

TOWN OF OYEN

In the Province of Alberta

BY-LAW No. 901-22

A BY-LAW TO ESTABLISH A 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 committee to advise and assist the council on all matters relating to the Municipal Cemetery; and

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

THEREFORE, the Council of the Corporation of the Town of Oyen enacts as follows:

1. A municipal Cemetery committee is hereby established, to be known as the "Oyen Cemetery Committee".
2. That the Oyen Cemetery Committee is established to advise and assist Council on all matters within the jurisdiction of the Council of the Corporation of the Town of Oyen under the *Municipal government Act Revised Statutes of Alberta*, as amended from time to time.
3. The committee shall consist of a minimum of three members. Members shall be appointed by Council who are residents and/or ratepayers of the Town 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 Town of Oyen 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 Oyen Cemetery Advisory Committee are set out in Schedule "A" attached hereto and forming part of this By-law.
6. Bylaw 895-22 is hereby repealed
7. This by-law shall come into force and take effect on the date of its passing.
8. Read a first time this 9th day of August, 2022.

Read a second time this 9th day of August, 2022.

Presented for third reading this 9th day of August, 2022

Read a third and final time this 9th day of August, 2022

Town of Oyen



Doug Jones, Mayor



Debbie Ross, CAO

Appendix "A" Bylaw # 901-22
THE OYEN CEMETERY COMMITTEE OF COUNCIL

TERMS OF REFERENCE

The Oyen 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 Oyen 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;
- assist in the restoration, preservation and maintenance of the Cemetery grounds in a well planned and respectful manner;
- To coordinate groups of volunteers to provide cemetery maintenance
- recruit and recommend appointments to the Committee;
- 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 Town Office prior to any working bees being undertaken;
- liaise with Public Works Foreman to identify Towns' 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 Town of Oyen.

3. 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 Oyen 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
- 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.

4. 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.

5. 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;
- One member will be appointed by vote of the committee at the first meeting of each term to chair the meetings for that term. The committee will also, at this time, select a vice-chair and secretary for the same duration

- The Committee will hold a minimum of four (4) quarterly meetings with additional meetings at the call of the Chair.
- The date and time of the regular meetings will be established at the first meeting of each term.
- Meetings will have a formal agenda.
- Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail, or fax) to Committee Members prior to each meeting.

6. Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- Calling the meetings to order.
- The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
- Creating an agenda in consultation with the Secretary.
- Chairing the meetings.
- Acting as spokesperson.
- Representing the Committee on other committees when necessary.
- The Chair shall conduct meetings in accordance with the Town's Procedural By-law
- In the absence of the Chair, these responsibilities will be undertaken by the Vice- Chair.

7. Role of the Secretary

The Secretary is responsible for ensuring a complete up to date record for the Committee.

- In liaison with the Chair, arrange date, time and venue for meetings.
- In liaison with the Chair, set agendas and circulate to the members two business days prior to the meeting.
- Circulate draft minutes to the members.
- Keep a complete up to date record of the committee minutes.

8. Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting.
- Review all information supplied to them.
- Prepare information for use in the development of materials for the Committee.
- Promote the role of the Committee.

- Offer input to committee reports to Council.

9. Role of Municipal Staff

The Town of Oyen, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- Acting as an information resource.
- Orientation of Committee members at the first meeting after Council appointment.
- Assist the Committee in its reporting to Council
- Provide correspondence to the Committee.

10. Reports to Council

The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

- By a Council representative.
- By the Chair or the designated representative.
- Minutes from the Committee meetings.
- Written reports.

An annual report will also be submitted to Council at the beginning of each new year outlining the Committee's accomplishments in the previous twelve months.