

**Pelham Summerfest 2016 Committee Meeting  
November 14, 2016 – Council Chambers, 10:00 am**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Jodi Hendriks, Culture &amp; Community Enhancement Programmer</li> <li>• Craig Genessee, By-law Enforcement</li> <li>• Cari Pupo, Corporate Services</li> <li>• Charlotte Tunikaitis, Corporate Services</li> <li>• Andrea Clemencio, Public Works</li> <li>• Ryan Cook, Public Works</li> <li>• Bob Goodfield, Public Works</li> <li>• Jesse Bedard, Public Works</li> </ul>	<p>In Attendance:                      Jesse Bedard                      Bob Goodfield                      Ryan Cook                      Vickie vanRavenswaay                      Charlotte Tunikatis                      Cari Pupo                      Craig Genessee (partial)</p> <p>Regrets                      Andrea Clemencio</p>	
<p>1. Update on Petition to Move Summerfest</p>	<p>Final report is going to council on Nov 21 with recommendations                      Reviewed all 15 recommendations</p>	
<p>2. Proposed changes for 2017:</p>	<p>The proposed changes for 2017 were outlined and discussed with all in agreement that the changes are reasonable and attainable.</p>	
<p>3. Summary of Departmental Meetings:                      * Corporate Services                      * By-Law &amp; Parking                      * Roads &amp; Parks</p>	<p>Corporate Services:                      Volunteers and staff will be utilized to carry out bar back duties; there was an issue with people hoovering over the bar, need to find a way to encourage patrons to move away from the bar after purchase; a safe will be installed increased</p>	<p>Corporate Services staff to follow up and coordinate with RCW staff re cost centres</p>

	<p>security; looking at ways to streamline cost centers for the event</p> <p>By law: Need to find a method to secure fencing panels together; possibly use volunteers to secure fencing; Entrance at Hwy 20 to be moved to southeast corner, by Isis, and signage to direct to entrances will be increased; Suggested a cement barricade at Pelham Street and College. After some discussion it was decided to put pick-up truck across the road at Pelham and College and Churchill and Pelham Street; Shuttle service on Sunday was following Saturday route and not effective</p> <p>Roads &amp; Park: Empties were an issue - need better coordination for returns; Parks staff on duty at event need a radio; there was an issue with access to the dumpster creating breach of the fencing; New bar is required for 2017, estimated \$5000 can be budgeted for this item;</p>	<p>By-law &amp; Roads to look at fencing options</p> <p>By-law/Committee to review shuttle routes for each day</p> <p>Staff/Committee to see if any of the Service Clubs are interested in empties</p> <p>Parks to look at and recommend alternate location for bin</p> <p>Ryan to bring new bar proposal to Committee end of November</p>
<p>4. Upcoming Events: * Outdoor Christmas Market * Santa Claus Parade</p>	<p>Friday December 2, 2016 – 4pm – 10pm White fencing to be used instead of garland</p> <p>Fenwick Lions have submitted PW special event application</p> <p>Town will have truck &amp; trailer float in parade as usual – request truck &amp; trailer to be in Tice Road bay on Friday before parade</p>	<p>RCW staff to send out site plan and PW requirements list asap</p> <p>Ryan to coordinate – will likely use Engineering’s truck and Parks landscape trailer</p>