



MUNICIPALITY OF

South Bruce

Secretary/Treasurer Culross and Teeswater Cemetery

The Culross and Teeswater Cemetery Board of Directors is looking for a Secretary/Treasurer to fill one vacant position. This position plays a vital role in maintaining the integrity and smooth operation of our municipal cemeteries through record keeping, correspondence, financial coordination, and administrative support.

Key Responsibilities:

General Administration:

- Attend and record minutes of Cemetery Board meetings.
- Conduct and manage official Cemetery Board correspondence.
- Maintain up-to-date records of all Board resolutions, by-law amendments, financial reports, and membership information.

Financial & Record Management:

- Work with the Municipal Treasurer to prepare and maintain accurate financial statements and records.
- Keep account books/ledgers current and secure cemetery securities.
- Record and track all business transactions related to cemetery operations.

Communication & Public Liaison:

- Respond to public and family inquiries regarding burial information, plot availability, pricing, and by-law details.
- Maintain communication with local funeral homes regarding the current fee schedule.
- Process and track official plot transfer documents.

By-Laws & Compliance:

- Ensure an understanding of and adherence to relevant cemetery legislation.
- Maintain historical and current records of by-law amendments and approvals from the Bereavement Authority of Ontario.

Burial Records:

- Collaborate with the Cemetery Caretaker/Superintendent to verify burial records.
- Accurately document details including grave locations, and deceased individuals' birth and death information.
- Maintain and update transfer and governance records for family plots.

Additional Duties:

- Perform other administrative or support duties as required.

Qualifications:

- Excellent organizational and record-keeping skills.
- Strong written and verbal communication.
- Proficient in Microsoft Office and familiar with financial documentation.
- Knowledge of or willingness to learn relevant cemetery legislation and by-law procedures.
- Experience in a municipal or administrative setting is considered an asset.

This is a meaningful opportunity to contribute to the respectful management of our community's historical and sacred grounds.

A complete job description can be found on the municipal website:

www.southbruce.ca

Qualified applicants are invited to submit a cover letter, resume and references by 4:00 p.m. on September 15, 2025:

Laura Kennedy, HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario, N0G 2S0

Applications will be received electronically by emailing the cover letter and resume to:

lkennedy@southbruce.ca in either Word or Adobe format.

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



POSITION DESCRIPTION

POSITION TITLE:	Secretary/Treasurer – Culross and Teeswater Cemetery	
DEPARTMENT:	Cemetery	Honorarium (as approved by the Board)
REPORTS TO:	Cemetery Board Chairperson	

POSITION SUMMARY:

General Functions:

- Attend meetings of the Cemetery and keep true minutes thereof.
- Conduct the correspondence of the Cemetery Board
- Under the direction of the Board of Directors, keep records of:
 - All business transactions of the Cemetery
 - All resolutions passed by the Cemetery Board of Directors
 - All amendments to By-Laws of the Cemetery, in consultation with the Municipality
 - A list of all members of the Board and their addresses
 - The annual financial statement and auditors' reports
- Keep the securities of the Cemetery in safe custody
- Keep the account books/ledgers of the Cemetery up to date
- Work with the Municipal Treasurer to prepare the financial statements of the Cemetery

Correspondence:

- To the Bereavement Authority of Ontario regarding amendments to the By-Laws. Some By-Law changes require further authorization before enactment.
- With people looking for information on deceased relatives
- With people requiring information about the rates and information for plots, marker fees, shrub planting restrictions grave costs, etc.
- Send official transfer forms to families to reflect updating of family member in charge of the plot
- Keeping Funeral homes and monument dealers in this area aware of the fee schedule.

By-Law and Governance:

- General understanding of the Act that governs the operations of the Cemetery is required
- Maintain up to date records of all By-Law changes along with a history of the By-Laws

Record Keeping:

- Recording of the burial site for each grave dug during the year. Working with the Cemetery Caretaker/ Superintendent to ensure that the records of burials are accurate.
- Maintaining "Transfer Records" to ensure the proper family members have governance over the grave site.

- Maintaining a record of the deceased's date of birth, date of death and age for historical records as well as genealogical study

Other Functions:

- Sundry duties as required.

PREPARED BY:

APPROVED BY:

EFFECTIVE DATE: April 2024

SUPERSEDES DATE: