

## **Terms of Reference for the Brandon Council New Cemetery Working Group**

### **1. Purpose**

The purpose of the New Cemetery Working Group is to oversee the planning, development, and implementation of a new cemetery for the town. The group will ensure that the project meets the needs of the community, complies with all relevant regulations, and is completed within the allocated budget and timeframe.

### **2. Objectives**

- To evaluate the site for the new cemetery.
- To assist with developing a detailed project plan, including timelines, budget, and resource requirements.
- To assist with ensuring compliance with all legal, environmental, and planning regulations.
- To report to the New Cemetery Committee all actions taken to achieve objectives.

### **3. Membership**

The Working Group will consist of a minimum of 3 members of the New Cemetery Committee:

- Chairperson: Appointed by the New Cemetery Committee, to work with clerk and write report from meetings.
- Minimum of 3 members from New Cemetery Committee.
- Subject Matter Experts: As required (e.g., environmental consultants, legal advisors, contractors) to be invited to meetings.

### **4. Meetings**

- The Working Group will meet monthly, or more frequently as required.
- Meetings will be scheduled by the Chairperson and notice will be given at least one week in advance.
- A report will be written after each meeting to be reviewed by the new cemetery committee before any recommendations can be put to Full Council.

### **5. Reporting**

The Chairperson will provide a written report to the New Cemetery Committee after each meeting.

### **6. Budget and Resources**

- The Working Group has no delegated powers or budget and cannot request work or purchase on behalf of the council.
- Additional resources, such as external consultants, may be engaged with the approval of the Full Council.

## **7. Duration**

- The Working Group will be established for the duration of the cemetery development project.

The group will be disbanded upon the successful completion of the new cemetery.

## **8. Review**

- These Terms of Reference will be reviewed and approved by the Full Council annually or as required.