

Township of Algonquin Highlands (AH)/Haliburton Highlands Green Burial Society (HHGBS) Ad Hoc Joint Committee Terms of Reference

1. Title:

The name of the committee shall be the AH/HHGBS Ad Hoc Joint Green Burial Advisory Committee.

2. Purpose:

- a) To act as a forum for information-sharing and discussion concerning the creation and design of the green burial section at St. Stephen's Cemetery on Buckslide Road; and
- b) Information-sharing and discussion regarding the practical issues associated with the potential provision of a winter burial option at St. Stephen's as well as the range of ways of addressing those issues.

3. Goals:

1. Re Green Burial at St. Stephen's

- a) To provide timely advice and recommendations to AH Council on matters related to implementing the Township's decision to create a green burial section at St. Stephen's, including its size and design.
- b) To provide an initial written report to AH Council when completed

2. Re Winter Burial at St. Stephen's

- c) To investigate and report back to Council on the problems and possible solutions in providing a winter burial option at St. Stephen's Cemetery.
- d) To provide an initial written report to AH Council when completed

4. Membership:

The Committee Membership will consist of the following:

- Two (2) Township Councillors appointed by the Mayor;
- One (1) staff member;
- Three (3) members nominated by the HHGBS.

5. Administration:

- A quorum of 50 percent plus one, including at least one member of Council is required for a meeting to proceed.

- Meetings will be held at least bi-monthly with the exception of July and August. Any additional meetings will be scheduled as required and agreed by majority of committee members.
- Decisions will be made by majority vote and all members (except staff) will have voting rights.
- General rules of decorum shall apply during each meeting.

6. Chairperson:

The Chairperson shall be a council representative until a chair has been elected. The Chairperson's responsibilities will include:

- Scheduling of meetings and notifying committee members.
- Inviting guests and/or specialists to attend meetings when required.
- Guiding meeting discussion according to agenda and time available.
- Ensuring all discussion items end with a decision, action or definite outcome.
- Reviewing and approving draft minutes before distribution.

7. Secretary:

A secretary shall be elected by the Committee for a period of 12 months. The secretary's responsibilities shall include:

- Preparing agenda in discussion with the Chairperson and ensuring that all necessary documents requiring discussion or comment are attached to agenda.
- Taking notes during meeting and preparing minutes of the meeting.
- Distributing the minutes to all committee members one week after the meeting. (Note: the minutes shall be checked in advance by the chairperson as an accurate record at the commencement of the next meeting.)
- Once accepted by the committee, forwarding of the minutes to the CAO/Clerk for inclusion on a Council Agenda, at least one week prior to meetings.
- Should the secretary be unavailable for any meeting, the committee shall appoint an acting-secretary for that particular meeting and the normal responsibilities of the secretary shall apply.

8. Finance:

- On or before January 15th of each year, the committee shall submit a detailed estimate of costs for all planned activities for the fiscal year, to be considered by Council for possible inclusion annual budget.
- The municipality shall advise the committee of the approved budget for the current year immediately after approval by Council.
- The committee may incur expenditures to the extent provided in the annual operating budget in accordance with normal Municipal purchasing procedures. Any additional expenses must be approved by Council in advance.

- Invoices for all expenditures shall be forwarded to the Treasurer for payment upon approval.
- The Committee will regularly monitor their annual budget and work plan, as approved by Council.

9. General:

- Meetings will last a maximum of two hours.
- From time to time the committee may be required from Council to submit additional or special reports. Such reports shall be submitted to the CAO/Clerk in accordance with current agenda procedures, at least one week prior to meetings.
- Arrangements for use of each facility for meetings shall be pre-arranged by the Council representative in consultation with Township staff.
- The Committee shall schedule an annual Delegation to Council to provide an overview of projects completed within the year, and to present proposed projects for the ensuing year for Councils consideration and approval.