



Pitt Meadows Day Advisory Committee Meeting  
AGENDA

Wednesday, April 16, 2025, 3:00 PM  
Video Conference

*We acknowledge with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ǰičǎy (Katzie) First Nation who were stewards of this land since time immemorial.*

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Pages

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF AGENDA

Approval of the April 16, 2025, Pitt Meadows Day Advisory Committee meeting agenda.

4. ADOPTION OF MINUTES

2

Approval of the October 23, 2024, Pitt Meadows Day Advisory Committee meeting minutes.

5. NEW BUSINESS

5.1 Roundtable of Updates

Committee members to participate in a roundtable discussion providing updates to the group on their individual departmental roles for Pitt Meadows Day.

6. ADJOURNMENT

*Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.*



**Minutes of the Pitt Meadows Day Advisory Committee Meeting**

**October 23, 2024, 3:00 PM**

**Video Conference**

Voting Members: C. Harteveld  
C. McCorkindale  
W. Perron  
S. Sweet

Regrets: H. Campbell  
Councillor Elke  
M. Salonga  
T. Sanderson  
J. Sugimoto

Council Liaison: Councillor Hayes

Staff: C. McDowell, Manager of Recreation and Culture (Chair)  
J. Callaghan, Special Event and Volunteer Coordinator  
T. Jung, Arts and Culture Programmer

Recording Clerk: R. Costa, Legislative Services Clerk

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**1. CALL TO ORDER**

C. McDowell, Manager of Recreation and Culture, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ǫíćǎý (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 3:00 p.m.

**2. LATE ITEMS**

None.

### 3. **APPROVAL OF AGENDA**

There was general consent amongst the Committee to approve the October 23, 2024, Pitt Meadows Day Advisory Committee agenda.

### 4. **ADOPTION OF MINUTES**

There was general consent amongst the Committee to approve the minutes from the June 26, 2024, Pitt Meadows Day Advisory Committee meeting as circulated.

### 5. **NEW BUSINESS**

#### 5.1 **Event Timeline**

J. Callaghan, Special Event & Volunteer Coordinator, introduced the topic.

The Committee participated in a roundtable discussion, including the following key points:

- It was noted that sponsorship paperwork should be sent out in time for sponsor 2025 budget considerations;
- The goal is to have parade applications on website by the end of January;
- Suggestions were made to adjust parade application deadline to allow the opportunity to produce the official parade line up earlier, as well as the use of an automated email reply that relays general information about application deadlines;
- It was noted that the 2025 site map will be adjusted to block out PMAP baseball diamonds;
- A suggestion was made to include more detail on a volunteer sign-up schedule for prospective volunteers to sign up for specific activities on Pitt Meadows Day;
- Suggestions were made to look into the feasibility of on-site live broadcasting live, such as a radio station;
- Concerns were raised regarding last year's parade route; it was noted that the larger floats and vehicles had issues leaving the area outside City Hall;

- It was suggested to review adjusting the starting point of the parade to 119 Avenue and Pitt Meadows Elementary;
- The parade route must be finalized prior to applications being made available to the public, as the applications must include parade map;
- A discussion was held in regards to entertainment and band recommendations, seeking suggestions from members on entertainment they have seen in other venues;
- The drone show is a great compromise if fireworks are not an option and requires considerable budget investigating corporate sponsorship options for 2025;
- Concerns were raised in regards to last year's site map layout and a suggestion was made to consider widening the entrance by the sidewalk area;
- Feedback was given to adjust the existing site entrance and open a secondary entrance for security purposes, as the RCMP and security require more room to have teams assemble; and
- A discussion was held in regards to the trash and recycling arrangements from last year's event. There was expressed desire to have the same process as last year but to include enhancements, such as the waste company to take on a bigger role the day of (i.e. having more staff available on site, adjust their start time to after the event has started, as well as the following day, and to provide a golf cart to transport garbage.)

## **5.2 Roundtable of Updates**

Committee members participated in a roundtable discussion providing updates to the group on their individual departmental roles for Pitt Meadows Day. Some of the highlights for each area included:

- W. Perron to coordinate parade applications;

- C. Harteveld to coordinate artisan applications;
- C. McCorkindale to coordinate the activity sign up sheet;
- S. Sweet to assist with locating new sponsors for 2025; and
- C. McDowell, Manager of Recreation & Culture, to begin preparations of holiday messages for previous year sponsors.

### 5.3 2025 Committee Calendar

C. McDowell, Manager of Recreation & Culture, provided an overview of the 2025 Committee Calendar.

The Committee participated in a roundtable discussion regarding options for potentially changing meeting times to earlier in the day.

## 6. ADJOURNMENT

The meeting was adjourned at 3:45 p.m.

*The next **Pitt Meadows Day Advisory Committee** meeting is scheduled for **April 16, 2025** at **3:00 p.m.***

**Certified as correct:**

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Rachel Costa, Legislative Services Clerk