

**The Corporation of the Township
of McMurrich/Monteith**

TERMS OF REFERENCE

Cemetery Committee

1. Mandate:

It is the intent of the Cemetery Committee to serve in an advisory capacity to Council and to ensure that all operations and proceedings be governed by the procedural rules and regulations of By-law #26-2024 and as amended, revised or superseded from time to time in accordance with the provisions and regulations of the Funeral, Burial and Cremation Services Act (FBCSA) 2002.

It is the intent of the Cemetery Committee to provide comments, recommendations and advise to Council on cemeteries, funerals, burials and cremation matters.

2. General:

- 2.1 Committee meetings will be conducted in accordance with the Municipality's Procedural By-law and records shall be maintained in accordance with the Municipality's Records Retention By-law.
- 2.2 Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act (www.ontario.ca/laws/statute/90m50), the Employee Code of Conduct, and the Workplace Harassment and Violence Policy.

3. Board Composition and Meetings:

- 3.1 The Committee shall consist of a minimum 3 members, including a member of Council, with at least 50% plus one of voting members being required to meet quorum. The Chair shall be the Council Representative and the remaining members shall be selected from permanent residents or property owners in the Municipality.
- 3.2 The Committee will elect a Vice-Chairperson, at its first meeting, or as soon as practical, from among the committee members.
- 3.3 A member who is absent, except for reasons of illness, or with the leave of the committee, for 3 consecutive meeting of the committee is deemed to have resigned effectively at the end of the third such meeting.

- 3.4 The Committee shall meet as required or at the call of the Chair but there should be at least 3 meetings per year.

4. Roles and Responsibilities:

4.1 Chairperson:

- Provide leadership to the Committee
- Chair meetings in accordance with the Municipality's Procedural By-law
- Report to Council
- Act as the spokesperson for the Committee
- Express consensus as reached by the Committee
- Ensure that the Municipality's By-laws and Policies and other applicable legislative requirements are adhered to with respect to all matters
- Ensure that all invoices recommended for payment are recorded in the minutes

4.2 Vice-Chairperson:

- Act in the position of the Chairperson in the absence of the Chairperson, otherwise, as a regular Committee member role

4.3 Board Members:

- Attend regular Committee meetings
- Advise the Recording Secretary if unable to attend a meeting
- Actively participate in Committee meetings
- Submit suggestions for Council approval
- May actively participate in the care and maintenance and finances of St. Paul's Cemetery
- May actively participate in the care and maintenance of the Pioneer Cemeteries

4.4 Recording Secretary:

- The duties of the Recording Secretary are to record, prepare, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to minutes, agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law
- Ensure that invoices recommended by the Committee for payment are forwarded to Council for processing in a timely manner
- Record the minutes and ensure that adopted minutes are forwarded to Council in a timely manner and posted on the municipal website
- The Recording Secretary is a municipal employee, they are therefore a non-member, with no voting privileges

- Be responsible for publishing the agenda and meeting dates
- Maintain a ledger to record all sales of plots, cremations, cornerstone markers and internments and advise the Committee annually
- Maintain a ledger to record the care and maintenance fund and advise the Committee annually of the balance accrued and the annual interest gained

5. Duties of the Committee:

The Committee shall

- 5.1 Review and ensure the care and maintenance of St. Paul's Cemetery and the maintenance of the Pioneer Cemeteries under the jurisdiction of the Municipality.
- 5.2 Advise Council on all matters pertaining to the operation, care and maintenance of St. Paul's Cemetery and the Pioneer Cemeteries.
- 5.3 Submit an annual report outlining the Committee's activities both past and current and proposed work plan for the upcoming year to be submitted to Council.
- 5.4 Inspect each cemetery annually and identify any remedial work that is required.
- 5.5 Obtain Council approval and payment from the care and maintenance fund for invoices arising from care and maintenance work to St. Paul's Cemetery.
- 5.6 Advise Council of the annual budget figure for the care and maintenance for the Pioneer Cemeteries.
- 5.7 Review annually the monies in the care and maintenance fund and ensure that the annual interest accrued is noted for future use for care and maintenance of St. Paul's Cemetery.
- 5.8 Review current governing By-law annually and advise Council on suggested changes.
- 5.9 Participate, organize and implement the Remembrance Day Celebration activities.