

## **SCHEDULE A: TERMS OF REFERENCE**

### **NAME:**

Assiginack Cemeteries Advisory Committee

### **MISSION:**

The mandate of the Committee is to provide advice and recommendations to Council regarding the development of the municipal cemeteries in the Township of Assiginack.

### **ACTIVITIES AND DUTIES:**

To provide advice and guidance to Township Council through the CAO on matters pertaining to policies, practices and programs related to municipal cemeteries.

To provide Township Council with an annual report of the previous year's activities.

To act as an advisory resource to municipal staff as requested.

### **COMPOSITION:**

The Committee shall be composed of three members of the public and a member of the township council designated by the Mayor. The Committee shall appoint one of its members as Chairperson. Term shall be the term of Council. The CAO shall designate a staff member to record Minutes of Committee meetings and other staff to attend meetings depending on the agenda items.

### **MEETINGS:**

The Committee shall meet quarterly and may be summoned at the Call of the Chair for a special meeting if required.

### **NOTES:**

The Committee is not authorized to represent the Municipal Corporation or the Cemetery when speaking with the general public or others. The Committee is not authorized to purchase on behalf of the cemetery. The Committee shall conduct itself within the authority of municipal, provincial, and federal legislation.