



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, March 6, 2025 at 12:00 p.m., Agriplex Community Hall, 357 McCarthy Road W., Stratford ON

Committee Members: Councillor Brad Beatty – Chair Presiding, Kimberly Richardson, Barb Hacking, Yvonne O'Reilly, Linda Wakenhut, Cindy Carlson, Carys Wyn Hughes

Staff: Vicky Trotter – Council Committee Coordinator, Alanna Bowes - Culture, Sport & Sponsorship Coordinator, Casey Riehl – Recording Secretary,

Regrets: Mary-Anne Krutila, Councillor Bonnie Henderson

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:06 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Carys Wyn Hughes

Seconded by Cindy Carlson

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated February 6, 2025 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 2025 National Symposium – Planning Update

4.1.1 Audio/Visual Recommendations

Vicky Trotter reported that she has been in contact with CIB National and they will be taking over the final arrangements for the A/V set up in the Agriplex Community Hall. Ms. Trotter has provided the National reps with the A/V contacts to confirm the details.

Councillor Beatty noted that the City is installing one projector/screen in the hall that will be ready to use for the symposium. The Agriplex does have another small portable screen if the committee needs it that could possibly be used for the welcome area downstairs.

Kimberly Richardson confirmed with the Stratford Country Club (SCC) that they have A/V equipment, no need to rent. The band will bring their own equipment and have performed at the SCC before.

4.1.2 Speaker Recommendations

- Kimberly Richardson or Brad Beatty will be the MC on Friday and Eddie Matthews is confirmed to be the MC for Saturday;
- Mayor Ritsma will be the keynote speaker on Friday, followed by four speaker sessions;
- keynote speaker on Saturday (representative from the Stratford Medicine Wheel Project), followed by a possible ceremonial smudging and three speaker sessions.
- arrangements will be made for the bus to start departing the hotel earlier Saturday morning (7:15 a.m.) giving people the option to go to the Agriplex to take in the Farmer's Market before breakfast;
- members would like to follow the "Year of the Edible Garden" theme and have speakers that reflect that.
- all speakers will be invited to lunch;
- bus tours to follow after lunch.

Motion by Yvonne O'Reilly

Seconded by Linda Wakenhut

THAT the Communities in Bloom Advisory Committee approves the concepts and speakers for the Symposium as presented at this meeting, with the understanding that some details may require final adjustments. Carried

4.1.3 Tour Recommendations

- CIB members reviewed possible options for the bus tours and will build off previous tours of the City;
- require one volunteer on each bus, with a microphone to guide the tours and answer questions;
- ensure that there are washroom breaks throughout the tours;
- currently two buses are being provided, Councillor Beatty will forward the breakdown of the bus schedule to members to confirm and coordinate;

*Cindy Carlson no longer present at the meeting at 1:08 p.m.

- recommendation to cap walking tours at 15 people per group with two volunteers for each group, possibly Horticultural Society members;
- walking tours will begin at different locations to keep the groups spread out;
- microphones will be necessary for each of the locations with speakers;
- members will pre-walk the tour to adjust timing;
- all walking tours will be approximately two hours and end downtown.

4.1.4 Entertainment Recommendations

- Classical/Jazz acoustic entertainment on Thursday evening at the Tom Patterson Theatre during registration, followed by an evening

at a Bentley's Restaurant with a band possibly scheduled for entertainment;

- Velvet & Ivory confirmed to perform Friday evening at the Stratford County Club;
- SDSS Band will be performing at the Agriplex during the cocktail hour on Saturday;
- Little Band has been confirmed to perform Saturday evening at the Agriplex;
- once all entertainment is confirmed, Kimberly Richardson will provide a list to Vicky Trotter to forward to CIB National to complete contracts.

Motion by Carys Wyn Hughes

Seconded by Barb Hacking

THAT the Communities in Bloom Advisory Committee approves the entertainment for the Symposium as provided at this meeting, with the understanding that some details and pricing may be subject to change. Carried

4.1.5 Catering Recommendations

- CIB National has already taken care of the refreshments for Thursday's registration at the Tom Patterson Theatre.
(will need to arrange for volunteers to assist with directing people upon their arrival and to assist at the registration table);
- Friday and Saturday breakfasts have been confirmed with Black Angus. A hot breakfast will be served both days with all dietary considerations made. Have requested one of the meats be removed and replaced with pastries. Approximately \$34.25/person;
- cupcakes will be ordered for Friday's coffee break to celebrate Ted Blowes' 89th birthday. A butterfly will be added to some cupcakes and others will have the CIB logo;
- platters of donut holes (50/platter) will be ordered from Green Haven (at Farmer's Market) for Saturday's coffee break;

- Bean or Not to Bean confirmed to provide the coffee and carafes for the weekend. CIB members will have to purchase all the cold drinks, tea bags, milk/cream/sugar and cups;
- the current estimate per person for breakfast is \$31.50, not including the costs relating to coffee and drinks.
- Carys Wyn Hughes suggested asking if Bean or Not to Bean would take care of the tea, milk/cream/sugar as well, it would be very helpful. Kimberly Richardson will contact them to inquire.
- CIB members or volunteers will be required to make the coffee and tea throughout the weekend. There is a fridge available that can be moved out of the bar area into the hall for self-serve drinks.
- A secure area will be required to store all the supplies, drinks and snacks leading up to the event.
- Taylor's Delicatessen is confirmed for lunch on Friday and Saturday. Salads and individual sandwiches will be served. Cutlery, plates and napkins are included. The cost per person for lunch is \$20.00;
- dinner for Saturday night is confirmed with Gourmet Chef at Your Table for \$100/person. All cutlery and dishes are included, Cindy Carlson will confirm if water and wine glasses are also included or an extra cost. Black linens have also been ordered for the evening from McBride's. Re-usable tablecloths will be used and set up by CIB members for breakfasts and lunches. CIB members would prefer the table set up to be six people/table, which would be 25 tables to accommodate 150 attendees;
- snacks will be provided in the form of a "treat bag" – apple, cookie, popcorn/chips. Snack bags can be grabbed for bus tours or taken back to hotel to eat when they choose;
- pricing may increase in the future and will have to account for that possibility;
- Stratford CIB will inquire with the Friday nights hosts about purchasing chocolates (\$400-\$500) or Stratford CIB may purchase them for a send-off gift for Saturday evening.

Motion by Kimberly Richardson
Seconded by Carys Wyn Hughes
THAT the Communities in Bloom Advisory Committee approves the catering for the Symposium as provided at this meeting, with the understanding that some details and pricing may be subject to change. Carried

5. New Business

None noted.

6. Upcoming Events

- Spring Fling – May 31, 2025 – Linda Wakenhut will provide an update at the April CIB meeting
- Scott's Miracle Grow Contest (application has been sent in for 12 signs). Barb Hacking has submitted the application for (12) signs and prizes. Scott's will contact Stratford if they have been accepted.
- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025
- Pumpkin Parade – November 1, 2025

7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, April 3, 2025, at 12:00 p.m., City Hall Auditorium, 1 Wellington Street, Stratford ON.

8. Adjournment

Motion by Carys Wyn Hughes
Seconded by Yvonne O'Reilly
THAT the March 6, 2025 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 12:06 P.M.

Meeting End Time: 1:34 P.M.