

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 held on
Wednesday, November 17, 2021 at 3:00 p.m. via video conference.

PRESENT:

Voting Members:	A. Koubi M. Larose E. MacDonald J. Patel W. Peron T. Sanderson A. Shandler
Council Liaisons:	Councillor Hayes
Staff:	K. Barchard, Corporate Officer D. Chamberlain, Director of Parks, Recreation & Culture J. Foss, Special Events & Volunteer Coordinator C. McDowell, Manager of Recreation & Culture (Chair)
Regrets:	Z. Braithwaite-Kelso N. Francis Councillor Miyashita M. Salonga
Recording Clerk:	T. McCaw, Committee Clerk II

1. CALL TO ORDER

The meeting was called to order at 3:06 p.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the Agenda for the November 17, 2021 Pitt Meadows Day Advisory Committee Meeting be approved.

CARRIED.

4. ADOPTION OF MINUTES

It was **MOVED** and **SECONDED** THAT the Minutes of the Pitt Meadows Day Advisory Committee Meeting held on March 9, 2020 be adopted.

CARRIED.

5. NEW BUSINESS

(1) Introduction of All Committee Members

Staff and Committee members participated in a roundtable of introductions.

(2) Roles and Responsibilities of a Committee Member

K. Barchard, Corporate Officer, provided a brief summary of the duties and responsibilities of a city committee member, including a PowerPoint presentation which forms part of the original minutes as **Attachment 1**. Some of the highlights included:

- Review of expectations for members such as preparing for meetings, participating in voting and engaging with fellow members in an honest and respectful manner; and
- It was recommended that everyone reads and reviews the Committee Training manual and Training Videos which can be found at: <https://www.pittmeadows.ca/city-hall/committees/committee-orientation-and-training-resources>.

(3) Membership Roles & Assignments

J. Foss, Special Events & Volunteer Coordinator, verbally presented on the schedule of events expected on Pitt Meadows Day in addition to assigning lead and support roles to members for each division required in planning the signature event.

2022 Committee Calendar

C. McDowell, Manager of Arts, Recreation & Culture, verbally presented the draft 2022 Committee calendar for the Pitt Meadows Day Advisory Committee.

- It was recommended that an additional meeting date be added to the calendar on January 19, 2022.

It was **MOVED** and **SECONDED** THAT:

- The 2022 Pitt Meadows Day Advisory Committee calendar be approved as amended.

CARRIED.

6. ROUND TABLE

The Committee engaged in a round table discussion. There were no motions or recommendations put forward.

7. ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

The next *Pitt Meadows Day Advisory Committee Meeting* is set for January 19, 2022 at 3:00 p.m.

Certified Correct:



Tatiana McCaw, Committee Clerk II