



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, August 7, 2025 at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members: Councillor Brad Beatty – Chair Presiding, Kimberly Richardson, Linda Wakenhut, Mary-Anne Krutila, Carys Wyn Hughes, Barb Hacking

Staff: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Councillor Bonnie Henderson, Yvonne O'Reilly, Cindy Carlson

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:02 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 Kimberly Richardson

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated July 3, 2025 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 2025 National Symposium Update

Kimberly Richardson reviewed the following plans for the symposium:

- Finalize the flowers;
- Destination Stratford has created a site for delegates attending to let them know what events and activities are happening during their time here;
- The hotel room bookings have now fulfilled the minimum of 50% booked and can maintain the rate;
- Flyers to be sent out to local businesses in September;
- Organize volunteers in September once final numbers are known (approximately 10 people). Linda Wakenhut will confirm with Garden Stratford members and collect their contact information;
- Some small snack items will need to be purchased closer to the date;
- Vicky Trotter will follow up and confirm biographies for speakers;
- Vicky Trotter will send the walking plan and driving tours to CIB members;
- Councillor Beatty has secured a sponsor for the large decorations (pumpkins, gourds, mums, displays);
- Table-top decorations to be decided (approximately 24);
- Three bushels of apples will be delivered and need cold storage for a week;
- Cost for attending the symposium is approximately \$400/pp (12 attendees for CIB Stratford Committee). Vicky Trotter will follow up with CIB National to inquire if members are still required to register;
- Vicky Trotter will have the display boards and any miscellaneous items printed by staff;
- List of incidentals – chalk art (\$165.00 for stencil), silent auction items, pop-up artists/buskers, social media options, museum fee for visitors (\$250.00 flat fee), cost for brewery tasting/pizza, water for bus tour;
- 2026 Symposium host city will be hosting on Friday night. CIB Stratford will offer to assist;

- Councillor Beatty will organize the “Stratford After Dark” mystery tour for Thursday evening. Councillor Beatty will require a small budget to be finalized at the next meeting;

4.2 Review of CIB Committee Terms of Reference

Committee members received a copy of the current Terms of Reference for the committee for review and discussion on updating the document. Kimberly Richardson suggested that this could be a project that the committee could look at in early 2026 when the new members are all appointed.

Vicky Trotter stated that staff is currently undertaking a review of many items relating to advisory committees, such as remuneration for mandated committees and reviewing the policy for appointments to streamline the process. Staff is also completing an advisory committee manual for members. Terms of Reference are not being reviewed by staff at this time. If CIB members would like to update their Terms of Reference, it would be required to go to staff, Sub-committee and onto Council for final approval.

The Committee would like to review the document and have a discussion at a future meeting to update it. Staff will list this item on the December or January meeting agenda. Kimberly Richardson suggested that the rules of conduct at meetings could also be included in the Terms of Reference. Ms. Trotter noted that these are outlined in the City’s procedural by-law.

Kimberly Richardson no longer present at the meeting at 12:52 p.m.

4.3 Update on Ted Blowes Garden

Barb Hacking provided the following updates:

- CIB was fortunate to receive a donation from a local grocery store when their garden centre closed for the season. Ms. Hacking has planted the plants in the garden and will send the store a thank you note from CIB;
- The top of the memorial stone in Ted’s garden will be redone as it is difficult to read;
- Volunteers have been doing a lot of watering this summer.

4.4 Update on Gateways Project

Vicky Trotter will follow up with Adam Betteridge, Director of Building and Planning, for an update at the September CIB meeting.

4.5 Update on Scotts Miracle Grow Garden Contest

Vicky Trotter reported that there were (14) nominations received this year. The review sub-committee will be reviewing the submissions following this meeting.

4.6 Discussion on Ted Blowes Community Service Award Criteria

Vicky Trotter reported that for this year's award, the committee received two nominations. Unfortunately, one of the nominations is for an individual who does not reside in Perth County, which is on the list of criteria in order to be eligible for the award. Ms. Trotter noted that the committee could review the list for future awards and reconsider the criteria for next year. Ms. Trotter will discuss this with the Mayor's Office, as this was originally their award to distribute.

The second nomination received to date is for a Stratford resident. Carys Wyn Hughes will take both nominations and meet with St. John Ambulance to review them and bring their recommendation back to CIB in September.

5. New Business

None noted.

6. Upcoming Events

- 2025 CIB National Symposium (Stratford, ON) – October 16-18, 2025
- City Council Annual Recognition Awards – October 28, 2025
- Pumpkin Parade – November 1, 2025

7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thurs., September 4, 2025, 12:00 p.m., Rotary Complex (Mansbridge Rm), 353 McCarthy Road W., Stratford

8. Adjournment

Motion by Carys Wyn Hughes

Seconded by Mary-Anne Krutila

THAT the August 7, 2025 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 12:02 P.M.

Meeting End Time: 1:03 P.M.