

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 26, 2024, 3:00 PM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: C. Harteveld
C. McCorkindale
M. Salonga

Regrets: H. Campbell
Councillor T. Elke (Alternate)
M. Hansen
Councillor M. Hayes
J. Parmar
W. Perron
T. Sanderson
A. Shandler
J. Sugimoto

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

Recording Clerk: T. McCaw, Committee Clerk II

1. CALL TO ORDER

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

The meeting was called to order at 3:05 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Committee to approve the June 26, 2024 Pitt Meadows Day Advisory Committee agenda for information purposes only as quorum was not achieved.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the June 21, 2023 Pitt Meadows Day Advisory Committee meeting at the next meeting since quorum was not achieved.

5. NEW BUSINESS**5.1 Post Event Debrief**

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

Pancake Breakfast:

- Pancake breakfast in the new location in the lobby at the Pitt Meadows Arena was well received by the Lions Club & the public; and
- The recommendation was made to move the tables for breakfast into the dryland arena in order to create more space for people to sit and enjoy breakfast.

Parade:

- A recommendation was made to use an auto reply for emails which would include basic information around expectations and response times from volunteers;
- Discussions were held around the potential for adding an entrance fee for parade floats;
- 53 floats registered for the 2024 parade which was around the same number as 2023 but the length of the parade was shorter perhaps due to no train delays;

- Support was given for the new marshalling location, having the recreation centre open for washroom access and the location of the judges being in front of Pitt Meadows Elementary;
- The suggestion was made to spread out the floats and create more space in between floats with music to improve event timing and experience;
- Discussions were held around the protocol and location of the Youth Ambassadors in the parade lineup; and
- The suggestion was made for additional traffic control at the end of the parade route.

Food Truck & Vendors:

- The suggestion was made for the addition of a Texas BBQ Food; and
- Discussions were held on whether trucks should stay until after the drone show or leave before and include more snack type foods.

Security & RCMP:

- A suggestion was made to have staff & volunteers wear lanyards stating full access;
- The recommendation was made to add lighting on the east side of the field as well as the night before;
- The suggestion was made by security to make entrances smaller than 10ft; and
- Discussions were held regarding the location of the first aid truck in proximity to the first aid table.

Kids Zone:

- The kids zone was busy and in high demand;
- Feedback was given that the preparations for certain games was too time consuming;
- The suggestion was made to reduce the time increments in the bouncy castle to three minutes instead of five minutes which was too long; and
- Families were in support of closing the bouncy castles in the rain due to safety.

Talent & Entertainment:

- The suggestion was made to have a designated volunteer provide shuttle service on a golf cart for entertainment;
- A suggestion was made to ensure there a break in talent in order to announce Salmon & Chicken BBQ; and
- Discussions were held around the number of vehicles brought to the event in VIP Parking with the recommendation of reducing the number next year.

Salmon & Chicken BBQ:

- The recommendation was made to use larger tents for the next event and change the location to a flat surface as well as the overall location of the dinner;
- The suggestion was made to review the portion sizes for next years dinner to ensure that the size of the chicken was a ½ a chicken;
- Support was given for the Volunteer Firefighters who helped serve dinner as well as positive feedback around taking credit and debit as a form of payment this year; and
- The suggestion was made for more signage to promote the event.

Skating:

- The free skating event was a success with nearly 340 skaters throughout the day.

Artisans & Exhibitors:

- Move in and move out was well run and staff heard positive feedback from artisans and exhibitors on the layout, organization and the setup/takedown of the event; and
- Discussions were held around placement and spacing of booths as some had lineups in front of them for face painting which caused backups and blockages of other tents.

Bike Valet:

- A suggestion was made to review the location of the bike valet for 2025.

Shuttle Service:

- The suggestion was made to add a third shuttle in the first few hours in order to transport people during the busiest hours;
- The Harris Road Park pickup location was the busiest;
- The changes of the hours of operation worked well; and
- 580 people used the shuttle for transportation to and from the event between the hours of 1pm – 8pm.

Information Booth and Volunteers:

- A suggestion was made to briefly interview each volunteer in order to place them in a location to showcase their strengths;
- The recommendation was made for a larger tent, the option for shorter shifts, more water for volunteers, a space where volunteers can take a break and remove themselves from the event as well as a stack of recreation guides for inquiries;
- Volunteers were able to have breaks, get their food at the side of the food trucks and arrive back on time;
- A suggestion was made to add signage arrows pointing towards shuttle drop off and pickup locations; and
- The suggestion was made for the addition of a bus shelter advertisement which would include a QR code and details on the new Pitt Meadows Day parade route and event.

Drone Show:

- The drone show was well received by the community.

5.2 Portfolios for 2025 Pitt Meadows Day

Committee members participated in a roundtable discussion providing updates to the group on their intentions for their individual departmental roles for Pitt Meadows Day 2025.

5.3 Committee Recruitment

Staff provided a general overview of the 2025 City Committee Recruitment process letting current members know to reach out to anyone they know who may wish to volunteer on the Committee.

5.4 Annual Committee Presentation to the Engagement & Priorities Committee (EPC)

C. McDowell, Manager of Recreation & Culture, requested a committee member volunteer to provide the presentation at the July 16, 2024 Engagement and Priorities Committee (EPC) meeting on behalf of the Advisory Design Panel.

5.5 Thank You

Staff expressed gratitude to all Committee members further acknowledging the members who will be retiring this year.

6. ADJOURNMENT

The meeting was adjourned at 4:42 PM

*The next Pitt Meadows Day Advisory Committee meeting is scheduled for **October 23, 2024 at 3:00 PM.***

Certified as correct:

Tatiana McCaw, Committee Clerk II