***Pelham Beautification Committee***

***Meeting Notes: April 13, 2016***

***Present and Constituting a Quorum:***

***Committee Members: Maria El-Zeghayar (Chair), Amber Cuthbertson, Greta Hildebrand, Ava Colangelo and Marisa Battista (MYAC reps.)***

***Town Representatives: Andrea Clemencio and Kim Holland***

***Council Representative: Richard Rybiak***

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| 7:02 pmApproval of Agenda | Approved | Actions |
| Approval of Minutes March 15, 2015 | Minutes for March 15, 2016 approved with amendments to the following: * Earth Day clarification: Clean up date is Saturday, April 23.
* Strategic Plan for Presentation to Council:

Christmas Lights competition to be removed as an action item. | Greta to amend |
| Resignation | **Sandra Harding has resigned from the Beautification Committee.****From:** Sandra Harding **Sent:** Friday, April 01, 2016 2:28 PM**Subject:** resignation Good afternoon Pelham Beautification Committee,  As you know, the PBC has two-three ongoing initiatives that occur between April and June (Town Clean Up, Trillium Awards and Garden Tour) each year. Between March and June, this is also an extremely busy time for me at my work – especially this year. In the past, we had a much larger committee to spread the work and commitments of the group. Having said all this, in fairness to the group and knowing my own limitations, I wanted to let you know that I am putting in my resignation. I will continue to support the committee and know that it will continue to grow as it has in the past.  I will forward the names of people contacted and those that responded for the Community Garden Project. I wish you all the very best.  Thank you, *Sandra Harding* |  |
| Presentation by Nancy Bozzato, Town Clerkon Roles and Responsibilities of Town appointed Committees to Council  | Nancy stressed the following:* Having quorum to enable legality of decisions. Quorum is 50% + 1. In the case of the B. Committee, each of the 3 individual members constitutes a vote; MYAC members x 2 equals one vote. Quorum is therefore 3 votes.
* Discussion may be carried out with less than quorum; however motions and decisions/votes are not legal.
* Agendas should be adhered to.
* All should be working as a team.
* A mover and seconder is preferred, but in the case of a less formal group such as the B. Committee, a mover alone is acceptable.
* The Chair is required to ask if anyone is opposed before a motion is moved.
* Minutes are the legal documentation of the meeting and as such, quorum status must be noted.
* Pecuniary conflict exemption allows for any member with a conflict of interest to step aside/outside when a decision is being made; in this case quorum is not required.
* Council’s approval is required if the Committee wishes to defer from the Terms of Reference outlined in the ABC Handbook provided to the Committee members. Resolution approval may be sought either by formal letter to the Council, or by scheduled, in-person representation at a Council meeting.
* It was suggested that a 1-year plan may not be enough and that a longer period be considered for the B. Committee’s projects.

The above resolution process is required for the B. Committee to assume events formerly carried out by the Communities in Bloom Committee i.e. Pelham Spring Clean-up, Garden and Artist Tour and Trillium Awards. Both funding and staff resources must be requested. |  |
| Break in proceedings: | 8:05 pm: Councilor Rybiak and Nancy Bozzato left meeting. |  |
| Beautification Committee’s Strategic Plan: Revision of Letter to CouncilItem 1.: Engineering Design Criteria GuidelinesItem 2: Development of Gateway ProjectsItems 3, 4, 5: Community Events:Spring Clean-upTrillium AwardsGarden and Art TourItem 6: Pelham Community Gardens | Andrea discussed the following, recommending changes to the proposed Strategic Plan letter to Council (provided with agenda):* Item 1 to be retitled: Engineering Design Criteria.

The UDG (Urban Design Criteria) for Eastern Fonthill is a Final document; therefore the Role Description should reflect such. Andrea and Kim’s work in this field involves recommendations on items such as gardens, benches, railings etc. Input from the B. Committee would be valuable. To enable such input, they agreed to supply the B. Committee with Engineering Design criteria for review.* Item 2: Involvement in Development of Eastern Fonthill Gateway Project special request to Council by letter was not brought forward to Council. Recommendation was that when the Art/Signage project is presented to the public (following late May meeting by Art Committee), Greta should take forward any concerns or recommendations by the B. Committee.

To make the above process possible, Amber requested that the RFP (request for proposal) criteria provided to the artists, be made available to the B. Committee. Andrea and Kim agreed to look into this request.Amber motioned that the B. Committee’s input go forward at the time the competition becomes public.Motion forwarded by Amber, All in favour.Community Events:Andrea clarified that there is presently no resources for **Spring Clean-up**, **Garden and Art Tour** or **Trillium Awards**. She agreed to keep these events on the Strategic Plan and request that they be considered by Council, ongoing in the future. She agreed to plug in budgets for events for our knowledge.Under the present constraints: budget, staff support and committee numbers, the logistics of carrying out all 3 events in 2016 is not possible.Item 5: Maria would like to consider holding one event to ensure public support for the B. Committee’s endeavours. The Trillium Awards was voted most worthy of organizing this year.Motion brought forward by MariaAll in favour.Discussion ensued regarding student support with the Trillium Awards, starting with advertising the event and nominations. Students could receive volunteer hours for their participation. Once the information is formatted for public distribution, MYAK students will seek other student support with distribution.Item 4: Andrea suggested the Garden and Art Tour as an event that would bring in the most revenue. However, with the need for budgeting and planning, this event could be held off until 2017.Item 6: Pelham Community Gardens:It was agreed that this project should remain in the Strategic Plan; however the only discussion involved student participation.Ava brought forward the interest of students from E.L. Crosley in learning about garden skills. Andrea suggested a list of interests and who would host workshops/talks.Amber requested from the MYAC students a list of suggested interests and the best method for communicating with students. Paperless means would be preferred by students.Greta agreed to amend the Strategic Plan letter to Council to reflect the above discussions. Letter to be distributed to B. Committee for approval.Letter must be completed and reviewed by April 22 for May 2 presentation to Council. | Andrea and Kim to provide Engineering Design criteria.Andrea and Kim to provide RFP criteria for B. Committee.**Motion carried:** Greta to carry B. Committee’s recommendation/s forward to Art/Signage Committee. Andrea to add budgets to the community events**Motion Carried:**Trillium Awards to be organized for 2016.Student support with Trillium Award nominationsMYAC students to provide a list of interests in gardens and best methods to communicate with students.Ava to provide personal email address.Greta to amend letter to CouncilB. Committee to approve by April 22.Andrea to take forward to Council, May 2. |
| 9:06 pm**Adjournment** | Next meeting set for May 11 if not in conflict with Council meeting, otherwise, May 30, 2016 |  |