



Corporation of the Municipality of South Huron  
Communities in Bloom  
Agenda

Wednesday, July 3, 2019, 6:30 p.m.  
Olde Town Hall - Verity Room

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Pages

1. Call to Order

2. Agenda

**Recommendation:**

**That the Agenda for July 3, 2019 be approved, as presented.**

3. Disclosure of Pecuniary Interest and the General nature Thereof

4. Minutes

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**Recommendation:**

**The South Huron Communities in Bloom Committee adopts the minutes of June 5, 2019 as presented.**

5. Guest Speaker Martin Quinn - Goderich Communities in Bloom

6. Chair's Comments

7. Discussion

7.1 Barn Quilt Project Update - C. Seip, Member

7.2 Beautification of Signs Update - D. Mountenay, Chair

7.3 Garden Next to Town Hall Update - D. Mountenay, Chair

7.4 Garden/Yard of the Week Update - D. Mountenay, Chair

7.5 Volunteer Appreciation - B. Cooper, Member

8. Work Plan Review - Discussion with CAO Dan Best
  - 8.1 Review Terms of Reference 7
  - 8.2 Setting Priorities
9. Budget Update 10  
Budget breakdown attached. Information is as of June 21, 2019 based on information that has been received by Municipality of South Huron Finance Department.
10. Communications
11. New Business
12. Adjournment

**Recommendation:**

**That South Huron Communities in Bloom Committee hereby adjourns at  
pm, to meet again on                      or at the call of the Chair.**



**Corporation of the Municipality of South Huron**  
**Communities in Bloom**  
**Minutes**

**Wednesday, June 5, 2019, 6:30 p.m.**  
**Olde Town Hall - Verity Room**

Members Present: Aaron Neeb – Council Representative  
Debbie Mountenay - Chair  
Dorothy Henderson – Vice Chair  
Cathy Seip – Past Chair  
Glen Nicholson  
Beth Cooper

Member Regrets: George Wilson

Staff Present: Alex Wolfe – Administrative Assistant, Recording Secretary  
Dan Best – Chief Administrative Officer  
Megan Goss – Human Resources & Strategic Initiatives  
Officer/Acting Manager of Public Works

1. Call to Order

Chair Mountenay called the meeting to order at 6:31 pm.

2. Agenda

**Motion:** 15-2019

**Moved:** Dorothy Henderson

**Seconded:** Glen Nicholson

**That the Agenda for June 5, 2019 be approved, as presented.**

**Disposition: Carried**

3. Disclosure of Pecuniary Interest and the General nature Thereof

None.

#### 4. Minutes

##### 4.1 Minutes of the Communities in Bloom Meeting of May 1, 2019

**Motion:** 16-2019

**Moved:** Cathy Seip

**Seconded:** Aaron Neeb

**That South Huron Communities in Bloom Committee adopts the minutes of May 1, 2019 as presented.**

**Disposition: Carried**

#### 5. Chair's Comments

Chair Moutenay advised that she spoke with Beta Sigma Phi on May 7<sup>th</sup>. They were impressed with all the work CIB is involved in. Chair Moutenay advised that Beta Sigma Phi provided some suggestions.

#### 6. Discussion

##### 6.1 Barn Quilt Project Update - C. Seip, Member

Update on Barn Quilt Trail Project / Walking Trail - 150 copies of brochure left. New brochures will be printed in Spring 2020 with a couple changes made. Brochures dropped off at same locations as last year. Inquiry with BIA and Chamber of Commerce about posting on their websites, waiting on response back.

- Discussion on new quilts - inquiries made for possible quilts in Port Blake, Crediton Hall, north side of PUC Building
- Post on Facebook and in paper to gauge public interest
- Explore linking small barn quilts to Heritage Committee

##### 6.2 Tree Sale Results Update - C. Seip, Member

The 2019 Tree Sale was April 27<sup>th</sup> at that time there were \$2,055.00 in sales. At the May 1<sup>st</sup> Meeting, it was discussed having a second tree sale to sell the remaining trees.

The left over trees were provided to MacLeans who sold the trees on behalf of the Communities in Bloom. There were \$245.00 in sales. Tom and Bev Prout purchased a further \$80.00 worth of trees.

- Original Costs - \$2,621.60
- Total Sales - \$2,380.00

Discussion had that original costs of purchasing trees for sale have gone up, however CIB has not raised sale price of trees in last 5 years. Main goal of tree sale not to make money, but to have trees planted.

Left over trees were planted at the Works Department, there was discussion of transplanting the trees to the PUC building.

- Discussion that location of Tree Sale for 2020 needs to be in a high traffic area to attract more interest
- CIB to explore having the 2020 Tree Sale combined with possible heritage cemetery tour
- Discussion on coming up with further initiative for residents to plant trees
- CIB to explore if any other committees/societies sell trees, if so contact about possible partnership.
- Municipality has tree policy in place, By-law 9-2019 passed February 4, 2019 – the policy to be circulated to Committee Members.

### 6.3 Beautification of Signs Update - D. Moutenay, Chair

Discussion on making signs at the North and South end of Exeter more inviting. D. Moutenay and C. Seip met with landscape designer who provided suggestions for low maintenance attractive plants.

- CIB has been in touch with Big Brothers and Big Sisters to see if partnership to have individuals from BBBS weed around the signs.
- D. Moutenay attending next BIA meeting to speak about CIB
- Discussion on possible upgraded temporary sign at North end of Exeter until final decision by BIA on new sign design

- Discussion on what plants need to be moved, mulch added, etc. to update the flower beds in front of the entrance signs, CIB to get work group together to complete same
- Discussion on entrances to other communities within South Huron, G. Nicholson to bring back list of other communities within South Huron needing signs beautified
- CIB to maintain butterfly garden

Other items discussed after approval of Agenda:

- Garden next to Town Hall, discussion on having White Squirrel logo made with stones, surrounded by green ground cover to cut back on upkeep. Flowers for garden were already ordered last fall, CIB agreed to do Canadian Flag again this year with flowers ordered and explore different options for 2020. Municipality will plant the flowers, CIB to have someone water same.
- Pumpkin Seeds Update - D. Henderson, Member - seed packages distributed to Libraries in Kirkton and Exeter as well as the Exeter Rec Center, plenty of seeds left over. CAO D. Best suggested possibly distributing some at Fireman's breakfast this weekend. M. Goss to get in touch with Fire Chief, D. Henderson to make up further seed packages and drop off at fire hall.
- Garden of the Week - D. Mountenay, Chair - having new signs made up for this summer, committee members to get a photo of the weekly property owner with the sign. Sign design discussed and agreed on.

## 7. Work Plan Review

- 7.1 Discussion with CAO Dan Best regarding developing a multi-year plan to serve Municipality as well as Communities in Bloom

Verbal report provided by CAO D. Best for conversation.

- Importance of recognizing all the communities within South Huron and the history of each making them unique
- Branding for South Huron needs to be discussed and developed, Signs are important part of branding, having all communities within South Huron to have symmetry
- Committee of the Whole on June 10th - discussion on creating new committee which would have members from other committees

- There needs to be a stronger link of heritage throughout the Municipality and communities - heritage is an economic driver, important to celebrate stories
- Discussion on Exeter Cemetery - a lot of heritage there to be celebrated.
- Donations have been made to cemetery by families, acknowledgment to family and history (link donations to upgrades ie. reflection pavilion/bench)
- Important to build bridges with community partners, tap into the youth initiative, mention of Eco Exeter - grade 9 students attended Council on May 1st and gave presentation on plastic straws and bottles - CIB to explore having Eco Exeter attend a CIB meeting to present
- Mention of South Huron's Climate Change Officer - CIB to invite Stacey Jeffery to meeting to present/help with environmental initiatives (ie. importance of compost, etc)
- Discussion on Port Blake progress - work has been deferred to fall, contractor is ready, weather has not co-operated, too wet to get machinery in without causing damage
- Would like Port Blake to be promoted for family atmosphere, day park with lots of green space and opportunity for some entertainment
- In regards to Schedule A to the May 1, 2019 Communities in Bloom Minutes, CAO D. Best confirmed that the Municipality would write a letter to the CIB advising of what's in progress, what's been done, and process for updates.
- Discussion on possible "adopt a park" or "adopt a garden" program. CIB has adopted a highway (from HMP out to Crediton Road) CIB to explore partnerships with youth to clean up garbage on highway
- CIB members excited to partner with youth, Port Blake and cemetery group. CIB wants to be a leader in reaching out to other committees and helping out where possible. D. Mountenay will be in touch with BIA to see if someone would attend a CIB meeting.

#### 8. Budget Update

Discussion on the Budget was deferred to the July 3, 2019 meeting.

9. Communications

None.

10. New Business

Discussion regarding Thamesville Community Park and having a volunteer appreciation bbq, date to be determined (2018 - 62 individuals in attendance). CIB discussed importance of recognizing volunteers - mention of video completed by Church thanking the Firefighters has gone viral

- CAO D. Best stated importance of recognition of volunteers for helping build the community.
- CIB to explore holding annual appreciation event

11. Adjournment

**Motion:** 17-2019

**Moved:** Glen Nicholson

**Seconded:** Dorothy Henderson

**That South Huron Communities in Bloom Committee hereby adjourns at 8:16 pm, to meet again on July 3, 2019 at 6:30 pm or at the call of the Chair.**

**Disposition: Carried**





## South Huron Communities In Bloom Committee Terms of Reference



### **Purpose of the Committee**

The purpose of South Huron Communities In Bloom Committee (CIB) is to provide Council with recommendations on matters relating to the improvement of the visual appeal of parks, streets and green spaces with attention to environmental awareness.

The Committee will actively assist Council by fostering and promoting:

- A positive community image
- Improved tidiness and visual appeal of parks, streets and green spaces
- Environmental awareness, and
- Community participation

### **Committee Objectives or General Activities:**

The primary objectives of the committee are to:

- Improve the tidiness and visual appeal of our parks, streets, greenspaces;
- Promote environmental awareness;
- Foster environmental responsibility through community participation
- Foster civic pride;
- Engage citizens of all ages, encourage involvement and action by residents;
- Develop and recommend an annual budget for Communities in Bloom for Council consideration during budget deliberations;
- Undertake other projects as requested by Council that are within the CIB Terms of Reference;
- Assist staff and Council with developing and implementing plans for the design and planting of parks and greenspaces;
- Provide advice and recommendations to Council on policy matters regarding environmental issues;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.
- The Committee may, from time to time, fundraise for future Council approved projects.

### **Membership Composition and Responsibilities**

The CIB will be composed of seven (7) voting members.

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Council authorizes the Committee to call upon members of the community, from time to time, in order to establish a working group to carry out or assist with specific projects. These community members shall be recognized as affiliate members that may submit items of concern; however do not receive a vote.



**South Huron  
Communities In Bloom Committee  
Terms of Reference**

**Staff Support**

The Committee's primary staff contact will be a member of the Community Services Department, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

**Meeting Roles and Requirements**

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council, providing input and guidance from Council to the Committee.

The Committee shall meet a minimum of six (6) times per annum on the first Wednesday of the month at 6:30 p.m., at the Old Town Hall, Exeter. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of four (4) meetings per year and shall not miss more than four (4) consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds is to be approved by the Chief Administrative Officer and/or Council in accordance with the Municipality's procurement policy and current budget.

**Minutes and Agenda**

The minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the CIB Committee Chair and/or Vice Chair and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

**Amendments to the Terms of Reference**

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

**General Conduct**

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.



**South Huron  
Communities In Bloom Committee  
Terms of Reference**

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

**Conflict Of Interest**

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

**Communities in Bloom (as of June 21, 2019)**

		2019 AnnualBudget	2019 YTDActual	% of budget used
<b>Revenues</b>				
10-519-5100-5515	Communitites in Bloom - Tree Sales	3,700.00	2,106.17	57%
10-519-5100-5520	Communities in Bloom - Brick Sales	300.00	0.00	0%
<b>Total Revenue</b>		<b>4,000.00</b>	<b>2,106.17</b>	<b>53%</b>
<b>Expenses</b>				
10-519-5100-6602	Communities in Bloom - Supplies Base	6,000.00	874.26	15%
10-519-5100-6602	Communities in Bloom - Supplies Trees	3,500.00	2,360.83	67%
<b>Total Expenses</b>		<b>9,500.00</b>	<b>3,235.09</b>	<b>34%</b>