

15-4: Bells Corners Union Cemetery

1. Responsibility Centre: Board of Trustees

2. Rationale or Purpose

BCUC has a continuing interest in the management of Bells Corners Union Cemetery (the 'Cemetery'), which is situated at 3859 Richmond Road, adjacent to and just north of Christ Church Bells Corners Anglican Church.

In conformity with the Upper Canada Act concerning the conveyance of real property and the Act authorizing burial grounds to be held by trustees, on February 9, 1853, an indenture was drawn up between Hugh Bell (owner of the land) and the trustees of various Christian denominations meeting at Bells Corners. The indenture was signed by trustees from the Anglican, Presbyterian and Methodist congregations at Bells Corners. The Bells Corners Union Cemetery Board (the "Cemetery Board") was established to manage the burial ground. The Board is made up of three members appointed by Christ Church Bells Corners Anglican Church and three members appointed by Bells Corners United Church (successor to the local Presbyterian and Methodist congregations as a consequence of the 1926 church union). The Board has the authority to bring in a seventh member with secretarial or financial credentials.

The Board is governed by the Funeral, Burial and Cremation Services Act 2002 of the Province of Ontario. In addition to following the clauses of this Act, the Board must report annually to the Registrar for this Act, and any changes to local regulations must be approved by the Registrar. The Board must also file a Registered Charity Information Return in order to maintain its status as a Registered Charity, which allows the Board to issue receipts for charitable donations (for Income Tax purposes).

The Board operates under a constitution and bylaws, which must be approved by the congregations of both churches, as well as the Registrar of the Cemeteries Act.

The Board provides both churches with annual reports on its operations and a set of financial statements.

3. Policy Statement

As a partner with Christ Church Bells Corners Anglican Church in the ownership of the Cemetery, BCUC is responsible for appointing three members to the Cemetery Board, for monitoring the condition of the Cemetery grounds, overseeing management of the Cemetery and, with Christ Church Bells Corners, stepping in if the situation moves beyond the capacity of the Cemetery Board to handle.

The BCUC Board of Trustees shall represent, and act for, BCUC with respect to the fulfillment of BCUC's responsibilities concerning the Cemetery.

4. Scope

BCUC's Board of Trustees is responsible for ensuring that BCUC's role as co-owner of the Cemetery is fully discharged.

5. Procedures

BCUC's Board of Trustees shall:

- a) Arrange suitable appointments to fill any vacancies that may occur from time to time in BCUC's three seats on the Cemetery Board;
- b) Monitor the activities of the Cemetery Board;
- c) Inspect the Cemetery from time to time, and contact the Cemetery Board on any issue of concern;
- d) Receive and review the annual reports and financial statements of the Cemetery Board; and
- e) Report annually to the BCUC congregation on the operations of the Cemetery Board, through the BCUC Annual Report.

6. Roles/Responsibilities

The role of BCUC is that of co-owner of the Cemetery (the other owner being Christ Church Bells Corners Anglican). As co-owner, BCUC is responsible for: appointing three (3) members to the Cemetery Board, monitoring the activities of the Board and inspecting the condition of the Cemetery from time to time.

Insurance for the cemetery is provided by Christ Church under a blanket policy obtained through the Anglican Diocese of Ottawa. BCUC has no responsibility for insurance because insurance industry practices dictate that a property can only be insured by one party. Details of the coverage, as provided by Christ Church, are appended hereto. In the unforeseen event that insurance coverage ceases to be provided by Christ Church, it would be incumbent upon BCUC to provide comparable coverage.

The role of BCUC's Board of Trustees is as described under 'Procedures' above.

7. Definitions

8. References

- a) See separate policy *entitled* Board of Trustees – Operations, Tab 16 in this binder (*BCUC Policy Manual*)
- b) *BCUC Handbook*, p. 21, Terms of Reference for the Board of Trustees
- c) Constitution and bylaws of the Bells Corners Union Cemetery Board
- d) Cemeteries Act (Revised) of the Province of Ontario

9. Approval authority: Church Board

10. Reviewed: Board of Trustees: July 28, 2014

Approved: Church Board: September 17, 2014

Replaces: October 2008