

The Township of The Archipelago

Recommendation Report to Council

Report No.: 2024-10

Date: November 21, 2024

Originator: Alana Torresan, Deputy Clerk

Subject: Georgian Cliffs Memorial Park Cemetery Advisory Committee Terms of Reference Amendment

RECOMMENDATION

1. That Council amend the Georgian Cliffs Memorial Park Cemetery Advisory Committee's Terms of Reference to include three citizen members, with one representative each from Ward 1, Ward 2, and Ward 3; and
 2. That Council direct staff to begin the recruitment process for a citizen representative from Ward 2.
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BACKGROUND

During its October 9, 2024 meeting, the Georgian Cliffs Memorial Park Cemetery Advisory Committee passed a resolution recommending that Council consider amending the Committee's Terms of Reference to increase the number of public members from two to three. This recommendation arose from a discussion about the Committee's current composition, which includes one citizen representative from Ward 1, and one from Ward 3, but lacks representation from Ward 2.

The current Committee Terms of Reference list the Committee composition as follows:

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.

If Council would like to proceed with this recommendation, the Terms of Reference would need to be amended. This adjustment will ensure that all North Archipelago Wards are represented on the Committee.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this recommendation.

ANALYSIS/OPTIONS

Option #1: Volunteer Recruitment and Appointment – Recommended

To fill the Ward 2 citizen member vacancy, staff recommend a volunteer recruitment process, as follows:

1. **Public Notice** – A public notice would be issued, inviting interested Ward 2 residents to apply for the citizen member position. The notice would include a volunteer application form, allowing applicants to outline their interest in the role and relevant skills.
2. **Advertising** – The notice would be advertised for three weeks on the Township website, social media platforms, and through the mass notification system.
3. **Application Review and Appointment** – At the close of the application period, all submitted applications would be presented to Council for review. Council would then appoint one Ward 2 representative to the Committee, with the appointment effective immediately.

Option #2: Status Quo – Not Recommended

No amendment is made to the Committee's Terms of Reference and status quo remains.

STRATEGIC PLAN

This direction is in alignment with the following Strategic Priorities contained within our Strategic Plan:

- Effective Relationships & Partnerships
 - Leadership & Communications
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CONCLUSION

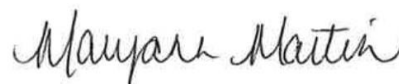
This amendment supports the Committee's goal of enhancing community representation and ensuring balanced input on Cemetery activities across North Archipelago Wards. Staff recommend that Council approve the Committee's recommendation to amend the Terms of Reference and initiate the recruitment process.

Prepared By,



Alana Torresan, Deputy Clerk

Approved By,



Maryann Martin, Clerk



Shauna Lehtimaki, Director of
Legislative and Information Services



John B. Fior
Chief Administrative Officer

ATTACHMENTS

- Draft 2024 Amended Georgian Cliffs Memorial Park Cemetery Advisory Committee Terms of Reference
- Draft Public Notice Volunteer Recruitment
- Draft Volunteer Application Form