



JOINT CEMETERY BOARD Terms of Reference

1. PURPOSE

The Municipality of Bayham has several cemeteries within its boundaries that are operated by either an Individual Cemetery Board or by Municipal staff.

The Joint Cemetery Board provides a vessel of communication from the Individual Cemetery Boards to Council.

2. DUTIES

The Joint Cemetery Board co-ordinates and supports the efforts in pursuing consistency among the Bayham Cemetery Boards and ensuring compliance with the requirements of the Funeral, Burial, Cremation Services Act, 2002 (FBCSA) and Regulations, as amended.

The Joint Cemetery Board makes recommendations to Council relating to cemetery operations and maintenance for all of Bayham's cemeteries listed herein.

Below outlines the cemeteries that are operated by a board and without a board:

Individual Board:

- Straffordville Cemetery
- Calton Cemetery
- Bayham West Cemetery
- Guysboro Cemetery

No Board:

- Dobbie Cemetery
- Best Cemetery
- Smuck Cemetery
- Eden Cemetery
- Light Cemetery Edison Cemetery
- Claus Cemetery Stanton Cemetery
- Firby Cemetery Old Eden Cemetery
- Old Richmond (Godwin) Cemetery
- Otter Valley Cemetery
- Estherville Cemetery
- Amerman Cemetery

- Abandoned Cemetery
- Hemlock Creek Cemetery
- Hutchison Cemetery

3. MEMBERS

The Joint Cemetery Board is comprised of one (1) voting member from each cemetery currently operating with a Board, and (1) member of Council. The appointed member of Council shall be appointed as Chair. The Mayor may attend meetings in an *ex-officio* capacity and does not have a vote.

4. APPOINTMENTS & QUALIFICATIONS

Members of the Joint Cemetery Board are determined by the individual Cemetery Boards. Each individual Board is to select one (1) representative to be a member of the Joint Cemetery Board. Such selections are to be confirmed in writing to the municipality.

Members of the Joint Cemetery Board are considered representatives of all listed cemeteries, regardless of the individual Cemetery Board that one represents.

Appointments to the individual Cemetery Boards will be carried out as outlined in the Advisory Board and Committee Policy.

Ideal applicants for individual Cemetery Boards should:

- Be a resident of Bayham
- 18 years of age or older
- Available for in person meetings held at the Municipal Office in Straffordville
- Have an interest in local history, heritage and genealogy
- Willing to assist with cemetery records, sales, internments, and licensed operators

Staff members are not eligible to serve on an Advisory Board or Committee.

5. MEETINGS

The Joint Cemetery Board will meet a minimum of two (2) times a year – once in April and once in November. Additional meetings, if required, may be scheduled in agreement between the Chair and the Clerk.

6. ADMINISTRATIVE SUPPORT

The Deputy Clerk or designate will attend all meetings and be responsible for the preparation and distribution of agendas and minutes.

The Treasurer is in charge of the business and affairs of the Cemeteries and will also be in attendance at each meeting. The Treasurer, for purposes of the Joint Cemetery Board, is the primary Staff Resource.

Specific staff members or external stakeholders may be requested to attend meetings from time to time.

Committee members cannot direct staff.

7. REPORTING RELATIONSHIP

Committees of Council provide recommendations to Council. Any motions passed by the Committee that involve a recommendation to Council will be presented to Council for consideration at the next available Regular Meeting agenda. Outcomes of Council's consideration will be provided to the Committee on their next available Regular Meeting agenda.

8. TERMINATION AND AMENDMENTS

This Committee shares the same term of Council unless otherwise stated. Council may terminate or amend the terms at any time as deemed appropriate.

9. OTHER

Committee members are to operate and adhere to all provisions set out in the Advisory Board and Committee Policy, the Council and Committee Procedural By-law, and the Cemetery By-law.

Members of the Joint Cemetery Board are volunteers and do not receive remuneration for their duties.