



## STEWART PARK FESTIVAL

### Minutes

March 5, 2026, at 6:00pm

Location: Sunshine Room, Town Hall

#### **Present:**

**Voting Members:** Diana Bracegirdle, Tom Nephin, Shawn Vernier, David Kroetsch, Susan Thompson, Dawn Bell, Gary Waterfield, Shannon Riley, Pete Cochrane, Anne Davis

**Non-Voting Members:** Nancy Wing, Dave Cotten, Steev Morgan, Emilyn Narraway

#### **Absent:**

**Voting Members:** Jamie Campbell

**Non-Voting Members:** Joanna Hughes, David Bird, Samantha Wheeler, Kimberley Sinclair, Emilyn Narraway

#### Minutes

##### **1. Call to Order**

- a. Meeting was called to order 6:03pm

##### **2. Disclosure of Pecuniary Interest and General Nature Thereof**

- a. None disclosed

##### **3. Approval of Last Meeting Minutes**

- a. Moved by Gary Waterfield
- b. Seconded by Tom Nephin
- c. Carried

##### **4. Disclosure of Additional Items**

- a. Volunteer framework and shirts
- b. Artist
- c. Vendors at Crystal Palace

##### **5. New Business**

- a. Crystal Palace Coordinator



- ix. Discussion about community stories to be deferred to April
- x. Shawn to discuss BIA involvement and cross promotion with BIA Board (Nancy put on BIA agenda)
- d. BIA Update:
  - i. Canada Helps
    - 1. Nancy provided an update on the fees of PayPal vs Canada Helps as well as pros and cons.
    - 2. **SPF2026.03.04B - Be it resolved that Stewart Park Festival will switch to the Canada Helps platform for donations and that this switch will take effect immediately.**
      - a. **Moved by Gary Waterfield**
      - b. **Seconded by Dawn Bell**
      - c. **Carried**
  - ii. AI Policy
    - 1. Updated that AI Policy was adopted across all BIA events.
  - iii. Counterfeit Policy
    - 1. Update on revisions required for the Counterfeit Policy and requirement for training ahead of the festival.
- e. June fundraiser
  - i. Expenses need to be sent to Dawn Bell to discuss in April
  - ii. Losing time to promote so need to make decision soon
  - iii. David Cotton will be point person for June fundraiser

## 6. Discussion of Additional Items

- a. Volunteer framework and shirts
  - i. Tom Nephin presented the volunteer framework.
  - ii. Some additional volunteers required for Wendy Laut Stage which requires more t-shirts.
  - iii. Discussion about Volunteer Coordinator arranging for cars through Hinton.
- b. Vendors at Crystal Palace
  - i. Anne Davis asked whether we are looking to put food vendors at Crystal Palace
    - 1. Discussion about potentially having a community group do low cost food options (Brook Valley School)
      - a. Note: need to be able to keep up with food handling standards
    - 2. Dave Cotton to inform Anne Davis ahead of April meeting if there will be food vendors at Crystal Palace.

3. Note about the mosquito issue at Crystal Palace last year.

c. Artist

i. Discussion about potential headliner that would require additional \$5000 in the Performer budget to book.

ii. **SPF2026.03.04C - Be it resolved that Stewart Park Festival authorizes use of reserve funds, if necessary, for the purposes of hiring headlining artist.**

1. **Moved by David Kroetsch**

2. **Seconded by Diana Bracegirdle**

3. **Carried**

7. **Next Meeting:** April 2 2026, 6pm, Sunshine Room

8. **Adjournment:** Meeting was adjourned at 7:23pm