Minutes 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

PRESENT:	Rebecca Fenton, Chair Jaidan Holder Tina Rasmussen Stephan Gagne
ABSENT:	Brittany Marie Gagne Councillor Yean Young 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 March 13, 2025, meeting agenda.
CARRIED

ADOPTION OF THE MINUTES
Select Committee on Family Day Celebration adopted, by unanimous consent, the February 11, 2025, regular meeting minutes.
CARRIED

MOTIONS FROM COUNCIL – Nil

BUSINESS ARISING FROM THE MINUTES

a) 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.
    - Barnyard Animals cost is $500. They use baby animals only with only light interactions with public. Will get extra insurance.
- Follow up to see if RC Racing Cars is viable for the event.
    - S. Gagne confirmed that they are available for the event day and would need to be hosted indoors. The Committee discussed concerns about it taking away from the event, creating an event that is beyond the capacity of the team to manage on the day. They also expressed concern for the impact of tires marking floors in the Civic Centre. Encouraged S. Gagne to explore organizing a separate event outside of Family Day.
- Contact Seaside Cruizers re involvement in the event, as well as providing cars for the parade.
    - Seaside cruisers to be confirmed next week.
- Contact Bounce-a-rama.

b) B. Ritter to complete the following:
- Investigate with staff if the location of petting zoo is suitable.
    - B. Gagne to find out space/dimensions needed to host the zoo, and how many animals their will be, and their sizes.
- Check if food truck vendors will be paying an admission fee.
    - Staff confirmed that food trucks will either need a $110 yearly, or $55 from May to Oct, which allows them to attend all special events in town. Staff confirmed these permits can be fast tracked.
- Check if food truck vendors can pay electronically.
    - Vendors can pay via online banking.
- Confirm if the skatepark parking lot will be available.
    - Confirmed.
- Confirm that no construction vehicles are on site at the skatepark, and no work is happening on Family Day.
    - Confirmed.
- Communicate with staff that the Skatepark launch would be better held a different day to the Family Day event.
    - Communicated.
- Investigate if BMX bike parking area is available for exhibit parking.
- Investigate if more t-shirts are required.
    - Currently have 41 total - 6 extra large, 17 large, 8 medium, and 10 small. Committee agreed that there are enough t-shirts.

c) J. Holder to contact sound person and emcee.

d) S. Gagne to contact Neighbourhood magazine for deadlines.
- Confirmed that the deadline is March 28, for an “article”.
- B. Ritter to complete.

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

NEW BUSINESS

a) Discuss alternate day for Committee meeting
- Based on feedback received from the Committee, the meeting will remain on Tuesdays.
- B. Ritter to resend meeting dates to the Committee, asking them to prioritize those dates.

b) Registrations to open.
- B. Ritter to draft email for food, entertainment, and general.

c) Next Steps
- Field Activities:
    - Follow up Sky Dive.
    - Contact RDN.
    - Confirm rented activities.
- Field Exhibits
    - Awaiting registrations to be received.
- Entertainment Activities
    - Awaiting registrations to be received.

- Concession Stands/Food Options
    - B. Ritter to draft email for distribution to vendors.
    - S. Gagne to encourage food trucks to commit to the date once registered.
    - S. Gagne to keep in mind the space available when accepting bookings.
    - S. Gagne to organize pancake breakfast entertainment.

- Volunteers
    - S. Gagne to make contact with schools.
- Parade
    - B. Ritter to draft email.
    - B. Ritter to send video of past event.
- Promotion/Advertising
    - S. Gagne to go into three schools so promote.
    - B. Ritter to create a design.
    - B. Ritter to create a school-friendly design.
    - B. Ritter to promote registrations on Facebook.
- Logistics
    - Go through list in Google Docs Overview.

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

Meeting adjourned: 4:10 pm

Certified Correct:

Heather Svensen,
Director of Corporate Services

Rebecca Fenton, Chair

Next Regular Meeting: April 8, 2025, at 3pm