

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



Tuesday, March 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 March 25 Parks, Beautification & Cemeteries Committee, 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 from February 25th Parks, Beautification & Cemeteries Committee, be adopted.

5. Presentations

6. Information Items

6.1 Memorial benches and trees

6.2 Cemetery care lots by-law review by sub-committee

6.3 Cemetery trees and storage building

6.4 TCT boundary update

6.5 Tillsonburg 200th

7. General Business & Reports

8. Next Meeting

April 29, 2025

9. Adjournment

Moved By: _____

Seconded By: _____

THAT the March 25 meeting be adjourned at __ pm.



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

Tuesday, February 25, 2025
5:00 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Ron Walder
Barbara Wareing
Kristine Vandebussche
Martha Kirkpatrick
Isaac Card
Joan Weston
Paul DeCloet
Pete Luciani, Councillor
Deb Gilvesy, Mayor

Regrets: Mike Dean
Maurice Verhoeve

Staff: Margaret Puhr, Administrative Assistant – Recreation, Culture & Parks
Andrea Greenway, Director of Recreation, Culture and Parks
Adam Kannawin, Manager of Parks and Facilities

1. Call to Order

The meeting was called to order at 4:58pm

2. Adoption of Agenda

Resolution # 1**Moved By:** Pete Luciani, Councillor**Seconded By:** Barbara Wareing

THAT the agenda, as amended with verbal update on TCT boundaries, for the February 25th Parks, Beautification & Cemeteries Committee meeting, 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:** Joan Weston**Seconded By:** Martha Kirkpatrick

THAT the minutes, as prepared, from the January 28th meeting, be adopted.

Carried**5. Presentations****6. Information Items****6.1 Committee mandate review**

Andrea provided quick half-term review.

6.2 TCT boundaries - verbal update

Adam provided update on the boundary - county agreed that the grapevine removal is fine, but further beautification needs county approval. The engineering department may be able to help with staking out potential beautification area.

Mayor would like to see some beautification honouring 200th anniversary of Tillsonburg by planting trees and include a plaque.

7. General Business & Reports**7.1 Cemetery lots requirements**

Subcommittee - Kristine, Martha, Isaac and Barb will review the section of the by-law and bring back recommendation to the committee.

8. **Next Meeting** – March 25, 2025

9. **Adjournment**

Resolution # 3

Moved By: Joan Weston

Seconded By: Ron Walder

THAT the February 28th Parks, Beautification & Cemeteries Committee meeting be adjourned at 5:18 pm

Carried



Staff update to Parks, Beautification & Cemeteries Advisory Committee

FROM: Adam Kannawin, Manager of Parks & Facilities

DATE: March 25, 2025

SUBJECT: Memorial Bench and Tree Program

MEMO

At the January 27th Council Meeting, Council received a delegation regarding the Memorial Bench Program. Parks staff have since received multiple inquires for memorial trees with many people indicating the cost of a tree being more reasonable than a memorial bench. In 2022, the Memorial Tree Program was put on hold for review, which has yet to be completed.

Parks intends to review and combine both into one Memorial Program. This review will take place in Q2 and will be brought back to the PBCA Committee for input prior to re-launch. This will be a fulsome review and address: available locations, number of memorials per location, standard practice guidelines for installations, cost analysis, and program administration and tracking.

In the interim, Parks staff will maintain a list of those interested in memorial trees and benches and will be informed upon program renewal.



Subcommittee update to Parks, Beautification & Cemeteries Advisory Committee

FROM: Isaac Card, Chair

DATE: March 25, 2025

SUBJECT: Cemetery lots care – by-law

MEMO

The subcommittee consisting of Isaac Card, Barb Wareing and Kristine Vandenbussche met on March 11th to review the cemetery lots care section of the Cemetery by-law.

The subcommittee reviewed and discussed rules in surrounding cemeteries, past and future considerations and concluded that the by-law as it is worded in the current document reflects the needs of cemetery users as well as giving the staff powers to made decisions based on individual cases and circumstances.

Therefore, the subcommittee recommends that the by-law remain as is. Once the current cemetery is filled and the new section opened, the subcommittee recommends another review regarding that section specifically and update to the existing by-law.



Staff update to Parks, Beautification & Cemeteries Advisory Committee

FROM: Adam Kannawin, Manager of Parks & Facilities

DATE: March 25, 2025

SUBJECT: Cemetery Storage Building and Surrounding Landscaping

MEMO

Staff continually look for ways to beautify the cemetery and are looking for feedback from the PBCA Committee on the old Cemetery Office (now storage building) and the existing landscaping around it. The trees and shrubs surrounding the building are overgrown and starting to lean. Staff would like to look at two separate approaches to this are:

Short term – Dealing with trees and beds. Make safe and beautify.

Long term – The building itself. New façade or removal? No current budget, would need to be added to future capital.



Staff update to Parks, Beautification & Cemeteries Advisory Committee

FROM: Adam Kannawin, Manager of Parks & Facilities

DATE: March 25, 2025

SUBJECT: TCT Boundary & Grape Vine Update

MEMO

At the January 28th PBCA Committee meeting, staff were requested to investigate the possibility of locating the property line at the TCT trail head west of Tillson Ave, with the intention to plant trees to delineate trail property from the neighbouring properties south of the trail. Staff were also asked when the grape vine spraying was scheduled to take place.

Through communication with Oxford County representatives, this request has been denied at this time. Oxford County has advised the areas that extend beyond the rail corridor at this location are being considered for land disposal. This is being considered as part of the County's plan for cleanup of this area, which will include tree planting. Implementation of this plan will not take place until 2026, at the earliest.

Oxford County has confirmed the grape vine along the corridor will be treated with herbicide in 2025 as discussed with committee members in December 2024. This will be completed at no cost to the Town and County Representatives will touch base with Paul DeCloet prior to the work being completed.



Staff update to Parks, Beautification & Cemeteries Advisory Committee

FROM: Adam Kannawin, Manager of Parks & Facilities

DATE: March 25, 2025

SUBJECT: Tillsonburg 200th anniversary

MEMO

Tillsonburg is celebrating its 200th anniversary this year and October 18th is the Founder's Festival special event.

We see a great opportunity to commemorate the anniversary by planting a tree on the Annandale House lawn with a commemorative plaque. We are looking to coordinate with the Founders Festival to add a designation ceremony immediately prior to their event kickoff at noon. We would like to give away 200 tree saplings to residents who attend the event, to be planted as commemorative trees throughout Tillsonburg. Any remaining trees would be made available to residents at the Customer Service Centre the following week. We would work with Communications to promote this event in print and social media.