



# NOTICE OF MEETING AND AGENDA COMMUNITIES IN BLOOM COMMITTEE

Thursday, March 6, 2025, 10:00 AM  
Village Office, 495 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0

**THIS MEETING WILL BE CONDUCTED IN-PERSON**

<b>1. CALL TO ORDER</b>
Meeting called to order by the Chair. Acknowledgement of Sts'ailes traditional territory.
<b>2. INTRODUCTION OF LATE ITEMS</b>
<b>3. APPROVAL OF AGENDA</b>
<b>4. ADOPTION OF MINUTES</b>
(a) THAT the Communities in Bloom Committee Meeting Minutes of January 30, 2025 be adopted. <b>Page 1</b>
<b>5. ITEMS FOR DISCUSSION</b>
(a) Update from the February 18, 2025 Regular Council Meeting <b>Page 5</b>
(b) BC Communities in Bloom February Newsletter <b>Page 7</b>
(c) BC Communities in Bloom Getting Started Package <b>Page 13</b>
(d) Terms of Reference <b>Page 51</b>
(e) Project Ideas
(f) Next Meeting
<b>6. ADJOURNMENT</b>

Amanda Graham  
Corporate Officer



**VILLAGE OF HARRISON HOT SPRINGS  
MINUTES OF THE COMMUNITIES IN BLOOM COMMITTEE**

**DATE:** Thursday, January 30, 2025

**TIME:** 9:00 a.m.

**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**IN ATTENDANCE:** Councillor Allan Jackson  
Susan Galvao  
Teresa Omelus  
Margaret Shier (entered at 9:12 a.m.)

Amanda Graham, Corporate Officer  
Jace Hodgson, Director of Operations

**ABSENT:**

**1. CALL TO ORDER**

Councillor Jackson called the meeting to order at 9:00 a.m.  
Councillor Jackson acknowledged the traditional territory of Sts'ailes.

**2. INTRODUCTION OF LATE ITEMS**

None.

**3. APPROVAL OF AGENDA**

**Moved by Teresa Omelus**  
**Seconded by Susan Galvao**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**  
*CIB-2025-01-01*

**4. ADOPTION OF MINUTES**

None.

**5. ITEMS FOR DISCUSSION**

**(a) Presentation by Former Committee Member Jane Kivett**

Jane Kivett presented on the criteria that the Communities in Bloom judges evaluate on and discussed previous projects. Past activities included garden tours, "Know Your Garden" at the plaza, garden of the week evaluations, attending an event in Montreal to accept awards, and beautification of the entrance area at the south end of Hot Springs Road. The Committee would need to have a good rapport with Village Public Works staff to collaborate.

*Village of Harrison Hot Springs  
Minutes of the Communities in Bloom Committee  
January 30, 2025*

(b) Council Procedure Bylaw No. 1154, 2021 and Code of Conduct Bylaw No. 1205, 2024

The Corporate Officer provided an overview of these two bylaws, Committee voting and reporting procedures and the relationship between Council and the Committee.

(c) Communities in Bloom January Newsletter

**Moved by Teresa Omelus**  
**Seconded by Susan Galvao**

THAT the Communities in Bloom Committee register for the Communities in Bloom program this year under the modified evaluation "Grow" category with a focus on enhancement.

**CARRIED  
UNANIMOUSLY**  
*CIB-2025-01-02*

The Committee discussed various project ideas including:

- A community beautification day where funds from the disposal of large appliances could be returned to the Committee
- Butterfly garden with labels
- Beautifying garden beds at Spring Park, near the Sasquatch statue by the lagoon and outside of Memorial Hall
- An Adopt-a-Street program
- Working with the school
- Putting together a video with assistance from Village communications staff
- Canada Day Parade Communities in Bloom float
- A street competition

(d) Community Gardens Beautification Project

The Corporate Officer advised that the Village and the Age-Friendly Committee have been working with the Community Gardens to expand the fence and beautify the exterior. There is a project in the works that would involve having students from the school paint wooden art pieces to go up on the fence. The Communities in Bloom Committee could explore the option of putting a butterfly garden along the exterior perimeter to beautify the boulevard after the fence is moved.

(e) Draft Terms of Reference

The Committee will review the draft Terms of Reference and return to the next meeting with comments and suggested edits.

(f) Meeting Schedule

The Committee will go on a tour of the Water and Waste Water Treatment Plants on February 6, 2025 at 10:00 a.m. and will aim to meet in early March after that.

*Village of Harrison Hot Springs  
Minutes of the Communities in Bloom Committee  
January 30, 2025*

**6. ADJOURNMENT**

**Moved by Teresa Omelus**  
**Seconded by Susan Galvao**

THAT the meeting be adjourned at 10:05 a.m.

**CARRIED  
UNANIMOUSLY**  
*CIB-2025-01-03*

\_\_\_\_\_  
Councillor Allan Jackson, Chair  
Communities in Bloom Committee

\_\_\_\_\_  
Amanda Graham  
Corporate Officer



File No: 0360-20  
Date: February 18, 2025

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: Communities In Bloom Committee Report

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## **RECOMMENDATION**

THAT Council approve the following recommendation from the Communities in Bloom Committee:

THAT the Communities in Bloom Committee register for the Communities in Bloom program this year under the modified evaluation "Grow" category with a focus on enhancement.

## **SUMMARY**

To present resolutions on behalf of the Communities in Bloom Committee for Council's consideration.

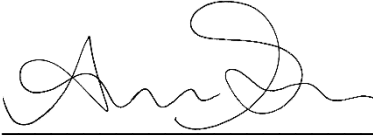
## **BACKGROUND**

On January 30, 2025 the Communities in Bloom Committee met and unanimously passed the above resolution to register for the program in 2025. The "Grow" category is a modified evaluation process. There is the option to be judged on one of three criteria; enhancement, conservation or other combination. The Committee has opted to focus on enhancement which can include community appearance, landscape areas and plant/floral displays.

## **FINANCIAL CONSIDERATIONS**

The cost to register is population-based. The fee for a municipality with a population between 1001 and 2000 is \$450. In addition to the registration fee, the Village would also be responsible for costs associated with hosting two judges in July in separate rooms for one night, along with meals during evaluation day. Accordingly, a proposed budget of \$1,000 has been added into the 2025 Financial Plan.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Amanda', written over a horizontal line.

Amanda Graham  
Corporate Officer

A handwritten signature in black ink, appearing to read 'Allan', written over a horizontal line.

Councillor Allan Jackson  
Chair, Communities in Bloom  
Committee



# Growing Together

GREAT PLACES

B.C. COMMUNITIES IN BLOOM NEWSLETTER

## IN THIS ISSUE:

- 20th Anniversary Announcement
- BC CiB Legacy Tree Details
- What's your Favourite Memory?
- 2025 Provincial Registration Form & Details
- 2025 Edible Gardens Theme

## GOLD SPONSORS:

**URBAN**  
SYSTEMS

**Teck**

## GREEN BUD SPONSOR

Equinox Environmental Products

## NATIONAL CIB MAJOR SPONSOR

Scotts Canada

## SUPPORTERS

**NEW:** Specimen Trees Wholesale  
BC Landscape & Nursery Association  
BC Recreation & Parks Association  
Invasive Species Council of BC

## MEMBER OF

Gardens BC  
BC Council of Garden Clubs



British Columbia  
Communities in Bloom

## UPDATED MAILING ADDRESS:

4451 212-Street, Langley, V3A 7Z8  
(604) 576-6506

**[www.bccib.ca](http://www.bccib.ca)**

[Facebook](#) BC CiB [Privacy Policy](#)

Provincial Coordinator  
Catherine Kennedy  
[c.kennedy@telus.net](mailto:c.kennedy@telus.net)



## BC Communities in Bloom – 20 Years of Growing Great Places Together

This special initiative aims to foster a sense of pride and community spirit while promoting environmental stewardship. As we embark on this 20-year celebration, it is a time to reflect on the remarkable achievements and growth of our municipalities.

To celebrate this milestone, all registered municipalities will be awarded a tree generously donated by **Specimen Trees Wholesale Nursery**. These trees will not only beautify our spaces but also symbolize the enduring commitment to nurturing our environment.

Over the years, BC Communities in Bloom has played a pivotal role in enhancing the liveability of our towns and cities. The program encourages municipalities to strive for excellence in horticulture, heritage conservation, and environmental practices. It is through the dedication and hard work of community volunteers that we witness tangible improvements and sustained efforts towards creating greener, more vibrant communities.

The recognition and feedback provided by the judging panel are invaluable in guiding future projects and initiatives. The specific suggestions for improvement help municipalities prioritize their efforts and allocate resources effectively. The active involvement of community members in these initiatives fosters a collaborative spirit and empowers citizens to take ownership of their surroundings.

As we continue to grow and evolve, let us celebrate the profound impact of the BC Communities in Bloom program. Together, we can create beautiful, sustainable places that reflect our shared values and commitment to a greener future.

Evaluated, Modified Evaluated, Friends [Registration](#) before April 25<sup>th</sup>.

Smaller community groups or clubs are encouraged to participate with a [Community Showcase](#).

**BC COMMUNITIES IN BLOOM** Provincial Society was formed to administrate the Provincial Edition of the National Communities in Bloom Program. [www.bccib.ca](http://www.bccib.ca) for more information.

Check out the '[Past Participants](#)' link on our website to see if your municipality was an 'in Bloom' community.

# Help us Celebrate 20 years!

## BC CiB LEGACY TREE

awarded to every registered municipal participant this year

## Share your FAVOURITE CiB MEMORY

Entries to be featured in our newsletter  
(see next page)



## Thank you Specimen Trees!

for sponsoring our **BC CiB Anniversary Legacy Tree** initiative. See the Registration form on page 5 and 6.

Details: One tree per Municipal Registration in Evaluated, Modified Evaluated or Friends category. Tree variety appropriate for the hardiness zone, 10-gallon pot. Pick-up locations will be arranged or F.O.B. Pitt Meadows.



Specimen Trees is a family-owned and operated wholesale nursery dedicated to growing quality trees, shrubs, and groundcover for the Pacific Northwest and beyond.

With 245 acres in production, they propagate, graft, and grow over 700+ varieties of plant material. Their diverse and extensive inventory ships North America wide to Landscapers, Municipalities, Re-wholesalers, Garden Centres and Designers. [www.specimentrees.com](http://www.specimentrees.com)



# Share your Favourite CiB Memory

- ☐ How did the CiB program transform your community?
- ☐ Tell us about a special CiB person or group.
- ☐ Send us some "Then and Now" photos with caption copy.

<b>Name of Individual, Group or Municipality</b>		<b>Year(s)</b>
<b>Project Name</b> (if different than above)		
<b>Author</b>		
<b>Please write a memory (250 words Maximum) and send three JPEG or TIFF photos (Ideally 1MB each)</b>		
<b>Community Name</b> if not noted above		
<b>Phone</b> (required)	<b>Email</b> (required)	
Send your memory to Catherine at <a href="mailto:c.kennedy@telus.net">c.kennedy@telus.net</a> so we can share it in our BC CiB Newsletter. Please submit copy as a word document or email with photos as jpeg attachments per the above details.		

☐ And if you are Social Media savvy, create a Photo Collage: up to 10 photos as a Reel (slideshow) and tag BC Communities in Bloom <https://www.facebook.com/cibbc>



## BC Communities in Bloom 2025 PROVINCIAL EDITION REGISTRATION

**DEADLINE April 25, 2025**

**BC CiB Anniversary Recognition:  
every Municipal Registration will  
be Awarded a Tree from**



**specimen  
trees**  
WHOLESALE NURSERIES LTD.

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT			
POSITION / TITLE			
ADDRESS		CITY	POSTAL CODE
( )			
PHONE		MUNICIPAL CONTACT EMAIL	
NAME OF COMMUNITY CONTACT OR LOCAL CiB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
( )			
PHONE		COMMUNITY CONTACT/CHAIR E-MAIL	
<b>PROGRAM OPTIONS</b> (indicate your level of participation)		<b>REGISTRATION FEE</b> Based on Population Size:	
<input type="checkbox"/> <b>GROW - MODIFIED EVALUATION 3-Criteria</b> Results are based on an in-person evaluation. Community is awarded a Certificate and Report. <b>See page 2 for more details.</b>		<input type="checkbox"/> Up to 1000 - \$ 375 <input type="checkbox"/> 1001 to 2000 - \$ 450 <input type="checkbox"/> 2001 to 5000 - \$ 500 <input type="checkbox"/> 5001 to 10,000 - \$ 600 (Plus 5% GST)	
		<input type="checkbox"/> 10,001 to 20,000 - \$ 700 <input type="checkbox"/> 20,001 to 50,000 - \$ 800 <input type="checkbox"/> 50,001 to 100,000 - \$ 925 <input type="checkbox"/> 100,000+ - \$1150 (Plus 5% GST)	
<input type="checkbox"/> <b>BLOOM - FULL EVALUATION 6-Criteria</b> Results are based on an in-person evaluation. Community is awarded a BLOOM RATING and 18-page Report. <b>See page 2 for Awards and more details.</b>		<input type="checkbox"/> Up to 1000 - \$ 500 <input type="checkbox"/> 1001 to 2000 - \$ 600 <input type="checkbox"/> 2001 to 5000 - \$ 675 <input type="checkbox"/> 5001 to 10,000 - \$ 800 (Plus 5% GST)	
		<input type="checkbox"/> 10,001 to 20,000 - \$ 925 <input type="checkbox"/> 20,001 to 50,000 - \$1025 <input type="checkbox"/> 50,001 to 100,000 - \$1225 <input type="checkbox"/> 100,000+ - \$1525 (Plus 5% GST)	
<input type="checkbox"/> <b>FRIENDS - NON-EVALUATED</b> – Half of Full Evaluation Registration Fee based on population size noted above. Recognition category for past CiB communities who do not want an evaluation but want to continue showing their support for their CiB initiatives and the BC Communities in Bloom provincial program. <b>See page 2 for more details</b>			
<b>AMOUNT ENCLOSED</b>		Population Fee + 5% GST = \$	
		GST # 8446 03670 RT0001	
<b>PLEASE INVOICE US AT</b>		<input type="radio"/> Above Address or	
<b>MAIL FORM &amp; FEE TO</b>		BC Communities in Bloom c/o 4451 212 Street, Langley, BC V3A 7Z8	
		← Please note updated mailing info	
<b>OR PAY BY CREDIT CARD</b> at <a href="http://WWW.BCCIB.CA">WWW.BCCIB.CA</a> NOTE: Please also email completed form to Catherine at <a href="mailto:c.kennedy@telus.net">c.kennedy@telus.net</a>			
<b>CANCELLATION POLICY</b>		Before May 30th a \$50.00 fee may be charged, after that, all registration fees are non-refundable.	
<b>CONTACT</b>		Catherine Kennedy, Executive Director <a href="mailto:c.kennedy@telus.net">c.kennedy@telus.net</a> (604) 576-6506   <a href="http://www.bccib.ca">www.bccib.ca</a>	







EVALUATED OPTIONS		AWARDS
	<b>GROW MODIFIED EVALUATION – 3 Criteria Only</b> <ul style="list-style-type: none"> <li>For first time, smaller or returning municipalities who want a simpler CiB option.</li> <li>Participants may choose any 3 criteria to be evaluated OR choose a theme.</li> <li>Expect to provide 1-night accommodation for pair of judges. (5-hour tour day)</li> </ul> <p><b>ENHANCEMENT:</b> Community Appearance   Landscape Areas   Plant &amp; Floral Displays</p> <p><b>CONSERVATION:</b> Environmental Action   Heritage Conservation   Tree Management</p>	<p>Evaluation of selected Criteria, Report with no Bloom Rating</p> <p><b>ELIGIBLE TO WIN A CRITERIA AWARD*</b></p> <p><b>1 LEGACY TREE PER REGISTRATION</b></p>
	 <p><b>BLOOM FULL EVALUATION – all 6 Criteria.</b></p> <ul style="list-style-type: none"> <li>Open to any size Municipality wanting the full program experience and its many benefits.</li> <li>Gain social value from the community involvement elements of the program.</li> <li>5-Bloom Winners receive special recognition.</li> <li>Entry point for National and International Communities in Bloom competition.</li> <li>Host 2-nights with accommodation for a pair of judges. (2-hr first day, 7-hr tour day)</li> </ul> <p><b>EVALUATION CRITERIA:</b> Community Appearance   Environmental Action   Heritage Conservation Tree Management   Landscape Areas   Plant &amp; Floral Displays</p>	<p><b>AWARDING BLOOMS</b></p>  <p><b>Also ELIGIBLE TO WIN A CRITERIA AWARD*</b></p> <p><b>Or OUTSTANDING COMMUNITY INVOLVEMENT TROPHY</b></p> <p><b>1 LEGACY TREE PER REGISTRATION</b></p>
<p>*SPONSORED <b>CRITERIA AWARDS</b> recognize outstanding achievement in specific evaluation criteria or to encourage communities working towards 5-Blooms. British Columbia Communities in Bloom values its relationship with our sponsors; we thank them for their support.</p>		
<p><b>COMMUNITY RECEIVES:</b></p> <ul style="list-style-type: none"> <li>Getting Started Package of Information.</li> <li>Evaluation by a pair of trained BC CiB Judges.</li> <li>Evaluation Report with Comments &amp; Suggestions.</li> <li>Rating Certificate (Blooms only for full evaluated program).</li> <li>5-Bloom Winners receive special recognition.</li> <li>Profile on newsletter, press releases, <a href="http://www.bccib.ca">www.bccib.ca</a> website and Gardens BC tourism website.</li> </ul>		<p><b>PROGRAM BENEFITS:</b></p> <ul style="list-style-type: none"> <li>Strengthens community pride for residents and businesses</li> <li>Collaborative, creates opportunities to celebrate volunteers</li> <li>Enhances enjoyment and value of green spaces</li> <li>Highlights climate action initiatives</li> <li>Contributes to a healthy social &amp; economic lifestyle</li> <li>Profile for best features of the Community</li> <li>Measurable results with year over year benefits</li> </ul>
<p><b>ADDITIONAL DETAILS:</b></p> <ul style="list-style-type: none"> <li>Grow a local 'in Bloom' committee to build collaboration with residents, businesses, service clubs and a municipal rep. (Councillor, Public Works, Administration or Parks &amp; Recreation staff).</li> <li>Plan to meet online mid-season with Provincial CiB Judges with a Virtual Check Up on how to support your CiB efforts.</li> <li>Develop a basic budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too. Document volunteer contributions.</li> <li>Create a Community Profile Document outlining the community's achievements. Plan a judge's tour to view community in the 3 or 6 evaluation criteria. (Once registered, additional information is provided in the Getting Started Package).</li> <li>Host 2-judges in 2<sup>nd</sup> or 3<sup>rd</sup> week of July (TBC), in separate rooms (Hotel, B&amp;B or Billeting if certain conditions can be met), with meals during evaluation day.</li> <li>Communities will be presented a Certificate and a Report at the Provincial Awards in the fall. (Event details to be confirmed)</li> <li>Evaluating three or six criteria, the report creates a benchmark score to celebrate successes and for future improvements.</li> </ul>		
NON-EVALUATED OPTIONS		
 <p><b>FRIENDS</b> For communities that want recognition for ongoing CiB initiatives but want to take time off from evaluation. (see form front) <b>1 LEGACY TREE PER REGISTRATION</b> Bonus: this category is encouraged to provide a Showcase.</p>	 <p><b>MEMBERSHIP</b> (requires separate form) – The BC CiB organization represents all areas of the province, if you would like more information go to our website Volunteer page.</p>	 <p>(requires separate form)</p>

Photo disclaimer: Submitted photos give authorization to BC Communities in Bloom to use at their discretion for program promotion.





### GROWING EDIBLE GARDENS

As we welcome 2025, Communities in Bloom invites you to join us in exploring our Theme of the Year: Edible Gardens. Growing your own food is a powerful way to support sustainability, enhance local ecosystems, and build stronger connections within our communities. It also provides a meaningful response to the challenges of food insecurity. This year let's focus on creating edible landscapes that nourish both people and the environment. Together, we'll plant the seeds for a greener, healthier future!

#### Some Edible Thoughts from BC CIB Judge And Director Linda Tomlinson

This does not mean that all the flowers and shrubs should be ripped out of the garden and replaced with edibles! It is to encourage people to tuck a few edibles among their landscape. Edibles can enhance the landscape.

Carrots have a lacy foliage while Swiss Chard is delicious and comes in a multiple of colors. Plant a cucumber alongside another vine. They like it hot and sunny.

Tumbler tomatoes make tasty edible hanging plants in pots. Their flowers are not spectacular, but the fruit is. Peppers, eggplant and tomatoes all have attractive fruit.

Planting edibles throughout the garden creates variety which is helpful to our pollinating insects.

Edibles are never short of supply in the Okanagan in the summertime but the ones from your yard will taste better.



Village of Lumby in 2016. Herbs and Vegetables growing on lamp post brackets throughout the downtown.



Raised planter of tomato plants and annuals is at a senior's home in Barhead, AB

### Opportunities for BC communities:



**Gro for Good™**

[Gro for Good Grant Link](#)



**2025 Miracle-Gro® Best Garden Selection** program, presented by Scott's® Canada.

[Best Garden Selection link](#)



# 2025

**Contact Information:**

Catherine Kennedy, Executive Director  
BC Communities in Bloom

**UPDATED ADDRESS:**

4451 212 Street, Langley, BC V3A 7Z8  
(604) 576-6506

[c.kennedy@telus.net](mailto:c.kennedy@telus.net) | [www.bccib.ca](http://www.bccib.ca)

# Getting Started

**in the Provincial Edition****Documents:**

- 1) Getting Started & Important Dates
- 2) 'My Community' Info (Photo Required – ASAP)
- 3) Community Profile Book Guidelines
- 4) Volunteer Information Form (optional)
- 5) Getting Ready for your Evaluation Day
- 6) 2024 Evaluation Form (2025 t/c late April)

## How to be an

# “in Bloom” Community

1. Any municipality, regional district or geographical area that is a “community” may participate, it can be citizen or civic lead.
2. CiB provides an evaluation of six criteria (Bloom): Community Appearance, Environmental Action, Heritage Conservation, Tree Management, Plant and Floral Displays with Community Involvement in the sectors of Municipal, Business and Residential areas.

We now offer a simpler 3-criteria (Grow) option as a way to develop into a CiB participant.

3. BC Judges tour the province in July. This annual event supplies focus and deadline for participants. A pair of judges evaluates your community over a full day or half day if the 3-criteria option is selected.
4. CiB inspires the community to enhance and celebrate their uniqueness.
5. The results are Awarded in the fall and may be done in person by a BC CiB Member presenting.
6. Please Note: only the full 6-criteria evaluation receives the Bloom Rating which is awarded as a measurement of the overall quality of the liveability in the community.
7. 6 and 3-Criteria evaluations are eligible for Criteria Awards.

EVALUATED PARTICIPANTS WILL RECEIVE THE FOLLOWING:	
Getting Started Package with Community Profile & Municipal Info Form	April
Copy of the 2024 Evaluation Form/Link to Logo & Logo Use Guidelines	April
General Press Release & List of Provincial Participants	April
Proposed Evaluation Date (Week of July 7-11)	Informed mid-May (sooner if possible)
Confirmation of the Judges Arrival/Departure Times	Early June (sooner if possible)
Judges Contact Information & Biographies	Late June
Survey evaluation of CiB Program & Judges	Week following your evaluation
Presentation to the community of the BC CiB Award may be arranged following the Provincial Awards Announcements	
Results Press Release	End of September
COMMUNITIES ARE REQUESTED TO SEND:	
Photo of your community for BC CiB Website – 1 IMAGE	IMMEDIATELY PLEASE
My Community Information Pkg	ASAP
Confirm accommodation for the Judges; Profile Document & Agenda	No later than a week before Evaluations
6 High Resolution (1 mb each) Photos for Awards PowerPoint	August latest



## GETTING STARTED

### FORM A COMMITTEE

Creating a team with representatives for each Criteria is one way to form a committee. Or, if you are a smaller group, it is nice to have a municipal representative, in addition to a service or business leader and a community champion to help lead the CiB efforts.

The first year will be more about inventorying the community and recognizing the volunteer groups already enhancing the community. In subsequent years, the committee may find special projects to support or develop.

### BUDGET

It is helpful to have some base funding or fundraising projects to cover the registration fee, promote your community's involvement, honour your volunteers. Hosting the judges is often supplemented with in-kind donations.

### CRITERIA & EVALUATION FORM

Careful review of the evaluation form and sequence of the criteria is helpful in developing your judges' itinerary and Community Profile document. A blank evaluation form is sent to each participant to confirm existing accomplishments and determine actions/areas for improvement. First time participants are encouraged to ask neighbouring CiB communities or contact the provincial office for help.

Many participants use the first year to locate organizations already working in the criteria area and ask for their help in "ticking" the boxes or being available on the evaluation day.

### FUNDRAISING IDEAS

Hold a garage sale, plant or vegetable sale, hanging basket/planters for sale, organize a carwash, bake sale, silent or live auction, themed evening or offer as a group to do landscape maintenance for a donation to your CiB committee.

### COMMUNITY INVOLVEMENT

Participants involve a large

segment of the community spanning all areas of the CiB criteria. Hold community wide contests offering donated prizes to the winners. Have a table at your local market days to promote volunteer sign-up for specific projects. Encourage "family" participation. Be visible, have fun, show your appreciation.

### EVALUATION DAY

After the judging date is established the community is notified and given the names of the judges, and the lead judge's contact information.

**Create a Community Profile:** following the sequence of the evaluation form, your profile document serves as a tool to help the judges understand parts of your community possibly not on the tour or events that happen in other seasons. A map of the community is helpful too.

This document may be used later as a marketing tool by your Chamber or Tourism offices.

**Itinerary:** submit your proposed itinerary to the lead judge ideally two weeks ahead of the visit. The judges are happy to offer suggestions on how to maximize a tour that showcases all the evaluation criteria. A balance of some walking and driving is appreciated as you will want to show approximately 80% of your community.

**Hosting the Judges:** the evaluation day scheduled within the second or third week of July. In most cases, you are asked to provide 2 nights for the two judges in separate rooms, at the same location (B&B's or Billeting if certain conditions can be met)

### Depending on the location of community:

transportation for judges to and from the airport or nearby community may be requested if they do not have their own vehicle. Meals during the evaluation day are usually worked into your tour: e.g. Breakfast with committee, (don't forget 'water' stops) lunch and/or dinner with volunteers. If time permits, a wrap-up meeting the following morning is ideal with a few key people for the judges to ask their final questions before departure.



**Welcoming the Judges on the first night:** it is nice to plan an introduction meeting with your committee or an event that celebrates your community. Recognition awards for the local winners (Tidiest Business, Most Bee Friendly Residence, etc), or a volunteer appreciation ceremony to honour your volunteers (rather than the judges).

- Reminder regarding the second night in the community: Plan for quiet time (minimum 3 hours) after the tour so that the judges may review all they have been shown and told. This time is critical for the judges to provide constructive comments and suggestions.
- The judges will submit the completed evaluation to the Provincial office at the end of the tour. The final report and “bloom” rating certificate will be awarded in the fall.
- Surveys will be sent to all provincial participants to evaluate your CiB experience.

### BLOOM RATING

Typically communities spend 3 to 5 years working to achieve a 5-bloom rating. The “Bloom” rating is as follows:

0 to 55%	= 1 Bloom
55 to 63 %	= 2 Blooms
64 to 72%	= 3 Blooms
73 to 81%	= 4 Blooms
82% and over	= 5 Blooms

**PROVINCIAL AWARDS CEREMONY** –since the pandemic, opportunities for a full awards and conference has not been viable. In the past, the BC CiB Awards & Conference was held in the fall and hosted by a different British Columbian community. This event offered a chance to network with other communities while providing a great opportunity for judges and community representatives to attend educational workshops and showcase their achievements through Community Exhibits. At the Awards Dinner, Certificates and Reports were presented to all participants in addition to our sponsored Criteria Awards. In the future, we hope to offer this celebration of community excellence in gathering together once again.

### CRITERIA AWARDS

The purpose of these awards is to recognize outstanding achievements in a criterion. These awards are not based on population category, nor

do they reflect the overall bloom rating. Therefore, it is quite possible to be a Criteria Award recipient based on an achievement or creative initiatives in one of the evaluated criteria.

### PHOTOS

Photography is critical for BC CiB to share information about your community. Participants submit 6 quality photos for the Website, Awards PowerPoint and Social Media. Photographs need to be digital, 1 MB minimum.

**Photo disclaimer:** Submitted photos and entry documents give authorization to BC Communities in Bloom to use at their discretion for program promotion.

### OPPORTUNITIES FOR PROVINCIAL PARTICIPANTS

- Profile on [www.bccib.ca](http://www.bccib.ca) with link to your website.
- Profile on National CiB website.
- Link to GardensBC website.
- Growing Together Newsletter (10+ Issues)
- Use of the Communities in Bloom Logo per the Logo Guidelines document.
- Recognition Certificates will be presented to all participants

### ADDITIONAL BENEFITS

- uses horticulture as the focus for community engagement.
- provides measurable results that serve as a baseline for future improvements.
- CiB evaluation criteria is a tool to inspire change.
- encourages networking and wider recognition for volunteer groups within the community.
- highlights beautification initiatives which in turn inspires pride in hometown.

**[www.bccib.ca](http://www.bccib.ca)**

**Contact:** Catherine Kennedy, E.D.  
c.kennedy@telus.net or (604) 576-6506

**Final Note:** our volunteers are specialists in horticulture, parks and recreation, community management and volunteer coordination; and represent all areas of the province. They are trained to deliver the CiB evaluation program and are passionate about sharing its many benefits.

# My Community

Required information  
about your community.



**PLEASE COMPLETE THIS PACKAGE BEFORE MAY 31**

AND EMAIL IT TO CATHERINE KENNEDY  
[c.kennedy@telus.net](mailto:c.kennedy@telus.net)

BC Communities in Bloom  
4451 212 Street, Langley, BC V3A 7Z8  
604 576-6506

A word document version is available upon request

## MUNICIPAL INFORMATION FORM

<b>Municipality:</b>			
<b>1<sup>st</sup> Year of CiB:</b>		Last evaluation year:	Total Years Involved:
<b>Name of Mayor:</b>			
<b>E-mail of Mayor:</b>			
<b>Names of your councillors:</b>			
<b>City Hall's Mailing Address:</b>			
<b>PRIMARY COMMUNITY CONTACT PERSON</b>			
<b>Name</b>			
<b>Address</b>			
<b>Work Number</b>		<b>Cell Number</b>	
<b>E-mail</b>			
<b>SECONDARY COMMUNITY CONTACT PERSON</b>			
<b>Name</b>			
<b>Address</b>			
<b>Work Number</b>		<b>Cell Number</b>	
<b>E-mail</b>			

### Local Communities in Bloom Committee

<b>x</b>	<b>Structure of your Committee:</b>
	Committee of Council
	Volunteer Committee
	Existing Non-profit Society, Beautification Group, etc.
<b>x</b>	<b>Your Committee is made up of representatives from:</b>
	City Staff (Department)
	Elected Officials
	Businesses/Chamber/BiA/Economic Development
	Service Groups
	Residents
	Other (please specify)
<b>x</b>	<b>Committee budget is:</b>
	A dedicated budget for the CiB committee
	Budget is integrated into municipal budget

## SOCIAL MEDIA AND GARDENS BC

The **Participants** section on our website is an on-going promotional tool for your community to promote and increase visibility to all our Communities in Bloom participants.

In addition, our website page is linked to the Gardens BC (Garden Tourism) website. For this reason, it is recommended that you provide us with a regularly updated picture and/or description to show visitors what they should see in your community.

<b>Community Name</b>	
<b>Website</b>	
<b>Facebook</b>	
<b>PHOTO FOR BC CiB WEBSITE</b> (Please supply 1 MB jpeg to <a href="mailto:c.kennedy@telus.net">c.kennedy@telus.net</a> ) – ASAP please	
<b>Community Description –</b>	
<b>BEST Garden to Visit or Green Space in your community.</b> (Photo jpeg and location/address) will use on BC CiB website & Gardens BC social media accounts.	
<b>#1</b>	Sample: Lovelytown's best kept garden secret is a peaceful Asian themed garden located right next to the town's library. Open daily 9-5. 98754 Main Street, Lovelytown, BC
<b>#2 optional</b>	
<b>#3 optional</b>	

**Due Date: May 30 BC CiB Map and website will be updated.**

## COMMITTEE MEMBERS' LIST

Keep your committee members informed on initiatives! CiB sends news on the program to your members.

***\*CiB does not share, sell or distribute the Committee Members' List with anyone.***

Our Growing Together Newsletter can be shared or supply everyone's email and Catherine will send directly to your members.		
Full Name	Telephone	E-mail

## JUDGES' ACCOMMODATION

The community is responsible for providing lodging for two single rooms for the two volunteer judges during the duration of their evaluation in your community (generally for 2 nights, with a maximum of 3 nights for very large communities, Bed & Breakfasts are acceptable. Billeting is possible but has certain requirements such as two bedrooms, internet with a quiet area for judges to complete some of their report.

Please inform us of which accommodation the judges **will most likely stay at**. We will re-confirm if this information is still accurate once we are closer to the evaluation date and will confirm with you which dates to book the reservation.

Judges' Accommodation	
Name of Hotel / B&B	
Address	
Contact Person	
Phone	
Website	

## COMMUNITY PROFILE

### 1-2 weeks before evaluation

It is nice for the judge's team to have a copy of your community profile document ahead of the visit, with an itinerary for the day in a format determined by the community.

**Please refer to the Community Profile Guidelines provided with your Getting Started email.**

The CP is a document that showcases the community's achievements in the Communities in Bloom program. It also provides information on related initiatives especially if there is not time to see the element in person, or it happened earlier in the year.

**The design and comprehensiveness of the document is at the full discretion of the community.**

- 1) Please **contact your judges** for preferred submission timing and method.
- 2) If you are particularly proud of your CP document, please email a copy to [c.kennedy@telus.net](mailto:c.kennedy@telus.net)

#### **Here some suggestions for preparation of your community profile information**

- Include a brief introduction or description of your community.
- Identify year-round projects and achievements with focus on **"what's new"** and major initiatives.
- **Present the content, at your discretion, in relation to the criteria or the evaluation form**
- Describe initiatives in relation with recommendations from past evaluations.
- Outline projects and or programs made possible by volunteer and/or in-kind involvement.
- Include information on projects and or programs that will not be included in the evaluation tour due to time constraints.

**and make it easy to read** (table of contents, photos, concisely written)

Help the judges prepare their visit by including additional information waiting at their accommodation:

- an updated itinerary and a map of the areas to be viewed.
- the full names of the people who will be part of the evaluation tour.
- the municipal information (see page 2 of this document) if not in the community profile document.

As noted before, this information can be complemented with separate documentation that includes photos and newspaper clippings, brochures, fliers and other information pertaining to the CiB program. This "scrapbook" can be given to the judges upon their arrival and returned if required. Finally, if a community has the resources, it can undertake a more detailed and comprehensive CP that it can use as information for citizens and a promotional "tool" for its Community.

As a guideline, you may download a basic profile template (although please note that it is not necessary to use it).

**Please remember: the design and comprehensiveness of the community profile information is at the full discretion of the community. This document does not earn evaluation points.**

## MEDIA LIST

Be proud and show off your community to the media! BC CiB will send out a press release to your media contacts when the judges arrive to your community. We will also send out a press release once the Provincial results are announced.

Please provide us with an **updated** media list with a maximum of three contacts.

E-mails of your Media List (please separate with a “;”) Example: media1@media.com; media2@media.com

## **DON'T FORGET** **SUPPLY SIX PICTURES FOR AWARDS POWERPOINT** **Due Date: mid August**

A picture is worth a thousand words! Start taking pictures and show the world what your blooming community has to offer! This is an excellent way to attract tourism and to help promote your community.



Please submit 6 of your best photos with full rights in high resolution (a minimum of 300dpi at print size or a minimum weight of 800kb). These photos will be used for the presentation Awards PowerPoint, our newsletter, website and other various promotional materials.

**Submission Method:** multiple 1 MB jpegs can be too much for some email programs. Please send two at a time to [c.kennedy@telus.net](mailto:c.kennedy@telus.net)



# COMMUNITY PROFILE – Helpful Guidelines

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The Community Profile (CP) document is a useful document for the Judges to use both in the community while completing the evaluation and to take with them for reference later.

Besides being an excellent information tool for the judges, the CP is a fine means of promoting a community. It is suggested that copies of the CP be placed in the local libraries and Visitor Information Centres. Some participants have used it as a keepsake thank you gift for special volunteers.

The Community Profile document should:

- Be letter size (8.5" x 11")
- Light weight to be easily portable for the judges while on tour (binder or spiral/cerlox binding).
- Contain a brief introduction or description of your community.
- Also contain a copy of the General Information 'To Do' Package and the Volunteer Information Form supplied with the Getting Started package. This document provides helpful information for the judges and the CiB organization of the challenges facing your program. It is not factored into the evaluation.
- Concisely written and contain current information that pertains to the community for the previous 12 months. In subsequent years highlight "What's New" so that it will be obvious to the judges.
- Organize the book following the Evaluation Criteria order and include sufficient information for each of the sectors of evaluation – Municipal, Business, Residential and Community Involvement.

Other helpful aspects, which can form part of the CPB, are:

- Table of Contents
- Summary of events from the 12 months previous
- Bylaws pertaining to the specific evaluation criteria
- List of Municipal Officials and Staff, CiB committee members (should be in the To Do package)
- Map of the areas toured (does not have to be super detailed)

Separate Information:

- Complement the CP with other additions such as: photos, newspaper clippings (complete with source, date and page), community information brochures or flyers. Include past CiB evaluations.
- These documents/photos could be compiled in a binder for the judges and will be returned before they leave the community.

---

REMINDER: please supply one digital file and at least one hard copy of the Community Profile document for the judges to take away. (They will not be returned)

REMEMBER to keep a master copy of the Community Profile for your own reference.

If time permits, supply the digital copy a few weeks ahead of time so the judges can become familiar with your community or supply a printed copy for them to have some quiet time to review your documents if they arrive before any meetings.

The best profile books are living documents that get improved year over year. Would like to see a sample or have questions? Please contact Catherine 604 576-6506 or [c.kennedy@telus.net](mailto:c.kennedy@telus.net)

# VOLUNTEER INFORMATION FORM - Optional

This form provides information to the judges and the BC CiB organization to help understand your community. It is important to note that the Volunteer Information Form has no bearing on the evaluation.

Please include this form with your Community Profile and send a copy to the provincial office [c.kennedy@telus.net](mailto:c.kennedy@telus.net)

Municipality: \_\_\_\_\_ Population: \_\_\_\_\_

Municipality total area: \_\_\_\_\_ Parks and green spaces area as a % of total area: \_\_\_\_\_

## What is the structure of your CiB Committee?

- ☐ Committee of Council
- ☐ Volunteer Committee
- ☐ Existing Non-profit Society, Beautification group etc.

## Who is on your committee?

- ☐ Municipal Staff or Councillor
- ☐ Business Representatives
- ☐ Citizens
- ☐ Service Groups, Garden Club, Rotary
- ☐ Ec. Dev., Chamber of Commerce or BIA

Why did you enter this program? \_\_\_\_\_

What is your community especially proud of? \_\_\_\_\_

Who will this report be most beneficial to? \_\_\_\_\_

In what way do you anticipate participation in CiB will assist in improving your community? \_\_\_\_\_

COMMITTEE BUDGET: \$ \_\_\_\_\_ or

Contributions from    Municipal \_\_\_\_%    Fundraising \_\_\_\_%    Grants \_\_\_\_%    In-kind \_\_\_\_%

## VOLUNTEER CONTRIBUTIONS

Always track the number of Volunteers and hours as this can be helpful with grant applications

**Total CiB Volunteer Hours x Rate/hour = Value Contributed to your CiB program**

Total Hours	X	Rate/Hour	=	Value Contributed
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Example: 100 people x (volunteering an average) 4 hours = 400 total hours @ \$18/hour = \$7200

# GETTING READY FOR YOUR EVALUATION DAY

## Contents

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## PREPARING FOR THE JUDGES

You will need to provide your Lead Judge:

- ☐ A primary and secondary contact person(s) for your community (**see the My Community 'To Do' package**)
- ☐ Daytime and evening phone numbers for each contact (or Cell), emails.
- ☐ Ideally, **2 weeks** before the evaluation day, please supply the Lead Judge a PROPOSED ITINERARY with the contact information.
- ☐ Plan transportation from closest airport (to and from community) unless judges are arriving by car (may depend on several travel factors between communities)
- ☐ Plan for and provide meals for the judges for their stay in your community. If this is not possible, direct the judges to convenient restaurants.
- ☐ Arrange separate accommodation for 2 judges for 2 nights' maximum.
- ☐ If judges are billeted in a private home, please make sure they have a bathroom separate from the family and with a private area and access to wi-fi, so they may work on the report on the second evening.

BC CiB will provide:

- ☐ Judging dates (second week in July) These may be adjusted if community makes the request early enough. Your evaluation date will be confirmed before June 1st (earlier if possible)
- ☐ Two judges to evaluate your community on the evaluation criteria, based on the National Communities in Bloom Evaluation Form
- ☐ Travel to the nearest airport OR if distances allow, judges will drive.
- ☐ The Evaluation Report will be presented at the Awards event in the fall with a Bloom Rating Certificate.

Approximate Schedule for evaluation of 6-Criteria. **For 3-Criteria Evaluations, please call Catherine to plan an agenda.**

- ☐ Day 1: allow for judges' arrival late afternoon with a welcome event or meeting the first night.
- ☐ Day 2: schedule tour and all activities to be completed by the late afternoon.
- ☐ **Evening Day 2: Please make sure judges have three to four hours' quiet time by themselves at the end of the day to compare notes and begin the reports.**

# CREATE COMMUNITY AWARENESS

Publicize the DATE of the evaluation and the TOUR ROUTE to get public participation.

---

## SHOWING YOUR COMMUNITY - Judges will need to see:

**Community Profile (CP).** Review the CP Guidelines Document and the Evaluation Form the judges will be using. Judges need at least one copy to keep.

- Your CP should be divided into the criteria, and you should profile what you have done **THIS YEAR** in each of those categories.
- If you are reusing a previous year's binder, make sure you highlight what has been accomplished in the **CURRENT** year. (What's New or has been worked on based on the previous year's report)
- Keep the book to less than 30 pages...100 pages are too much!
- Fill out and include the Municipal Information document. (Included in the new To Do package)
- Use a separate album to show photos, clippings, brochures (Judges can return at end of tour day)
- Plan to view about 80% of the community on the tour.
- **Optional Community Display** that can be used at community events.

**TIP:** include past evaluations (if available), past events and by-laws. It will be used by the judges in assessing how the community has met the evaluation criteria that may not have been shown or explained on the tour.

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## INVOLVE THE MEDIA

- Develop a list of media contacts in your area...newspapers, radio stations, TV stations, free publications, tourism office, recreation centres, downtown associations etc.
- Have a media release "at the ready" for any CIB event so that one announcement can be "fired off" to all.

Involve the Media in Judging Day:

- Send out an announcement (PSA) with evaluations date, routes and times.
- Present "Awards" or other event to entice the media to attend.
- Invite media to volunteer recognition events, lunches or dinners.
- Publicize the results of the competition in local papers.

Some promotion ideas found to be helpful in communities across Canada:

- Monthly newspaper column
- Advertising in recreational activities book
- Mayor or councillor has a weekly radio show and often features CIB activities.
- Small pamphlet distributed in mail or available at public functions for CiB events.
- Create awards during the year for Best Street, Best Garden, Tidiest commercial yard etc. and advertise these as CIB awards.
- Extensive coverage of events leading up to, and during judging day.
- Have your CIB committee make an annual presentation to local council so that all members know what the committee has "in store" for the year.
- Devise a sandwich board with CIB logo on it and place in a high-profile place while volunteers are working.
- Have CIB T shirts/aprons for your committee.
- Highlight entrance signs and banners.
- Create a local CiB website or Facebook page with informational updates to community.

## PLANNING THE TOUR DAY

- Your tour should focus on showing all evaluation criteria categories.
- A good way to start the tour is to host a breakfast and have various volunteers take 5 minutes to explain their roles and achievements.
- Make name tags for your main volunteers (Judges will have their own badges)

Choose your tour guides carefully:

- Don't talk ALL the time and consider changing the guides throughout the tour.
- They should be knowledgeable on their topic: Parks Manager, Town Foreman, Museum staff, and/or a First Nations representative would all be an asset to the tour day.
- The judges need to question volunteers and speak with the people who are responsible.

**TIP:** Look at the evaluation form every year: Have the evaluation form handy when filling out the Community Profile and planning your Tour. This way you won't miss out on any of the information required.

**TIP:** Look carefully at the evaluation document. This is important in what we are shown and what we are told. Note the value of each section.

**TIP:** Once the tour route is established, take someone not associated with your CIB committee on tour. A fresh set of eyes will find the little things often overlooked.

Planning a good tour:

- **BE FLEXIBLE**, the judges may ask to stop to see something that is not on the tour. And upon occasion, vehicles and planes have created delays.
- Recognize that timing the tour is a huge challenge so plan for some elements that can be added or subtracted throughout the day.
- Provide refreshment and meal breaks and ensure that the judges stay hydrated in hot weather and dry in stormy weather.
- Limit the number of private garden tours (2 is enough). There are too many other criteria to evaluate.

The schedule and tour transportation should be:

- Comfortable, large enough for both judges to ride together. Driver, and only one tour speaker at a time.
- Judges need to see about 80% of the community (they also need time to walk around to inspect some sites)
- If the tour is very physical, judges should be advised ahead of time. Not all judges are able to walk for long periods of time, especially if the day is very warm.

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## INITIAL WELCOME MEETING

This is a great opportunity for the judges to get a feel for the community and an enthusiastic, upbeat meeting can set the tone for the entire visit.

At the meeting, supply:

- Community Profile document for each judge (even better, have the CP in the hotel rooms at check in).
- Map with the tour route for each judge.

Who could be at the meeting?

- Your CiB committee members and perhaps the Mayor and/or councillor, Municipal staff.
- Business or Chamber of Commerce representative, Corporate sponsors.
- Service club representatives or any other people that are involved in activities.
- They don't have to be members of your Committee!

Discuss at this meeting:

- Introduce your community "In a nutshell" e.g. climatic, geographic, economic or social challenges.

- History of your CiB: How did it start? How has it grown? What difference has it made?
- CiB projects: this year and briefly about past projects, Community projects, Long term goals.
- Motivation/reasons for being in the CiB program.

## INCLUDE EXAMPLES OF THE CRITERIA ON YOUR COMMUNITY TOUR

**Communities in Bloom** is a volunteer and partnership-driven charitable organization that uses a multi-tiered competitive evaluation process to foster community strength, involvement and continuous improvement. This is accomplished by nurturing environmental sustainability, enhancements of green spaces, and heritage conservation, in cultural and natural environments encompassing municipal, residential, commercial, and institutional spaces..

**Community Appearance** reflects an overall effort by the municipality, businesses, institutions and the residents throughout the community to create great first impressions and a sense that there is continuous attention and upkeep to critical elements of a community that benefit quality of life and economic vitality Elements for evaluation are: parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up, graffiti prevention/removal and vandalism deterrent programs.

**Environmental Action** pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to environmental stewardship, policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and activities under the guiding principles of sustainable development pertaining to green spaces.

**Heritage Conservation** includes efforts to preserve and protect both natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation represents the “persona” of a community and refers to the heritage that helps define the community including the legacy of tangible elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations.

**Tree Management** Woodlands, Canopy Management, Urban and Rural Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management protection (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator-friendly tree selection, tree inventory including heritage, memorial, and commemorative trees, and Integrated Pest Management (IPM) programs.

**Landscape Areas** includes planning, design, construction and maintenance of parks, green spaces and cemeteries suitable for the intended use and location on a year-round basis. Elements for evaluation include native and introduced materials; biodiversity, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community and provide safe and secure public spaces. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.

**Plant and Floral Displays** evaluates the efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain plant and floral displays of high-quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. It also pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.

**COMMUNITY INVOLVEMENT:** includes public involvement in various community programs and projects, recognition of volunteers, and support toward community initiatives by the municipal, business and private sector. Recognized as such a major component of the overall program, it has become a **key sector** to be included in each of the sections.

## REMEMBER

We want to talk to:

- **Volunteers** - having them at each stop to chat with the judges about the site and activity indicates good community involvement.
- **Municipal staff** (parks foreman, public works) - about their jobs, maintenance levels of parks and public areas, do they get support for training from the town/city.

Don't be afraid to **SHOW** us the "bad" stuff...or **TELL** us the "bad" stuff... We can help your effort by adding suggestions into our evaluation.

**Also, remember our time is really your time!**

- It is wonderful for you to arrange entertainment for us (golf game or a boat ride) but this takes away from us being able to see your community and give you a fair evaluation.
- We are with you such a short time; please don't ask us to judge events like garden competitions. We really need to focus on the job at hand and can give you good feedback and ideas for next year.
- We appreciate souvenirs of your community, but we would love to see those funds put back into your community. The suitcases can get pretty full and heavy!
- It is best to intersperse walking with driving. Not all judges are able to walk for long periods of time.

**Remember to schedule time at the end of the tour.**

- We need 3-4 hours of time alone to fill out our evaluation form. This is not including sleep.
- We need a **PRIVATE** quiet area to be able to spread out the information given us and go to work with Wi-Fi.
- It is a full day and the judges need the time to record all that they have seen and heard while touring your wonderful community.

## FINAL THOUGHTS

- Show how you have enhanced your community's liveability.
- Celebrate what makes your community unique.
- Engage citizens of all ages.
- Make it fun and enjoy the journey!

---

## START TAKING PICTURES OF YOUR COMMUNITY!

Your photos should show off your best in the evaluation criteria, volunteer efforts or even good examples of before and after projects. These photos become an excellent way to promote your community's best attributes.

Try to keep the photo's resolution to about 1mb.

- Remember we will be looking for your 6 best images to be used in the Awards PowerPoint presentation as well as, images may be used in the newsletter and/or on our website.
- Your 6 photos are due end of July please.
- Please email one or two at a time to Catherine at [c.kennedy@telus.net](mailto:c.kennedy@telus.net)

Photo disclaimer: Submitted photos and entry documents give authorization to BC Communities in Bloom to use at their discretion for the promotion of the BC CiB program.

Thank you



## BC COMMUNITIES IN BLOOM RESOURCES

- Website and Newsletter link: [www.bccib.ca](http://www.bccib.ca)
- Email Executive Director at [c.kennedy@telus.net](mailto:c.kennedy@telus.net) or call (604) 576-6506

Your judges contact info:

### Other resources:

- Mentor Communities in your region may be able to help, please ask us.
- Communities in Bloom (National & International) [www.communitiesinbloom.ca](http://www.communitiesinbloom.ca)
- BC Landscape & Nursery Association / Landscape Standards Manual [www.BCLNA.com](http://www.BCLNA.com)
- Invasive Species Council of BC [www.bcinvasives.ca](http://www.bcinvasives.ca)
- Okanagan Xeriscape Association <http://okanaganxeriscape.org/>
- Garden Tourism [www.gardensbc.com](http://www.gardensbc.com) or <https://gardensbc.com/gardens/>
- Civic Info BC [www.civicinfo.bc.ca](http://www.civicinfo.bc.ca)



# Evaluation Form

# 2024



British Columbia  
Communities in Bloom

## 2024 Evaluation Form

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# 2024 Evaluation Form



Community:

Province: British Columbia

Category: Population #

CiB recognizes efforts to mitigate and adapt to climate change which is reflected in several criteria including:  
Environmental Action; Preservation of Natural Heritage; Tree Management and Landscape

Community Appearance	0.00	/	150.00
Environmental Action	0.00	/	150.00
Heritage Conservation	0.00	/	150.00
Tree Management	0.00	/	175.00
Landscape	0.00	/	200.00
Plant and Floral Displays	0.00	/	175.00
Total	0.00	/	1000.00

Percentage : 0.00%

Bloom rating: Fill in bloom rating

Do not type in the pink or blue fields. They are automatically calculated. To update calculations in the entire document, choose Select All, then press F9. This does not work on some Apple products. Some PCs use a different key combination – for example – FN+F9.) To update a specific cell, right click on the cell and select “UpdateField”

**Bloom rating:** Provincial, National and International Participants

Up to 55%: 1 bloom. 56% to 63%: 2 blooms. 64% to 72%: 3 blooms 73% to 81%: 4 blooms. >82%: 5 blooms.

**Bloom Levels:** National Edition and International Challenge, for evaluated communities only.

82 to 83.9%: 5 Blooms. 84 to 86.9%: 5 Blooms (Bronze). 87 to 89.9%: 5 Blooms (Silver). 90% and over: 5 Blooms Gold

Mention: (Note a specific achievement by the community – take a picture for use at the awards ceremony for Catherine)

Representative (s) of Community

Name:	_____	Function:	_____
Name:	_____	Function:	_____
Name:	_____	Function:	_____

Judges

Name:	_____	Name:	_____
-------	-------	-------	-------

Evaluation date: \_\_\_\_\_

# 2024 Evaluation Form

## IMPORTANT NOTES:

Evaluation is adjusted to the climate and environmental conditions of the community.

Evaluation is also adjusted to match the capacity of a community population to the achievements in all criteria – i.e. evaluate what they do (achieve) with what they have (population/ resources).

Some aspects of the evaluation might not be applicable: scoring will be prorated.

The score will vary from the previous year based on the facts that the evaluation form is subject to modifications each year and that the scores are based on the perception of the current judges.

## SECTORS OF EVALUATION

### Municipal:

- Municipal properties, parks and green spaces, streets, streetscapes
- Properties owned and run by municipality such as museums, historical sites

### Business and Institutions:

Properties owned and managed by

- **Business:** commercial sector, shopping centres, Business Improvement Areas (BIA), , industrial parks, manufacturing plants
- **Institutions:** schools, universities, churches, hospitals, service and community organization buildings (such as YMCA, Legion), private museums, Government and Crown Corporations buildings (such as Canada Post, provincial and federal parks, etc.)
- **Tourism bureaus and Chamber of Commerce offices**
- **Farms:** in rural communities, farms can be considered in this section

### Residential:

- Citizens and citizen groups acting within their own properties
- Residential property owners, rate payer groups including condos and co-ops

### Community Involvement:

The principle of community involvement is so fundamental to the program that it is considered in each segment of the evaluation.

- Individuals, community organizations, citizen groups (includes youth programs) – all contributing to various aspects of community improvement, including municipal spaces maintained through the efforts of volunteers and community
- Organized clubs such as horticultural societies, garden clubs, community associations, school groups
- Service clubs such as Rotary, Lions, Optimist
- Participation (financial and/or in-kind or employee participation) by the municipality, businesses and institutions.

**2024 Evaluation Form**

**GENERAL COMMENTS AND SUGGESTIONS**

## 2024 Evaluation Form

<b>COMMUNITY APPEARANCE</b>		
<p>Community appearance reflects an overall effort by the municipality, businesses, institutions and the residents throughout the community to create great first impressions and a sense that there is continuous attention and upkeep to critical elements of a community that benefit quality of life and economic vitality Elements for evaluation are: parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up (including cigarette butts and gum), graffiti prevention/removal and vandalism deterrent programs.</p>		
	<b>Max</b>	<b>Actual</b>
<b>Municipal</b>		
<b>Gateway Impressions</b> First impressions of the community including gateway/entrance landscape treatments	10	
<b>Overall Impressions</b> Order, cleanliness, curb appeal and first impressions	10	
<b>Anti-litter/Graffiti Prevention and Removal</b> Community anti-litter/graffiti awareness programs	10	
<b>Regulations</b> Effective bylaws, programs and policies and enforcement; litter control, private property maintenance by-laws, vandalism, graffiti prevention and eradication, graffiti removal kits to residents	10	
<b>Asset Appearance</b> Includes public green infrastructure: parks, streetscapes (sidewalks, planters, urban signage and furniture such as benches, litter and recycling containers etc.)	10	
<b>Municipal Properties Appearance</b> Visual appeal and condition of municipal buildings and municipal owned properties	10	
<b>Business &amp; Institutions</b>		
<b>Overall Impressions</b> Curb appeal, order, and cleanliness	15	
<b>Site Conditions</b> Condition of buildings (exterior maintenance), grounds, sidewalks and parking lots	15	
<b>Furniture/Amenities Appearance</b> Condition of urban furniture: benches, litter and recycling containers	5	
<b>Residential</b>		
<b>Overall Impressions</b> Curb Appeal, order and cleanliness	20	
<b>Property Conditions</b> Condition of buildings, grounds and yards	15	
<b>Community Involvement</b>		
<b>Public Participation</b> In community, neighbourhood or individual streets, clean-up programs, activities and annual maintenance (including promotion, organization, innovations involving youth and seniors, etc.)	10	
<b>Community Support</b> Financial and/or in-kind or participation by the municipality, businesses service groups, and institutions for community clean-up programs.	10	
<b>Community Appearance Total</b>	<b>150.00</b>	<b>0.00</b>

## 2024 Evaluation Form

### COMMUNITY APPEARANCE

**Observations:**

**Recommendations:**

## 2024 Evaluation Form

<b>ENVIRONMENTAL ACTION</b>		
Environmental action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: environmental stewardship, policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and activities under the guiding principles of sustainable development pertaining to green spaces.		
	Max	Actual
<b>Municipal</b>		
<b>Sustainable Development Strategies</b> Policies, programs, guidelines, long-term planning/vision; effective bylaws/policies and their enforcement; and public education programs and activities. This includes activities such as: the creation of Active Transportation networks, fleet management, and recognition of the importance of biodiversity to mitigate and adapt to climate change.	20	
<b>Waste Reduction</b> Reduction of waste going to landfill and results (3-R: reduce, reuse and recycle), municipal composting programs, including activities such as composting sites, yard waste collections, plastics reduction programs, mulching of wood debris (Christmas trees, hedge trimmings, etc.) and reclamation of cut trees. Handling of hazardous waste including e-waste collection and reuse of compost material. Officially mandating the greening of public events such as on-site recycling bins, biodegradable drink containers, food service dishes, utensils, etc. to minimize the use of plastic.	20	
<b>Water Conservation</b> Use-reduction programs such as promotions, efficient irrigation, use of non-potable water, water restriction policies	15	
<b>Energy Conservation</b> Programs such as alternate forms of energy (ex. geothermal, biomass, wind, solar) and initiatives such as: energy-efficient appliances, shielding for night skies, efficient street lighting	15	
<b>Environmental Initiatives, Innovations and Actions</b> <ul style="list-style-type: none"> <li>- Development and expansion of sustainable mobility and active transportation networks such as bike lanes, multi-use commuter pathways, and recreational trails</li> <li>- Horticultural practices such as planned biodiversity, green roofs, green walls, green lanes, living fences, buffer zones; re-use of sites; engineered wetlands, bioswales, permeable surfaces and rainwater management</li> <li>- Brownfield redevelopment, remediation, land reclamation</li> <li>- Air quality programs such as alternate energy sources, sustainable design of facilities, sustainable fleet management, reduction of greenhouse gas emission (carbon reduction), anti-idling by-laws.</li> </ul>	10	
<b>Business &amp; Institutions</b>		
<b>Participation in The Environmental Effort</b> Waste management (reduce, reuse, and recycle), water conservation, energy conservation and audits (fleet management, electric conservation), brownfield management	10	
<b>Corporate Environmental Initiatives and Action</b> Innovation/stewardship, initiatives, activities (for example: environmental clean-up activities, plastic reduction) carbon emissions, green roofs	10	
<b>Residential</b>		
<b>Participation in Environmental Initiatives</b> 3-R (reduce, reuse and recycle), composting	10	
<b>Water &amp; Energy Conservation</b> Practices such as water use reduction, rainwater collection and rain gardens, alternate forms of energy, thermostat reduction	15	
<b>Community Involvement</b>		
<b>Public Participation – Civil Action</b> Participation in public forums and policy development on environmental issues, such as climate change adaptation and mitigation	5	
<b>Public Participation in Activities</b> Community (including children/youth), neighbourhood or individual street environmental activities and programs (including promotion, organization, and evidence of taking ownership, etc.)	10	
<b>Community Support</b> Financial and/or in-kind or participation by the municipality, businesses and institutions in public environmental activities and programs	10	
<b>Environmental Action Total</b>	<b>150.00</b>	<b>0.00</b>



## 2024 Evaluation Form

### ENVIRONMENTAL ACTION

**Observations:**

**Recommendations:**

## 2024 Evaluation Form

<b>HERITAGE CONSERVATION</b>		
<p>Heritage conservation includes efforts to preserve and protect both natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation represents the “persona” of a community and refers to the heritage that helps define the community including the legacy of tangible (built/hard assets) elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums, and intangible elements such as traditions, customs, festivals, and celebrations. The participation of groups such as historical societies, traditional cultural groups, and conservation groups is considered.</p>		
	<b>Max</b>	<b>Actual</b>
<b>Municipal</b>		
<b>Natural Heritage Plans</b> Management and preservation policies, plans, programs, and initiatives: including eco systems, eco parks, trail networks, grasslands, naturalization, wetlands, urban agriculture/farming, wildlife and wildlife corridors, protection of sensitive habitats, species at risk and support for at risk pollinators.	20	
<b>Natural Heritage Promotion</b> Management and promotion of natural heritage (through communications, information and support programs, economic development/tourism) including year-around activities and programs for education and use of natural heritage sites (including trail networks) for and by the public.	15	
<b>Cultural Heritage Plans</b> Policies, by-laws, plans, and preservation initiatives for heritage buildings, cemeteries, artifacts, museums, monuments, heritage trees and gardens, including their integration with streetscapes and landscape	15	
<b>Cultural Heritage Activities</b> Initiatives throughout the year including festivals and celebrations along with preservation of traditions and customs	15	
<b>Business &amp; Institutions</b>		
<b>Natural Heritage Assets</b> Conservation, restoration, and integration of natural heritage, including eco parks, conservation areas, trails, heritage gardens, trees and landscapes.	10	
<b>Cultural Heritage Assets</b> Conservation, restoration and reuse of heritage buildings and artifacts including their integration with the built/hard, streetscapes and green landscapes	10	
<b>Residential</b>		
<b>Cultural Heritage Initiatives</b> Conservation/restoration and reuse of heritage buildings and artifacts on residential lands	10	
<b>Community Involvement</b>		
<b>Natural Heritage Public Participation</b> Participation in community (including children/youth), neighbourhood or individual natural heritage programs and initiatives including developing policies and plans, site improvements (including trails, eco parks , reforestation and management, maintenance, conservation and education initiatives	20	
<b>Natural Heritage – Community Support</b> Financial and/or in-kind or participation by the municipality, businesses and institutions (including environmental groups) in community-initiated natural heritage activities and programs	10	
<b>Cultural Heritage - Public Participation</b> Participation in community (including children/youth), neighbourhood or individual cultural heritage programs including year-round heritage community events/activities, festivals and celebrations along with preservation of traditions and customs	15	
<b>Cultural Heritage - Community Support</b> Financial and/or in-kind or participation by the municipality, businesses and institutions (including historical societies) in community-initiated cultural heritage activities and programs.	10	
<b>Heritage Conservation Total</b>	<b>150.00</b>	<b>0.00</b>

## 2024 Evaluation Form

### HERITAGE CONSERVATION

**Observations:**

**Recommendations:**

## 2024 Evaluation Form

<b>TREE MANAGEMENT</b>		
Woodlands, Canopy Management, Urban and Rural Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management protection (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator-friendly tree selection, tree inventory including heritage, memorial, and commemorative trees, and Integrated Pest Management (IPM) programs.		
	<b>Max</b>	<b>Actual</b>
<b>Municipal</b>		
<b>Overall Impression</b> Overall impact, benefit and first impression of the urban forest	10	
<b>Strategic Plans</b> Policies, regulations and tree by-laws, tree protection and planting on public and private lands	15	
<b>Urban Forestry Plan</b> Plan, design and inventory management including integration with overall green infrastructure landscape plan, and measures to preserve, protect, manage and expand overall tree inventory, including woodlots and managed forests	20	
<b>Plan of Action</b> Procurement, species diversity (including native trees), selection of hardy and pollinator habitat tree species, recommended tree list and tree planting standards.	10	
<b>Integrated Pest Management</b> (IPM) / Plant HealthCare (PHC): plan of action for invasive pest detection and control, information on current infestations and diseases	10	
<b>Public Information Programs</b> Provides information on good planting techniques, best practices and maintenance programs	15	
<b>Maintenance Quality</b> Best practices with demonstrated results	10	
<b>Qualified Resources</b> Qualified personnel (including seasonal staff and/or qualified experienced contractors) and/or in place training programs	5	
<b>Business &amp; Institutions</b>		
<b>Tree inventory</b> Contribution to expanding overall tree inventory and canopy, management of hedgerows and forests, with consideration of design and diversity including native and hardy species of trees, on properties owned by businesses and institutions.	15	
<b>Maintenance Quality</b> Programs, best practices with demonstrated results: watering, pruning, IPM	10	
<b>Residential</b>		
<b>Tree Planting</b> Contribution to expanding overall tree inventory, with consideration of design and diversity including native and hardy species of trees on residential properties	15	
<b>Maintenance Quality</b> Best practices with demonstrated results	10	
<b>Community Involvement</b>		
<b>Public Participation</b> Participation (including children/youth) in tree planting and conservation programs such as Green Streets Canada, Arbor Day, Maple Leaf Day, and other tree planting and maintenance programs and activities on public lands (including promotion, organization etc.)	20	
<b>Community Support</b> Financial and/or in-kind or participation or promotion by the municipality, businesses and institutions for community tree planting and conservation programs on public lands	10	
<b>Tree Management Total</b>	<b>175.00</b>	<b>0.00</b>

## 2024 Evaluation Form

### TREE MANAGEMENT

Observations:

Recommendations:

## 2024 Evaluation Form

LANDSCAPE		
<p>Landscape includes planning, design, construction and maintenance of parks, green spaces and cemeteries suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; biodiversity, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community and provide safe and secure public spaces. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.</p>		
	Max	Actual
<b>Municipal</b>		
<b><u>Sustainable Designs – Soft Landscape</u></b> Sustainable designs : energy efficient, use of green materials, naturalization, xeriscaping, suitable plant varieties (including pollinator friendly) , traffic calming, bank stabilization	15	
<b><u>Sustainable Designs - Hard Landscape</u></b> Urban and civic design standards for streetscape and public places including considerations for public safety: flags, banners, public art, fountains, site furnishings, signage including wayfinding and directional, seasonal design and décor, walkways and paving materials including use of artificial turf and its protocols	15	
<b><u>Landscape Plan</u></b> Integrated and implemented throughout the municipality	10	
<b><u>Landscape Management Programs</u></b> Integrated Pest Management (IPM), Plant Health Care (PHC), alternative solutions to diseases and infestations when appropriate, Invasive Species Management, increased naturalization and adapted maintenance programs	10	
<b><u>Landscape Maintenance</u></b> Policies, Standards, Best Practices and Programs including irrigation water management	10	
<b><u>Landscape Quality</u></b> Landscape maintained to appropriate standards, specs and best practices, as an example as shown in the Canadian Landscape Standards	5	
<b><u>Qualified Resources</u></b> Qualified personnel (including seasonal staff) and/or in place training programs and/or qualified experienced contractors	10	
<b><u>Year-round use</u></b> Demonstrated year-round opportunities and programs for education and people being active and using parks and green spaces (urban agriculture, community gardens, parks and recreation programs and accessible public washrooms )	10	
<b>Business &amp; Institutions</b>		
<b><u>Sustainable Designs</u></b> ( ): energy efficient, use of green materials, naturalization, xeriscaping, alternate groundcovers, urban agriculture	10	
<b><u>Integrated Plan</u></b> Contribution to urban & civic design and public green spaces above requirements: such as public art, streetscape, site furniture, fountains & innovation in concept & design	15	
<b><u>Maintenance Quality</u></b> Adequate ongoing life cycle management (ongoing maintenance, ground & asset management, rehabilitation & replacement) of all landscape elements	10	
<b>Residential</b>		
<b><u>Streetscape Appeal</u></b> Residential yards (year-round, seasonal, themed)	15	
<b><u>Maintenance Quality</u></b> Lawn care, trees and shrub maintenance (with demonstrated results)	15	
<b><u>Plant Selection</u></b> Selection of plant material (native, local, innovative, edible & pollinator friendly plants)	10	
<b>Community Involvement</b>		
<b><u>Public Participation</u></b> in community programs (including children/youth) such as: urban agriculture, community gardens, "yard of the week", volunteer park maintenance, holiday illumination and decoration (promotion, organization, etc.)	20	
<b><u>Volunteer Succession Plan and Recognition</u></b> Succession Plan and Recognition (by municipality and/or volunteer groups) of volunteer efforts in all aspects of the Communities in Bloom program including activities in all evaluated criteria	20	
<b>Landscape Total</b>	<b>200.00</b>	<b>0.00</b>

## 2024 Evaluation Form

### LANDSCAPE

**Observations:**

**Recommendations:**

## 2024 Evaluation Form

<b>PLANT AND FLORAL DISPLAYS</b>		
This category evaluates the efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain plant and floral displays of high-quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. It also pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.		
	Max	Actual
<b>Municipal</b>		
<b>Floral Display Plan of Action</b> Integration into overall landscape plan and distribution through community. Concept and design including sustainable design	15	
<b>Diversity of Displays</b> Flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, mosaics	20	
<b>Diversity of Plants</b> Annuals, perennials, bulbs, grasses, woody plants, natural flora, pollinator friendly plants	10	
<b>Maintenance Quality</b> Maintenance to appropriate specifications and standards, best practices: watering, weeding, edging, dead heading, etc.	20	
<b>Qualified Resources</b> Qualified personnel (including seasonal staff) and/or in place training programs and/or qualified experienced contractors	10	
<b>Business &amp; Institutions</b>		
<b>Design Concept</b> and design (including arrangement, diversity, colour of display and plants) on grounds	15	
<b>Overall Plan</b> Contribution to, and integration with, overall community plant and floral program	10	
<b>Maintenance Quality</b> of planting and maintenance: watering, weeding, edging, dead heading, etc. with demonstrated results.	10	
<b>Residential</b>		
<b>Concept and Design</b> (including arrangement, diversity, colour of display and plants) on residential properties including Pollinator gardens and/or inclusion of pollinator plants in gardens	20	
<b>Maintenance Quality</b> of planting and maintenance with demonstrated results.	15	
<b>Community Involvement</b>		
<b>Public Participation</b> in community projects, volunteer initiatives (including children/youth), outreach programs in plant and floral displays (including promotion, organization, etc.)	15	
<b>Community Support</b> Financial and/or in-kind or participation by the municipality, businesses and institutions for community plant and floral displays activities	15	
<b>Plant and Floral Displays Total</b>	<b>175.00</b>	<b>0.00</b>



## 2024 Evaluation Form

### PLANT AND FLORAL DISPLAYS

**Observations:**

**Recommendations:**

# 2024 Evaluation Form



## **THANK YOU FOR YOUR INVOLVEMENT**

Within the context of climate change and environmental concerns, communities involved in the Communities in Bloom program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society.

## **COMMUNITIES IN BLOOM IS MADE POSSIBLE BY**

- The commitment of local, provincial and national volunteers
- The support of elected officials and of staff in municipalities
- The dedication of our judges, staff and organizations
- The contributions of our sponsors and partners



### **Provincial Office:**

#### **British Columbia Communities in Bloom**

19951 Fraser Highway, Langley, BC V3A 4E2

Catherine Kennedy, Executive Director

(604) 576-6506 | [c.kennedy@telus.net](mailto:c.kennedy@telus.net) | [www.bccib.ca](http://www.bccib.ca)

**BC Communities in Bloom offers a program that provides a framework for enhancing community liveability.**



British Columbia  
Communities in Bloom

### Ideas for your 'In Bloom' Committee:

- Create opportunities for citizen participation
- Local newspaper articles to increase awareness of the beautification program and its benefits to the environment, the community and the quality of life of its residents
- Parade float promoting CiB involvement
- Set up booth at community events – Canada Day, music festivals, sports tournaments, etc. to raise awareness and promote key messages. Booth is staffed by committee members and volunteers who 'create a buzz' and hand out swag – seeds, pens, etc.
- 'Weed & Feed' idea to involve locals in a 1.5 hr clean-up with a treat at the end. Sponsoring restaurant offering an ice-cream cone etc. (Hope)
- 'Weed-Wacker Wednesdays' where residents & businesses were invited to come out with their line-trimmers and clean up vacant lots in the downtown area. This helped several lots that were waiting for redevelopment or being processed, were kept tidy and presentable through the growing season. (Creston)
- Create 'door hanger' and ask committee members, senior staff and politicians to use them to thank residents and businesses who are doing a good job of landscaping and maintaining their property. The hangers are CiB branded and say something like 'thanks for making a difference. We couldn't help noticing your very striking garden and how you're contributing to making our community proud.' If there's a photo contest or gallery project, the door hanger would include a request to submit photos. This year we're offering these property owners a lawn sign that says, 'Proud supporter of CiB'. (Coquitlam)
- Purchase the naming rights for a flower or plant and use it to promote civic pride and beautification. An example:
  - Purchased a rose from Brad Jalbert and it was named "Coquitlam" in honour of the 125<sup>th</sup> anniversary. The committee raffled off the plants as a fundraiser and the rose is planted in key locations in front of civic buildings and in parks with interpretive signage.
  - Installed oversized picture frames in key locations as a photo op/selfie station with a request to use social media hashtag - #Coquitlam in Bloom
- Facebook page that can easily be shared noting successes and new improvements- add events frequently- see Hope Communities in Bloom
- CiB demolition derby car
- Community Garden: supplies local restaurant in exchange for \$ for supplies (Hope). Local students come and fill paths with wood chips and can taste raspberries, grapes and Jerusalem artichokes. High school paints outhouse
- ADD TO THE LIST!

**Funding Projects:**

- Find out when Council does budget deliberations to have certain projects considered for implementation and/or funding. Try to arrange a multi-year funding commitment to help build and maintain some momentum. Document the value of the volunteer contributions as part of your funding requests. Work with other stakeholders to implement larger projects.

**Residential:**

- Beautification ideas: Nominate your Neighbour, Kelowna's 'Beauty Spot' Award, Armstrong's 'Curb Appeal' Contest.
- Residential gardens, Apartment balconies, Mobile homes, container gardening contests
- Garden Photo Gallery – ask community members to submit photos of any scale of garden – balcony pot, yard, vegie garden or planter. The photos are posted on the website and may be used in a variety of ways including posters and other marketing materials, slide shows and even electrical kiosk wraps.

**Business or Institution:**

- Blooming Best Business program - customers cast ballot in participating stores, selecting best in town for Hanging baskets, Grounds Maintenance
- Adopt-a-Barrel program: high school artwork on barrels displayed throughout community adopted by local businesses
- Schools in Bloom: Mission runs a very successful food garden program
- Churches in Bloom: churches encouraged to beautify their properties inside and out
- Postie's Pick (Delivery Person or Realtor pick best on block)
- BIA sponsorship of a Public Produce project linking to local restaurants that use some of the produce and supply recipes
- Business, schools and churches encouraged to display 'proud supporter' window clings, sandwich boards or temporary signs.
- Businesses, schools and community groups sponsorship of Free Book or Toy Libraries.
- Community gardens supplying hops to craft brewery and cross promoting CiB.

**Municipality:**

- City Council Planter Challenge - promotional campaign to heighten awareness for CiB involvement; friendly competition amongst Councillors
- Tidiness challenge for town centres within municipality
- Friends of park provide volunteer help with staff person supervisor
- Vegetable gardens in city planters and Community gardens
- CiB celebrations/engagement in neighbourhood parks focusing on participation opportunities- painting banners, planting flowers, chalk art, yarn bombing, rock painting, invasive weed removal, etc.
- The city buys trees annually and residents can buy them with a discount. The city picks about five or so varieties (#10 size, so about 1" caliper) that do well in the area (Kelowna)

**Environmental:**

Wetlands enhancement project for schools. Class time to determine what kind of birds live in the area and what kind of bird houses would they use. Build the houses as a class project.

## **VILLAGE OF HARRISON HOT SPRINGS**

### **TERMS OF REFERENCE**

#### **COMMUNITIES IN BLOOM COMMITTEE**

##### **1. PURPOSE**

To provide recommendations and advice to Council on enhancing the natural beauty of the community through participating in the Communities in Bloom program, with a focus on fostering community involvement in the enhancement of green spaces, tree management and landscape, plant and floral displays.

##### **2. MEMBERSHIP & MEETINGS**

- 2.1 To the extent possible, the Committee's members will reflect the diversity of persons in British Columbia. The committee shall consist of up to seven (7) voting members, and should have a minimum of five (5) members at all times, as appointed by Council. One (1) member of the committee will be a member of Council. A quorum shall consist of a majority of voting members.
- 2.2 The Chairperson shall be appointed by the Mayor.
- 2.3 The Committee may meet as required and shall structure its activities to meet at least three (3) times per year. Meetings may be called at any time by the Chairperson.
- 2.4 The Committee meeting schedule will be posted on the Village of Harrison Hot Springs' website. Committee meetings are open to the public.
- 2.5 Meeting minutes will be taken by Village staff. Upon adoption, Committee meeting minutes shall be forwarded to Council for information.
- 2.6 If a Committee member is absent from a meeting for two (2) consecutive regularly scheduled meetings, that member may be disqualified from holding office as a Committee member. Disqualification will not apply if the absence is due to illness, injury or is with leave of the Chair.

##### **3. RESPONSIBILITIES**

The Communities in Bloom Committee shall consider the following or other matters as directed by Council:

- a. Gather ideas that will enhance the natural beauty and historical resources of the Village;
- b. Explore concepts that promote a safe and pedestrian friendly environment as it relates to landscaping, plantings, ground cover, viewscales and tourist amenities;
- c. Consider the concerns and suggestions of residents and tourists alike for improving our public and other open space areas;
- d. Explore funding sources for community improvement projects;
- e. Promote improvements that will enhance the attractive visual appeal for the Village;
- f. Embrace and support community events & projects that benefit the residents and businesses of the Village;

The Committee may hear and consider representations by any individual, organization or delegation of citizens on matters regarding the above or as may be referred to it by Council.

In the provision of their services to the Village, the Communities in Bloom Committee and its members have a responsibility to act in the best interests of the Village and within the procedures, policies and guidelines established by the Village.

#### **4. REPORTING AND AUTHORITY**

The Committee Chair will be the spokesperson for the Committee. The Committee does not have the authority to directly change bylaws or policies. All recommendations must be referred to Council.

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the "Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021."

#### **5. TERM**

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate annually on September 30<sup>th</sup>. This Select Committee exists at the pleasure of Council and may be reconstituted at the first meeting of Council in October of each year.