

Date: 3 November 2021

Time: 5:00PM

Location: Via Zoom

Attendance: Remo Battista  
Julie Milligan  
Frank Adamson  
Bea Clark  
Councillor John Wink  
Amanda Deschenes, Special Events and Festivals  
Programmer  
Vickie vanRavenswaay, Director of Recreation, Culture and  
Wellness  
Karen Blake, Administrative Assistant

Regrets: Diego Lopez

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### **1. Call to Order and Declaration of Quorum**

Noting that quorum was present, Staff called the meeting to order at approximately 5:00pm. Amanda introduced herself to the Committee.

### **2. Approval of Agenda**

**Moved by** Bea Clark  
**Seconded by** Remo Battista

**THAT the agenda for the November 3, 2021 regular meeting of the Summerfest Committee be adopted.**

**Carried**

### **3. Declaration of Pecuniary Interest and General Nature**

There were no pecuniary interests disclosed by any of the members present.

**4. Approval of Minutes**

The Committee approved the minutes from the April 22, 2020 Summerfest Committee meeting.

**Moved by** Frank Adamson  
**Seconded by** Bea Clark

**THAT the minutes of the April 22, 2020 Pelham Summerfest Committee be approved.**

**Carried**

**5. Business Arising from Minutes**

None.

**6. Summerfest Committee Member Update**

Staff updated the Committee on past Committee members who gave in their resignation and new members. Staff noted that additional members will be advertised for through social media and the Town's website by the end of the week. Staff encouraged members to reach out to others in their circles to apply to the Committee.

**6.1. Roles & Welcome**

Vickie welcomed the Committee and expressed confidence that Summerfest will be able to go ahead for 2022 as there were smaller successful events held during summer 2021. Staff encouraged members to keep an open mind as Summerfest may look different due to regulations and comfort levels of participants (ie. Controlled Entry, Crowd Control). Staff reminded members that like in the past, Committee members will be assigned with roles. Staff will work with all Members to ensure Summerfest 2022 be a success.

**Moved by** Julie Milligan  
**Seconded by** Remo Battista

**THAT the Committee received the verbal update regarding Roles & Welcome for information.**

**Carried**

## **7. COVID Impact on Summerfest 2022**

### **7.1. Review of Provincial Guidelines**

Staff updated the Committee that there are currently no restrictions on festivals and events. However, the Committee needs to be ready to put restrictions back into place, if required.

### **7.2. Crowd Control**

Staff let the Committee know that there will likely have to be some form of Crowd Control within Summerfest 2022.

**Moved by** Frank Adamson  
**Seconded by** Bea Clark

**THAT the Committee received the verbal update regarding COVID Impact on Summerfest 2022 for information.**

**Carried**

## **8. Overview and Breakdown of Summerfest 2019**

Staff presented the Committee with the breakdown of Summerfest 2019 costs and revenues by day and the Committee discussed opportunities for change. Staff let the Committee know that the Torch Run for the 2022 Canada Summer Games will be going through Pelham on the Saturday of Summerfest 2022. Committee discussed the Car Show on Sunday, the Bandshell on Thursday and how Sundays have been building momentum over the past few years.

**Moved by** Julie Milligan  
**Seconded by** Bea Clark

**THAT the Committee received the update regarding the Overview and Breakdown of Summerfest 2019 for information.**

**Carried**

## **9. Footprint/Expansion Opportunities – What has changed?**

### **9.1. Potential Stage Locations**



The Committee discussed potential stage locations for Summerfest 2022 as the location it has been in the past is no longer an option. The Committee was asked to think about alternative options for the placement of the stage. The Committee also discussed ensuring the stage rental, entertainers, bouncers and vendors are contacted and booked earlier than other years.

### **9.2. Peace Park Trees**

The Committee discussed the new trees that were planted in Peace Park and how they may impact the Kids Zone layout. Amanda will send a map of KidsZone from 2019 to Councillor Wink and will book a meeting with him in Peace Park to discuss.

### **9.3. Expansion Opportunities**

The Committee discussed opportunities to physically expand the Summerfest footprint or how to best utilize the original footprint. Discussion also surrounded capacity limits, how attendees will feel about crowds, and the event basics. Committee members were asked to think about expansion opportunities and the Committee will discuss these at the subsequent meeting.

**Moved by** Julie Milligan  
**Seconded by** Frank Adamson

**THAT the Committee received the verbal update regarding the Footprint/Expansion Opportunities for information.**

**Carried**

## **10. Arches Update**

Frank updated the Committee on the Arches project including fundraising efforts, increasing cost of materials, design, and loss of important members of the Arches group. The Committee gave some suggestions on engineering talents. Vickie suggested to meet with the Director of Public Works to discuss the Arches project. Vickie will set up a meeting with the Director of Public Works, Frank and Councillor Wink.

**Moved by** Remo Battista  
**Seconded by** Julie Milligan

**THAT the Committee received the verbal update regarding the Arches Update for information.**

**Carried**

**11. Unfinished Business**

None.

**12. New Business**

- Volunteers
- Cost of Unionized Staff
- Grants

New Business will be deferred until the subsequent meeting.

**13. Next Meeting**

**Moved by Remo Battista**  
**Seconded by Frank Adamson**

**THAT the Committee approve the following dates for future 2021 meetings:**

- November 17th, 2021 via Zoom 5:00pm

**Carried**

**14. Adjournment**

**Moved by Bea Clark**  
**Seconded by Julie Milligan**

**THAT this Regular Meeting of the Summerfest Committee be adjourned at 6:29pm.**

**Carried**

*Karen Blake*

**Karen Blake, Administrative Assistant**