

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

April 16, 2025, 3:00 PM

Video Conference

Voting Members:	C. Hartevelt O. Coomer D. Loubert C. McCorkindale B. Milling W. Perron T. Sanderson J. Sugimoto S. Sweet
Council Liaisons:	Councillor Elke Councillor Hayes
Regrets:	H. Campbell M. Salonga
Staff:	J. Callaghan, Special Event & Volunteer Coordinator T. Crowsiak, Arts & Culture Assistant C. McDowell, Manager of Recreation & Culture (Chair) T. Jung, Arts & Culture Programmer
Recording Clerk:	R. Costa, Legislative Services Clerk

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 ᑭᓴᓐᓴ (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 April 16, 2025, Pitt Meadows Day Advisory Committee agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the October 23, 2024, Pitt Meadows Day Advisory Committee meeting as circulated.

5. NEW BUSINESS

5.1 Roundtable of Updates

C. McDowell, Manager of Recreation & Culture, welcomed the Committee to participate in a roundtable of introductions.

J. Callaghan, Special Event & Volunteer Coordinator, provided an overview of the proposed full site map of Pitt Meadows Day at the Pitt Meadows Athletic Park, which included some of the following highlights:

- An outline of designated areas for artisan and exhibitor booths, food trucks, beverage serving area, parking, garbage bins, entrances and exits was provided;
- It was noted that due to a National Tournament taking place at the Pitt Meadows Arena during the event day, parking will not be available at the around the Arena, however, traffic control will be on-site to direct traffic accordingly;
- A discussion was held in regard to parking availability and the desire to explore additional parking areas, such as Amazon and/or the Pitt Meadows Airport [YPK] gravel lot. It was noted that parking will be available at Pitt Meadows Secondary School; and
- An overview was provided in regard to the adjustments made to the shuttle service stops to better align with higher traffic areas (removing the shuttle stop at Superstore).

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

Entertainment:

T. Sanderson provided an update, which includes the following highlights:

- A total of six (6) bands of varied genres have been secured for the event. The bands will be positioned on the main stage area, with no roaming acts or in between acts. Next steps include finalizing audio requirement details, relaying event information to the bands, and securing band information to make available on the Pitt Meadows Day webpage on the City's website.

Artisans and Exhibitors:

C. Harteveld and S. Sweet provided an update, which includes some of the following highlights:

- Approximately 24 artisan applications have been accepted to date, with next steps including managing any outstanding business licences, insurance papers and invoicing;
- Approximately 16 exhibitor applications have been accepted to date, with next steps including gathering insurance papers and invoicing; and
- It was noted that the intake of applications for both artisans and exhibitors has slowed down since applications initially opened.

Parade:

W. Perron and J. Callaghan, Special Event & Volunteer Coordinator, provided an update which includes some of the following highlights:

- A total of 20 parade floats have currently been arranged and incorporated into the parade outline;
- An email communication recently went out to last years parade participants to pique interest in joining this year's parade, which garnered an additional six (6) applicants;

- It was noted that a communication will go out through the City's social media within the next week about Pitt Meadows Day to help render additional interest for more artisans, exhibitors and parade participants;
- It was noted that last year's parade had a total of 54 floats;
- Additional parade participants will include the Colour Party, Pipe Band, Mayor and Council, Youth Ambassadors, Pitt Meadows Fire and Rescue Service, RCMP motorcycle members and various sponsors; and
- A discussion was held regarding the check-in for the parade participants, which is proposed to be at the roundabout at the corner of 190A Street and 119B Avenue.

Youth Ambassadors:

J. Sugimoto provided an update, which includes some of the following highlights:

- The Youth Ambassador application deadline closed on April 13, however, the volume of applications received is smaller than last year and there have not been enough applications to fill the ambassador crew; and
- It was noted that there is intent to encourage residents at the upcoming Easter Fun Day event to apply for the Youth Ambassador program and the deadline will be extended to satisfy the required number of ambassadors.

Volunteers:

C. McCorkindale provided an update, which includes some of the following highlights:

- Volunteers are able to apply through the [Better Impact](#) webpage on the City's Website;
- It was noted that an email communication went out to last year's volunteers to encourage them to re-apply; and
- Volunteers now have the ability to pick specific time slots and areas for the event.

Drone Show, Barbecue, Pancake Breakfast and Free Skating Event:

J. Callaghan, Special Event & Volunteer Coordinator, provided an update which includes some of the following key points:

- A discussion was held in regard to the need for additional visual ideas for this year's drone show, which included suggestions such as disc golf, dogs, walking on dikes, paddle boarding, golf, an outline of Canada, maple leaf, fish, swimming, planes, airplanes, fire trucks, farms and school logos/mascots;
- The barbecue has been scheduled, and details are currently being finalized;
- The pancake breakfast, which is facilitated by the Lion's Club, will take place between 8:00 to 10:30 am at the Pitt Meadows Arena. The breakfast will take place within the dry arena section to create a larger space for more tables (in comparison to last year), with a limited number of additional number of tables within the lobby area for those who aren't able to walk to the dry arena; and
- The Pitt Meadows Arena will have skating open from 3:00 p.m. onwards on event day, which will include free skating rentals for families.

6. **ADJOURNMENT**

The meeting was adjourned at 4:05 p.m.

<p>The next Pitt Meadows Day Advisory Committee meeting is scheduled for May 7, 2025, at 3:00 PM</p>

Certified as correct: