



The Corporation of the Town of Tillsonburg

**Parks, Beautification and  
Cemetery Advisory Committee**

January 31, 2019

9:00 a.m.

Suite 203, 200 Broadway, 2nd Floor

# MINUTES

**Present:**

Bob Marsden, Paul Wareing, Christine Nagy, Maurice Verhoeve, Paul De Cleot, Ken Butcher, Donna Scanlan, Sue Saelens, Penny Esseltine

**Absent with Regrets:**

Marian Smith, Michael Dean

**Also Present:**

Corey Hill, Donna Wilson, Amelia Jaggard

**1. Call to Order**

The meeting was called to order at 9:00 a.m.

**2. Adoption of Agenda**

Resolution #1

Moved by: Bob Marsden

Seconded by: Christine Nagy

THAT the Agenda as prepared for the Parks, Beautification and Cemetery Advisory Committee meeting of January 31, 2019, be adopted.

**Carried**

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

There were no disclosures of pecuniary interest declared.

**4. Adoption of Minutes of Previous Meeting**

Proposed Resolution #2

Moved by: Bob Marsden

Seconded by: Sue Saelens

THAT the Parks, Beautification and Cemetery Advisory Committee Meeting Minutes of January 10, 2019, be approved.

**Carried**

**5. Presentations/Deputations**

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

### **6.1. Orientation - Donna Wilson, Town Clerk**

Amelia Jaggard, Legislative Services Coordinator, provided an overview of the materials available to members of the committee. Donna Wilson provided an overview of the roles of the Chair/ Vice Chair, members, staff and council representative.

### **6.2. Election of Chair and Vice Chair - Donna Wilson, Town Clerk**

#### **Motion**

Moved by: Christine Nagy

Seconded by: Sue Saelens

THAT Paul De Cleot be nominated for the position of Chair.

**Carried**

#### **Motion**

Moved by: Paul De Cleot

Seconded by: Christine Nagy

THAT Paul Wareing be nominated for the position of Vice Chair.

**Carried**

Donna Wilson left the meeting at 9:30 a.m.

### **6.3. Review of Terms of Reference - Corey Hill, Committee Staff Liaison**

To be discussed at the next meeting.

### **6.4. Summary of previous committee initiatives - Corey Hill, Committee Staff Liaison**

The Heritage, Beautification and Cemetery Advisory Committee drafted and submitted to Council an updated cemetery by-law, as well as a Tree By-Law. The committee also started a sub-committee to develop an in-house beautification program which was approved by Council in 2017 and enhanced in 2018.

### **6.5. "Keep Tillsonburg Beautiful" Event - Corey Hill, Committee Staff Liaison**

The Heritage, Beautification and Cemetery Advisory Committee organized an annual event on the first weekend in May called "Keep Tillsonburg Beautiful." Participation was poor the past couple years.

The Oxford County Trails Council has planned a Trails Festival for the first weekend of June. This event is focused on the unveiling of a memorial bench for Brian Stephenson.

Penny Esseltine suggested that a sub-committee be struck to coordinate the event.

**Motion**

Moved by: Christine Nagy

Seconded by: Sue Saelens

THAT the two events, Keep Tillsonburg Beautiful and the Trails Festival be combined for 2019;

AND THAT the committee strike a sub-committee to coordinate the event for the first weekend of June.

**Carried**

**Motion**

Moved by: Bob Marsden

Seconded by: Donna Scanlan

THAT the committee meet on the first Thursday of every month at 9:00 a.m. at this location.

**Carried**

**7. Correspondence**

**8. Other Business**

**9. Next Meeting**

Thursday, February 7, 2019 at 9:00 a.m.

**10. Adjournment**

Resolution #3

Moved by: Paul Wareing

Seconded by: Christine Nagy

THAT the January 31, 2019 Parks, Beautification and Cemetery Advisory Committee meeting be adjourned at 9:54 a.m.

**Carried**