

**Communities In Bloom Meeting
May 28, 2010
Recreation Board Room
Draft MINUTES**

Present: Yvonne Coveny-Boyd, Chair; Councillor Shirley Eggleton, Cauleen Viscoff, Gord Henderson; Ken Doherty, staff

1. Call to Order:

The Chair called the meeting to order at 8:30 a.m..

2. Approval of the Agenda:

Moved by S. Eggleton; seconded by C. Viscoff; Carried.

3. Approval of Previous Minutes, May 6, 2010:

Moved by S. Eggleton, seconded by C. Viscoff; Carried.

4. Matters Arising from the Minutes:

The possible \$500 contribution from the Horticultural Society has not been confirmed. The committee can apply for the funding and apply it towards Cathy Duek's proposed publication, Treasured Tree Hunt.

Action Required: Y. Cxoveny-Boyd will follow-up with Cathy and the Horticultural Society.

Action Required: Y. Coveny-Boyd will get gift certificates from Johnson's and forward to C. Viscoff for this year's event.

Action Required: K. Doherty will provide Council report and minutes to next APRAC meeting.

5. Financial Statement and Discussion:

K. Doherty provided draft budget for next 3 years. There was some discussion regarding the City's ability to provide income tax receipts for cash donations or in-kind donations.

Action Required: K. Doherty will provide more information on what the City can and cannot issue income tax receipts for at the next meeting.

Action Required: K. Doherty will direct C. Gogo to arrange for the transfer of existing funds from the Public Works Division to the Committee's new chart of accounts in Community Services. K. Doherty will also provide financial accounts and purchasing process, including petty cash, at the next meeting.

There was also discussion about the need for accessible storage and work space.

6. Next Steps:

a) Members

Action Required: Y. Coveny-Boyd, S. Eggleton, C. Viscoff will meet to develop draft terms of reference for the committee in preparation for the next committee meeting, with the intent of securing APRAC approval at its September meeting.

b) Staffing

Action Required: K. Doherty will appoint event and/or clerical support staff by the next Committee meeting.

7. Planning and Date Lines:

Action Required: K. Doherty will meet with P. Southall to better understand the depth and breadth of Public Works/ Parks staff involvement. He will also convene a meeting of all facility and division managers who will be participating in the 2011 competition before the end of June 2010.

8. Garden Competition Update:

Y. Coveny-Boyd reported that two schools, Queen Mary and Monseneur Donahue have applied for the school competition for 2010. Both will get prizes (pine trees).

The closing date for the competition is June 24th. The committee hopes to get 20 gardens competing. Chamber members have been invited to participate. Judges are ready to go. G. Henderson will be responsible for photography. He was encouraged to get photos of Remembrance Day and D-Day ceremonies.

Action Required: G. Henderson will contact Susan Neale at the Museum to get photos of the D-Day event.

Action Required: C. Viscoff will arrange for press coverage for the

It was reported that Home Hardware is an official sponsor for this year's garden competition.

K. Doherty provided a brief update on the Wall of Honour project.

9. Next Meeting: June 25th 8:30 – 9:30 a.m. Recreation Board Room

10. Adjournment:

Motion to adjourn by S. Eggleton. The meeting adjourned at 10:10 a.m.