

Terms of Reference

Gillies Cemetery Board

Established by Council: 2024

Regular Review Timeframe: Term of Council

1.0 Mission:

1.1 The Cemetery Board is established to provide advice and input on promoting the sale of cemetery lots; and guidance on the provision of cemetery maintenance; and support related local community initiatives related to Pinegrove Cemetery and Riverside Cemetery in Gillies Township.

2.0 Roles and Responsibilities:

2.1 It is the responsibility of all appointed members to comply with:

- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act
- Ontario's Funeral, Burial and Cremation Services Act, 2002 and its Regulations
- Any other municipal by-laws or policies as determined by Council or the Clerk

2.2 No individual member or the Committee as a whole has the authority to make direct representations of the Municipality to Federal or Provincial Governments

2.3 Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

2.4 The Committee will abide by any terms and conditions which may be set out by the Municipal Clerk, Municipal Solicitor, Municipal Auditor and/or Municipal Insurer for any activities relating to Committee business.

3.0 Activities:

3.1 The following represent the general activities of the Committee:

- To make recommendations to Council on strategy, policies, and various issues to achieve Council's strategic priorities relating to the Board/Committee's mandate.
- Prepare an annual written report to Council by the end of January of the following year to outline the Board/Committees achievements in line with the approved workplan.
- Other – as recommended and approved by Council.

4.0 Composition:

4.1 The Committee shall be comprised of a maximum of five (5) consisting of not more than two (2) members of the public and two (2) Council representative(s), and one (1) administrative staff. Committee members will be appointed by Council in accordance with established policy. The Councillor appointed by the Council will be ex-officio on the Committee and have full authority to debate and vote. The Committee shall, at its first meeting in each year, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Committee positions, and it is acknowledged that none of the above positions shall be paid for their services. All committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council. No attendance at conferences or workshops shall be allowed by a volunteer member unless clearly identified in the workplan and approved by Council.

5.0 Term of Appointment:

5.1 Unless exempted by legislation, members will be appointed for the term of the Council. For 2024 the appointment will end December 2026 and renew in 2027 for the full four (4) year term of Council.

6.0 Resources:

6.1 The Clerk will provide support in the form of advice to the Board and be the day-to-day liaison when relevant municipal updates are available. The Clerk will also assist in the preparation and submission of budget requests/grant submissions, if needed and attend meetings of the committee; in the event that the Clerk is not appointed to the Committee then the Clerk will attend upon request of the Board.

7.0 Timing of Meetings:

7.1 Meetings will be held on a set day and time as may be determined by the Committee/Board or at the call of the Chair.

8.0 Meetings:

8.1 The Committee shall hold a minimum of two (2) meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

8.2 Working meetings throughout the year to advance the efforts of the workplan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Committee a minimum of three (3) business days prior to the date of each meeting. No formal minutes are required to be taken at working meetings, however, notes shall be taken and provided to the Clerk for record retention.

8.3 Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy Committees and Board Procedures and Appointments Policy #68.

8.4 Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent themselves from meetings for the duration of the discussion and voting (if any) with respect to that matter.

9.0 Procedures:

9.1 Procedures for the formal business meetings of the Committee shall be governed by Gillies Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

10.0 Closed Meetings:

10.1 The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. **Closed meetings shall only be held in accordance with Section 239 of the Municipal Act.** Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies. The Committee shall maintain a record of the meeting which will be stored with the Municipal Clerk.

11.0 Agendas and Minutes:

11.1 A copy of the Agenda shall be provided to the Municipal Clerk at the same time it is provided to Committee Members. The Municipal Clerk will distribute the agenda to Council members and have it posted on the website. Orientation Sessions shall be held by the Clerk for new members as they become appointed.

11.2 Minutes of all formal meetings and notes from working meetings of the Committee/Board shall be forwarded to the Clerk not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Clerk at that time.

11.3 The Municipal Clerk will electronically circulate the formal meeting minutes to all members of Council for their information. The Municipal Clerk will maintain a set of printed minutes on file for public review.

12.0 Reports:

12.1 Two written reports are required per year from the Board/Committee, being the workplan and the annual report. If there are recommendations of the Gillies Cemetery Board that fall outside of these two reports, they are to be forwarded to Council in a formal written report on the municipal report template. It will be the responsibility of the Committee to identify those recommendations to the Clerk for final preparation of the report.

13.0 Location of Meetings:

13.1 The location of the meetings will be set by the Clerk.

14.0 Purchasing Policy:

14.1 This Committee has no purchasing or procurement responsibilities.

15.0 Insurance:

15.1 As the Gillies Cemetery Board is Committee of Council coverage is extended under the City's general liability insurance and Errors and Omissions policy for the Township.

16.0 Expulsion of Member:

16.1 The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of

- *the Municipal Act*
- *the Municipal Freedom of Information Act*
- *the Protection of Privacy Act*
- *the Provincial Offences Act*
- *the Municipal Conflict of Interest Act*
- *disrupting the work of the Board/Committee*
- *legal issues*

17.0 Terms of Reference:

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Corporation of the Township of Gillies. Council may, at its discretion, change the Terms of Reference for this Committee/Board at any time.

Any changes proposed to these Terms of Reference by the Committee/Board shall be recommended to Council via the Clerk through a report to Council.

At the discretion of Council or upon the mandate of the Board/ Committee being fulfilled, the Committee may be dissolved by resolution of Council.