



Municipality of Magnetawan

MAGNETAWAN CEMETERY BOARD MANDATE

Individuals are recruited and appointed by the Council of the Municipality of Magnetawan and they collectively constitute "the Board". Appointments are generally near the beginning of the new Council term and individuals shall continue to serve until their successors are appointed.

October 7th, 2021

Mandate and Accountability

1. Board Members must act honestly, in good faith, leaving aside personal interest(s) to advance the public interest and the mandate of the Magnetawan Cemetery Board and By-law 2021-41 being a By-law for the administration of the Cemeteries in the Municipality of Magnetawan.
2. The Board is governed by the rules outlined in the current Council Procedure By-law.
3. The Board will hold meetings as required with the goal of a minimum of three committee meetings within a calendar year.

Recruitment and Appointment of Board Members

1. There shall be appointed by Council a Board consisting of a minimum of six (6) members if possible, including one (1) member of Council. The schedule and term of the appointed members will be until a successor is found.
2. Depending on circumstances Board members are expected to attend all scheduled meetings and if more than three (3) committee meetings are missed within a calendar year, a motion to remove a committee member may be considered.
3. A majority of members present shall constitute a quorum. If no quorum is present fifteen (15) minutes after the time appointed for the meeting, the Secretary will record the names of the members present and the meeting shall be adjourned until the date of the next regular meeting or until a special meeting is called by the Chair.

Responsibilities


1. The Board will advise Council of public perspective on the care and maintenance of the facilities, community concerns, rental procedures and/or operations, and safety concerns. The Board will ensure that Council is aware of the needs of the community and maintain standards of all of the Cemeteries located within the Municipality.
2. A Chair and Vice Chair will be appointed by the Board for a fixed term of up to one (1) year, with the potential of re-appointment.

Transparency

1. Copies of the Mandate document will be filed at the Municipal Office. In support of the principle of transparency, this document will also be easily available to the public on the Municipality's website www.magnetawan.com.

Approved by:

Chair, Garfield Robertson



Date

Secretary, Erica Kellogg



Municipality's Designate Date