

The Corporation of the Town of Tillsonburg Parks, Beautification & Cemeteries Committee AGENDA



Tuesday, April 28, 2026

5:00 PM

Boardroom CSC

10 Lisgar Ave.

1. Call to Order

2. Adoption of Agenda

Moved By: _____

Seconded By: _____

THAT the agenda, as prepared, for the April 28th meeting of the Parks, Beautification & Cemeteries Committee, be adopted.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

4. Adoption of Minutes of Previous Meeting

Moved By: _____

Seconded By: _____

THAT the minutes from the March 31 committee meeting, be adopted.

5. Presentations

6. Information Items

6.1 Clean & Green Tillsonburg - verbal update

6.2 Committee Resolutions Update - verbal

- Memorial Plaque Program

- Removal of Wooden Structure at Cemetery

- Shade Trees in Memorial Park, bandshell area

6.3 Tree Garden - verbal initiative from Paul DeCloet

7. General Business & Reports

7.1 Commemorative Policy Review

Moved By: _____

Seconded By: _____

THAT the Parks, Beautification & Cemeteries Advisory Committee recommend that Council adopt the proposed Commemorative Policy.

8. Next Meeting

9. Adjournment

Moved By: _____

Seconded By: _____

THAT the April 28th meeting of the Parks, Beautification & Cemeteries Advisory Committee be adjourned at ____ pm.



**tion of the Town of Tillsonburg
ication & Cemeteries Committee
Meeting
MINUTES**

Tuesday, March 31, 2026
5:00 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Ron Walder
Maurice Verhoeve
Barbara Wareing
Kristine Vandebussche
Martha Kirkpatrick
Isaac Card
Joan Weston
Paul DeCloet
Pete Luciani, Councillor
Deb Gilvesy, Mayor

Regrets: Mike Dean

Staff: Adam Kannawin, Manager of Parks and Facilities
Margaret Puhr, Administrative Assistant – Recreation, Culture & Parks

Regrets: Andrea Greenway, Director of Recreation, Culture and Parks

1. Call to Order

The meeting was called to order at 5:pm

2. Adoption of Agenda

Resolution # 1

Moved By: Pete Luciani, Councillor

Seconded By: Maurice Verhoeve

THAT the agenda, as prepared, for March 31 Parks, Beautification & Cemeteries Advisory Committee, be adopted.

Carried

3. **Disclosures of Pecuniary Interest and the General Nature Thereof**
4. **Adoption of Minutes of Previous Meeting**

Resolution # 2

Moved By: Martha Kirkpatrick

Seconded By: Joan Weston

THAT the minutes from February 24th committee meeting, be adopted.

Carried

5. **Presentations**
6. **Information Items**

6.1 Clean and Green Tillsonburg

Adam provided latest update on the project - 19 teams are registered to date. Mayor collected 160lbs of garbage at the cemetery perimeter this week.

6.2 Bicycles on trails - Paul DeCloet

It was brought up that the multi use trail is sometimes difficult to navigate on bicycle with pedestrians and dogs. Also some concern about crossing Broadway at TCT with the lights not being obeyed by drivers.

The trail is county owned, so a capital investment into creating a bike path would be significant.

6.3 Lake Lisgar silt removal - verbal update

Adam provided that he is working on an application to Ministry of Environment for permission of silt removal, then the tender process will begin.

6.4 TCT remediation - verbal update

Adam brought update from Travis Lockhart from the County, the invasive species removal will be starting this spring, and herbicide will be applied in the spring and summer, with buffer zone for pets and people and signage.

6.5 Council decision on Committee resolutions

Per council resolutions.

7. General Business & Reports

8. Next Meeting

9. Adjournment

Resolution # 3

Moved By: Maurice Verhoeve

Seconded By: Joan Weston

THAT the March 31, 2026 meeting of the Parks, Beautification & Cemeteries Advisory Committee be adjourned at 5:36pm

Carried



Staff update to Parks, Beautification & Cemeteries Advisory Committee

FROM: Adam Kannawin, Manager of Parks & Facilities

DATE: April 28, 2026

SUBJECT: Commemorative Policy

MEMO

The Commemorative Policy was created to outline the terms and conditions for the provision of commemorative park benches, trees and plaques within the Town of Tillsonburg. This program allows individuals to commemorate loved ones or special occasions through installations located in the Town's parks, trails, and greenspace.

Renditions of the former Memorial Program lacked strategic planning including; consideration of future financial implications, preservation of the visual character of parks, trails and greenspace, and respect for the intended use of these public spaces.

Adoption of this policy will formalize the Town's direction relating to commemorative items while prioritizing urban design and fiscal responsibility.

Highlighted below are the policy details:

- Existing benches and trees continue to be governed by the terms and conditions applicable at installation apart from memorial tree stones, which will transition to plaques in five years.
- New installations will contribute to greenspace aesthetics with consideration of accessibility, safety, and maintenance.
- Benches are available as they have been historically.
- Trees will be marked by a staked plaque for one year before the plaque is relocated to a commemorative sign at the entry to the park.
- Pending budget approval, commemorative plaques will be available to memorialize community members at the Cemetery.
- Installation timelines are limited to optimize conditions, bulk pricing and staff workloads.
- Introduction of initial 10-year terms to ensure fiscal responsibility and greenspace aesthetic. Renewal 5-year terms thereafter with donors maintaining first right of refusal.
- Fees to be thoroughly reviewed to make these items as affordable as possible.
- Renewal terms offered to the donors, for an additional Care and Maintenance fee, for the life of the asset. Waived renewal on benches would create availability for commemorative benches at a reduced cost.

Requesting support from the Committee through a Resolution to Council to adopt the Commemorative Policy.



**Recreation, Culture and Parks
Policy 1-001: Commemorative Policy**

Approval Date: Month, DD, YYYY
Approval Authority: SLT OR Council, By-Law #####
Effective Date:

Next Scheduled Review Year: 2020
Department:
Last reviewed: Month, DD, YYYY
Revision Date/s:

POLICY STATEMENT

The Town of Tillsonburg encourages the installation of commemorative benches, trees and plaques that enhance the visitor experience, preserve the visual character of parks, trails and greenspace, and respect the intended use of public spaces.

PURPOSE

The purpose of this policy is to outline the terms and conditions for the provision of commemorative park benches, trees and plaques within the Town of Tillsonburg. This program allows individuals to commemorate loved ones or special occasions through installations located in the Town's parks, trails, and greenspace. These commemorative items are funded by the donor and maintained by the Town within the parameters outlined in this policy.

SCOPE

This policy establishes guidelines for citizens wishing to participate in the installation of benches, trees or plaques within Town-owned parks, trails and greenspace. The policy ensures consistency, protects the integrity of park environments, and provides clarity regarding ownership, maintenance, and administrative responsibilities.

Policy 1-001: Commemorative Policy

The program applies to benches, trees and plaques placed in Town-owned parks, trails and greenspace. Items constructed or maintained by private citizens or community groups outside this policy are not subject to its provisions. Existing commemorative items will be maintained for their reasonable lifespan or until staff deem them to be in disrepair.

All commemorative items installed under this policy become the property of the Town of Tillsonburg.

DEFINITIONS

Commemorative Item – A bench, tree or plaque installed in recognition or remembrance of an individual, group, or event, in accordance with this policy.

Donor – The individual or organization applying to sponsor a commemorative item.

Greenspace – Town-owned parks, trails and greenspace, intended for public use.

Manager – The Manager of Parks and Facilities, or delegate.

Priority Locations – Designated areas within Town greenspace identified by staff as suitable for commemorative installations.

Term – The period during which the Town will maintain a commemorative item, as outlined in this policy.

Town – The Corporation of the Town of Tillsonburg.

ROLES AND RESPONSIBILITIES

Council and Chief Administrative Officer (CAO):

- Approve and uphold the policy.

Manager of Parks and Facilities:

- Ensure appropriate funding mechanisms are in place.
- Review and approve applications.
- Determine location suitability and design compliance.
- Approve plaque inscriptions and oversee installation.
- Ensure adherence to safety, accessibility, and design standards.

Parks, Beautification and Cemeteries Advisory Committee (PBCAC):

- Provide guidance on schedule updates and policy review.

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Town Staff:

- Administer the application and installation process.
- Maintain commemorative items throughout their term.
- Remove items posing safety risks or beyond repair.

POLICY DETAILS

All existing commemorative items shall continue to be governed by the terms and conditions applicable at the time of installation with the exception of memorial tree stones, which shall be replaced with commemorative plaques following a five (5) year period.

New installations shall:

- Contribute to public enjoyment and greenspace aesthetics.
- Align with the design priorities and integrity of the Town's greenspace.
- Comply with Town standards for accessibility, safety, and maintenance.

Commemorative trees shall be identified with a staked plaque installed at the tree location for a period of one (1) year following planting. After this period, the plaque shall be removed and relocated to a commemorative sign at the entry to the park.

Commemorative plaques are available to memorialize community members at the Tillsonburg Cemetery. These plaques shall be affixed to a centrally located monument designed for commemorative purposes, in order to maintain consistency, dignity, and cemetery aesthetics.

Priority locations will be identified for placement. Donors may request preferred locations, subject to Manager approval.

Term and Maintenance

- The term of commemorative items is ten (10) years from installation.
- During this term, the Town will maintain the commemorative item and perform necessary repairs.
- The Town reserves the right to relocate any commemorative items if site conditions require.
- Upon expiration of the term, the Town will assess the condition of the commemorative item and determine whether replacement is required or renewal is available, at the Town's sole discretion.
- A renewal term is an additional five (5) years.

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- Donors are provided first right of refusal for their commemorative item.
 - Benches:
 - Donor renewal – Care & Maintenance fee.
 - Renewal waived – Bench becomes available for a new donor for a five (5) year term at a discounted fee. Option for a new bench to be installed using the existing foundation for a discounted fee.
 - Expected useful life of these commemorative benches is fifteen (15) years, to be assessed by the Town. Replacement is likely required at this time.
 - Trees:
 - Donor renewal – Care & Maintenance fee.
 - Renewal waived – Plaque is removed, the tree is no longer governed by this policy, and is incorporated into the Town's urban canopy.
 - Renewal available for the life of the tree.
 - Plaques:
 - One-time purchase, renewal not required.

Warranty

- Commemorative items include a warranty period of ten (10) years.
- The Town will repair or replace an item at no charge to the donor within the warranty period.
- Where, in the Town's assessment, a commemorative plaque is heavily damaged, the Town will provide a one-time, like-for-like replacement. Subsequent replacements, will be provided using alternative materials as determined by the Town.

PROCEDURE

The following procedure is to be followed:

Application Process

1. Applicants must complete a Commemorative Application Form available on the Town website.
2. Applications are accepted annually between April 1 and March 31 the following year. Only applications submitted before March 31 are eligible for installation in the current year.
3. Applications will be reviewed and approved by the Manager of Parks and Facilities.
4. Commemorative benches and trees will be installed on an annual basis June through August, at the Town's discretion. Commemorative plaques will be

Policy 1-001: Commemorative Policy

installed upon request approval, as availability and installation requirements allow.

Fees and Payment

- The donor must pay a deposit at the time of application, with the outstanding balance for benches and trees due by April 30 of the installation year. Commemorative plaques must be paid in full upon application approval.
- Fees are set in the Town's Rates & Fees Bylaw, and reviewed annually.
- Applicable fees are determined based on the fee schedule in effect for the year of installation or renewal.
- A portion of each fee is allocated to a reserve for care and maintenance throughout the term.

Plaque and Inscription Guidelines

- Plaques must meet the Town's specifications for size, material, and font.
- Inscriptions must not detract from the Town's image or contain discriminatory, derogatory, or offensive language.
- Inscriptions are limited to text only, images or photographs are not permitted.
- Messages will be approved at the discretion of the Manager.

Location and Installation

- The Town retains final discretion of the placement of commemorative items to ensure safety, accessibility, and both functional and visual continuity of the greenspace.
- Locations must comply with Crime Prevention Through Environmental Design (CPTED) standards.
- The Town will handle all installations to ensure product quality and safety.
- Site conditions and weather will dictate installation timelines.
- Site visits may be arranged with donors prior to installation.

Maintenance and Removal

- The Town will maintain commemorative items during their agreed upon term.
- The Town reserves the right to immediately remove any commemorative items deemed hazardous by the Manager.
- Donors are not permitted to add personal items (flowers, wreaths, stones, etc.) to commemorative sites.

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Accessibility

- All benches installed under this policy shall comply with the Accessibility for Ontarians with Disabilities Act (AODA).

Monetary Donations

- Individuals, organizations, or corporations may make monetary donations toward commemorative items for future use or replacement at the discretion of the Town.

DOCUMENTATION/REFERENCES

This policy shall be implemented in coordination with, and subject to, the following Town policies:

1. Public Parks and Recreation Area Bylaw 2024-073
2. Cemetery Bylaw 2021-058
3. Tree Bylaw 4001
4. Rates & Fees Bylaw 2025-102

ATTACHMENTS

- Schedule A – Commemorative Bench and Plaque Specifications

Schedule A

Commemorative Bench and Plaque Specifications

BENCH SPECIFICATION



Length – 70 inches.

Finish – Black powdercoat.

Material – High-strength steel tube and flat bar.

Detail – Metal seat and back, two end arms, plaque cutout.

PLAQUE SPECIFICATION



Size – 2 1/8 inch x 5 7/8 inch.

Finish – Bronze.

Detail – Maximum 4 lines, 25 characters per line.

Fonts – Arial, Bookman Old Style, *Lucida Calligraphy*, Times New Roman.