

VILLAGE OF BULYEA

BYLAW NO. 01/13

A BYLAW TO ESTABLISH A CEMETERY COMMITTEE

WHEREAS it is deemed advantageous by the Council of the Village of Bulyea to appoint a Cemetery Committee to advise Council of projects to enhance and maintain the appearance of the Cemetery and for such a committee to undertake such projects and maintenance.

NOW THEREFORE, the Council of the Village of Bulyea enacts as follows:

1. There shall be appointed by Council a committee which shall be known as the Cemetery Committee operating under the jurisdiction of the Village of Bulyea.
2. Purpose and duties of the Cemetery Committee shall be as follows:
 - a. Manage and operate the Cemetery within the financial parameters established annually.
 - b. Develop and implement an annual maintenance plan including:
 - i. Arrange for mowing and trimming of all grass at the Bulyea Cemetery.
 - ii. Planting of flowers and trees, general weed management, hedge trimming, and watering.
 - iii. General cleanup of debris, unsightly floral designs, and dead branches.
 - iv. The filling of sunken graves with black dirt.
 - v. Seeding grass on graves two years after burial.
 - c. Develop a budget and establish a fee schedule and plot purchase price to be reviewed annually by council.
 - d. Provide Council with an updated inventory of equipment prior to June 1st of each year for insurance purposes.
 - e. To make recommendation to the council regarding such matters as amendments to this bylaw, passing new bylaws, or resolutions pertaining to improvements or management of the cemetery.
3. The Committee shall consist of 4 members at large and one member from the Village of Bulyea Council.
4. Each member shall sit on the Committee for a term of two years.
5. The Council may, at any time, terminate the appointment of any or all members of the Committee, or terminate the Committee.
6. If the seat of any member of the Committee becomes vacant, the Council shall on the recommendation of the Cemetery Committee, appoint a person to fill such vacancy for the remainder of the term.

7. The Committee shall annually elect a Chairperson, Vice Chairperson, and select the Secretary of the Committee.
8. The Committee shall meet at least once a year but may meet at any time at the call of the chair.
9. A quorum shall be constituted when more than 50% of the committee members are in attendance.
10. The Committee's fiscal year shall be the calendar year. The Committee shall keep written records of its meetings, and shall supply the Council with minutes of the meetings.
11. The Treasurer will be the Administrator from the Village of Bulyea and will maintain proper records for the cemetery.
12. Prior to March 1st of each year the Committee shall present Council with a proposal for an Operating Budget for the coming year working within the parameters of the retained earnings.
13. Donations to the Cemetery shall be receipted by the Village only when received by the Village.
14. All volunteers working for the Committee shall be considered Agents of the Village, and as such shall be covered by the Village's general insurance when working on approved projects.
15. Any equipment used in such projects shall also be covered by the Village's general insurance as far as is allowed by the terms of the insurance contract.
16. The Committee shall obtain Council approval before any project other than those listed as duties in Section 2 is undertaken.
17. The Village shall provide the Cemetery Committee with an updated financial report annually or upon request of the committee chairperson.
18. Bylaw No. 06/12 is hereby repealed.

(Seal)

Mayor

Administrator

Read a third time and adopted
this ____ day of _____

Administrator

Certified a true copy of bylaw number _____
adopted by resolution on the _____
day of _____, 20_____.

Administrator