



# ANNUAL REPORT TO CHIEF ADMINISTRATIVE OFFICER

To: **Francis Cheung**  
**Chief Administrative Officer**

Subject: **2018 Annual Report for Community Day  
Committee**

Report #: 18-53

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

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## **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  
Mandy Martens, Member at Large  
Lisa Farquharson, Member at Large  
Sandy Shih, Member at Large  
Colleen Clark, Member at Large

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

## **NUMBER OF MEETINGS HELD:**

Five meetings were held on the following dates:

- February 2, 2018
- April 6, 2018
- May 4, 2018
- June 1, 2018
- June 22, 2018 (debrief)

## **ACTIVITIES, HIGHLIGHTS AND ACCOMPLISHMENTS:**

- The 24<sup>th</sup> 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.

- The small Remax balloon added another great promotional opportunity attracting people from Douglas Crescent.
- 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 40 interactive community booths set up
- The council planting and free draws were extremely popular.
- Great variety of multicultural entertainment on the Spirit Stage kept all ages entertained
- 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 pickleball area
- Douglas Park Community School Society raised \$2951.88 to help the students at that school.

**STAFF MEMBER TIME SPENT:**

- Kim Hilton/Recreation Staff – 75 paid hours
- Kyle Simpson/Operations Staff – 79 paid hours
- Geoff Mallory/Parks Staff – 15 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	\$7500
Christian Life Assembly donation	<u>\$2000</u>
Total Budget	<u>\$9500</u>

Expenses:

Entertainment	\$2100
Child & Youth Activities	\$3803.10
Advertising	\$2322.77
Food Purchases	\$410.63
General	<u>\$871.28</u>
Total Expenses	\$9507.78

## **SUBCOMMITTEES ACTIVITIES:**

N/A

## **WORK PROGRAM FOR FOLLOWING YEAR: 25<sup>th</sup> Anniversary of the Event**

- Investigate having multiple stages for the 25<sup>th</sup>
- Hire a professional sound tech/company to ensure there are no issues with sound
- Enhance the stage décor with plants and other decorations
- Expand the 25<sup>th</sup> year programming to possibly include: a beer garden; evening concert, food trucks, additional seating and roving entertainment
- Raffle off some of the prizes throughout the event but keep the grand prize for the finale
- Posters out 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
- Expand into Douglas Park Community School grounds for the second stage and additional activities.

## **INVOLVEMENT OF THIRD PARTIES:**

Sponsorships were as follows:

- Aldergrove Credit Union – tent
- 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 – promotional hot air balloon, tent
- Save-On-Foods – fruit and cupcake giveaways and \$200 in gift cards for raffle
- Langley Lions – hosted the popular BINGO
- Safeway
- Superstore
- Costco
- AM Convenience Market
- No Frills
- Crown Coffee
- Starbucks

- Freybe
- Otter Co-op
- Super Save
- Tim Hortons

**GENERAL COMMENTS:**

Even in its 24<sup>th</sup> 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.

Respectfully Submitted,



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Kim Hilton  
Director of Recreation, Culture & Community Services