



Groveside Cemetery Board Terms of Reference

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Reference:	Council Resolution #492-17
Date Approved:	October 30, 2017
Date Revised:	N/A
Approval:	Council
Point of Contact:	Administrative Assistant, Financial Services Department (Staff Liaison)

1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish a Groveside Cemetery Board.

The Groveside Cemetery Board is governed by the Funeral, Burial and Cremation Services Act, 2002, as amended, and as administered by the Bereavement Authority of Ontario.

2.0 Mandate and Responsibilities

2.1 The Groveside Cemetery Board's mandate is to:

- a) Ensure the effective operation, maintenance and beautification of the Groveside Cemetery, Pioneer Baptist Cemetery, Myrtle Cemetery, Hubbell Cemetery, the Hemingway Monument and other cemeteries that fall within the responsibility of the Town of Whitby;
- b) To supervise and manage the business and administrative matters of the Groveside Cemetery Board; and,
- c) Ensure that all operations and proceedings of the Groveside Cemetery Board comply with the Funeral, Burial and Cremation Services Act, 2002, as amended.

3.0 Lead Department

- 3.1 The Financial Services Department will be the lead for the Groveside Cemetery Board.

4.0 Membership and Composition

- 4.1 The Groveside Cemetery Board shall be comprised of up to six (6) citizen appointments and one (1) Member of Council.
- 4.2 Appointments to the Board will be made by Council for the term of Council, unless otherwise recommended by the Board and approved by Council.
- 4.3 The Signing Officer of the Cemetery, and the Cemetery Board bank account, shall be the Chair or the Vice-Chair and Secretary/Treasurer or Town's Treasurer.

#	Board Member	Member Type
6	Citizen Appointments	Voting
1	Member of Council	Non-Voting
1	Secretary/Treasurer (Staff Liaison)	Non-Voting

5.0 Member Qualifications

- 5.1 The following qualifications should be considered for appointing members to the Groveside Cemetery Board:
 - 5.1.1 Must be a resident of the Town of Whitby.
 - 5.1.2 Must be available for meetings.

6.0 Meeting Frequency and Schedule

- 6.1 The Groveside Cemetery Board shall meet on the second Wednesday of each month, or as otherwise directed by the Board.
- 6.2 The duration of the meeting shall be one-and-a-half hours (1.5) hours for each scheduled meeting date, from 1:30 p.m. to 3:00 p.m., or as otherwise directed by the Board.

7.0 Administrative Support

- 7.1 The Secretary/Treasurer will provide administrative support that shall include:
 - a) Preparation and distribution of meeting agendas;
 - b) Attendance at meetings;
 - c) Record and circulate minutes;
 - d) Facilitate Board communication;

- e) Attend to administrative duties including banking requirements, correspondence, accounts payable, accounts receivable;
- f) Maintain key cemetery documents and records including burial permits, interment rights certificates, contracts and calculating and filing of HST returns;
- g) Creating and managing financial reports, annual operating budget and grant applications; and,
- h) Preparing year end reconciliation and completion of schedules and working papers for the audit and financial statements.

8.0 Employment

- 8.1 The Board has the authority to set the compensation and job descriptions of the employees of the Board.
- 8.2 Shared services from the Town of Whitby's Human Resources Department may be provided to the Board on an agreement basis.
- 8.3 Groveside Cemetery Board employs the following positions:
 - a) Superintendent – responsible for overseeing the day-to-day operations of Groveside Cemetery. Also has the authority to hire seasonal workers.
- 8.4 The Board may hire other positions, as it deems necessary.

9.0 Reserve Funds

- 9.1 Income generated through the operations of the Town of Whitby cemeteries shall be kept in reserve funds, held in trust by the Town of Whitby.
- 9.2 The Groveside Cemetery Board shall disperse funds in a manner deemed necessary by the Board.
- 9.3 In accordance with the Funeral, Burial and Cremation Services Act, 2002, as amended, the Town of Whitby, as trustee, holds care and maintenance funds in trust for the Groveside Cemetery Board. Only the income from the fund may be used for the ongoing care and maintenance of the cemetery and its monuments.

10.0 Financial Audits

- 10.1 The accounts and transactions of the Board shall be audited by the Municipal Auditor in the same manner as the accounts and transactions of the Town, and all minutes, books, records, documents, transactions,

accounts and vouchers of the Board shall be open to the Municipal Auditor for inspection at all times.

This Terms of Reference is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017.