



TheCounty
PRINCE EDWARD COUNTY ♦ ONTARIO

Adopted by Council June 23, 2020
Motion 2020-324

County of Prince Edward Cemetery Advisory Committee

Terms of Reference

Mandate

The Cemetery Advisory Committee will provide input and expertise to Council on the active (open for sales) and pioneer (no longer open for sales) cemeteries under the management of the Municipality of Prince Edward County, as described in Schedule 'A'.

The Committee will promote the heritage of local cemeteries and be guided by the provisions and regulations of the *Cemeteries Act*, as amended, and the *Funeral, Burial and Cremations Services Act*, as administered by the Bereavement Authority of Ontario.

Goals/Purpose

The goals and purpose of the County of Prince Edward Cemetery Advisory Committee are to:

1. Make recommendations to Council on matters related to the Committee's mandate;
2. Manage the sale of plots and business decisions of the cemeteries in a cost-effective manner;
3. Seek grants and donation opportunities for cemeteries under the management of the municipality;
4. Promote the rich historical heritage of the active and pioneer cemeteries under the management of the municipality;
5. Advocate for the preservation and maintenance of local cemeteries;
6. Support special projects of the cemeteries;
7. Recommend policies and practices related to cemetery operations; and
8. Provides input as required on cost analysis, tendering, financial management and yearly budgets.

Membership

1. One (1) member of Council.
2. Four (4) public representatives appointed by Council for the term of Council or until reappointed, all of whom should have demonstrated interest in matters pertaining to cemeteries.
3. One representative from Wellington Cemetery.
4. One representative from Glenwood Cemetery.
5. Mayor is an ex officio member of the committee.
6. A Chair and Vice-Chair will be elected by members at the first meeting annually.
7. Council may terminate the appointment of any member without notice.

Roles

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the committee.

Responsibilities of the Cemetery Advisory Committee

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
 - a. Council's Code of Conduct
 - b. *Cemeteries Act*
 - c. *Funeral, Burial and Cremations Act*
 - d. County Accountability and Transparency Policy
 - e. County Procedural By-law
 - f. Other applicable County by-laws and policies

- g. Municipal Act*
 - h. Municipal Freedom of Information and Protection of Privacy Act*
 - i. Municipal Conflict of Interest Act*
2. The Committee will make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
 3. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

Working Groups

The Cemetery Advisory Committee may form working groups on specific subject matters. The Committee will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The working groups will report to the Committee and include at least one Committee member. The establishment of a working group and any changes to the group must be reported in the Cemetery Advisory Committee meeting minutes.

Term

The term of office for the Cemetery Advisory Committee will be the term of Council.

Staff Support

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant Director.

Reporting Relationship to Council

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The Committee will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

All Committee minutes will form part of the next applicable Committee of the Whole agenda.

Finances

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Attendance

If a Committee Member is absent for three consecutive meetings they have forfeited their membership, unless their absence has been approved by the Chair.

Meetings

The Cemetery Advisory Committee shall meet no less than four (4) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website.

As per the *Municipal Act*, electronic participation is permitted but shall not count towards quorum. Under the *Municipal Emergency Act*, the committee may participate in electronic meetings during a declared municipal or provincial state of emergency. Online participation and voting will count towards quorum, as per the *Municipal Emergency Act*.

Members of the public may participate electronically as requested, in accordance with the Procedural By-Law.

Schedule 'A' to the County of Prince Edward Cemetery Advisory Committee Terms of Reference

The following cemeteries fall under the management of the municipality, and may be amended at the discretion of the Chief Administrative Officer:

Active Cemeteries (Open for Sales)

- Mountain View
- Hicksite Cemetery
- Quaker Cemetery
- Universalist Cemetery
- Bowerman McFaul Cemetery
- Rose Cemetery
- Sophiasburgh Cemetery
- Salem Cemetery

Pioneer Cemeteries (No Longer Open for Sales)

- Broad Wallbridge Cemetery
- Brooks Delong
- Consecon Cemetery
- Dempsey Cunningham Cemetery
- Harrington Cemetery
- Lawrence Cemetery
- Moon Cemetery
- Post Babcock Cemetery
- Simonds Burying Ground
- Way Cemetery
- Ketchum Cemetery
- Point Petre Lighthouse (Lost Sailors)
- Bowerman (Cronk) Cemetery
- Holiness Movement Cemetery
- Pettit Cemetery
- Stinson Cemetery
- White Chapel United Cemetery
- Burr Cemetery
- Cameron Cemetery
- Chadsey Cemetery
- Locie Cemetery
- Pleasant Bay Cemetery
- Weeks Cemetery

- Dingman Lumley Cemetery
- E. Powers Farm Cemetery
- Keller's Hill Cemetery
- Storms (Slater) Cemetery
- Turner Hill (Sheedy) Cemetery
- Waupoos Cemetery
- Wright and Ross Cemetery
- Clapp Cemetery
- Dingham Cemetery
- Mack Cemetery
- South Bay Cemetery
- Sterling Grimmon Farm Cemetery
- Bethel (Doxsee) Cemetery
- Big Island Cemetery
- Demorestville Cemetery
- Foster Cemetery
- Lazier Cronk Cemetery
- Quaker Cemetery
- Roblin Cemetery
- Roblin Mills Cemetery
- Solmes (Stickney) Cemetery
- Whitney Cemetery

Privately Owned Cemeteries (Not Managed by the Municipality)

- Cherry Valley Cemetery

Cemeteries Managed by Volunteer Boards

- Glenwood Cemetery
- Wellington Cemetery