Agenda for the Meeting of the Select Committee on Family Day Celebration, March 13, 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 March 13, 2025 regular meeting agenda.

2. ADOPTION OF THE MINUTES

THAT the Select Committee on Family Day Celebration adopts the February 11, 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) B. Gagne to complete the following:

- Contact petting zoo vendor for more information on the event, and to see if they are able to meet Town's insurance requirement of $3M coverage.
- Follow up to see if RC Racing Cars is viable for the event.
- Contact Seaside Cruizers re involvement in the event, as well as providing cars for the parade.
- Contact Bounce-a-rama.

(2) B. Ritter to complete the following:

- Investigate with staff if the location of petting zoo is suitable.
- Check if food truck vendors will be paying an admission fee.
- Check if food truck vendors can pay electronically.
- Confirm if the skatepark parking lot will be available.
- Confirm that no construction vehicles are on site at the skatepark, and no work is happening on Family Day.
- Communicate with staff that the Skatepark launch would be better held a different day to the Family Day event.
- Investigate if BMX bike parking area is available for exhibit parking.
- Investigate if more t-shirts are required.

(3) J. Holder to contact sound person and emcee.

(4) S. Gagne to contact Neighbourhood magazine for deadlines.

(5) R. Fenton to reach out to Quartet and copy emails to J. Holden, and add procedure for Quartet to Overview in Google Docs.

5. NEW BUSINESS

(1) Discuss alternate day for Committee meeting.

(2) Registrations to open.

(3) Next Steps

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

Next Regular Meeting: TBA.

Draft Minutes 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

PRESENT:	Rebecca Fenton, Chair Councillor Yean Young Brittany Marie Gagne Jaidan Holder Tina Rasmussen
ABSENT:	Stephan Gagne Jody Macgillivray
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 February 11, 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

a) Councillor Young to investigate having a petting farm for the event.
- Cost is about $500 and the attraction could be located next to the Civic Centre.
- B. Gagne to make contact with the vendor for more information on the event.
- B. Ritter to investigate with staff if the location is suitable.

b) B. Ritter to check insurance for petting zoo.
- Staff advised that the vendor is to have their own insurance, naming the Town as an additional insurer for $3M.
- B. Gagne to contact the vendor regarding insurance requirements.

c) B. Ritter to check if food truck vendors will be paying an admission fee.

d) B. Ritter to check if food truck vendors can pay electronically.

e) B. Gagne to report on a new initiative that may require increased funding
- The event is RC Racing cars, who provide model power cars which run races every 10 minutes. They must be on level ground, and if held indoors there is a concern about scuffing floors. The Committee discussed concerns around increasing the scope of the event beyond current volunteer capacity. B. Gagne will follow up to see if this is viable.

f) B. Ritter to follow up if surplus funding can be used to buy more tents.
- Staff advised that unused funds go back into the general fund. The Committee discussed that removing the option for tents on the registration should bring down the

need for more tents (approximately 16 tents currently). Once the registration process is underway we can determine if more tents are needed.

NEW BUSINESS

Assign a Chair

J. Holder MOVED, that R. Fenton be appointed the 2025 Chair for the Select Committee on Family Day Celebration.

CARRIED

Review Registration Page Changes

The Committee discussed the following changes to be made to the registration forms:

- Field Activities
  - Change first sentence to ensure people arrive to set up early. “Set up will be between [x] and [x]”.
- Exhibits
  - Remove option to select tents, chairs, and tables.
  - Add wording to “bring own tents, tables and chairs”.
- Concession Stands/Food Options
  - Change wording from left/right side to “driver side” or “passenger side”.
- Parade
  - Add wording that “no helium balloons to be handed out but may be secured to a float”.
- Preparade
  - Delete this option.

Next Steps

The Committee discussed the following next steps for each area of oversight:

- Field Activities
  - Contact Bounce-a-Rama.
  - Change jump time in bounce houses to three minutes.
  - Facilitate two different event times for Dog Agility.
- Exhibits
  - B. Gagne to contact Seaside Cruizers for exhibit and parade involvement.
- Stage
  - Contact sound person.
  - Contact Matt Breedlove.
  - R. Fenton to reach out to Quartet and lead the process and copy emails to J. Holden. She will also add procedure for Quartet to Overview in Google Docs.
- Concession Stands/Food Options
  - Waiting for registration launch.
- Volunteers
  - Waiting for registration launch.
- Parade
  - Waiting for registration launch.
  - Cars will be looked after by B. Gagne through Seaside Cruizers.
- Promotion/Advertising
  - S. Gagne to contact Neighbourhood magazine.
- Administration
  - B. Ritter to launch web registrations before March 11.

New Items

- Skatepark construction
    - B. Ritter to confirm if the parking lot will be available.
    - B. Ritter to confirm that no construction vehicles are on site, and no work is happening on Family Day.
    - B. Ritter to communicate to staff that the Skatepark launch would be better held a different day to the Family Day event.
- CJ Critters Entertainment
    - Councillor Young is interested in including the company CJ Critter for $300.
    - B. Ritter to follow up on insurance for CJ Critters.
    - B. Ritter to follow up with staff on a suitable location.
- Parking
    - The Committee discussed the possibility of vendors parking in BMX parking spots. B. Ritter to investigate if this is available.
- Fireworks
    - B. Ritter communicated with Staff that the Committee recommends that fireworks be held on a different weekend to Family Day.

Next meeting

- Discuss the possibility of a new day to hold the Committee meeting to accommodate B. Gagne and S. Gagne. Possibilities include Monday between 9 am and 2 pm, or Wednesday or Friday at 3 pm.
- Determine if new t-shirts are required.

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: March 11, 2025, at 3pm