



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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# Cemetery Committee Member

Council is seeking an interested individual to serve on the Cemetery Committee for the Township of Dawn-Euphemia. Responsibilities include inspecting Cameron, Eacott, Cairo, Johnston, Kerry and Gould Cemeteries, and reporting any issues to Township Staff.

The Committee is comprised of 3 members (Township Residents), who are appointed by Township Council. Members typically serve for at least one term of Council, with the opportunity for re-appointment.

Remuneration includes \$120/meeting and mileage. If interested, please contact the Clerk at 519-692-5148 or by email: [clerk@dawneuphemia.on.ca](mailto:clerk@dawneuphemia.on.ca)

*The Terms of Reference are attached.*

# **Township of Dawn-Euphemia Cemetery Committee Terms of Reference**

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## **1. Objective**

To ensure cemeteries in the Township are cared for in a proper manner and in accordance with the Cemeteries Act and the regulations thereto.

## **2. Mandate**

The Cemetery Committee is an advisory committee that:

- Advises Council on the operation and management of the Cameron, Eacott, Cario, Johnston, Kerry and Gould Cemeteries and on matters related to policies affecting the Cemeteries.

## **3. Responsibilities**

The primary responsibilities of the Cemetery Committee are:

- i) To Advise Council on the operation and management of the Cameron, Eacott, Cario, Johnston, Kerry and Gould Cemeteries and on matters related to policies affecting the Cemeteries.
- ii) To visit and inspect the cemetery and its condition, and report any problems to Township staff.

## **4. Committee Composition**

The Committee shall be comprised of 3 members (Township residents), who shall be appointed by Township Council. The members shall serve for the term of Council that appointed the members.

## **5. Administration**

The Committee shall be known as the "Cemetery Committee".

As a Committee appointed by Council, the Cemetery Committee shall report to Council by forwarding any requests to the Administrative Assistant who will co-ordinate all requests and assist in the preparation of any Council reports, resolutions as necessary.

The Committee shall meet at least once per year and at that meeting the Committee shall:

- elect a Chair and Vice Chair
- generate an annual plan of activities and report to Council as appropriate

A meeting quorum shall be 2 of the Committee members.

**6. Township Staff Support**

The Administrative Assistant will be the conduit to provide administrative, procedural and/or technical assistance.

**7. Committee Budget**

The Committee does not have an annual operating budget.

**8. Committee Meetings**

Committee Meetings will be open to the public. Notice of any Committee meetings will be posted in the Township Office.

**9. Committee Procedures**

All motions properly put before the Committee shall be voted upon. All members will have one vote and a simple majority carries the motion. A tie vote is lost. As a full member, the Chair is entitled to vote on any motion.

**10. Pecuniary Interest**

Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest to the Chair at the beginning of the meeting or at the earliest time known and shall not discuss or vote on the issue.

**11. Amendments to Terms of Reference**

A recommendation to amend the Terms of Reference can be made by a motion endorsed by at majority of the membership of the Committee.

Proposed changes to the Board Terms of Reference must be approved by Township Council.