



**Township of The Archipelago**  
**Georgian Cliffs Memorial Park Cemetery**  
**Advisory Committee**  
**Terms of Reference**

**Purpose:**

The purpose of the Georgian Cliffs Memorial Park Cemetery Advisory Committee (The Committee) is to advise the Township of The Archipelago Council regarding matters pertaining to the operation of the Georgian Cliffs Memorial Park Cemetery which is operated under the Funeral, Burial and Cremation Services Act, 2002.

**Composition:**

The Committee shall be composed five (5) members, with three (3) members of Council and two (2) members of the public, all appointed by Council. Committee Members shall be appointed by a resolution of Council. The Chair shall be appointed by Council.

**Membership:**

Members will be appointed by Council, as per the terms of the Township's Procedural By-law.

Members will be appointed by Council for the term of Council.

**Meetings:**

The Georgian Cliffs Memorial Park Cemetery Advisory Committee shall hold a minimum of two (2) meetings in each calendar year. The Clerk shall cause notice of the meetings, including the agenda for the meetings, to be provided to members. Meetings will be held on a set day, time and location as scheduled by the Clerk, in consultation with the Committee.

A majority of appointed Members constitute a quorum. No meeting shall proceed without quorum. All appointed Members of the Committee shall have one vote.

Procedures for the meetings of the Committee shall be governed by the Township's Procedural By-law and the Municipal Act, 2001.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and the Township's Code of Conduct, both of which will be provided to Members at the time of appointment.

### **Agendas and Minutes:**

The Clerk, with advice from the Chair is responsible for preparing the agenda for an upcoming meeting. Since all meetings will be open to the public, pursuant to the Municipal Act, 2001 and require public notice, all agendas and minutes will be placed on the Township's website.

The Clerk for the Township of The Archipelago will act as the Recording Secretary for the Georgian Cliffs Memorial Park Cemetery Advisory Committee.

### **Duties and Responsibilities:**

1. The Committee by resolution is responsible for making recommendations to Council regarding the operation and maintenance of the Georgian Cliffs Memorial Park Cemetery.
2. All cemetery activities or projects must receive prior approval of Council.

The operation and maintenance of the Cemetery, including but not limited to, recommending the annual and capital budgets, general administration, record keeping and the openings and closings of the niches, will be the responsibility of Township of The Archipelago Staff.

### **Reporting Relationships:**

The Georgian Cliffs Memorial Park Cemetery Advisory Committee will report to Council through the Committee of the Whole.

### **Authority:**

The Georgian Cliffs Memorial Park Cemetery Advisory Committee has no independent decision-making authority and shall operate pursuant to these terms of reference.