

Agenda for the Meeting of the Select Committee on Family Day Celebration, April 10, 2026, at 2:00 pm in the Town Hall Committee Room, 660 Primrose St. Qualicum Beach, BC

1. ADOPTION OF THE AGENDA

THAT the Select Committee on Family Day Celebration adopts the April 10, 2026, meeting agenda.

2. ADOPTION OF THE MINUTES

THAT the Select Committee on Family Day Celebration adopts the March 16, 2026, special meeting minutes.

3. Motions from Council

(1) Status of Recommendations to Council

(2) Recommendations from Council

From Special Council Meeting, March 11, 2026

THAT Council re-appoints Rebecca Fenton and Jaidan Holder; and appoints Katie McMath, Shirley Clements, Jasmine Tomczyk, Debra Macarthur, Adele Kristalovich, Ralph Libby and Bruce Fournier to the Family Day Committee for an approximate two-year term ending December 31, 2027; AND FURTHER THAT, that the Terms of Reference for the Select Committee on Family Day Celebration be amended by deleting the number 'Eight', 2nd bullet under 3. COMPOSITION OF THE COMMITTEE and inserting 'Nine'.

4. NEW BUSINESS

(1) Next Steps

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

Next Regular Meeting: April 21, 2026, 2:00 pm

Minutes for the Meeting of the Select Committee on Family Day Celebration, March 16, 2026, at 2:30 pm in the Town Hall Committee Room, 660 Primrose St. Qualicum Beach, BC

PRESENT: Rebecca Fenton, Chair
Councillor Jean Young
Shirley Clements
Jaidan Holder
Del Kristalovich
Ralph Libby
Debra MacArthur
Katie McMath
Jasmine Tomczyk

Other: Mayor Teunis Westbroek
Alden McMath

Staff: Bernadette Ritter, Staff Liaison
Heather Svensen, Director of Corporate Services/Deputy CAO

The meeting was called to order at 2:30 pm

ADOPTION OF THE AGENDA

Select Committee on Family Day Celebration adopted, by unanimous consent, the March 16, 2026, meeting agenda.

CARRIED

APPROVAL OF THE MINUTES

Select Committee on Family Day Celebration approved, by unanimous consent, the June 10, 2025, regular meeting minutes.

CARRIED

MOTIONS FROM COUNCIL – Nil

BUSINESS ARISING FROM THE MINUTES

NEW BUSINESS

Introductions for new members

The Mayor welcomed the new Committee members and thanked them for their participation. Members gave a brief introduction of themselves. H. Svensen was introduced as a support for B. Ritter while she is on leave, and will oversee the April 10, 2026, meeting.

Appointment of Chair

The Select Committee on Family Day Celebration approved, by unanimous consent, the appointment of R. Fenton as the 2026 Committee Chair.

CARRIED

Set Meeting Time

After group discussion, the time of 2pm was set as the Select Committee on Family Day Celebration meeting time.

Meeting Schedule

The following meeting schedule was communicated:

- April 10, 2026
- April 21, 2026
- May 12, 2026
- May 26, 2026
- May 28, 2026
- EVENT DATE: May 31
- June 9, 2026 – post event meeting

Overview of Process

B. Ritter provided an overview of the process including:

- Elements that make up the event program, and times that the Committee are on duty the day of the event.
- The event budget, and how it has been kept under the \$10,000 allocation. Gratitude to the volunteer nature of the participants.
- Google Drive being the main way that the Committee keeps information tracked.
- Gmail email addresses being the main way the Committee communicates with the public.

Assignment of Roles

B. Ritter provided an overview of the roles and responsibilities, and the following roles were allocated:

- Parade – K. McMath
- Exhibits – S. Clements
- Field Activities – D. Kristalovich
- Food – R. Libby
- Logistics – D. MacArthur /A. McMath
- Volunteers – R. Fenton
- Stage – J. Holder
- Breakfast – J. Tomczyk

Next Steps

The Committee discussed the process of accessing their gmail addresses so they can monitor emails coming in. R. Fenton has been overseeing emails and will continue to assist as needed.

Committee members will oversee the Registrations folder for new applications coming in and add them to the spreadsheet in their Google Drive.

Committee members were encouraged to read the Overview which was emailed to them and outlines the steps the Committee members need to take in the coming weeks. R. Fenton will be the contact if they have any questions.

ADJOURNMENT

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

CARRIED

Meeting adjourned: 3:30 pm

Certified Correct:

Heather Svensen,
Director of Corporate Services/Deputy CAO

Rebecca Fenton, Chair

Next Regular Meeting: April 10, 2026, at 2pm