

# **The Corporation of the Town of Essex**

## **Regular Communities in Bloom Committee Meeting Minutes**

October 27, 2015

A regular meeting of the Communities in Bloom Committee was held on Tuesday October 27, 2015 at 6:08 PM in the Large Meeting Room of the Essex Town Hall, 33 Talbot Street South, Essex, Ontario.

The Chair, Paul Tonon called the meeting to order and welcomed the committee members and administration.

### **1. Roll Call**

Present: Paul Tonon, Committee Chair

Councillor Bill Caixeiro

Brenda Dunn

Anne Marontate

Mary Meloche

Mary-Ellen Morton

Also Present: Doug Sweet, Director of Community Services

Nathan Hamilton, Landscape Technician/Groundskeeper

Janice Alosio Recording Secretary

Regrets: Ron Rogers

Tim O'Hagan

Deb Scholey

## **2. Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

## **3. Adoption of Published Agenda**

### a) Tuesday, October 27, 2015 Regular Communities in Bloom Meeting Agenda

Moved by Mary Ellen Morton

Seconded by Brenda Dunn

(CIB-2015-10-039) That the published agenda for the October 27, 2015 regular Communities in Bloom Meeting, be adopted as presented. "Carried"

## **4. Adoption of Minutes**

### a) September 22, 2015 Regular Communities in Bloom Committee Meeting

Moved by Brenda Dunn

Seconded by Bill Caixeiro

(CIB-2015-10-040) That the minutes of the regular Communities in Bloom Committee meeting held September 22, 2015, be adopted as presented. "Carried"

## **5. New Business**

### a) Communities in Bloom (CiB) National Symposium and Award Ceremony

- Brenda Dunn and Nathan Hamilton attended this years' Symposium and Award Ceremony and provided the committee with a synopsis of the tours and workshops they attended as well as some of the comments, ideas and observances they experience;
- Next year's event will be in Regina Saskatchewan;
- Committee was awarded special achievement certificate for the Harrow Parkette and received the first place five bloom award in our category;

b) Review of Front Yard and Balcony Evaluation Assessment Sheet

- Discussion was had by the committee regarding raising the scoring point ranges or adjusting a couple of the more redundant judging sectors to better balance the scoring;
- The five bloom scoring range to be ninety-one to one hundred (91-100) points, the four bloom range to be seventy-one to ninety (71-90) points;
- To differentiate between resident and commercial/business properties as the assessment and evaluation is difficult to use the same criteria on commercial/business properties however, their (business) involvement is essential;
- Break down judging criteria that over lapse or duplicates and focus on expansion of criteria suited around National judges evaluations, for example: the categories of heritage conservation, urban forestry, floral displays etcetera;
- The scoring could be changed to percentages to make it a more or less weighted scoring; and
- Decision and concurrence by the Director of Community Services that the review and restructuring of the Front Yard and Balcony assessment sheet will be completed at the beginning of the term of employment (April/early May 2016) for the Community Services 2016 summer student.

c) Review of 2015 Judges Evaluation Sheet

Discussion by the committee was had:

- The committee needs to specifically focus on areas identified by the judges and improve in those sectors;
- The committee needs to better showcase the things we do perform and accomplish either in the Profile Book and/or mentioned on the judges tour; and
- The committee needs to clearly highlight programs and partnerships currently in place, (example: pick-up yard waste and organic matter twice a month which is

more than what other surrounding municipalities do, once a month) as the judges are not fully aware of all that the committee does.

d) Reid Foundation Update

- Doug Sweet advised that the committee's requests to the Reid Foundation were submitted and the 'Harrow butterfly garden' has been chosen as an acceptable program they would support; and
- Doug Sweet advised that the new work on the butterfly garden would commence in 2016.

e) Volunteers for the Ambassadors for Upcoming Events

- Committee was asked if there were any volunteer's to be the town ambassador's for upcoming event dates (Tiny Tot parade, Harrow and Essex parades) contact Doug Sweet.

f) Winter Green

- The winter greens order has been placed according to the needs required in each centre;
- The recording secretary has received confirmation that the greens should be in and available on November 24, and
- The recording secretary will email all members and advise them of the delivery of the winter greens for each centre to make arrangements to pick up their centres quantity for their Christmas decorating of the outdoor planters and containers.

g) Sabbatical Criteria

- Doug Sweet had contacted the Communities in Bloom office to obtain the details on the procedures required should the committee wish to take a sabbatical from being in the Communities in Bloom competition and reviewed it with the committee members.

Moved by Anne Marontate

Seconded by Brenda Dunn

(CIB-2015-10-041) That the Director of Community Services complete the necessary application to be entered in the 2016 Communities in Bloom National competition.

“Carried”

h) Volunteer Appreciation Night

- Doug Sweet reminded the committee members and encouraged them to reply to Sheina prior to November 6, 2015 to the invitation for the Volunteer Appreciation Night to be held on Friday, November 20, 2015 at 6:30 PM at the Essex Centre Sports Complex Shaheen room.

i) Update on STEPS Tree Planting

- Mary Meloche gave a brief summary of the tree planting ceremony advising the etched rock was obtained from Jobin’s Farms and that the event went very well and that they were very appreciative of the one-time donation from the committee;
- Mary expressed that we have had great publicity from both the Harrow News and the Essex Free Press and thought it would be appropriate to send both papers a letter of appreciation from the committee for their support and coverage of our events throughout the year; and
- Doug Sweet will speak to the Town’s Manager, Communication to draft up a letter for the chair to sign and be sent to both newspapers.

j) Selection of Flowers and Greenery for 2016 Season

- Nathan Hamilton advised that John Olsen and himself have reviewed the lists of each garden club’s choices in their varieties and colour for their centre and provided some additional options and comments regarding the hanging baskets and creating colour symmetry with all the centres to show more town unity;

- There will be two different baskets for all four centres this year; planters and beds will continue to be at the choice of colour and variety by the garden club of each centre; and
- Nathan Hamilton will be meeting with Lisa from the Fig Tree to discuss the 2016 order the week of November 2, 2016.

k) Outerwear for Committee Members

- Mary Meloche suggested purchasing a committee jacket or something warmer to wear as the weather is getting much colder and it would be nice be warmer in a unified and identifiable jacket for when the committee members are working in the fall, winter and spring preparing planters with seasonal décor etcetera; and
- The Director of Community Services advised that there is no money in the budget for committee outerwear however, members are welcome to buy a sweatshirt, or jacket on their expense and that Laser Art in Harrow has the embroidery for the Communities in Bloom template on file.

l) Committee Dinner Gathering

- The Chair Paul Tonon suggested the committee members go for dinner locally, at their own expense, following the meeting in November to have a more sociable and personable get together prior to the holiday season; and
- An email will go out to the members of the committee with a couple of menus from two of the local restaurants.

## 6. Next meeting

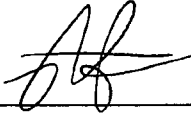
- Next meeting November 24, 2015 or at the call of the chair.

## 7. Adjournment

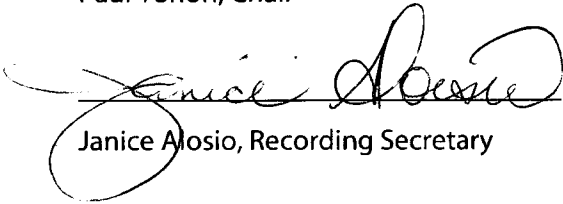
Moved by Bill Caixeiro

Seconded by Brenda Dunn

(CIB-2015-10-042) That the meeting be adjourned at 7:52 PM. "Carried"



Paul Tonon, Chair



Janice Alosio, Recording Secretary