

***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**

**June 21, 2023, 3:00 PM**

**Meadows Room**

**12007 Harris Road, Pitt Meadows, BC V3Y 2B5**

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|-------------------|---|
| Voting Members:   | C. Girard<br>C. McCorkindale<br>J. Parmar<br>W. Perron<br>M. Salonga<br>A. Shandler<br>J. Sugimoto  |
| Council Liaisons: | Councillor M. Hayes   |
| Regrets:          | H. Campbell<br>Councillor T. Elke (Alternate)<br>M. Hansen<br>A. Koubi<br>E. MacDonald<br>T. Sanderson  |
| Staff:            | C. McDowell, Manager of Recreation & Culture (Chair)<br>J. Callaghan, Special Event & Volunteer Coordinator<br>T. Jung, Arts & Culture Programmer |
| Recording Clerk:  | T. McCaw, Committee Clerk II  |

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**1. CALL TO ORDER**

C. McDowell, Manager of Recreation & Culture, acknowledged that the meeting was held on the traditional territory of the ᑭᓴᓐ ᓴᑦ(Katzie) First Nation.

The meeting was called to order at 3:10PM.

**2. LATE ITEMS**

None.

**3. APPROVAL OF AGENDA**

There was general consent amongst the Committee to approve the June 21, 2023 Pitt Meadows Day Advisory Committee agenda.

**4. ADOPTION OF MINUTES**

There was general consent amongst the Committee to approve the minutes from the May 24, 2023 Pitt Meadows Day Advisory Committee meeting as circulated.

**5. NEW BUSINESS**

*J. Parmar joined the meeting at 3:11 pm.*

**5.1 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:

**1. Parade Update:**

- There were a total of 54 participants in the parade with only one no show with no one showing up the day of looking to be added into the parade;
- The recommendation was made to add one more volunteer as parade support on the day of the event bringing it to a total of four volunteers;
- The suggestion was made to have portable washrooms closer to Hammond Road or have one at Hammond Road in addition to the two at the high school;
- Support was given for the RCMP riding their bikes on the parade route;
- Discussions were held around messaging and throwing of candy during the parade;
- The volunteers found the voting process for the parade floats easily completed this year;

- The suggestion was made to add a designated contact for the ribbon distribution to all award winners with clearer messaging for volunteers distributing ribbons;
- The RCMP recommended closing more streets near the beginning of the parade route;
- The suggestion was made for floats to include parade marshals;
- A suggestion was made to remind local sporting associations to not host any games at Pitt Meadows Secondary School on the morning of Pitt Meadows Days as roads are blocked off and parking is limited;
- Discussions were held around increasing messaging on the prohibition of water balloons on Pitt Meadows Day; and
- A recommendation was made for the parade route to include both sides of the road.

**2. Salmon & Chicken BBQ:**

- Successful BBQ with enough volunteer support to prepare, on the day of, and to help clean up;
- The 295 salmon steaks ran out by 6:00 PM with the 237 pieces of chicken being sold out before 7:00 PM;
- Feedback was given on the salmon with support for the previous years fillets instead of this years' salmon steaks;
- Sides were donated by a combination of local grocery stores with all left overs being donated to the Food Bank;
- Support was given for pouring drinks in advance to support the flow of the food line; and
- Takeout containers were used very quickly and the suggestion was made to simply use tinfoil instead next year.

**3. VOLUNTEERS:**

- The suggestion was made to hold the initial volunteer meeting on site in order to have a better understanding of what the day will be like;
- Volunteer needs were met on Friday with a total of nine volunteers;

- 23 volunteers signed up on Saturday with the recommendation for more next year possibly with a reduction in shift hours;
- A suggestion was made to remove the arts and crafts tent next year and to hand out stickers and or tattoos at the volunteer booth;
- A recommendation was made to have vendors/artisans list their company names on their tents or a flyer with a scannable QR code on handouts which would provide more information for patrons;
- The suggestion was made to have water and snacks for volunteers at the information booth and the addition of water bowls for dogs throughout the site,
- The suggestion was made for a volunteer/hospitality area with an attendant; and
- Discussions were held around fundraising opportunities for local community groups in an effort to gather more volunteers in future years.

#### **4. YOUTH AMBASSADOR**

- The suggestion was made for staff to submit a parade application for the Youth Ambassadors (YA) moving forward;
- The YA did not have any troubles walking in the parade;
- The suggestion was made for a golf cart to help support the transferring of supplies for the YA to the parade entrance from the Recreation Centre;
- The question as raised around what the ceremony plan will be in 2024 and what will be handed over to the new Ambassador;
- The suggestion was made to add a volunteer in the Ambassador tent while everyone was on stage;
- The recommendation was made for next years applicants to submit a video submission and make the selection merit based; and
- Various social media opportunities and public speaking engagements were discussed with a focus around how to build the Youth Ambassador program.

**5. ARTISANS & EXHIBITORS:**

- There were a total of 54 vendors in total with opportunity for more next year;
- The suggestion was made to have food vendors and artisans with different fee structures;
- The suggestion was made for a digital application process moving forward;
- A recommendation was made for the artisans and exhibitors to provide garbage cans in their booths if they are giving out items;
- There were mixed reviews from the artisans and exhibitors for the extension of the day to 7:00 PM this year from 5:00 PM in the previous years but overall pleased with the event; and
- A site meeting was held on the Wednesday leading up to the event to walk through rules and questions for all artisans and exhibitors with a 50% attendance rate.

**5.2 Annual Committee Presentation**

C. McDowell, Manager of Recreation & Culture, provided an overview of the annual EPC presentation and requested a committee member volunteer to provide the presentation at the October Engagement and Priorities Committee (EPC) meeting on behalf of the Pitt Meadows Day Advisory Committee

Committee member A. Shandler volunteered to provide the presentation to the EPC, tentatively scheduled for October 3, 2023 at 7:00 PM should H. Campbell not wish to provide this presentation.

**6. ADJOURNMENT**

The meeting was adjourned at 5:10 PM.

*The next **Pitt Meadows Day Advisory Committee** meeting is scheduled for **September 27, 2023 at 3:00 PM.***

**Certified as correct:**

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Tatiana McCaw, Committee Clerk II

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