



Cemetery Task Team Terms of Reference

Purpose

The purpose of the Cemetery Task Team is to:

1. Provide input and expertise to the Built & Cultural Heritage Advisory Committee (the Committee) 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' of *By-law 213-2020 A By-law to Provide for the Maintenance, Management and Control of All Municipal Cemeteries in the County of Prince Edward, as amended*.
2. Be guided by the provisions and regulations of Ontario's *Funeral, Burial and Cremation Services Act, 2002*, as administered by the Bereavement Authority of Ontario on behalf of the Ministry of Government and Consumer Services as part of Consumer Protection Ontario.
3. Advocate for the preservation and promote the rich historical heritage of the cemeteries under the management of the municipality.
4. Advise and assist on matters where public outreach or public communications is deemed beneficial in assisting the municipality and its residents in increasing awareness of local cemeteries and their management.
5. Seek and identify external grants and innovative opportunities for funding for cemeteries under the management of the municipality, and provide input as required on cost analysis, tendering, financial management and yearly budgets relating to the management of cemeteries.

Responsibilities

In consultation with staff, the responsibility of the Cemetery Task Team is to:

1. Support the Committee's mandate of providing advice, assistance and recommendations to Council on matters related to cemeteries with the Task Team being a method for Committee's members to collaborate with staff.
2. Develop best practices in preserving and managing historical monuments in consultation with families of the interred and the broader community.

3. Develop standard signage to be placed at entrances of cemeteries.
4. Develop policies and procedures on decommissioning cemeteries, and maintenance standards for managing cemeteries.
5. Consult with appropriate technical and legal experts such as The Prince Edward Historical Society specialized fields on an as needed basis, at no cost to the municipality; and

It is the responsibility of all members to comply and work with County procedures, By-laws and Provincial legislation, with guidance from staff including:

- Council's Code of Conduct
- *Funeral, Burial and Cremations Act 2002*
- County Accountability and Transparency Policy
- County Procedural By-Law
- Other applicable County By-laws and policies
- *Municipal Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Municipal Conflict of Interest Act*

Membership

1. A minimum of two (2) members of the Prince Edward Built & Cultural Heritage Advisory Committee, selected by the Committee, all of whom should have demonstrated interest in matters pertaining to cemeteries.
2. A representative from either Wellington Cemetery or Glenwood Cemetery, alternating annually, without any limitations on serving consecutive years.

The number of members shall not be a quorum of Committee members.

Term

The term of office for the Cemetery Task Team 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 Task Team as required, with the approval of the CAO and/or the relevant Director.

Reporting Relationship to Council

The Task Team will act as a resource to the Prince Edward Built & Cultural Heritage Advisory Committee and does not have any delegated authority. Recommendations for implementation will be provided to Council via the Committee.

The Task Team will report to the Committee. The Task Team is intended to support the Committee in their advisory role to Council.

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