MINUTES

Present: Paul DeCloet, Bob Marsden, Christine Nagy, Donna Scanlan, Maurice Verhoeve, Marian Smith, Sue Saelens, Penny Esseltine & Mike Dean

Absent with Regrets: Ken Butcher & Paul Wareing

Also Present: Corey Hill

1. Call to Order
   The meeting was called to order at 9:02 a.m.

2. Adoption of Agenda
   Resolution #1
   Moved by: Bob Marsden
   Seconded by: Penny Esseltine
   THAT the Agenda as prepared for the Parks, Beautification and Cemetery Advisory Committee meeting of July 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
   Resolution #2
   Moved by: Marian Smith
   Seconded by: Sue Saelens
   THAT the Parks, Beautification and Cemetery Advisory Committee Meeting Minutes of June 6, 2019, be approved.
   Carried

5. Presentations/Deputations
   None

6. General Business & Reports
   6.1. Cemetery – By-law Violation – Corey Hill
       Corey Hill, Committee Staff Liaison, provided that on June 11, 2019, Cemetery staff observed a wooden pergola that had been constructed within the Cemetery. The pergola was built over the Lonsbary family monument without prior communication and/or approval from the Town. This issue was reviewed within the Recreation, Culture & Parks Leadership team. On June 12, 2019, Corey Hill, Manager of Parks & Facilities,
spoke with Les Lonsbary about the pergola. Mr. Lonsbary acknowledged that he built the structure and that he did not seek prior permission and/or approval from the Cemetery Office or any Town Staff. Staff explained that the pergola was deemed to be “not in keeping with the respect and dignity” of the Cemetery as per Cemetery By-Law #3640, section “F” and as such, requested Mr. Lonsbary to remove the structure. Mr. Lonsbary replied that he would not be removing the pergola and requested the process to challenge the By-Law interpretation. Staff explained that the By-Law permitted Town Staff to remove the structure right away, however given the sensitivity of the location Staff would leave the pergola in place until this matter had been more formally addressed.

Committee members discussed concerns including wanting a consistent look to the Cemetery, that wooden structures and memorial/monuments are not permitted as per the By-Law, that there was no advanced permission and/or approval obtained prior to building the structure, that this may set a precedent and more structures could appear in the Cemetery and that the pergola was not in keeping with the respect and dignity of the Cemetery. Mr. Lonsbary was present at the meeting and addressed the Committee as to his reasoning for constructing the pergola and how the structure would be permitted as per his interpretation of By-law #3640.

**Resolution #3**
Moved by: Penny Esseltine
Seconded by: Sue Saelens
THAT the Parks, Beautification & Cemetery Advisory Committee recommends Council adhere to the Cemetery By-Law #3640 and direct the removal of a wooden pergola which was installed over a monument within the Cemetery without prior authorization from the Town.
Carried

6.2. **Keep Tillsonburg Beautiful/Trails Festival Event Subcommittee Final Report – Sue Saelens**
Sue Saelens, Chair of the Keep Tillsonburg Beautiful/Oxford Trails Festival Event Subcommittee, provided the Committee with a final summary of the June 2nd event including recommendations for any future events.

6.3. **Scattering Gardens Sub-Committee Report – Ken Butcher;**
In Ken’s absence, Corey Hill, Committee Staff Liaison, outlined that the sub-committee last met on June 27th and that Ken Butcher was sending out the finalized version of the questionnaire and a list of Cemeteries for Subcommittee members to contact. The next sub-committee meeting is scheduled for July 25th, 2019.

6.4. **Cemetery Bylaw (#3640) Revisions;**
The Committee discussed the Bereavement Authority of Ontario’s (BAO) guide to developing a Cemetery By-law and how it applied to the “General Information” section of the current By-law. Discussions were cut short due to meeting duration and will continue at next meeting.
6.5 Carrol Trail Enhancements;
This item was deferred until the next meeting due to time.

7. Correspondence
None

8. Other Business
8.1 Cemetery
It was mentioned that the Cemetery signage should be discussed at a future meeting and/or as a part of the By-law revisions and that the grass in the Cemetery is in need of cutting and trimming.

9. Next Meeting
Thursday, July 4th, 2019, at 9:00a.m.at the Corporate Office Annex Suite 203 meeting room.

10. Adjournment
Resolution #4
Moved by: Marian Smith
Seconded by: Donna Scanlan
THAT the July 4, 2019 Parks, Beautification and Cemetery Advisory Committee meeting be adjourned at 10:02 a.m.
Carried