



ANNUAL REPORT TO CHIEF ADMINISTRATIVE OFFICER

To: **Francis Cheung**
Chief Administrative Officer

Subject: **Annual Report for Community Day
Committee**

Report #: 17-061

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

File #: 8100.00

Doc #: 152121

Date: November 24, 2017

MEMBERSHIP LIST:

Ted Schaffer, Chair
Steve Nicholson, Member at Large
Debbie White, Member at Large
Janet Bennett, Member at Large
Sandy Dunkley, Member at Large
Sophia Ponvelan, Member at Large
Mandy Martens, Member at Large
Lisa Farquharson, Member at Large
Sandy Shih, Member at Large

Jack Arnold, Vice Chair
Kim Hilton, staff
Tera Edell, staff
Kyle Simpson, staff
Geoff Mallory, staff
Michele Payne, staff
Samantha Paulson, staff
Rob Gunn, staff

NUMBER OF MEETINGS HELD:

Five meetings were held on the following dates:

- January 27, 2017
- February 24, 2017
- March 31, 2017
- June 9, 2017
- June 28, 2017 (debrief)

ACTIVITIES, HIGHLIGHTS AND ACCOMPLISHMENTS:

- The 23rd Annual Community Day Event was well attended throughout the day. Lineups at the children's activities certainly developed as the day went on, often having a 10 – 15 minute wait.

- The Remax balloon added another great opportunity for our visitors during the first half of the day (had to be taken down due to wind) – free hot air balloon rides.
- CLA hosted the street hockey event this year with special guests from the Rivermen Hockey team.
- Children and youth activities were enhanced this year – mini-golf; hamster run, bungee run, obstacle course, rock climbing wall, two bouncy castles and the basketball shoot
- Approximately 40 interactive community booths set up
- The council planting and free draws were extremely popular.
- Great variety of entertainment on the Spirit Stage kept all ages entertained
- Staff and volunteers worked efficiently together to get the venue setup and cleaned up.
- Douglas Park Community School Society raised \$2340.35 to help the students at that school.

STAFF MEMBER TIME SPENT:

- Kim Hilton/Recreation Staff – 75 paid hours
- Kyle Simpson/Operations Staff – 60 paid hours
- Geoff Mallory/Parks Staff – 24 paid hours
- Michele Payne – 27 paid hours
- Samantha Paulson – 7 paid hours
- Tera Edell – 17 paid hours

Total staff paid hours – 210

Total volunteer hours – 180

BUDGET – MONIES RECEIVED AND MONIES EXPENDED:

Budget:

City of Langley Budget	\$7700
Christian Life Assembly donation	<u>\$2000</u>
Total Budget	\$9700

Expenses:

Entertainment	\$2772.03
Child & Youth Activities	\$4334.75
Advertising	\$1255.33
Food Purchases	\$220.00
General	<u>\$504.07</u>
Total Expenses	\$9086.18

SUBCOMMITTEES ACTIVITIES:

N/A

WORK PROGRAM FOR FOLLOWING YEAR:

- Expand marketplace for 2018 and move a bouncy feature closer to the market to attract more visitors.
- Street Hockey was brilliant, the addition of the Rivermen was very positive. Shoot out to be tweaked for next year; bleachers by the hockey rink worked well
- Add roving volunteers or staff with shirts saying "Ask Me!"
- Add multilingual promotions
- Add a broader multicultural entertainment element.
- Tug-of-war needed next year again.
- Need some sort of contest to run to promote event next year.
- Firefighter challenge always positive.
- Add signage to the first aid tent.
- Consider running the cake walk again in 2018.
- Revisit the BINGO tables if the Lions are up to it again.

INVOLVEMENT OF THIRD PARTIES:

Sponsorships were as follows:

- Aldergrove Credit Union – tent
- Canadian Tire – Prize BBQ
- CLA - \$2000 donation, hockey rink and volunteers
- Langley Advance – promotional advertising
- Paid-on-Call Firefighters Association – firefighter challenge
- Potters – planting event supplies
- Southgate Church – KidZone, volunteers
- Just Great Sights n' Sounds – organized entertainment
- Envision Credit Union – tents
- Remax Treeland – hot air balloon, tent, bouncy castle
- Save-On-Foods – fruit and cupcake giveaways
- Canadian Association of Petroleum Producers – giveaways
- Wagner Hills Farms – volunteers
- ESS of BC - volunteers

GENERAL COMMENTS:

Even in its 23rd year, Community Day continues to be fun, fresh and free. 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. A request to bring back the Street of the Year was received, so the committee will consider it again in 2018.

Respectfully Submitted,



Kim Hilton
Director of Recreation, Culture & Community Services