

The Corporation of the Municipality of Northern Bruce Peninsula

By-Law No. 2023-12

Being A By-Law to Establish and Appoint Members to a Cemetery Committee for the Municipality of Northern Bruce Peninsula

Whereas, pursuant to Section 224(c) and 224(d) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, council shall determine which services the municipality provides to ensure that administrative practices and procedures are in place to implement the decisions of council;

AND WHEREAS the Council of the Corporation of the Municipality of Northern Bruce Peninsula deems it appropriate to establish a Cemetery Committee;

NOW THEREFORE the Council of the Corporation of the Municipality of Northern Bruce Peninsula hereby enacts as follows:

1. THAT a Cemetery Committee is hereby established in accordance with the Terms of Reference attached hereto as Schedule A;
2. THAT the following individuals be appointed as members of the Cemetery Committee for the term of the current Council:

James Mielhausen
Pamela Loughlean
Craig Adams
Rob Davis
Mayor Milt Mclver
3. THAT Schedule A forms part of this by-law;
4. THAT this by-law shall come into force and take effect immediately upon the final passing thereof.

Read a First and Second Time This 13 Day of March 2023.

Read a Third Time, Finally Passed, Signed and Sealed This 13th Day of March 2023.

Original Signed by Mayor, Milt Mclver and Clerk, Cathy Addison.

The signed By-law is available upon request.



Schedule "A" By-law No. 2023-12

**Terms of Reference
Cemetery Committee**

Mandate:

The purpose of the establishment of this Committee is to oversee the operation of the Municipal Cemeteries, being Eastnor, Stokes Bay, Dunk's Bay and McVicar's and report on such matters to Council.

The Committee shall be responsible to:

- be familiar with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, as amended
- maintain the cemeteries as licensed to do so
- meet the standards and obligations as set out in the Funeral Burial and Cremation Services Act, 2002, S.O. 2002, as amended
- liaise with Municipal staff and contracted Cemetery staff
- review and present budgetary recommendations to Council including identifying improvement projects for the cemeteries

Composition and Organization:

The Committee will consist of a maximum of four (4) volunteer members plus one (1) Council Representative.

The Committee will elect a Chair and a Vice Chair, and a Recording Secretary shall be provided by the Municipality to prepare Committee agendas and scribe the Committee's meeting minutes only.

The Committee will meet at the call of the Chair. The duration of the Committee meetings shall not to exceed two (2) hours. The meetings shall be conducted at the Municipal Office, 56 Lindsay Road 5, Lions Head, Ontario.

Meeting agendas and minutes will be in electronic format and displayed on the Municipal website. Meeting minutes will be presented to Council following approval from the Committee at the following Cemetery Committee meeting, unless a resolution requires immediate attention.

The Committee shall be governed by all applicable Municipal by-laws and policies for the conduct of meetings and activities including but not limited to:

1. Procedural By-law
2. Purchasing/Procurement By-law
3. The Municipal Act
4. The Municipal Conflict of Interest Act

Persons appointed as Committee members shall complete mandatory training as required by the Municipality from time to time including but not limited to Accessibility, Procedural, Respect in the Workplace and Health and Safety.

Meeting Attendance:

If Members miss three (3) consecutive meeting, a report will have to be submitted to Council to perhaps reconsider the “seat” on the Committee.

Vacancies Mid-Term:

Members appointed to this Committee should be prepared to commit to participation and duties assigned throughout the duration. Due to the nature of the Committee and the required work plan, mid-term vacancies on the Committee will not be filled and the remaining members shall be deemed to meet the composition required to complete the task.

Terms and Conditions:

The Cemetery Committee shall be appointed by by-law and shall run with the current term of Council.

Meetings shall be established and conducted in accordance with the Municipality Procedural By-law and any other applicable legislation.

All Committee members are required to respond to the Recording Secretary’s email regarding anticipated attendance for the upcoming meeting, whether a committee member is able to attend the meeting or not. If a quorum is not achieved, the meeting will be cancelled.

If a quorum is not achieved after fifteen minutes on the scheduled meeting date, then the meeting will end at this time and be cancelled. Rescheduling a cancelled meeting will be at the discretion of the Recording Secretary.

The Recording Secretary must be informed of any delegations or presentations by individuals not apart of the Committee by the Committee Chair prior of the creation of the agenda for the meeting in which the delegation or presentation is anticipated.

Available Resources:

The Committee will:

- have resources available, through the Municipality, such as photocopying, faxing, and similar office functions.

If appropriate notice is given to municipal staff.