



The Corporation of the Town of Tillsonburg
**Parks, Beautification and
Cemetery Advisory Committee**

April 4, 2019

9:00 a.m.

Suite 203, 200 Broadway, 2nd Floor

MINUTES

Present: Paul DeCloet, Paul Wareing, Bob Marsden, Marian Smith, Christine Nagy, Ken Butcher, Donna Scanlan, Maurice Verhoeve, Penny Esseltine, Sue Saelens.

Absent without Regrets: Mike Dean

Also Present: Corey Hill

1. Call to Order

The meeting was called to order at 9:01 a.m.

2. Adoption of Agenda

Proposed Resolution #1

Moved by: Bob Marsden

Seconded by: Sue Saelens

THAT the Agenda as prepared for the Parks, Beautification and Cemetery Advisory Committee meeting of April 4, 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: Marian Smith

Seconded by: Maurice Verhoeve

THAT the Parks, Beautification and Cemetery Advisory Committee Meeting Minutes of March 7, 2019, be approved.

Carried

5. Presentations/Deputations

There were no presentations/deputations.

6. General Business & Reports

6.1. Keep Tillsonburg Beautiful/Trails Festival Event – Sue Saelens

Sue Saelens, Chair of the Keep Tillsonburg Beautiful/Oxford Trails Festival Event

Sub-Committee, provided the Committee with an update as to the planning

progress for the event. The next sub-committee meeting is scheduled for April

11. It was mentioned that the Oxford County Trails Association is still seeking Corporate Sponsors for the Trails Festival event (which includes the Tillsonburg & Harrington locations). The Sub-Committee members also encouraged as many Committee members as possible to attend on June 2 to show support for the event and pitch in to help wherever needed.

6.2. Keep Tillsonburg Beautiful/Trails Festival Event Sub-Committee Membership – Corey Hill

Corey Hill, Committee Staff Liaison, explained that the Committee needed to approve Carol Jones & Kathy Sayeau to officially be apart of the Keep Tillsonburg Beautiful/Trails Festival Event Sub-Committee.

Proposed Resolution #3

Moved by: Sue Saelens

Seconded by: Christine Nagy

THAT the committee approve Carol Jones & Kathy Sayeau to be added to the Tillsonburg Beautiful/Trails Festival Event Sub-Committee.

Carried

6.3. Horticultural Society – Christine Nagy

On behalf of the Tillsonburg Horticultural Society, Christine Nagy presented an update on the Society's Commercial Beautification Program. The program currently has 31 participating businesses with 55 planters being ordered. Christine also advised that the Society's fundraising Garden Auction is scheduled for May 21st and that donations are being sought from businesses with the Town.

6.4. Scattering Gardens Sub-Committee - Corey Hill

Corey Hill, Committee Staff Liaison, explained that the sub-committee that was struck at the March 7, 2019, meeting did not identify the specific scope of work as well as the term of the sub-committee. The topic was discussed amongst the group and Robert Verhoeve, who was attending as a guest and was approved to speak by the Chair, expressed interest in being apart of the sub-committee.

Proposed Resolution #4

Moved by: Bob Marsden

Seconded by: Ken Butcher

THAT the committee strike a sub-committee to determine the success of scattering gardens, including the demand and potential users, in a similar sized municipality AND to report its findings back to the committee at the August 2019 committee meeting. The members of the sub-committee will be Paul Wareing, Ken Butcher, Maurice Verhoeve & Bob Marsden with Corey Hill acting as staff liaison.

Carried

Proposed Resolution #5

Moved by: Sue Saelens

Seconded by: Paul Wareing

THAT the committee approve Robert Verhoeve to be added to the Scattering Gardens Sub-Committee.

Carried

6.5. Beautification Program Update – Corey Hill

Corey Hill, Committee Staff Liaison, provided an update on the status of the Town's Beautification Program. There is a current posting for the seasonal full-time staff member for the program and the plan is to deliver the level of services that were provided in 2017. In addition, there was a recent meeting with Mark Renaud, Executive Director of the BIA, and there is a BIA plan to enhance downtown beautification in 2019 in cooperation with the Town & the Horticultural Society. There was a suggestion that perhaps Mark Renaud could be invited to a future committee meeting to outline the BIA plans.

7. Correspondence

None

8. Other Business

None

9. Next Meeting

Thursday, May 2, 2019, at 9:00a.m.at the Corporate Office Annex Suite 203 meeting room.

10. Adjournment

Resolution #5

Moved by: Ken Butcher

Seconded by: Maurice Verhoeve

THAT the April 4, 2019 Parks, Beautification and Cemetery Advisory Committee meeting be adjourned at 9:47 a.m.

Carried



The Corporation of the Town of Tillsonburg
**Keep Tillsonburg Beautiful/Trails Festival
Sub-Committee**

March 21, 2019

9:00 a.m.

Suite 203, 200 Broadway, 2nd Floor

MINUTES

Members Present: Sue Saelens & Marian Smith

Members Absent with Regrets: Paul DeCloet, Paul Wareing & Penny Esseltine

Also Present: Corey Hill & Carol Jones

1. Call to Order

The meeting was called to order at 9:06am

2. Adoption of Minutes of Previous Meeting

Proposed Resolution #1

Moved by: Marian Smith

Seconded by: Sue Saelens

THAT the Keep Tillsonburg Beautiful/Trails Festival Sub-Committee Minutes of March 8, 2019, be approved.

Carried

3. General Business & Reports

3.1. Reports/Updates:

3.1.1. Sub-Committee Membership

Corey explained that contrary to what was advised last meeting, a Council report formally recommending Carol Jones & Kathy Sayeau be approved to sit on the Keep Tillsonburg Beautiful/Trails Festival Sub-committee is not required. Instead, the Parks, Beautification & Cemetery Committee must approve their involvement in the Sub-committee. This will be added to the next PBC meeting agenda.

3.1.2 Event Opening & Memorial Bench - Penny & Corey

No updates at this time.

3.1.3 Refreshments & BBQ - Sue

Sue provided additional information to the Knights of Columbus. Request to be considered at their March 26 meeting. No update on the ice cream truck option.

3.1.4 Tree Planting - Corey

Corey met with Paul Gagnon from the LPRCA at the tree planting site and determined there would be a few suitable tree species that could be planted. Holes would need to be pre-augured which could be done by Parks. LPRCA to investigate tree availability.

3.1.5 Logistical Requirements - Penny & Corey

No updates at this time.

3.1.6 Marketing & Promotion - Sue & Corey

No updates at this time. Next Trails Meeting Apr 1.

3.1.7 Budget - Corey

The Trans Canada Trail Clean-up grant was approved and \$1,000 has been awarded. Awaiting Oxford County regarding an updated sponsorship letter with the Oxford County Trails Council letterhead.

3.1.8 Onsite/Adjacent Property Owner Liaison – Paul W

No updates at this time (Paul absent).

3.1.9 Canadian Raptor Conservancy Show - Carol

The show has set aside the date from 2-4pm. There is a \$500 fee and Carol will follow-up to determine what needs to happen to solidify the booking (deposit etc.).

3.1.10 NETRA Information – Carol

There is a commitment by Carol to represent the Norfolk Equestrian Trail Riding Association and hopefully have a horse onsite. No further update at this time.

3.1.11 Exercise - Paul

No updates at this time (Paul absent).

3.1.12 Trail Walks – Marian

No update at this time.

3.1.12 Station Arts – Corey

No updates at this time.

3.1.13 Oxford County Display – Sue & Corey

No updates at this time

4. Other Business

- 4.1. Sue to speak to Glendale High School about student Volunteers. Corey to follow-up regarding Town requirements for volunteers (sign-in sheets etc.).

5. Next Meeting

Thursday, April 11, 2019, at 9:00am at the Corporate Office Annex Suite 203 meeting room.

6. Adjournment

The meeting was adjourned at 10:00am