



ANNUAL REPORT TO CHIEF ADMINISTRATIVE OFFICER

To: **Francis Cheung**
Chief Administrative Officer

Subject: **2019 Annual Report for Community Day
Committee** File #: 8100.00

From: Kim Hilton Doc #: 167370
Director of Recreation, Culture & Community
Services

Date: December 16, 2019

MEMBERSHIP LIST:

Councillor Rosemary Wallace, Chair
Councillor Teri James, Co-Chair
Steve Nicholson, Member at Large
Debbie White, Member at Large
Janet Bennett, Member at Large
Lisa Farquharson, Member at Large
Sandy Shih, Member at Large
Jenny Hinch, Member at Large
Aman Sahota, Member at Large
Kim Hilton, staff
Tera Edell, staff
Jonn Epplette, staff
Samantha Paulson, staff
Brent Perry, staff
Michele Payne, staff

NUMBER OF MEETINGS HELD:

Eight meetings were held on the following dates:

- January 24, 2019
- February 21, 2019
- March 21, 2019
- April 3, 2019
- May 7, 2019
- May 23, 2019

- June 13, 2019
- June 20, 2019 (debrief)

ACTIVITIES, HIGHLIGHTS AND ACCOMPLISHMENTS:

- The 25th Annual Community Day Event was well attended throughout the day. The weather was sunny and hot. Lineups at the children's activities certainly developed as the day went on, however with additional equipment rented this year, lineups were kept to a minimum.
- CLA hosted the street hockey event again this year with special guests from the Rivermen Hockey team.
- For the second year in a row, children and youth activities were enhanced– mini-golf; hamster run, hungry hippo, obstacle course, rock climbing wall, the Eliminator, two bouncy castles and the basketball shoot
- Approximately 52 interactive community booths set up
- The council planting and free draws were extremely popular as usual, this year people did not have to stay on site to win the prizes which meant several people had to pick up their prizes at Douglas Recreation Centre the following week.
- Joining the Food Truck Festival with Community Day was a big success and the beer garden was a nice addition as well. The beer garden was removed somewhat from the park activities but located nicely within the food truck site.
- Nearly Neil and the Solitary Band rocked the afternoon away.
- Staff and volunteers worked efficiently together to get the venue setup and cleaned up.
- Added signage helped particularly with information booth, first aid station and beer garden.
- Douglas Park Community School Society raised \$2951.88 to help the students at that school.

STAFF MEMBER TIME SPENT:

- Kim Hilton – 17 paid hours
- Recreation Staff – 75 paid hours
- Kyle Simpson/Operations Staff – 79 paid hours
- Jonn Epplette/Parks Staff – 15 paid hours
- Michele Payne – 27 paid hours
- Samantha Paulson – 7 paid hours
- Tera Edell – 17 paid hours
- Brent Perry – 10 paid hours

Total staff paid hours – 247

Total volunteer hours – 100

BUDGET – MONIES RECEIVED AND MONIES EXPENDED:

Budget:

City of Langley Budget	\$ 8300
Christian Life Assembly donation	\$ 1000
Nearly Neil & the Legendary Band	\$ 5000
<u>Total Budget</u>	<u>\$14300</u>

Expenses:

Entertainment	\$5300
Child & Youth Activities	\$2742.95
Advertising	\$4049.78
Food Purchases	\$182.73
General	<u>\$1981.12</u>
<u>Total Expenses</u>	<u>\$14256.58</u>

SUBCOMMITTEES ACTIVITIES:

N/A

WORK PROGRAM FOR FOLLOWING YEAR: COMMUNITY DAY 2020

- Continue with the professional sound tech/company to ensure there are no issues with sound
- Enhance the stage décor with plants and other decorations
- Continue with the beer garden; evening concert, food trucks, additional seating and roving entertainment if budget permits
- Raffle off some of the prizes throughout the event but keep the grand prize for the finale
- Posters out a minimum of one month prior to event
- Maintain or increase the promotions – radio, print and social media
- Connect with Farmer’s Market to see if they would move to Douglas Park for the one day

INVOLVEMENT OF THIRD PARTIES:

Sponsorships were as follows:

- Aldergrove Credit Union – tent
- CLA - \$1000 donation, hockey rink and volunteers
- Langley Advance Times – promotional advertising
- Paid-on-Call Firefighters Association – firefighter challenge
- Southgate Church – KidZone, volunteers
- Save on Foods
- Safeway
- Superstore
- AM Convenience Market
- No Frills
- Crown Coffee

- Starbucks
- Otter Co-op
- Super Save
- Tim Hortons
- Langley Elks – beer garden
- COLNETT
- Greater Vancouver Food Truck Festival

GENERAL COMMENTS:

The 25th Anniversary of Community Day was a real hit. Combining the Food truck festival with the event and bringing in a bigger performer proved to be a good combination for this celebration. New activities are added each year to keep the audience active. The quality of entertainment is high and keeps the event participants of all ages engaged.

Respectfully Submitted,



Kim Hilton
Director of Recreation, Culture & Community Services