorarium of \$70/meeting and Committee Members will receive an honorarium of \$60/meeting up to a maximum of 12 meetings per year.

#### **AUTHORITY:**

The Committee is a Committee of the Corporation of The Township of Seguin and has the authority to function within the parameters of their Terms of Reference.