



# **Cemetery Stakeholders Advisory Committee**

**Terms of Reference**

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**Committee:** Cemetery Stakeholders Advisory Committee

## **1.0 Mandate**

The Cemetery Stakeholders Advisory Committee will act as a commenting body to provide advice and input to staff relating to possible changes to proposed cemetery by-law, a by-law to establish rules and regulations for Town of Oakville cemeteries.

The Advisory Committee is not delegated to act on behalf of Council and will, therefore, not direct any aspect of the applicable work or staff without Council approval.

## **2.0 Alignment with Strategic Plan**

This mandate addresses a number of strategic goals in the Corporate Strategic Plan, but focusses on the goal "To continuously improve our programs and services".

## **3.0 Advisory Committee Membership**

The Council member of the Advisory Committee shall be Councillor Roger Lapworth.

Citizen members of the Advisory Committee must be Oakville residents and/or registered interment rights holders for lots at Town of Oakville Cemeteries. Where the interment rights holder is deceased, upon providing evidence satisfactory to the Town of Oakville (a copy of the will(s) of the deceased interment or scattering rights holder) the personal representative of the interment rights holder may sit on the Advisory Committee. Membership will be limited to a maximum of ten (10) citizen members and no less than three (3) citizen members for committee establishment.

## **4.0 Deliverables**

Members of the Cemetery Stakeholders Advisory Committee shall be responsible for providing advice and input to staff relating to possible changes to proposed cemetery by-law, a by-law to establish rules and regulations for Town of Oakville cemeteries.

The Cemetery Stakeholders Advisory Committee will accomplish its mandate by reviewing staff recommendations on the proposed cemetery by-law. Staff shall consider Advisory Committee recommendations in preparing the final draft cemetery by-law.

## **5.0 Meeting Schedule**

The Cemetery Stakeholders Advisory Committee shall meet as necessary during the process to review possible changes to proposed By-law 2016-029 to a maximum of four meetings.

## **6.0 Reporting Requirements and Method**

Cemetery Section staff will be responsible for submitting reports to the Advisory Committee. Minutes from the Cemetery Stakeholders Advisory Committee meetings will be included on Community Services Committee agendas.

Where direction from Council is required, Cemetery Section staff shall ensure that a formal report is presented to Council for consideration.

## **7.0 Completion Criteria**

The Cemetery Stakeholders Advisory Committee will have completed its mandate upon the preparation and presentation of the final draft Cemetery By-law. The Committee will be dissolved at that time.