



STEWART PARK FESTIVAL

Minutes

January 8, 2026, at 6:00pm

Location: Sunshine Room, Town Hall

Present:

Voting Members: Diana Bracegirdle, Peter Cochrane, Tom Nephin, Shannon Riley, Shawn Vernier, Jamie Campbell, Anne Davis, David Kroetsch, Susan Thompson

Non-Voting Members: Nancy Wing, Dave Cotten, Samantha Wheeler

Absent:

Voting Members: Dawn Bell, Gary Waterfield

Non-Voting Members: Joanna Hughes, David Bird, Steev Morgan, Kimberley Sinclair

1. Call to Order

- a. Meeting was called to order at 6:03am

2. Disclosure of Pecuniary Interest and General Nature Thereof

- a. None Disclosed

3. Approval of Last Meeting Minutes

- a. Moved by Pete Cochrane
- b. Seconded by Tom Nephin
- c. Carried

4. Disclosure of Additional Items

- a. Fundraiser

5. New Business

- a. Crystal Palace Update:
 - i. Resignation of Crystal Palace Coordinator

1. SPF2026.01.08A - Be it resolved that the Stewart Park Festival committee accept the resignation of David Murraray as a voting member.

- a. Moved by Dave Kroetsch
- b. Seconded by Jamie Campbell

c. Carried

- ii. Introduction of Dave Cotten as potential new Crystal Palace Coordinator
 - 1. Will decide in March on permanency
- b. 2026 Tagline Ideas
 - i. Suggestion of Heritage, Harmony and Heart
 - 1. Discussion about “Heart and Harmony” or “Harmony and Heart”
 - 2. Decision to use “Harmony + Heart”
 - ii. Discussion about how the tagline will be used in marketing and in branding
 - 1. Decision to give Steev the opportunity to provide some options for 35th year logo along with the
- c. BIA Orientation
 - i. The BIA Coordinator walked through a BIA Orientation with committee members
- d. Climate Network Lanark
 - i. Pete Cochrane spoke to the history of Climate Network Lanark and the festival.
 - ii. Proposed having CNL at the table for planning purposes but to keep their volunteer needs within their own organization
 - iii. Discussion about the additional waste management vendor that was onsite in 2025
 - 1. Clarity was provided that those people were paid vendors to help educate about recycling – Circular Materials
 - iv. Discussion about having CNL at the table for planning purposes as non-voting members
 - v. Discussion about placement of CNL and keeping it the same as last year as it wasn’t intrusive to other activities and other vendors
 - vi. Anne Davis spoke about optimizing market square and focusing on having as many full fee vendors in market square and moving not-for-profit vendors to a different area.
 - 1. Discussion about Info/Merch tent – Shannon and Anne to meet to discuss location
 - vii. Decision to invite CNL to the next meeting – Pete to connect with CNL and give the email addresses to Nancy
- e. Follow up from previous meeting:
 - i. Highway 7 signage

1. Process is to get letter of authorization from property owner, permit from MTO, permit from town
 2. Large signs from curbside are approximately \$300/month
 3. Tom Nephin suggested having businesses put banners with the company branding “in support of Stewart Park Festival”, SPF to pay for the banners but businesses provide the space
 - a. Sponsorship to keep the banner idea in mind as they speak to potential sponsors
- ii. Policies: Counterfeit and AI Use
1. **SPF2026.01.08B - Be it resolved that the proposed Counterfeit Currency Management Policy and Artificial Intelligence (AI) Use Policy for Public-Facing Content be presented to the BIA Board of Directors for approval and implementation.**
 - a. **Moved by Jamie Campbell**
 - b. **Seconded by Shawn Vernier**
 - c. **Carried**
- iii. Grants
1. Update about the grant process and discussion with the town
 2. Clarification regarding the grant writer
 3. EO Grant applied for
 4. In a 2 year grant with TD
 5. PDCF granted \$20,000 to SPF again
 6. Applying for another cultural events grant for a potential \$12,000
- iv. Photographer
1. Jamie Campbell spoke with a photographer who is available and asking \$1000 for the 3 days
 - a. **SPF2026.01.08C - Be it resolved that Olivia Godfrey be hired as the SPF Photographer for the 2026 festival.**
 - i. **Moved by Jamie Campbell**
 - ii. **Seconded by David Kroetsch**
 - iii. **Carried**
- f. Volunteer schedule and framework
- i. Discussion about start and end times at all stages/venues.
 1. Jamie to put together a tentative schedule and provide to Tom.
 - a. Mainstage:

- i. 4-9pm Friday?
 - ii. Noon-9pm Saturday
 - iii. Noon-4pm Sunday
 - b. Crystal Palace
 - i. ?-11pm Friday
 - ii. 2-11pm Saturday
 - iii. Noon-4pm Sunday
 - c. Wendy Laut – unknown at this point
 - i. In the past Wendy Laut has been Saturday and Sunday
- ii. Discussion about needing an MC at Crystal Palace since David K will be at Wendy Laut
 - 1. Pete to talk to Steve Tennant about MC
 - 2. Also need a key volunteer to be a stage manager at Crystal Palace

6. Discussion of Additional Items

- a. Fundraiser
 - i. Diana Bracegirdle spoke to Keith Glass about a fundraiser at the Perth Legion
 - ii. Suggestion to do potentially in March before or after St Patrick's Day
 - iii. This would be in addition to the "kick off" event which is meant to be "FUN" not a fundraiser
 - iv. Jamie to talk to Keith about cost, sound and dates...then to contact Legion about cost, capacity (250) and availability
 - v. **SPF2026.01.08D - Be it resolved that the Stewart Park Festival will host a Keith Glass fundraiser in March at the Legion provided availability and viability.**
 - 1. **Moved by Shawn Vernier**
 - 2. **Seconded by David Kroetsch**
 - 3. **Carried**
- 7. Next Meeting:** February 5, 2025, 6:00pm, Sunshine Room
- 8. Adjournment:** Meeting was adjourned at 7:24pm