

VILLAGE OF EMPRESS
In the Province of Alberta

BY-LAW No. 2014-13

A BY-LAW TO ESTABLISH A MUNICIPAL CEMETERY COMMITTEE AND PROVIDE FOR THE APPOINTMENT OF MEMBERS THERETO

WHEREAS section 145 of the *Municipal government Act Revised Statutes of Alberta*, CHAPTER M-26, provides that the council of municipality may, by by-law, establish a municipal cemetery committee to advise and assist the council on all matters relating to the operations of the Village Cemetery; and

WHEREAS the Council of the Village of Empress deems it advisable to establish such a committee and provide for the appointment of members thereto;

THEREFORE the Council of the Corporation of the Village of Empress enacts as follows:

1. A municipal cemetery committee is hereby established, to be known as the “Empress Cemetery Committee”.
2. That the Empress Cemetery Committee is established to advise and assist Council on all matters within the jurisdiction of the Council of the Corporation of the Village of Empress under the *Municipal government Act Revised Statutes of Alberta*, as amended from time to time.
3. The committee shall consist of a minimum of five members. Members shall be appointed by Council who are residents and/or ratepayers of the Village and surrounding Municipalities, being a minimum of 18 years of age, and are not employees of the Municipality.
4. The Council of the Corporation of the Village of Empress may, by resolution, replace members as terms of membership expire, or appoint from time to time such new members as it considers desirable.
5. That the Terms of Reference of the Empress Cemetery Committee are set out in Schedule “A” attached hereto and forming part of this By-law.
6. This by-law shall come into force and take effect on the date of its passing.
7. Read a first time this 18th day of December, 2014.

Read a second time this 18th day of December, 2014.

Read a third and final time this 18th day of December, 2014.

VILLAGE OF EMPRESS

Chad Van Dam

Chad Van Dam, Mayor

Debbie Ross

Debbie Ross, CAO

Appendix "A"

THE EMPRESS CEMETERY COMMITTEE OF COUNCIL

TERMS OF REFERENCE

The Empress Cemetery Committee of Council is formed pursuant to Section 145 of the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26

1. Role

The Committee's role is to:

- help promote and encourage the enjoyment and appreciation of the Empress Cemetery;
- identify opportunities for the enhancement of the Cemetery;
- develop and maintain an (indicative) annual restoration plan for grave repairs;
- develop a work program that lists all work tasks performed at the Cemetery grounds and the capabilities/requirements required to perform said tasks;
- liaise and engage with members of the public who have an interest in refurbishing their family grave;
- raise funds through fund raising activities for the purchase/placement of headstones on unmarked graves; and repair or refurbishment of headstones installed prior to 1 September 2004 where no family whereabouts is known;
- research and recommend grants as appropriate
- assist in the restoration, preservation and maintenance of the Cemetery grounds in a well planned and respectful manner;
- assist in the restoration of headstones;
- recruit and recommend appointments to the Committee;
- assist in and contribute to historic research;
- Organize and advertise a spring community cemetery cleanup
- collect and bag leaves and other flora litter;
- undertake general mowing and weeding with the exclusion of chemical and/or organic weed spraying (Pesticide Regulation 43/97);
- undertake general cleaning and painting on selected graves;
- plant approved flora as required;
- deadhead flowers and general pruning of other trees and bushes;
- provide and wear at all times appropriate personal protective equipment, such as gloves, sunscreen, hats, appropriate clothing and shoes;
- ensure that all hand tools used at the Cemetery comply with appropriate safety requirements and be in good repair;
- ensure that no committee member shall undertake any physical work at the Cemetery alone;
- notify Village Office prior to any working bees being undertaken;
- liaise with Public Works Foreman to identify Villages' weed spraying program in the

Cemetery prior to commencement of work;

- report to Council on matters relating to the Cemetery;
- make recommendations to Council on all matters pertaining to the Cemetery which may include infrastructure requirements or community expectations;
- be notified of Council approved work;
- only carry out work as defined within its Terms of Reference.

2. Authority

- The Committee is authorized by Council to undertake work to effectively and efficiently meet the objectives described of its role;
- The Committee will refer all relevant decisions to Council unless Council has resolved to delegate the decision on the agenda to the Committee;
- No authority to purchase or commit anything under the name of, or on behalf of the Village of Empress

3. Meetings

- The Committee will meet and report at least 4 times per year;
- Notice of any meeting must be given to Committee members and posted for the public a minimum of 24 hours prior to the meeting;
- Meetings must be held in a public place accessible to the public;
- Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Committee Members and Council within three working days of the meeting;

4. Membership

- The Committee is comprised of up to fifteen (15) members appointed by Council;
- Members will be made up of one member of Council, and interested members of Empress and surrounding district;
- Members are appointed for a three year term, and are eligible to be reappointed;
- A Chair, Deputy Chair, Secretary and Treasurer must be elected from within the membership of the Committee at its inaugural meeting after having been established by bylaw of Council, and shall be known as the officers of the committee;
- The membership of the Committee will be reviewed annually by the Committee and recommendations for appointments made to Council prior to the Council Organizational meeting in October;
- The term of office for all office bearers is one year and concludes at the anniversary date of its establishment;
- Officers are eligible to be reelected.

5. Quorum

- The prescribed number of members of the Committee constitutes a quorum of the Committee and no business can be transacted at a meeting unless a quorum is present. The prescribed number of members of a Committee is $\frac{1}{2} + 1$;
- If at the commencement of the Committee Meeting (as advertised in the Notice of Meeting) a quorum cannot be obtained, the Chair shall wait for 15 minutes from the advertised time of Notice of Meeting to allow for a quorum to be obtained;
- If after the prescribed 15 minutes has lapsed and a quorum is not present, the Committee shall adjourn to another time and date.

6. Committee Officers' Role

- The Chair will oversee the conduct of the meetings in accordance with the MGA Revised Statutes of Alberta 2000 Chapter M-26 Meeting Regulations
- The Deputy Chair will deputize for the Chair in their absence;
- The Secretary will keep an accurate record of meetings, issue agendas, and produce correspondence on behalf of the committee. Report to the Committee on any correspondence received and make available to the Council all agendas and minutes of meetings;
- The Treasurer will liaise with the CAO to account for the funds for which the Committee is responsible, authorize payment of any Committee approved expenditure and report to the Committee on its financial position.

7. Reporting

- Decisions made by the Committee, under delegated authority, as listed under these Terms of Reference, will be reported by the distribution of its minutes;
- Recommendations made by the Committee will be reported to the Council at its next full Council Meeting for debate and decision.

Appendix “A”

THE EMPRESS CEMETERY COMMITTEE OF COUNCIL

TERMS OF REFERENCE

The Empress Cemetery Committee of Council is formed pursuant to Section 145 of the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26

1. Role

The Committee’s role is to:

- help promote and encourage the enjoyment and appreciation of the Empress Cemetery;
- identify opportunities for the enhancement of the Cemetery;
- develop and maintain an (indicative) annual restoration plan for grave repairs;
- develop a work program that lists all work tasks performed at the Cemetery grounds and the capabilities/requirements required to perform said tasks;
- liaise and engage with members of the public who have an interest in refurbishing their family grave;
- raise funds through fund raising activities for the purchase/placement of headstones on unmarked graves; and repair or refurbishment of headstones installed prior to 1 September 2004 where no family whereabouts is known;
- research and recommend grants as appropriate
- assist in the restoration, preservation and maintenance of the Cemetery grounds in a well planned and respectful manner;
- assist in the restoration of headstones;
- recruit and recommend appointments to the Committee;
- assist in and contribute to historic research;
- Organize and advertise a spring community cemetery cleanup
- collect and bag leaves and other flora litter;
- undertake general mowing and weeding with the exclusion of chemical and/or organic weed spraying (Pesticide Regulation 43/97);
- undertake general cleaning and painting on selected graves;
- plant approved flora as required;
- deadhead flowers and general pruning of other trees and bushes;
- provide and wear at all times appropriate personal protective equipment, such as gloves, sunscreen, hats, appropriate clothing and shoes;
- ensure that all hand tools used at the Cemetery comply with appropriate safety requirements and be in good repair;
- ensure that no committee member shall undertake any physical work at the Cemetery alone;
- notify Village Office prior to any working bees being undertaken;

- liaise with Public Works Foreman to identify Villages' weed spraying program in the Cemetery prior to commencement of work;
- report to Council on matters relating to the Cemetery;
- make recommendations to Council on all matters pertaining to the Cemetery which may include infrastructure requirements or community expectations;
- be notified of Council approved work;
- only carry out work as defined within its Terms of Reference.

2. Authority

- The Committee is authorized by Council to undertake work to effectively and efficiently meet the objectives described of its role;
- The Committee will refer all relevant decisions to Council unless Council has resolved to delegate the decision on the agenda to the Committee;
- No authority to purchase or commit anything under the name of, or on behalf of the Village of Empress

3. Meetings

- The Committee will meet and report at least 4 times per year;
- Notice of any meeting must be given to Committee members and posted for the public a minimum of 24 hours prior to the meeting;
- Meetings must be held in a public place accessible to the public;
- Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Committee Members and Council within three working days of the meeting;

4. Membership

- The Committee is comprised of not less than 10 and up to fifteen (15) members appointed by Council;
- Members will be made up of one member of Council, and interested members of Empress and surrounding district;
- Members are appointed for a three year term, and are eligible to be reappointed;
- A Chair, Deputy Chair, Secretary and Treasurer must be elected from within the membership of the Committee at its inaugural meeting after having been established by bylaw of Council, and shall be known as the officers of the committee;
- The membership of the Committee will be reviewed annually by the Committee and recommendations for appointments made to Council prior to the Council Organizational meeting in October;
- The term of office for all office bearers is one year and concludes at the anniversary date of its establishment;

- Officers are eligible to be reelected.

5. Quorum

- The prescribed number of members of the Committee constitutes a quorum of the Committee and no business can be transacted at a meeting unless a quorum is present. The prescribed number of members of a Committee is 7;
- If at the commencement of the Committee Meeting (as advertised in the Notice of Meeting) a quorum cannot be obtained, the Chair shall wait for 15 minutes from the advertised time of Notice of Meeting to allow for a quorum to be obtained;
- If after the prescribed 15 minutes has lapsed and a quorum is not present, the Committee shall adjourn to another time and date.

6. Committee Officers' Role

- The Chair will oversee the conduct of the meetings in accordance with the MGA Revised Statutes of Alberta 2000 Chapter M-26 Meeting Regulations
- The Deputy Chair will deputize for the Chair in their absence;
- The Secretary will keep an accurate record of meetings, issue agendas, and produce correspondence on behalf of the committee. Report to the Committee on any correspondence received and make available to the Council all agendas and minutes of meetings;
- The Treasurer will liaise with the CAO to account for the funds for which the Committee is responsible, authorize payment of any Committee approved expenditure and report to the Committee on its financial position.

7. Reporting

- Decisions made by the Committee, under delegated authority, as listed under these Terms of Reference, will be reported by the distribution of its minutes;
- Recommendations made by the Committee will be reported to the Council at its next full Council Meeting for debate and decision.

THE EMPRESS CEMETERY SOCIETY

TERMS OF REFERENCE

The Empress Cemetery Society is formed pursuant to the Societies Act Revised Statutes of Alberta 2000 Chapter S-14

1. Role

The Committee's role is to:

- help promote and encourage the enjoyment and appreciation of the Empress Cemetery;
- identify opportunities for the enhancement of the Cemetery;
- develop and maintain an (indicative) annual restoration plan for grave repairs;
- develop a work program that lists all work tasks performed at the Cemetery grounds and the capabilities/requirements required to perform said tasks;
- liaise and engage with members of the public who have an interest in refurbishing their family grave;
- raise funds through fund raising activities for the purchase/placement of headstones on unmarked graves; and repair or refurbishment of headstones installed prior to 1st of September 2004 where no family whereabouts is known;
- apply for grants as appropriate;
- assist in the restoration, preservation and maintenance of the Cemetery grounds in a well-planned and respectful manner;
- assist in the restoration of headstones;
- recruit members to the Committee;
- assist in and contribute to historic research;
- Organize and advertise a spring community cemetery cleanup
- collect and bag leaves and other flora litter;
- undertake general weeding with the exclusion of chemical and/or organic weed spraying (pesticide regulation 43/97);
- undertake general cleaning and painting on selected graves;
- plant permitted flora as required;
- deadhead flowers and general pruning of other trees and bushes;
- provide and wear at all times appropriate personal protective equipment, such as gloves, sunscreen, hats, appropriate clothing and shoes;
- ensure that all hand tools used at the Cemetery comply with appropriate safety requirements and be in good repair;
- ensure that no society member shall undertake any physical work at the Cemetery alone;
- notify Council prior to any working bees being undertaken;
- liaise with Public Works Foreman to identify Villages' weed spraying program in the Cemetery prior to commencement of work;

- make recommendations to Council on all matters pertaining to the Cemetery which may include infrastructure requirements or community expectations;
- report to Council on matters relating to the Cemetery;
- be notified of Council approved work;
- only carry out work as defined within its Terms of Reference.

2. Authority

- The Committee is authorized by Council to undertake work to effectively and efficiently meet the objectives described of its role;
- The Committee will refer all relevant decisions to Council unless Council has resolved to delegate the decision on the agenda to the Committee;
- No authority to purchase or commit anything under the name of, or on behalf of the Village of Empress

3. Meetings

- The Committee will meet and report at least 4 times per year;
- An agenda will be prepared and distributed to all Committee Members four clear days prior to the meeting;
- Minutes of meetings will be kept and provided to all Committee Members within three working days of the meeting;

4. Membership

- The Committee is comprised of not less than six (6) with no maximum number;
- A Chair, Deputy Chair, Secretary and Treasurer or Secretary/Treasurer plus 3 directors must be appointed from within the membership of the Committee at its inaugural meeting;
- The membership of the Committee will be reviewed annually at the anniversary date of its establishment or as otherwise determined by the Committee;
- The term of office for all office bearers is one year and concludes at the anniversary date of its establishment;
- Members are eligible for unlimited number of reappointments.

5. Quorum

- The prescribed number of members of the Committee constitutes a quorum of the Committee and no business can be transacted at a meeting unless a quorum is present. The prescribed number of members of a Committee for quorum is 4;
- If at the commencement of the Committee Meeting (as advertised in the Notice of Meeting) a quorum cannot be obtained, the Chair shall wait for 15 minutes from the advertised time of Notice of Meeting to allow for a quorum to be obtained;

- If after the prescribed 15 minutes has lapsed and a quorum is not present, the Committee shall adjourn to another time and date.

6. Committee Officers' Role

- The Chair will oversee the conduct of the meetings
- The Deputy Chair will deputize for the Chair in their absence;
- The Secretary will keep an accurate record of meetings, issue agendas, and produce correspondence on behalf of the committee. Report to the Committee on any correspondence received and make available to the Council all agendas and minutes of meetings;
- The Treasurer will account for the funds for which the Committee is responsible, pay any approved expenditure and report to the Committee on its financial position. Ensure year end financials are approved and submitted as per Societies Act.

7. Reporting

- Decisions made by the Committee, under delegated authority, as listed under these Terms of Reference, will be reported by the distribution of its minutes;
- Recommendations made by the Committee will be reported to the Council at its next full Council Meeting for debate and decision.