

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2023- | i

Being a by-law to authorize the creation and operation of a Cemetery Committee for the administration of the Nipissing Union Cemetery, Commanda Cemetery and the St. John's Alsace Cemetery, for the Corporation of the Township of Nipissing.

WHEREAS The Council of the Corporation of the Township of Nipissing owns and operates three (3) cemeteries licenced under the Bereavement Authority of Ontario;

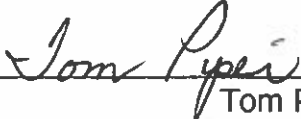
AND WHEREAS the Council of the Corporation of the Township of Nipissing deems it necessary to appoint a Committee, known as the Township of Nipissing Cemetery Committee, to provide administration for the Nipissing Union Cemetery, Commanda Cemetery and the St. John's Alsace Cemetery;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NIPISSING ENACTS AS FOLLOWS:

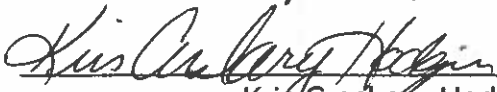
1. That a Cemetery Committee shall be appointed by the Council of The Corporation of the Township of Nipissing at their first regular meeting in a Council term, appointing the Committee for the term of Council, four (4) years.
2. That the Cemetery Committee shall be responsible for the administration and strategic planning for the cemeteries known as:
 - a) Nipissing Union Cemetery, 4506 Highway 654,
 - b) Commanda Cemetery, 18 Bennett Road,
 - c) St. John's Alsace Cemetery, 3353 Alsace Road.
3. That the Cemetery Committee shall consist of:
 - two (2) members of Council,
 - three (3) residents of the Township of Nipissing who are qualified to be elected as members of the council,
 - one municipal staff member will be appointed to provide administrative support to the Committee and shall be appointed as Secretary to the Committee,
 - other staff members may also be appointed when support is required.*Any Staff member(s) appointed to the Committee will not have the voting rights of a Committee member.*
4. That the Terms of Reference of the Township of Nipissing Cemetery Committee are outlined in Schedule A, attached hereto and declared to be part of this By-Law.
5. That By-Law Number 2021-39 is hereby rescinded.

Read a first, second and third time and passed this 17th day of January, 2023.

THE CORPORATION OF THE
TOWNSHIP OF NIPISSING



Tom Piper, Mayor



Kris Croskery-Hodgins,
Municipal Administrator-Clerk-Treasurer

Schedule "A" to By-Law Number 2023-11

Township of Nipissing Cemetery Committee
Terms of Reference

1. The Township of Nipissing Cemetery Committee ("Cemetery Committee") is a Committee of Council, appointed by Council and will therefore be governed by the most current Procedural By-Law and Code of Conduct in effect for the Township of Nipissing.
2. The Cemetery Committee may provide input and direction for the rules and regulations for the governing of the Township cemeteries. All changes to the existing rules and regulations governing the Township cemeteries will be provided to Council for inclusion in the required By-Law for submission to the Bereavement Authority of Ontario where final approval authority lies.
3. The Cemetery Committee shall elect a Chairperson (1) from its members at its first meeting held in a calendar year. This position shall be selected annually.
4. The Cemetery Committee shall maintain strategic planning goals for the cemeteries and provide budget direction for annual requirements to the Committee Secretary at the first meeting held in February each year to be included in the Township Budget process.
5. The Cemetery Committee shall hold a minimum of one (1) general meeting per year. The meeting schedule is to be determined by the Chairperson, communicated to the Secretary and published in accordance with the Township of Nipissing notice guidelines and Procedural By-Law. Agenda creation and publication will be in accordance with the Procedural By-Law and maintained by the Secretary of the Committee.
6. The Cemetery Committee may incur expenditures to the extent provided in the annual approved budget, or as specifically approved by Council.
7. The Cemetery Committee shall be responsible for the administration and strategic planning goals of the Township of Nipissing cemeteries and as such may make rules and policies as it considers necessary relating to the management, safety and control of the facilities for adoption per 2. of this document.
9. Members of the Cemetery Committee in good standing at the end of a Council Term shall be asked of their intentions for the following term in order to provide re-appointment guidance. Once the Committee has been confirmed by Council at their first regular meeting, any vacancies within the Committee will be advertised and appointed as filled.