

Town of Pelham - Community Beautification Committee  
**MINUTES**  
Wednesday June 3, 2015  
6:30pm – 8:00pm  
Town of Pelham Municipal Building – Council Chambers

**Present:** Amber Cuthbertson, Greta Hildebrand, Craig Gordon, Maria El-Zeghayar, Andrea Clemencio (staff – Director of Public Works), Councillor Richard Rybiak (ex-officio)

**Regrets:** Melanie Lachnit, Sandra Harding

**Recorder:** Andrea Clemencio

**1. Welcome**

- Members introduced themselves and discussed the Terms of Reference

**2. Elections**

- Members discussed roles of Chair, Vice-Chair and Recorder
- Members elected Maria as Chair (nominated by Amber), and Amber as Vice-Chair (nominated by Craig).
- Andrea agreed to record and issues minutes, but explained it is not the requirement of staff to take minutes. Greta agreed to record minutes as a backup for Andrea.
- Amber agreed to prepare the monthly agenda.

**3. Approval of minutes**

- Minutes of December 10 2014 were reviewed by the committee. Since the committee members present at that meeting were not fully represented at this meeting, members agreed to use the December 10 2014 minutes for information for the next Committee meeting, rather than approve them. (moved by Amber, seconded by Greta)

**4. Special Programs**

- Councillor Rybiak described the background of the Community Garden. Members discussed the need for more details of background for past programs.
- ***ACTION - Andrea to invite Rec, Culture & Wellness staff member to next meeting to provide more detailed background of past programs.***
- Members discussed the Comfort Maple Project
- Members discussed the Trillium Awards Project
- Greta suggested the scope of eligible gardens include verandas and balconies
- ***ACTION – Andrea to provide background documentation such as forms and advertising materials for members to review.***

- Members discussed the Garden Tour
- Craig suggested a potential Fall Garden Tour, which members discussed
- Members agreed to suspend the Garden Tour program for 2015, in light of timing, and reinstate for 2016 (moved by Amber, seconded by Craig)

## 5. Adoption of Agenda

- Members agreed that agenda format is acceptable going forward
- Amber agreed to prepare and distribute the monthly agenda.
- ***ACTION – Andrea to send out the member list and contact emails to all members***
- ***ACTION – Amber to prepare and distribute the monthly agenda***

## 6. Meeting Schedule

- Andrea communicated that Sandra is unable to attend Wednesday meetings, and members may try, with more members' input, to select a more suitable night for all members
- Members discussed that 7pm is a more suitable start time
- Amber discussed perhaps an Outlook Calendar item might work for all
- Members agreed that cancellation notice the Monday before a planned meeting is courteous and expected
- ***ACTION – Andrea to organize a doodle poll to all members to poll the best option for meeting dates***

## 7. Training for Members

- All members require the standard training provided by the Town. For those that missed the introductory session, training should still be arranged.
- ***ACTION – Andrea to provide names of members still not trained to the Town Clerk, for arranging training individually.***

## 8. Terms of Reference

- Members discussed terms of reference
- Members agreed that a less formal meeting environment is preferred, while still respecting the spirit of the terms of reference (speaking openly and courteously, rather than through the chair, not necessarily making and seconding motions)
- ***ACTION – Members to review terms of reference books and bring any questions to the next meeting***

## 9. Next Meeting

- Next Meeting scheduled for Wednesday June 17<sup>th</sup> in the Council Chambers as per the original schedule

## 10. Adjournment

- Meeting Adjourned at 7:52pm