

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



Tuesday, February 25, 2025

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 February 25th Parks, Beautification & Cemeteries Committee meeting, 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, as prepared, from the January 28th meeting, be adopted.

5. Presentations

6. Information Items

6.1 Committee mandate review

7. General Business & Reports

7.1 Cemetery lots requirements

At the January 27, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2025-041

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

A. THAT report RCP 25-001 titled "Cemetery By-Law Lots Requirements" be received as information; and

B. THAT the Cemetery By-Law Section 13 Care of Lots – Flowers requirements be reviewed by the Parks, Beautification and Cemeteries Advisory Committee and staff, for recommendations on finding efficiencies and that a report be brought back to Council.

Carried

8. Next Meeting

March 25, 2025

9. Adjournment

Moved By: _____

Seconded By: _____

THAT the February 28th Parks, Beautification & Cemeteries Committee meeting be adjourned at ___ pm



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

Tuesday, January 28, 2025
5:00 PM
Boardroom CSC
10 Lisgar Ave.

- ATTENDANCE: Mike Dean
Barbara Wareing
Martha Kirkpatrick
Isaac Card
Joan Weston
Paul DeCloet
Pete Luciani
Deb Gilvesy
- Regrets: Ron Walder
Maurice Verhoeve
Kristine Vandebussche
- Staff: Margaret Puhr
Andrea Greenway
Adam Kannawin
- Regrets: Matt Johnson

-
- 1. Call to Order**
 - 2. Adoption of Agenda**
Resolution # 1

Moved By: Joan Weston

Seconded By: Paul DeCloet

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

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Pete Luciani

Seconded By: Deb Gilvesy

THAT the minutes from November 26, 2024 meeting, be adopted

Carried

5. Presentations

6. Information Items

6.1 Manager of Parks and Facilities - introduction

Andrea introduced Adam Kannawin.

6.2 Communities in Bloom

Andrea presented the message from John Lohuis. The committee received the information.

6.3 Tillsonburg Soccer Club

Staff is still waiting to hear from BAO regarding the cemetery designation.

6.4 Grapevine removal update

Paul spoke regarding a pilot project on the South side of the trail to see how this works as well as to preserve some grapevines as food source, particularly for the birds.

The committee would like to wait for LPRCA to get the licensing and address this at that time again.

6.5 TCT trail - Paul DeCloet

Paul would like to establish the entrance area as a natural area for beautification.

The property belongs to the county but the county might be interested in beautification of the trail.

The boundary should be established for the purpose of the beautification efforts. Staff will reach out to the county regarding the boundary lines.

7. General Business & Reports**8. Next Meeting**

February 25, 2025

9. Adjournment**Resolution # 3**

Moved By: Martha Kirkpatrick

Seconded By: Pete Luciani

THAT the January 28, 2025 meeting be adjourned at 5:42pm

Carried



Parks, Beautification & Cemeteries Advisory Committee

Terms of Reference

Mandate:

To advise and make recommendations to Council on all matters with respect to the utilization and beautification of public parks, trails, trees and green space within the Town of Tillsonburg (including Memorial Park Revitalization Project) and Tillsonburg cemeteries.

1.0 Role of the Parks, Beautification & Cemeteries Advisory Committee

- 1.1 To advise Council on matters of parks, trails and green space within Tillsonburg.
- 1.2 To provide recommendations to Council on all aspects of the planning, design, layout and construction of the revitalization project. Considerations when planning the project include: heritage, efficiency, current and projected use, budget, architectural and landscape design, environmental impact, aesthetics, active transportation principles, accessibility guidelines, municipal policy and building code issues.
- 1.3 To make recommendations to Council regarding the beautification of public spaces including both naturalized and cultivated areas, as well as heritage trees.
- 1.4 To assist Council in enhancing and beautifying the Town of Tillsonburg by recommending implementation of community based beautification projects.
- 1.5 To make recommendations to Council with regards to the preservation, maintenance and development of Tillsonburg cemeteries.
- 1.6 Liaise with other organizations and Committees to promote Tillsonburg's parks and green spaces.
- 1.7 To advise and inform Council on issues related to public green spaces as they arise.
- 1.8 To advise Council with regard to the Community Strategic Plan.
- 1.9 To set out clear goals for the committee for the term.

2.0 Organization of the Committee

The Committee should be composed of people within Tillsonburg who demonstrate a strong commitment to the Terms of Reference. A cross section of individuals should attempt to be chosen in order to bring to the committee relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills.

- 2.1 Vacancies for citizen appointments will be advertised as per the Town's procedures for Committees of Council.

- 2.2 Committee members will be appointed by Council.
- 2.3 The Committee shall have a minimum of seven members (one Council representative and six members of the public) with a maximum of thirteen members in total.
- 2.4 The term of a Committee Member is four years, concurrent with the term of Council.
- 2.5 Additional members may be appointed throughout the term.
- 2.6 One member will be appointed by vote of the committee at the first meeting of each term to Chair the meetings for that term. At this time, they will select a vice-chair for the same duration. The appointees shall not be staff members or Council representatives.
- 2.7 Municipal staff shall act in an advisory manner to the committee and the role of staff liaison shall be fulfilled by the Parks and Facilities Manager.

3.0 Meetings

- 3.1 The Committee will hold a minimum of four meetings a year with a maximum of one meeting per month.
- 3.2 The date and time of the regular meetings will be established at the first meeting of each term.
- 3.3 Meetings will have a formal agenda.
- 3.4 Agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting.
- 3.5 A majority of Council appointed Committee Members will constitute quorum for the transaction of business.

4.0 Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- 4.1 Calling the meetings to order.
- 4.2 Encouraging an informal atmosphere to encourage the exchange of ideas.
- 4.3 Creating an agenda in consultation with the Secretary and staff liaison.
- 4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.
- 4.5 Acting as spokesperson.
- 4.6 Representing the Committee on other committees when necessary.
- 4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-Law.
- 4.8 In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

5.0 Role of the Secretary

The Secretary is responsible for ensuring a complete up-to-date record for the Committee. The Secretary will be the staff liaison for the Committee.

5.1 In liaison with the Chair, arrange date, time and venue for meetings.

5.2 In liaison with the Chair, set agendas and circulate agendas to the members two business days prior to the meeting.

5.3 Circulate draft minutes to the members.

5.4 Keep a complete up-to-date record of the Committee minutes.

6.0 Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

6.1 Attend all regularly scheduled meetings. Members shall notify the Chair and Secretary if they are unable to attend a meeting.

6.2 Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of three or more consecutive meetings then their seat on the Committee shall be declared vacant.

6.3 Review all information supplied to them.

6.4 Prepare information for use in the development of materials for the Committee.

6.5 Promote the role of the Committee and its' decisions made.

6.6 Offer input to committee reports to Council.

6.7 Attend training as required to effectively perform their role as a committee member.

6.8 Committee Members are subject to the *Municipal Conflict of Interest Act R.S.O. 1990, c. M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

7.0 Role of Municipal Staff

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

7.1 Act as an information resource.

7.2 Orientation of Committee members by the Clerk's Department at the first meeting after Council appointment.

7.3 Assist the Committee in its' reporting to Council.

7.4 Provide correspondence to the Committee.

7.5 Responsible for maintain accurate and up-to-date committee records and providing minutes to Council.

8.0 Reports to Council

The Committee may advise and make recommendations to Council in accordance with its' role. Reports may be submitted as follows:

8.1 Verbally by a Council representative.

8.2 Written Report from the staff liaison and presented by the Chair or the designated representative to Council.

An annual report will also be submitted and presented to Council at the beginning of

each year outlining the Committee's accomplishments in the previous year.



www.tillsonburg.ca



Committee Handbook

Town of Tillsonburg
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Tillsonburg, ON N4G 5A7
TEL: 519.688.3009
www.tillsonburg.ca



Contents

1. Introduction	3
2. Purpose	3
3. Definitions	3
4. Vision Statement.....	5
5. Appointment/Application Procedure.....	5
6. Council Member Appointees.....	6
7. Mayor as Ex-Officio	6
8. Roles and Responsibilities of a Committee Member	6
9. Chair of the Committee	7
10. Staff Liaisons.....	7
11. Agenda Processes	7
12. Minutes.....	8
13. List of current Committees of Council.....	8
14. Council Contact Information	9
15. Resources	9

1. Introduction

Welcome to Town of Tillsonburg as a committee member!

Committees and Boards are established by Council for the purpose of encouraging community participation in specified areas. Volunteers who choose to serve on these Committees are an essential part of running an effective and efficient local government. These bodies play an important role in the corporate decision-making process by providing advice and recommendations to the Town of Tillsonburg Council.

As you put your time and talent to work, it is critical that you keep the public interest in mind. The Town of Tillsonburg appreciates your efforts and Committee involvement to improve the Corporation. Our elected officials and staff are looking forward to working with you! In this handbook we have included some materials that may assist you along the way.

Your comments for revisions for future handbooks are always welcome.

2. Purpose

The purpose of this manual is to assist in guiding newly appointed citizens to Committees to be influential members of the community. This document outlines a fair and transparent approach and process for the establishment and operation of Committees.

This is an introductory handbook that contains basic information and should be used in conjunction with materials specific to your Committee such as a Terms of Reference.

Some Committees are legislated by the province, some have specific guidelines mandated by By-Law and others are created and organized through Council. You will find a complete list of current Committees included in this manual.

3. Definitions

3.1 “Advisory Committee” means a committee constituted by Council from time to time to act in an advisory capacity to Council and provide input on a discretionary basis on a particular matter or undertake special projects as assigned and in accordance with their terms of reference.



3.2 “Amendment to a Motion” means a motion to change the words of a pending motion. Amendments are debateable if the original motion is debateable. The amendment shall be germane (relevant) and not contrary to the main motion.

3.3 “Chair” shall mean the person presiding over a meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding. The Chair (except when disqualified) shall vote on all questions.

3.4 “Clerk” shall mean the Town Clerk of The Corporation of the Town of Tillsonburg.

3.5 “Committee” shall mean a Committee established by Council.

3.6 “Council” shall mean the Council of The Corporation of the Town of Tillsonburg.

3.7 “Confidential Information” includes information in the possession of the Town that the Town is prohibited from disclosing under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, the Personal Health Information Protection Act, 2004, S.O. 2004, Chapter 3, Schedule A, and other applicable legislation. Confidential Information also means any information that is of a personal nature to Town employees or clients or information that is not available to the public and that, if disclosed, could result in loss or damage to the Town or could give the person to whom it is disclosed an advantage. Confidential Information includes items disclosed or discussed at closed sessions of Council and Committee meetings.

3.8 “Debate” shall mean discussion on the merits of a question/motion and whether the proposed action should or should not be taken. A main motion must be introduced and if required seconded before debate begins.

3.9 “Deputation” shall mean a person/group making a verbal presentation to Council.

3.10 “Division of the Question” shall mean a request by a Member to have a motion divided into parts which are capable of standing alone, so that these parts may be considered separately.

3.11 “Gift” includes any cash or monetary equivalent fee, object of value, service, forbearance, preferential treatment or personal benefit received from a third party.

3.12 “Improper Conduct” shall mean conduct that obstructs in any way the deliberations and/or proper action of Committee or Council.



3.13 “Meeting” shall mean any regular, special, Committee or other meeting of Council and its Committees.

3.14 “Member” shall mean a member of the Council or a Committee of Council and shall include the Mayor.

3.15 “Minutes” shall mean a record of the proceedings of a meeting, and shall be made by the staff liaison without note or comment.

3.16 “Motion” shall mean a Resolution of Council or a Recommendation of a Committee that is under debate by Council or a Committee.

3.17 “Order of Business” shall mean the sequence of business under consideration at a meeting that has been duly called and constituted.

3.18 “Pecuniary Interest” includes a direct or indirect pecuniary interest of a member in accordance with the Municipal Conflict of Interest Act.

3.19 “Quorum” shall mean a majority of the whole number of Members required to constitute a Council.

3.20 “Resolution” shall mean a motion that has been passed by Council.

4. Vision Statement

Our vision for Tillsonburg is to grow a vibrant and engaged community built on partnerships and entrepreneurial spirit. The vision includes diverse housing, employment options, modern amenities and sustainable growth that remains true to our culture and heritage and positions the community as a regional centre.

5. Appointment/Application Procedure

When there are vacant positions to be filled by Council appointment, the Clerk publishes a public notice inviting residents of Tillsonburg to apply. Vacancies for citizen appointments shall be publicly advertised in the local newspapers, through social media and on the Town website. It is not a requirement that applicants are a resident or municipal taxpayer in Tillsonburg.



6. Council Member Appointees

A Council Member is appointed to sit on each advisory committee. Council Appointees shall be active, participating Committee Members while having due regard to their role as a Councillor.

7. Mayor as Ex-Officio

The Mayor of the Council of the Town of Tillsonburg is an ex officio member of every Committee.

Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, and all members of the Committee are present.

If there is an absent member, the Mayor's attendance replaces the absent member and the membership number is not automatically increased by one.

The Mayor is able to participate in the business of the Committee without any restriction including voting. Members of Council are able to attend any meeting, however only members of Council who have been appointed to a Committee are entitled to vote.

8. Roles and Responsibilities of a Committee Member

As a member of a Committee of the Town of Tillsonburg, you are expected to represent the Town in a professional, mindful matter at all times. Although each individual Committee has their own specific mandate, it is your role to represent the interests of the community and to advise Council of such.

Following being appointed to a Committee, it is your responsibility to attend regular meetings and provide the necessary skills and knowledge that you were chosen for. If you are unable to attend a meeting, it is your responsibility to advise the Staff Liaison and the Chair of the Committee that you cannot attend. If you miss three (3) consecutive meetings, without justification, the Chair of the Committee, along with the Staff Liaison, will ask the member if they wish to remain on the Committee or if they wish to resign.

It is also the responsibility of each individual Board Member to make decisions that best reflect interests of the Town and be sure not to make decisions for personal gain. All



Board and Committees are expected to obey and comply with all the requirements of any applicable laws, including municipal By-Laws.

9. Chair of the Committee

The leadership skills of the Chair of a Committee can be a critical factor in determining the overall effectiveness of the meeting. The Chair must maintain high levels of personal integrity and confidentiality at all times.

As the Chair of a Committee, your duties consist of (but are not limited to):

- Facilitate the meeting while following Policy for Committees;
- Participate as an active, voting member, encouraging participation by all Committee Members;
- Maintain decorum and ensure fairness and accountability;
- Be the point of contact with Council; and
- Attend any training sessions offered by the Town.

10. Staff Liaisons

Each Committee will be provided a Staff Liaison to assist the Committee with the administration of the Committee. The Staff Liaison will be required to work closely with the Chair to ensure effective meeting management.

Prior to Committee Meetings, the Staff Liaison shall prepare the Agendas and other relevant materials, distribute materials to all Committee Members, arrange for set up of meeting areas and determine if quorum is met. During the meeting the Staff Liaison is responsible for recording minutes and to offer procedural and process advice to the Chair and Committee members. Following the meeting the Staff Liaison will finalize meeting minutes, distribute to Committee members and follow-up with any resolutions of Committee that require action.

11. Agenda Processes

It is recommended that all Committees of Council of the Town of Tillsonburg are consistent and accountable. To achieve this we have created templates for Agenda's and Minutes that each Committee should follow. It is necessary to have consistency in order to capture all recommendations to Council in a formal manner by utilizing the templates.



As per the Policy for Boards and Committees of Council the following components are to be included in the Agenda, where specific subject items are described in each component:

1. Date, time, location of meeting
2. Members present (include office, i.e. Chair, Recording Secretary)
3. Members absent/regrets
4. Disclosure of Pecuniary Interest
5. Minutes of the Previous Meeting
6. Presentations/Deputations
7. General Business and Reports
8. Next meeting
9. Adjournment

12. Minutes

The minutes of all Town of Tillsonburg Committees must be recorded without note or comment and should be uniform for readability. The minutes must contain the date, the time, the location, members present and members absent. It is also recommended that the Board/Committee minutes briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion. Staff will be required to prepare a report for any recommendation of a Board/Committee requiring action by Council.

13. List of current Committees of Council

- Accessibility Advisory Committee
- Affordable Housing Committee
- Boundary Adjustment Committee
- Economic Development Advisory Committee
- Museum, Cultural, Heritage and Special Awards Advisory Committee
- Parks, Beautification and Cemeteries Advisory Committee
- Recreation and Sports Advisory Committee
- Tillsonburg Airport Advisory Committee
- Tillsonburg Traffic Advisory Committee
- Youth Engagement and Strategy Committee



14. Council Contact Information

Deb Gilvesy

Mayor

T. 519-688-3009 ext 4053

dgilvesy@tillsonburg.ca

Dave Beres

Deputy Mayor

T. 519-983-7551

dberes@tillsonburg.ca

Pete Luciani

Councillor

T. 519-688-3009 ext 4054

pluciani@tillsonburg.ca

Christopher (Chris) Parker

Councillor

T. 519-688-3009 ext 4055

cparker@tillsonburg.ca

Bob Parsons

Councillor

T. 519-688-3009 ext 4050

dgilvesy@tillsonburg.ca

Chris Rosehart

Councillor

T. 519-688-3009 ext 4056

crosheart@tillsonburg.ca

15. Resources

It is important for Committee members to understand each of the following documents as they outline the roles, responsibilities, and expectations for all Town of Tillsonburg committee members.

- Terms of Reference
- Tillsonburg Procedural By-law
- Code of Conduct
- Policy for Boards and Committees



Subject: Cemetery By-Law Lots Requirements

Report Number: RCP 25-001

Department: Recreation, Culture and Parks Department

Submitted by: Margaret Puhr / Andrea Greenway

Meeting Type: Council Meeting

Meeting Date: Monday, January 27, 2025

RECOMMENDATION

THAT report RCP 25-001 titled "Cemetery By-Law Lots Requirements" be received as information.

BACKGROUND

At the December 9, 2024, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2024-599

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

THAT staff be directed to provide a report regarding the Cemetery By-Law care of lots requirements as it relates to the placement of items on gravestones.

Carried

DISCUSSION

The Cemetery By-Law 2021-058 was created and enacted in 2021. Section 12 and 13 of the By-Law relates to the care of lots:

12.CARE OF LOTS

12.1. Income from the Care and Maintenance Fund shall be expended to maintain secure and preserve the cemetery grounds. Such expenses may include, but are not limited to expenses arising from:

- Re-levelling and sodding or seeding of lots
- Maintenance of cemetery roads, sewers and water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of columbarium
- Repairs and general upkeep of cemetery maintenance buildings and Equipment

RCP 2025-001 Cemetery By-Law Lots Requirements

12.2. The Cemetery Operator reserves the right to regulate the articles placed on lots or plots, including those that pose a threat to the safety of all Interment Rights Holders, visitors to the cemetery, Cemetery Contractor or his/her assistant or those designated to do work on behalf of the Cemetery Operator; prevents the Cemetery Operator from performing general cemetery operations; or are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.

12.3. No person shall plant trees or create new flower beds in the cemetery except with the approval of the Cemetery Operator.

12.4. If any trees are situated in the boundaries of any lot shall have, become by means of their roots, limbs or branches or in any way, detrimental to the adjacent lots, drains, roads or walks, or prejudicial to the appearance of the ground or inconvenient to the public, the Cemetery Supervisor or designate may remove such trees or parts thereof.

12.5. No Person other than the Cemetery Supervisor or designate shall cut or remove any sod or in any other way change the surface of the burial lot in the Cemetery. In the event of any such change, the Cemetery Operator may restore the lot to its original grade at the expense of the Holder.

12.6. No unauthorized person shall move grave markers in the cemetery.

12.7. Borders, fences, railing, cut-stone coping and hedges in or around lots are not permitted.

12.8. Moon rays/solar lights shall not be permitted.

12.9. Flat markers with a vase affixed thereto, shall be permitted in the Cemetery, however, the vase shall only be allowed to be raised one (1) week before and one (1) week after Decoration Day (3rd Sunday in August). The vase must be lowered during the remainder of the year for maintenance purposes.

12.10. Nails, wires, glass or breakable pottery/ornamental containers/articles, or any other material that creates a hazard to workers and to visitors when neglected or broken shall not be permitted in the cemetery. The Cemetery Supervisor or designate shall have the authority to remove any neglected containers/articles deemed to be creating a hazard.

RCP 2025-001 Cemetery By-Law Lots Requirements

12.11. Candles, incense and flammable articles shall not be permitted in the cemetery.

12.12. The Cemetery Operator shall not be responsible for loss or damage to any articles left upon any lot or plot.

12.13. Rubbish shall not be thrown on roads, walks, or any part of the grounds or buildings. Receptacles are provided at convenient locations within the premises for the deposit of weed, decayed flowers, plants, etc.

12.14. When necessary, the Cemetery Supervisor or designate shall lay wooden planks on the burial lots and paths to protect the surface from damage of heavy equipment when undertaking required work within the cemetery.

13.CARE OF LOTS - FLOWERS

13.1. A flower bed should not be created if they are unable to be maintained. The Cemetery Supervisor or designate shall have the right to remove a flower bed if it is not being maintained. The Cemetery Operator, or designate is not responsible for any watering or maintenance of live plants and flowers or artificial decorations.

13.2. Flower beds shall be permitted in front of upright monuments and markers located at the head of lots, but must not exceed 50.8 cm (20 inches) distance from the monument/marker base. Beds are not to exceed the monument/marker width and where there is no monument, flower beds can only be planted by permission of, and under the direction of the Cemetery Supervisor. Planting of borders around lots is prohibited.

13.3. Flower beds and plants, etc. shall not be permitted behind the monument as the rights to this area may belong to other individuals or the Cemetery Operator. Exceptions may apply to those who hold the rights to consecutive lots only upon written approval by the Cemetery Supervisor.

13.4. Flowers, flower beds shall be prohibited on lots designated for flat markers (memorial lots/urn garden).

13.5. Flowers placed on a grave for a funeral shall be removed by the Cemetery Supervisor or designate after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

RCP 2025-001 Cemetery By-Law Lots Requirements

13.6. In the event that a flower bed located on a lot impedes a regular interment, the Cemetery Supervisor or designate shall have the right to remove such flower bed. It is the responsibility of the lot owner to replace such flower bed if desired.

13.7. To preserve the proper appearance of the grounds, fresh and artificial flower arrangements as well as potted plants are permitted to be placed on cemetery lots between May 1 and October 31. These must be cleaned up and removed by November 1st of each year.

13.8. No glass containers shall be used for flowers.

13.9. Natural winter wreaths or toppers as well as seasonal artificial flowers and wreaths are permitted to be placed on a lot between November 1 and March 31 each year. These must be securely fastened to the monument, or where there is not a monument, mounted on a stand of at least 76.20 cm (30 inches) high securely anchored to the ground. These must be cleaned up and removed by March 31 each year.

13.10. The Cemetery Supervisor or designate reserves the right to remove all natural or artificial flower arrangements, wreaths, potted plants in containers or toppers when they become withered or unsightly, or for other reasons such removals are in the best interest of the cemetery.

The By-Law designates the municipality of Tillsonburg as the Cemetery's Operator and enforcer of the By-Law.

Copies and access to the By-Law are readily available at the Cemetery Office and on the town's website.

Staff have investigated by-laws related to care of lots in the surrounding area and found that all appear to be similar to the Town of Tillsonburg's by-law. The applicable sections from the City of Woodstock, Norfolk County and the City of Brantford by-laws are attached for information.

All municipalities reviewed allow for seasonal placement of items, however, what is allowed varies. The City of Woodstock only allows memorial wreaths whereas Norfolk County and the City of Brantford both allow for flower beds within specific planting and dimension parameters and allow for personal items on grave sites. Brantford allows for

RCP 2025-001 Cemetery By-Law Lots Requirements

personal items and flower beds between March 15 and October 15. Norfolk County allows for these items between April 1 and November 1. Woodstock allows for memorial wreaths between May 1 and November 30.

The Town of Tillsonburg Cemetery by-law is in line with neighbouring municipalities in what is allowed on a cemetery lot and in the timeframe that items may remain at a site.

CONSULTATION

This report has been prepared in consultation with Parks Staff. By-laws from Woodstock, Norfolk County and the City of Brantford were reviewed for comparative data.

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial cost associated with this report.

CORPORATE GOALS

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – N/A

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

Appendix A – 2021 Cemetery By-Laws FINAL

Appendix B – Municipal Cemetery By-Laws – Comparator Municipalities