Meeting Date, Time, and Location

Thursday March 1, 2007, Conference Room 1, Town Hall, 3:00 p.m.

Committee Members

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<th>Town</th>
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<tr>
<td>Bob Steckley, Councillor (regrets)</td>
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<td>Signe Hansen, Manager of Parks &amp; Open Space Development</td>
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<td>Doug Campbell, Operations Manager</td>
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<td>Anthony Alkemade (regrets)</td>
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<td>Robert Allen</td>
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<td>Maureen Cook, Secretary</td>
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<td>Cheryl O'Hearn</td>
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<td>Shirley Opie, Chair</td>
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<td>Sheila Rogers</td>
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<td>Winnie Swalm, Vice Chair (regrets)</td>
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1) Call to Order and Roll Call

The meeting was called to order at 3:05 p.m.

2) Review and Approval of Meeting Minutes

Minutes were reviewed and approved as presented.

Motion: that the minutes of the Communities-in-Bloom meeting of February 1, 2007 be accepted.

Moved by Sheila Rogers  
Seconded by Bob Allen  
CARRIED

3) Profile Book/Supplement Update

Profile Book

Shirley is still working with Mike on this project. The Committee expressed a desire to have the Profile Book printed by the end of March, for distribution.

Supplement

The committee discussed various options for advertising and promotion for 2007. The Committee agreed that it must consider an overall promotional strategy based upon costs, opportunities for free advertising, and the committee’s ability to produce the written material, etc. Depending on budget restraints and committee resources, we may not publish the supplement in 2007, focusing on opportunities available through the Times. Registration forms for the local program would have to be circulated in a different manner. A determination regarding the supplement was held off until the Committee communicates with the Times.

Action: Shirley to contact Winnie, to contact Times.

4) 2007 Subcommittee Updates

- Promotion

Sheila and Tony will continue the Winter Lecture Series – there is one lecture left for 2007. The Committee discussed the priority of Community Outreach for 2007 – Sheila will contact local service clubs, organizations, etc to arrange speaking engagements. Signe will refine the power point presentation and we will use it to acquaint various groups in the community the CIB
Program. Robert suggested a group for such a presentation – he will follow up with its Chair and get back to Sheila.

- Schools in Bloom
  Sheila relayed information from Tony re: prices/sizes of trees available, as part of the Trees in Schools program. The Committee agreed to focus on grade 3 and 4 students for 2007. The committee discussed the logistics of ordering trees and getting them to the schools in a timely fashion. We expect to order about 1000 seedlings for schools and 125 larger trees. Cyron Nurseries has offered to care for the larger trees until we need them, if required.

  In order to make this effort successful, the committee discussed the necessity for a presentation to the students about why trees are important, how to care for them, etc. We cannot simply drop the trees off. A ‘kid-friendly’ hand out would be preferable, with some quick tree facts. The presentation would take about 15 minutes, and could be presented by the committee, older students, or the teachers.

  Maureen will co-ordinate this and follow-up on the yellowfish program, with the Niagara Peninsula Conservation Authority.

  Maureen will be preparing a package of information to distribute to the schools regards various CIB school opportunities.

- Community Clean up
  The committee discussed ordering signs again in 2007, as the most permanent visual reminder of the Litterbug Program, as well as possible locations for them. The focus this year will be on 20 minute clean ups. Cheryl will gather more information and report back at the next meeting.

- Local Competition
  Shirley will need help this year. Judging will be done on Tuesday, July 17th, and follow the same format as 2006 with respect to driving the judges and performing judging in one day (depending upon registration numbers). The awards ceremony will be held on August 9th, or an alternate date of August 16th at the Leisureplex. Shirley will follow up with the judges from 2007 to determine their interest in participating.

- Plant a Row Grow a Row
  Signe will administer this program.

- Tree Planting
  Trees should be ordered for planting in May. Signe will contact the grower for delivery prices. Signe updated the committee on the ReLeaf Fort Erie effort. The intent is to combine the efforts and resources of various community groups to acquire and replant the trees lost during the October snowstorm. There will be a meeting for this purpose on March 25, 2007, 2:00 pm at the Friends of Fort Erie Creeks office located at 1465 Thompson Road. Signe will email more information prior to the meeting. Two committee representatives are invited to attend. The Committee hopes it may find assistance from other groups relative to the Trees in Schools program. Doug Campbell reported that he has had positive feedback regarding corporate partnerships for the reforestation of Fort Erie.

5) **Other Business**

Bob Allen offered to help Sheila at the next lecture. Tony will be on vacation.
Currently, Mike and Doug are working at clearing the water channels on the trail.

6) **Next Meeting**

Thursday April 5, 2007 at 3:00 pm
7) Adjournment

Meeting was adjourned at 5:03
Moved by Sheila Rogers

Seconded by Cheryl O'Hearn

Minutes recorded and prepared by:
Maureen Cook

Minutes approved by:
Shirley Opie
Chair
Meeting Date, Time, and Location

Thursday April 4, 2007, Conference Room 1, Town Hall, 3:00 p.m.

Committee Members

Anthony Alkemade
Robert Allen
Maureen Cook, Secretary
Cheryl O'Hearn (regrets)
Shirley Opie, Chair
Sheila Rogers
Winnie Swalm, Vice Chair

Town

Bob Steckley, Councillor
Signe Hansen, Manager of Parks & Open Space Development
Doug Campbell, Operations Manager (regrets)

Guests:
Jessie Acaster
Bill Jones

1) **Call to Order and Roll Call**

The meeting was called to order at 3:03 p.m. Jessie Acaster and Bill Jones were introduced. They were present as observers and possible future committee members.

2) **Review and Approval of Meeting Minutes**

Minutes were reviewed and approved as presented.

Motion: that the minutes of the Communities-in-Bloom meeting of March 1, 2007 be accepted

Moved by Sheila Rogers Seconded by Tony Alkemade CARRIED

3) **Profile Book/Supplement Update**

The profile book is done. 50 books were printed for distribution. Each committee member received a book. A discussion occurred about possibilities for using/distributing the book. The committee compiled a distribution list of approximately 20 contacts who will receive a book - e.g., BIA's, libraries, NCC, Museum, etc. Many thanks to Shirley and Signe for all their hard work on this project.

Winnie gave a presentation on the Supplement. She has prepared a shorter version this year, and made it much more pictorial. The Review has agreed to publish it. Signe and Winnie will meet with the Review to review layout, etc.

The Committee unanimously agreed to proceed with the publication of the supplement for 2007. The committee thanks Winnie for her time and effort on this project.

4) **2007 Subcommittee Updates**

   - **Promotion**

   Sheila presented the plan for the community outreach program, the intent of which is to promote the principles of Communities-in-Bloom to service clubs and organizations throughout Fort Erie. There will be two power point presentations in the months of October and November
2007, and February, March and April of 2008. She will book the presentations with various clubs, etc.

Motion: that we proceed with the outreach program

Moved by Tony Alkemade    Seconded by Winnie Swalm    CARRIED

- **Schools in Bloom**
  Maureen updated the committee on the seedling trees and yellowfish road programs – the intent of which is to encourage schools children to become active in reforesting Fort Erie and to become more environmentally aware and active. Bob and Maureen are calling the schools to gather interest and numbers. We will be targeting grades 3 & 4 for the tree seedling program. An instruction sheet will accompany the seedling trees.

  Maureen is also working on an information handbook that will be given to all the schools. It should be done in May.

  Signe reported that The Friends of Fort Erie Creeks will be delivering some seedling trees to some schools on Earth Day. She will give Maureen a contact name and number so she can follow up on this.

- **Community Clean up**
  Signe and Maureen reported on Cheryl’s behalf. Cheryl has asked for the mayor’s support for the 20 minute clean up program. She would like to have three sessions. Each time, participants clean up their space, followed by a wider community clean up. Cheryl is also working on a material on the litterbug to be included in the book going out to schools. A discussion ensued about the problem of visible garbage on the streets this spring.

- **Local Competition**
  Shirley has five judges confirmed for the 2007 Local competition. She has revamped the flyer and registration form. Signe will proceed with those forms.

- **Plant a Row Grow a Row**
  This program is on hold for now. We need someone to take over this program.

- **Tree Planting**
  Councillor Steckley gave a presentation on the ReLeaf Fort Erie project. They are moving forward with tree planting and will have a kick off day soon. However, the fall will be the busy time. There is a need for funding, supplies, materials etc. This will be an ongoing project. Response has been positive. The committee discussed our role in this project.

5) **Other Business**

We need people to handle Plant a Row Grow and Garden of the Week. Signe explained Plant a Row Grow a Row. Winnie, who ran Garden of the Week last year explained it. A committee member offered to be the Mystery Judge and Bill Jones offered to take the photos.

Shirley reported that Dina from the Ridgeway BIA asked her to report to the committee that the BIA cannot afford to buy and tend the flower baskets in downtown Ridgeway this summer. Shirley is looking into solutions.

Winnie brought up the articles written for the times, which she wrote last year. The committee discussed topics and dates. Shirley will get the frame work started. She will write the articles. Ten will be on garden of the week, but other topics will have to be covered.
Signe distributed copies of Notice of Vacancies on Committees and reviewed the process for appointments to the committee.

6) **Next Meeting**
   Thursday May 3, 2007 at 3:00 pm

7) **Adjournment**
The meeting was adjourned at 5:06 pm.
Moved by Sheila Rogers Seconded by Tony Alkemade Carried

Minutes recorded and prepared by: Minutes approved by:

Maureen Cook Shirley Opie
Secretary Chair
Meeting Date, Time, and Location

Thursday May 3, 2007, Conference Room 1, Town Hall, 3:00 p.m.

Committee Members
Jessie Acaster
Anthony Alkemade
Robert Allen
Carole Boucock
Maureen Cook, Secretary
Sandra Fishman
Cheryl O’Hearn (regrets)
Shirley Opie, Chair
Sheila Rogers
Winnie Swalm, Vice Chair

Town
Bob Steckley, Councillor
Signe Hansen, Manager of Parks & Open Space Development
Doug Campbell, Operations Manager
Matt Woehl, Parks Supervisor

1) Call to Order and Roll Call
The meeting was called to order at 3:03 pm. The new members were introduced - Jessie Ancaster, Carole Boucock and Sandra Fishman. The rest of the committee introduced themselves. Signe gave a brief orientation and reviewed the binders. She also informed us that Council appointed committees will be asked to complete a self-evaluation each fall.

2) Review and Approval of Meeting Minutes
Minutes were reviewed and approved as presented.

Motion: that the minutes of The Communities – in –Bloom meeting of April 3, 2007 be accepted.

Moved by Winnie Swalm
Seconded by Sheila Rogers
Carried

3) Profile Book/Supplement Update
Winnie reported that the Supplement is at The Review. It should be out at the end of May. Signe reported that the registration forms and flyer will be ready mid-May. Sandra will contact business drop off points. Tony and Sandra volunteered to help with distribution.

4) 2007 Subcommittee Updates
- Promotion
  Shirley reported that her first newspaper column will be out on May 19th. She will write 17 columns
- Schools in Bloom
  Maureen and Bob Allen have contacted the schools and will need 750 seedling trees. Signe has ordered them. Sheila, Sandra, Bob, Tony and Maureen will distribute them. Maureen reported that the Yellowfish program has not been approved by the town. Signe will follow up.
  The committee discussed other uses for seedling.
- Community Clean up
  Winnie reported that Cheryl is working on this.
- Local Competition
Tuesday July 17, 2007 will be judging day. Shirley will have a schedule of related jobs at the next meeting. The Awards ceremony will be on August 9, 2007. Various tasks must be done. Again, Shirley will prepare a list.

- **Plant a Row Grow a Row**
  Carole volunteered to start this up. Sheila will help.
- **Tree Planting**
  Seedlings will be distributed asap after they arrive.

**5) Other Business**

Doug introduced Matt Woehl, who is the seasonal Parks Supervisor. Doug reported that sweepers are working. They should be done by May13th. Doug will put up the CIB banners. Brush from the storm is still a problem, but cleanup efforts continue.

Jessie agreed to manage Garden of the Week. Winnie explained the program. Sandra will be taking photos and Tony will make the signs.

Winnie outlined The Flowers for Footsteps event, a memorial walk in the honour of Lorraine Murphy. It happens on May 12, 2007.

The Committee discussed placement of banners, and the location of the 4 new banners. Signe will follow up on placements with Doug.

Sheila will have the Victorian Tea at Ridgeway Fest again this year, July 7-8. Shirley, Maureen, Tony, Winnie and Carole volunteered to help.

Sheila made calls to service clubs about our power point presentation. So far she has only one response.

Sandra invited us to her opening BBQ on May 11th

**6) Next Meeting**

Wednesday June 6th, 2007 at 4:00pm

**7) Adjournment**

Adjournment at 5:03 with a committee photo after.
Moved by Sheila Rogers Secended by Tony Alkemade Carried

Minutes recorded and prepared by: Maureen Cook
Secretary

Minutes approved by: Shirley Opie
Chair
1) Call to Order and Roll Call

Meeting was called to order at 3:03pm

2) Review and Approval of Meeting Minutes

Minutes were reviewed and approved as presented.
Motion: that the minutes of The Communities-in-Bloom meeting of May 3, 2007 be accepted.

Moved by Sheila Rogers   Seconded by Tony Alkemade   Carried

3) Profile Book/Supplement Update

Signe distributed copies of the supplement. It will go out in the newspaper next Wednesday or Thursday. This year 1000 copies were made.

4) 2007 Subcommittee Updates

- Promotion
  Shirley reported poor attendance at her last power point presentation. After some discussion, the committee decided that we request a minimum of 25 in attendance for a general presentation. Presentations to smaller, interested groups will be considered.

  The first article in The Times appeared on May 22nd. There have been some problems, but Shirley is working on clearing them up.

- Schools in Bloom
  Tony, Sheila and Maureen delivered 747 seedlings to elementary schools in Fort Erie, Ridgeway and Stevensville.

  Signe will follow up on getting approval for The Yellowfish program.

  Maureen reported on progress of book to be sent to all elementary schools.

  Maureen reported on The Green Grounds and Toyota Evergreen Learning Grounds programs.
Sheila asked Maureen to follow up on requests for assistance from Ridgeway Elementary and Crystal Beach schools.

- Community Clean up
  No Report.

- Local Competition
  Shirley reported that registration forms must be dropped off. Shirley will do Hasselmans, L.C.B.O. and Crystal Chandelier, Tulip Tree: Sandra will do Canadian Tire, Stevensville Garden Center, Pateraks, and Stewarts: Carole will do Ditschs: Bob will do Cyron: Sheila will do Valumart and Tony will do the libraries.

  The local judges orientation will be at Town Hall on Thursday July 12th at 3:00pm. Shirley and Carol will run it. Sheila will do refreshments. Carole will work with Shirley on the local competition. Signe will co-ordinate packages for registrants and do certificates for winners. Gifts for judges will be certificates and a town memorabilia. Sheila will book a restaurant for lunch.

  At the awards ceremony in August, Tulip Tree will do the table centerpieces, Stevensville Garden Center will supply the podium plants, Carole’s daughter will be the greeter and Shirley will be master of ceremonies. Shirley will send letters of invitations to the mayor and councilors.

- Plant a Row Grow a Row
  Carole has contacted the food backs and has material to present to the community. Signe will print off 250 copies and also 50 signs. An ad will go into the paper and Shirley will try to get an article in the paper.

  Signe reported that the C.N.P. are putting up our banners.

5) **Other Business**

   Carole had some suggestions for the ReLeaf program. A discussion will take place at the next meeting.

   A discussion took place about having a power point presentation on awards night. Drivers for the local competition should take digital pictures. Pictures should be emailed to Carole’s son, Blake, who will co-ordinate. Drivers are Maureen, Carole and Sandra. Signe is a back up.

   Meeting time will return to 3:00 pm.

6) **Next Meeting**

   June 21, 2007 at 3:00pm at town hall

7) **Adjournment**

   Adjournment at 5:23 with a committee photo after.
   Moved by Sheila Rogers  Seconded by Tony Alkemade  Carried

   Minutes recorded and prepared by: Maureen Cook  Secretary
   Minutes approved by: Shirley Opie  Chair
Meeting Date, Time, and Location

Thursday June 21, 2007, Conference Room 1, Town Hall, 3:00 p.m.

Committee Members
Jessie Acaster
Anthony Alkemade
Robert Allen
Carole Boucock
Maureen Cook, Secretary
Sandra Fishman
Shirley Opie, Chair
Sheila Rogers
Winnie Swalm, Vice Chair

Town
Bob Steckley, Councillor (regrets)
Signe Hansen, Manager of Parks & Open Space Development
Doug Campbell, Operations Manager (regrets)

1) Call to Order and Roll Call
Meeting was called to order at 3:01 pm

2) Review and Approval of Meeting Minutes – June 6/07
Minutes were read and approved as presented.

Motion: that the minutes of The Communities-in-Bloom Committee of June 6, 2007 be accepted.
Moved by Tony Alkemade  Seconded by Winnie Swalm  Carried

3) Subcommittee Updates

- Promotion
  1400 supplements have been printed. We will each take a bundle and distribute as we did for the local competition forms. Canadian Niagara Power put up our banners. Shirley will thank them in the paper and Carole will send a card.

- Schools in Bloom
  Maureen reported that she followed up with Debbie Longval and Tom Reynolds about school projects. Sheila has arranged for two people from the Ridgeway Garden Club to contact Debbie and advise her. Maureen will confer with Tom in the fall.

  Maureen will meet with Yvonne from Friends of Fort Erie Creeks. She called Maureen about helping with school programs.

  Maureen will follow up with Allison from YFP and get her in touch with Signe.

- Community Clean up
  Cheryl has resigned from the committee.

  Motion: that Tony Alkemade will take over Community Clean up.
  Moved by Winnie Swalm  Seconded by Bob Allen  Carried
Tony will contact Cheryl to collect information.

**Local Competition**
Committee members reported on the progress of their phone calls to encourage entrants for the local competition. A discussion ensued re: plans to streamline this process next year. Shirley will send letters to the judges re: orientation meeting on Thursday July 12\(^{th}\) at 3:00 pm at city hall. Drivers should attend this meeting. Drivers should meet outside the front of city hall at 8:00 am on July 17\(^{th}\). Sheila will book lunch for that day. Judges will receive a Town of Fort Erie pin and hat.

**Awards Ceremony**
Invitations to Mayor Martin and the Councilors will be sent by Shirley. Harry Schlange will be attending. Shirley will contact the media just before the ceremony. Shirley will be master of ceremonies.

**Plant a Row Grow a Row**
Carole has distributed signs around town. She distributed some signs to committee members to do the same thing. Carole updated us on the progress of this project. It has been well received by the community and food banks. Carole and Shirley will work on preparing a media release and meeting with the newspapers for a story.

**Garden of the Week**
Jessie and Sandra have been canvassing the area and have a list of possible winners. They showed the committee pictures of some of the possible winners.

4) **Other Business**
- Carole made some suggestions on how to use our $500.00 tree budget to further the ReLeaf program. A discussion occurred and it the committee agreed to hold a competition through which they would award $100.00 toward replacing a tree destroyed in last October’s storm. Participants will submit a short story or description of the tree they lost in the storm. The top 5 submission will win and may be published in the newspaper. Carole will compose the criteria and email it to Shirley.

  Motion: that Carole follow up on this project and report her progress at the next meeting.

    Moved by Sheila Rogers.    Seconded by Tony Alkemade.    Carried

- Sheila reported that the Tea Party will again occur at her house during Ridgeway Fest on July 7, 8\(^{th}\). Shirley, Jim, Sandra, Jessie will help out on Saturday. Maureen, Carole and Winnie will assist on Sunday. Sheila will make up a schedule.

5) **Next Meeting**
July 5\(^{th}\) at 3:00 pm at town hall.

6) **Adjournment**
Adjournment at 4:10 pm.
Moved by Sandra Fishman Seconded by Jessie Acaster Carried

Minutes recorded and prepared by: Maureen Cook
Minutes approved by: Shirley Opie
Secretary Chair