



City of Pitt Meadows  
Terms of Reference  
Pitt Meadows Day Advisory Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

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**1) Establishment & Quorum**

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- a) The Committee was established by Council resolution on November 5, 2019 and is given authority through the City Committees Policy C102.
- b) **Quorum** is established as four (4) or more voting members.

**2) Mandate**

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- a) The mandate of the Committee is to:
  - i) Create opportunities through a signature event for residents to gather, connect and experience the vibrancy and diversity of our city;
  - ii) Encourage involvement from the community, agencies, and volunteers, and solicit private and corporate sponsorships for the Event;
  - iii) Plan activities for the Event including, but not be limited to: parade; artisan and field exhibitors; kids zone; stage entertainment; food trucks; BBQ dinner; and fireworks; and
  - iv) Engage in collaborative and respectful discussions while sharing ideas and being open to the ideas of others.

**3) Membership**

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**a) Voting Members**

- i. The Committee will be comprised of **up to thirteen (13) voting members**, who may have experience in one or more of the following areas:
  - (1) Special event planning, project management, volunteer management, entertainment recruitment, vendor and artisan selection, sponsorship and fundraising, site and safety planning.
- ii. The voting members of the Committee have the following responsibilities:
  - 1) Familiarize themselves with the Pitt Meadows Day Event and activities;
  - 2) Promote the Event in their own spheres of influence;
  - 3) Participate in sub-committees as required to plan, coordinate and execute various aspects of the Event; and
  - 4) Attend the Event.

**b) Non-Voting Members**

- i. The Committee may include the following **non-voting members**:
  - (1) One (1) Council Liaison and one (1) Alternate;

- (2) One (1) Staff Liaison, who will Chair all meetings;
- (3) One (1) Committee Clerk; and
- (4) Other staff resources as appointed and deemed advantageous by the CAO.

#### 4) Term

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- a) Appointments to the Committee will be for a two (2) or three (3) year terms to ensure staggering and continuity of the Committee, unless otherwise determined by the CAO.

#### 5) Budget

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- a) There is no budget assigned to the Pitt Meadows Day Advisory Committee.

#### 6) Pitt Meadows Day Event Activities

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- a) The following criteria should be considered and incorporated into the various components of the Pitt Meadows Day activities:
  - i) **Entertainment** – Focus should be on family friendly entertainment that would appeal to the general population, with a variety of musical, comedic and/or street performer;
  - ii) **Field Exhibitors** – Should be local whenever possible, non-political in nature, not for sale, appropriate for a family friendly event, with a wide variety of participation;
  - iii) **Food Trucks** – Provides a variety of options, be self-sufficient including generators and grey water collection, and incorporate green friendly initiatives;
  - iv) **Artisans** – Provides a variety of hand-made, non-commercial products that are, whenever possible, locally sourced;
  - v) **Kids Zone** – Provides a variety of both active and artistic activities suitable for all ages of children. Accessibility and risk management should be considered as part of the selection process; and
  - vi) **Parade** – Should have a compliment of both motorized and non-motorized participants, ranging from marching bands, street performers, non-profit groups, and businesses, and should be non-political in nature except for representations from all levels of current governments.