

A Cemetery Committee Meeting was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Tuesday July 8th, 2014 at 10:00 am.

Present:	Perry Robinson	Mayor
	Cindy Rose	Councillor
	Carol Williams	Councillor
	Amanda Davis	CAO
	Lorna Polege	Municipal Secretary
Present:	Everett Mayne	Delegate
	Anita Mayne	Delegate
	Doreen French	Delegate
	Georgina Brandigen	Delegate

Call to Order:	<p>Mayor Robinson called the meeting to order at 10:00 am.</p> <p>Mayor Robinson addressed the delegates and provided rules and order of the meeting.</p>
Delegate Concerns:	Mayor Robinson conducted a round table session whereby providing each delegate an opportunity to express their concerns with the Cemetery.
E & A Mayne	<ul style="list-style-type: none"> • Made mention that it appears that some headstones may have been vandalized or scrapped with mowers; specific mention to grave A3 New Site; • Expressed concerns regarding the inconsistent placement of headstones and plaques ie. nothing in the new site lines up; • Cremation garden, no marker to identify placement and would like to suggest small markers be permitted. • Sought clarity as to whom is the Bylaw Enforcement Officer; • Noted the poor condition of the approaches entering the cemetery
D. French	<ul style="list-style-type: none"> • Satisfied with the cemetery pending the placement of flowers etc.
G. Brandigen	<ul style="list-style-type: none"> • Made mention that there is not enough manicuring of headstones; • Advised of gopher issues; • Sought clarity on who the cemetery care taker is – made note that she would like to see someone checking the cemetery every two weeks. • Would like to know how to address some of the deteriorated plaques as some are becoming unidentifiable; • Expressed concerns as to whom would be responsible for care taking in the future; <p>Brandigen made the following suggestions for improvements at the Cemetery:</p> <ol style="list-style-type: none"> 1. “What’s Permitted” signs located within the Cemetery;

	<ol style="list-style-type: none"> 2. Placement of garbage cans; 3. Annual cemetery cleanup; 4. Eternal flame
	<p>After concluding with concerns Mayor Robinson request that CAO Davis provide an overview of the Cemetery Bylaw as well as address concerns that were reflected within the Bylaw.</p> <p>Mayor Robinson made mention to the delegates that the Cemetery Committee had no authority to make any decision; the committee is only able to make recommendations to Council. Collectively it was understood that the overall goal of the meeting was to address concerns and ease maintenance while ensuring the cemetery is maintained in an esthetically pleasing manner.</p>
Administrative Overview	<p>CAO Davis addressed concerns as stated by the delegates with reference to Cemetery Bylaw #509.</p> <ul style="list-style-type: none"> • Vandalism of headstones – site visit required before further comment; reference Sect. 8.7 of Cemetery Bylaw #509 • Inconsistent placement of plaques/markers – site visit required – further mention will be directed to the public works department as well as Fee & Sons; • Cremation Garden – advised that the Town has a separate bylaw for the cremation garden and explained the intent of the memorial book. The memorial book is in place for cremation garden plaques or to anyone who would like to make mention of a loved one. The cremation garden is plotted on an internal map. • By-law Enforcement Officer – Council appointed CAO Davis; Davis advised that it has not been part of the weekly routine to enforce actions at the Cemetery and could use improvement; • Approaches – will be discussed by the committee; • Signs/garbage cans – simple administrative function and should not be an issue to install; • Care taker – advised that the Town has advertised for caretaking for the past two years yet have had difficulty securing a contractor due to cost/wages. Davis reviewed public works procedures for maintenance; re: mowing, trimming, site visits etc. It was noted that the public works department does attend the cemetery ground at a minimum of every 2 weeks. Sunken graves are attended to approx. 5 times per year depending on manpower. On overview of the Cemeteries Assistance grant was also reviewed – ie. removal of grave covers. • Gopher issues – Public Works will be notified of the problem. Administration asked that in any circumstance if the cemetery appears to be unkempt to please contact the Town Office in the future. • Deteriorated Plaques – Davis referred to Cemetery Bylaw #509 Sec. 1.19 and 7.2 advising that the Town is not responsible for monument care and that these issues are to be addressed by family members. It was also noted that there are provisions to address deteriorating monuments; Sec.

	<p>5.5 q and Section 10.</p> <ul style="list-style-type: none"> • Future maintenance – again this is the responsibilities of the families – general maintenance will be the municipality’s responsibility however anything further shall rest on the families shoulders. • Annual Cemetery Clean-Up – this should not be an issue and can be advertised administratively pending support from the committee; • Eternal flame – to be discussed by the Cemetery Committee in greater detail.
Delegate Letters:	<p>CAO Davis referenced Cemetery Bylaw #509 and the Cemetery Act in reference to delegate letters:</p> <ol style="list-style-type: none"> 1. When a plot of land is purchased the purchasers are only entitled to burial rights, there is no land title transfers; 2. Placement of flowers – clarification was provided in this regard – flowers are permitted at the Cemetery under the following provisions: <ol style="list-style-type: none"> a. They are in an approved vase attached to the headstones; b. A small pipe is drilled into the cement base of the headstone whereby allowing for the placement of flowers; c. A small pipe is placed directly adjacent to the monument/headstone. <p>Flowers are not permitted to be placed on graves as it causes issues for maintenance as noted in Bylaw #509.</p> <ol style="list-style-type: none"> 3. At this time, solar lights are not permitted within Bylaw #509 however a recommendation could come from the Cemetery Committee whereby permitting the placement of solar light’s – discussion required with Public Works; 4. Lack of manicuring around headstones – As grave decorations are not permitted, manicuring around headstones should be of ease. 5. Overall upkeep of the Cemetery – additional labour was hired for the 2014 season; public works is not available to attend to the cemetery 24/7 however they ensure general ongoing maintenance is adhered to.
Site Visit	<p>A site visit was conducted with all members in attendance at 10:40 am with the exclusion of Municipal Secretary L. Polege.</p>
Cremation Garden	<p>The delegates expressed concerns regarding the need for edging around the plants at the prayer garden.</p> <p>CAO Davis pointed out the cremation garden to the attendees.</p>
New Site	<p>Various headstones were reviewed in the “New Site”. Misalignment of headstones was observed and noted.</p>
Old Site	<p>Various headstones were reviewed in the “Old Site”.</p>

Concluding Site Visit:	Following the site visit, further suggestions where noted: <ol style="list-style-type: none">1. A sign in book was suggested along with cemetery rules and regulations. <p>The Cemetery Committee thanked the delegates for their participation and returned to the Council Chambers.</p>
Recommendations:	Administrative duties as a result of the committee meeting: <ol style="list-style-type: none">1. Direct public works to install edging around the perimeter of the prayer garden;2. Placement of plaques/headstones etc. – discuss with public works, contact Fee & Sons as well as contact surveyors and discuss plotting options.3. Signing book, rules and regulations – develop options for the committee to review.4. Obtain costs for the placement of an eternal flame and present to the committee;5. Obtain quotes for approach upgrades and present to the committee.6. Removal of above ground grave decoration on I19 New Site; contact next of kin. <p>The Cemetery Committee made the following recommendations to Council:</p> <ol style="list-style-type: none">1. Cremation Bylaw #493 be reviewed by Council. Discussion required regarding the placement of markers in the cremation garden; Administration to converse with Public Works in advance and propose alternate marking options. However, unless we can find a practical way of doing this than it would be unpractical to proceed.2. Issues concerning the placement of solar lights, flowers etc. The cemetery committee recommends the following having established the foregoing maintenance concerns:<ol style="list-style-type: none">a. The Town of Sedgewick will offer for sale approved pipes and solar lights for placement at the cemetery. One pipe would be permitted per plot which may include one solar light and a bouquet of flowers; any further decorations shall not be permitted and shall be removed. Only approved pipes and solar light offered for sale by the Town would be considered. <p>Recommendations will be addressed at the August 28th, 2014 regular Council meeting. Pending Council approval on the recommended changes the Committee will arrange a Spring Clean up as well as a formal ceremonial event. Any new regulations will be addressed during the Spring cleanup.</p>
Adjournment:	The meeting adjourned at 11:50 am.