Agenda for the Meeting of the Select Committee on Family Day Celebration, February 11, 2025, at 3:00 pm in the Town Hall Committee Room, 660 Primrose St. Qualicum Beach, BC

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1. ADOPTION OF THE AGENDA

THAT the Select Committee on Family Day Celebration adopts the February 11, 2025 regular meeting agenda.

2. ADOPTION OF THE MINUTES

THAT the Select Committee on Family Day Celebration adopts the January 14, 2025 regular meeting minutes.

3. Motions from Council

(1) Status of Recommendations to Council - Nil

(2) Referrals from Council – Nil

4. BUSINESS ARISING FROM THE MINUTES

(1) J. Young to investigate having a petting farm for the event.
(2) B. Ritter to check insurance for petting zoo.
(3) B. Ritter to check if food truck vendors will be paying an admission fee.
(4) B. Ritter to check if food truck vendors can pay electronically.
(5) B. Gagne to report on a new initiative that may require increased funding.
(6) B. Ritter to follow up if surplus funding be used to buy more tents.

5. NEW BUSINESS

(1) Assign a Chair
(2) Review Registration Page Changes
(3) Next Steps

- Field Activities
- Entertainment Activities
- Concession Stands/Food Options
- Volunteers
- Parade
- Promotion/Advertising
- Administration

Next Regular Meeting: March 11, 2025 at 3pm.

Draft Minutes for the Meeting of the Select Committee on Family Day Celebration, January 14, 2025, at 3:00 pm in the Town Hall Committee Room, 660 Primrose St. Qualicum Beach, BC

PRESENT:	Rebecca Fenton, Chair Councillor Yean Young Brittany Marie Gagne Stephan Gagne Jaidan Holder Jody Macgillivray Tina Rasmussen
Staff:	Bernadette Ritter, Staff Liaison

The meeting was called to order at 3:00 pm

ADOPTION OF THE AGENDA
Select Committee on Family Day Celebration adopted, by unanimous consent, the January 14, 2025 meeting agenda.
CARRIED

ADOPTION OF THE MINUTES
Select Committee on Family Day Celebration adopted, by unanimous consent, the November 19, 2024, regular meeting minutes.
CARRIED

MOTIONS FROM COUNCIL – Nil

BUSINESS ARISING FROM THE MINUTES - Nil

NEW BUSINESS

1. **Assign Areas of Oversight**
   Areas of oversight are now assigned to the following Committee members:
   - Food – S. Gagne
   - Exhibits – B. Gagne
   - Parade – T. Rassmussen (supported by J. Holder)
   - Logistics – J. Macgillivray
   - Advertising – S. Gagen (supported by J. Holder)
   - Stage – J. Holder
   - Field Activities – B. Gagne
   - Volunteer – R. Fenton
   - Administration – R. Fenton

2. Overview of Process

New members of the Committee were provided an overview of the Family Day process in an orientation session with staff. The Committee were also asked to refer to the Overview on Google Docs to become familiar again with the process for their area of oversight.

3. Next Steps

- **Field Activities**
  Committee member to refer to the Overview on Google Docs to become familiar again with the process for their area of oversight.
- **Entertainment Activities**
  - Committee member to refer to the Overview on Google Docs to become familiar again with the process for their area of oversight
  - Councillor Young to investigate a petting farm for the event.
  - B. Ritter to check insurance requirements for the petting farm.
- **Concession Stands/Food Options**
  Committee member to refer to the Overview on Google Docs to become familiar again with the process for their area of oversight.
- **Volunteers**
  Committee member to refer to the Overview on Google Docs to become familiar again with the process for their area of oversight.
- **Parade**
  Committee member to refer to the Overview on Google Docs to become familiar again with the process for their area of oversight.
- **Promotion/Advertising**
  Committee member to refer to the Overview on Google Docs to become familiar again with the process for their area of oversight.
- **Administration**
  - R. Fenton updated contact lists in Google Drive.
  - R. Fenton to provide all Committee members with Google Drive access.

4. New Action Items

- B. Ritter to follow up with staff on whether there will be fireworks on the same weekend as Family Day this year.
- B. Ritter to follow up with staff if the Committee can again charge food truck vendors an admission fee.
- B. Ritter to follow up with staff if food truck vendors can pay their admission fee electronically.
- B. Gagne to report back to the Committee on an idea that may require increased funding.
- B. Ritter to follow up with staff if surplus funds can be used to buy more tents.

ADJOURNMENT
The Select Committee on Family Day Celebration, by unanimous consent, adjourned the meeting.
CARRIED

Meeting adjourned: 4:15 pm

Certified Correct:

Heather Svensen,
Director of Corporate Services

Rebecca Fenton, Chair

Next Regular Meeting: February 11, 2025, at 3pm