



The Corporation of the Town of Tillsonburg  
Cultural, Heritage & Special Awards Committee  
May 4, 2022  
4:30 p.m  
Council Chambers

## MINUTES

### **Present:**

Chair-Carrie Lewis Courtney Booth, Nisha Khan, Councillor Penny Esseltine, Jason Pankratz, Tabitha Verbuyst

**Absent with Regrets:** Rosemary Dean

### **Staff Present:**

Gina Armand-Records & Legislative Coordinator

### **1. Call to Order**

The meeting was called to order at 4:33pm by Chair-Carrie Lewis

### **2. Adoption of Agenda**

#### **Proposed Resolution #1**

**Moved by: Courtney Booth**

**Seconded by: Penny Esseltine**

THAT the Agenda as prepared for the Culture, Heritage and Special Awards Advisory Committee meeting of May 4, 2022, be adopted.

**Carried.**

### **3. Previous Minutes**

Committee Minutes No errors or omissions

### **4. Disclosures of Pecuniary Interest and the General Nature Thereof**

No disclosures of Pecuniary Interest were disclosed.

### **5. Closed Session**

#### **Proposed Resolution #2**

**Moved by: Jason Pankratz**

**Seconded by: Courtney Booth**

THAT the Culture, Heritage and Special Awards Advisory Committee move into Closed Session to consider a personal matter about identifiable individuals, including municipal or local board employees; under Section 239 (2)(b) of the Municipal Act.

**5.1.** Adoption of the Closed Session Agenda

**5.2.** Disclosures of Pecuniary Interest and the General Nature Thereof

**5.3.** Closed Session Items

**5.3.1.** Section 239 (2) (b) personal matters about identifiable individuals, including municipal or local board employees;

**Carried.**

### **6. General Business & Reports**

#### **6.1. Update on in person meetings**

The Committee's Liaison went over some new information regarding the return to in person meetings. Committee Members were happy to return back to in person meetings.

## **6.2. Heritage Designation Listings**

### **6.2.1. Heritage Designation Listings homework information (enclosed)**

Members reviewed all the listing homework. There were some suggestions to title changes and grammatical edits. Members will touch base with Patty Phelps, Museum Curator, who will fact check the information provided.

QR Codes for the Heritage Register were suggested as additional information for the listings. Discussions on adding an addition tab to the Town's website that would provide information on the listings for anyone who wishes to see it. The Committee's Chair will reach out to the Town's Communications Officer for advice on how to start the process.

Members will have the listings ready by next meeting in hopes to present the report at the Council meeting on May 24, 2022 or June 16, 2022.

## **7. Next Meeting**

Wednesday, June 1, 2022 at 4:30 p.m.

## **8. Adjournment**

### **Proposed Resolution #3**

**Moved by: Tabitha Verbuyst**

**Seconded by: Courtney Booth**

THAT the May 4, 2022 Culture, Heritage and Special Awards Advisory Committee meeting be adjourned at 5:12pm.

**Carried.**