



VILLAGE OF PORT ALICE
RECREATION COMMITTEE MEETING AGENDA
TO BE HELD THURSDAY JANUARY 9, 2025, AT 4:30 PM
IN THE VILLAGE OFFICE COUNCIL CHAMBERS

(1) CALL TO ORDER

(2) ADOPTION OF AGENDA

THAT the Agenda for the Recreation Committee Meeting be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.

(3) MINUTES:

- a. *THAT the minutes from the December 5, 2024, Recreation Committee Meeting be approved as presented.*

(4) REPORTS:

- a. Community Centre Coordinator Monthly Report – December
December 2024, Report from Louisa Moore, Community Centre Coordinator
- b. Rumble Sheet
January 2025, Report from Louisa Moore, Community Centre Coordinator

(5) COMMUNICATIONS:

(6) ADJOURNMENT

THAT the meeting of the Village of Port Alice Recreation Committee held January 9, 2025, be adjourned.

VILLAGE OF PORT ALICE COMMITTEE
MEETING MINUTES Thursday, December 5, 2024
in the MUNICIPAL OFFICE COUNCIL CHAMBERS
Recreation Committee Meeting



Present Mayor Kevin Cameron
Councillor Russell Murray
Councillor Holly Aldis

Absent Councillor Sean Watson
Councillor David Stewart

Staff Bonnie Danyk CAO / CFO
Louisa Moore, Community Centre Coordinator

CALL TO ORDER

Mayor Kevin Cameron called the meeting to order at 4:22 pm

APPROVAL OF AGENDA

RC 37/24 Moved, seconded and CARRIED
Agenda

THAT the Agenda for the Recreation Committee be approved; AND THAT all delegations, reports, correspondence and other information set to the agenda be received.

MINUTES:

RC 38/24 Moved, seconded and CARRIED
Rec Minutes *THAT the minutes of the Recreation Committee Meeting held November 7, 2024, be*
2024-11-07 *adopted.*

REPORTS:

Community Centre Coordinator Monthly Report - November
November 2024, Report from Louisa Moore, Community Centre Coordinator

Moved, seconded and CARRIED
THAT a prize pack of Port Alice Merchandise up to \$75 retail value be offered for a
February Heart Month contest.

RC 39/24
Heart Month

ADJOURNMENT:

RC 40/24 Moved, seconded and CARRIED
Adjourn *THAT the meeting of the Village of Port Alice Recreation Committee held December 5,*
2024, be adjourned at 4:30 pm.

I hereby certify the preceding to be a true and correct account of the Regular meeting of
the Recreation Committee held December 5, 2024.

Mayor

Chief Administrative Officer



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Recreation Committee
From: Community Centre Coordinator
Date: December 2024
Subject: December's Month End Report

December has been a shorter month with the holiday break. Attendance has been up and down with other activities going on and people getting ready for the holidays. Belly Dance had their own Christmas Party with the instructor putting on a performance for students. They invited guests to come watch. Staff did our own Christmas Party for the kids on the last day of school. We provided pizzas, Christmas punch, cookies and a movie. It was a good afternoon.

There were two room bookings and three re-occurring bookings this month.

Tree Light Up was held on December 1st. It started out with a parade around town, with nine floats. The weather was good. It was followed by the Tree Light Up with hot chocolate, cookies and caroling by the Sisters of Song. The evening was well attended.

Oceanview Christian Assembly did their annual Ladies Dessert Night on December 2nd. This is their way to thank the ladies of the community and to host an event just for them. It is a great community tradition.

There was Wreath making on December 4th. A total of 15 cedar bough wreaths and 10 kid's crafts were made. It was a great turnout.

On December 7th was Adult Potluck. There was 36 people in attendance. It is a favorite event amongst the adult crowd to socialize and have some fun. After dinner there is bingo, which is always a hit.

Breakfast with Santa was on December 14th. We were lucky again to also have a Mrs. Claus and two elves. The families really enjoy that. We provided breakfast with waffles, sausages and fruit. There was also the last market of the year with 15 vendors in the boardroom. Family bingo ended the day with seven people participating. The overall day was well attended.

The last Christmas event was Cookie Creations which was held on December 18th. A total of 14 balls of cookie dough were made, and 21 people in attendance. Lots of fun and sugar highs were had.

Staff has planned out some events and activities for the new year. Attached is a couple of lists of events we would like to post. For Family Day weekend and Halloween weekend, we would once again like to do the Bouncy Castles. This was a huge hit last year. There are a few options we could go about this. One, ask the public for donations to cover costs. Second, Council budget to cover costs and provide free of charge. Third, Council cover costs and charge a minimum fee to attend. Attached is a cost breakdown of the different rental costs. I would need to book immediately to guarantee rental.

I look forward to getting the new digital marquee up and running. This will help get our programming and event information out there. We are excited to get our two new computers in the computer room installed with the latest safety programs for public use. I am happy to continue to work with Kaitie in the new year. She has been a hard worker and a pleasure to work with. I am excited for a new year going forward and appreciate Council's and Bonnie's support.

Respectfully Submitted,

Louisa Moore

Save the Dates 2025!

February 15th: Family Day Fun - Come enjoy family friendly activities.

March 15th: St. Patrick Day Activities - Come make a craft and decorate some cookies

April 19th: Easter Activities - Make some cute crafts and treats

July 1st: Canada Day - Come celebrate Canada's birthday with lots of activities

September 9th: Club Night - Come check out the local clubs and activities

October 25th: Halloween Carnival - Come enjoy some family friendly activities

November 16th: Christmas Craft Fair - Come check out all the local crafters and get a head start on your holiday shopping.

November 30th: Tree Light & Parade - The evening starts with a parade around town to start the holiday festivities. Followed by Christmas carols, hot chocolate, cookies and lighting up the town tree.

December 3rd: Holiday Crafts - Make a beautiful cedar bough wreath for yourself or as a gift!. Crafts for the kids as well.

December 6th: Adult Potluck Dinner - We supply the meat, you bring a side dish or dessert to share. Bingo to follow. Mature adults welcome.

December 10th: Cookie Creations - Come bake and decorate some delicious sugar cookies. Plus a craft for the kids.

December 13th: Breakfast with Santa - Come enjoy breakfast, visit with Santa, play bingo and do your last minute shopping! Our last big party of the year!

Please call the Community Centre at 250-284-3912 for more information about any of our special events.

Watch for posters on our Facebook and Instagram pages, as well as the monthly Rumble Sheet.



Bouncy Castle Costs
Bounce Arama

Obstacle Course - \$500
Bouncers - \$400 x 2 = \$800
Travel - \$500
GST - \$90
Total = \$1890 x 2 events

This includes set-up, take-down and manning them.

Date of Family Day event would be February 15th, 12pm – 3pm

Date of Halloween event would be October 25th, 12pm – 3pm

KIDS CAMPS 2025



March 17 - 21

July 14 - 18

August 11 - 15

*for kids ages 3 - 10 years

*certain criteria apply

*watch for posters

For more information call
250-284-3912 or drop in
at the Community Centre.




Port Alice
Gateway to the Wild West Coast

Community Centre Weekly Attendance

Week of: December 2-7

Activity	# Participant	Activity	# Participant
Monday	CLOSED	Thursday	
		Computer Room (1-8pm)	1
Yoga (7-8:15pm)	/	Walking Time (1-2pm)	2
Room Booking	Ladies Dessert	Tai Chi (1-2pm)	5
Room Booking	/	Mahjong (2-3pm)	4
Village Event	/	After School Program (3-4:30pm)	5
		Open Gym (4:30-8pm)	10
		Belly Dance (6:30-7:30pm)	11
Tuesday		Room Booking	/
Computer Room (1-8pm)	2	Room Booking	/
Walking Time (1-2pm)	1	Village Event	/
Tai Chi (1-2pm)	3	Walk In	5
Mahjong (2-3pm)	2	Tourist	0
After School Program (3-4:30pm)	2		
Open Gym (4:30-8pm)	3		
Belly Dance (6:30-7:30pm)	12		
Room Booking	Strata 2	Friday	
Room Booking	/	Toddler Time (10am-12pm)	12
Village Event	/	Computer Room (1-8pm)	0
Walk In	2	Tai Chi (1-2pm)	4
Tourist	0	Mahjong (2-3pm)	4
		Open Gym (1-4pm)	30
		Teen Open Gym (4-8pm)	5
		Room Booking	/
Wednesday		Room Booking	/
Toddler Time (10am-12pm)	14	Village Event	/
Computer Room (1-8pm)	2	Walk In	/
Walking Time (1-2pm)	2	Tourist	5
Tai Chi (1-2pm)	5		
Mahjong (2-3pm)	4		
After School Program (3-4:30pm)	3		
Open Gym (4:30-8pm)	/	Saturday	
Yoga (7-8:15pm)	6	Computer Room (10-6pm)	1
Room Booking	/	Open Gym (10-6pm)	5
Room Booking	/	Tai Chi (1-2pm)	4
Village Event	Wreath making	Mahjong (2-3pm)	4
Walk In	3	Market (11am-1pm, vendors)	/
Tourist	0	Room Booking	/
		Village Event	Adult dinner
		Walk In	2
		Tourist	0

Community Centre Weekly Attendance

Week of: December 9-14

Activity	# Participant	Activity	# Participant
Monday	CLOSED	Thursday	
		Computer Room (1-8pm)	2
Yoga (7-8:15pm)	8	Walking Time (1-2pm)	2
Room Booking		Tai Chi (1-2pm)	3
Room Booking		Mahjong (2-3pm)	0
Village Event		After School Program (3-4:30pm)	6
		Open Gym (4:30-8pm)	3
Tuesday		Belly Dance (6:30-7:30pm)	12
Computer Room (1-8pm)	1	Room Booking	
Walking Time (1-2pm)	0	Room Booking	
Tai Chi (1-2pm)	5	Village Event	
Mahjong (2-3pm)	4	Walk In	1
After School Program (3-4:30pm)	0	Tourist	
Open Gym (4:30-8pm)	3		
Belly Dance (6:30-7:30pm)	10		
Room Booking	Book Club	Friday	
Room Booking	Birthday Party	Toddler Time (10am-12pm)	9
Village Event		Computer Room (1-8pm)	
Walk In	2	Tai Chi (1-2pm)	3
Tourist		Mahjong (2-3pm)	3
		Open Gym (1-4pm)	11
		Teen Open Gym (4-8pm)	
Wednesday		Room Booking	
Toddler Time (10am-12pm)	9	Room Booking	
Computer Room (1-8pm)	3	Village Event	
Walking Time (1-2pm)	2	Walk In	3
Tai Chi (1-2pm)	6	Tourist	
Mahjong (2-3pm)	0		
After School Program (3-4:30pm)	3		
Open Gym (4:30-8pm)	9	Saturday	BWS
Yoga (7-8:15pm)	7	Computer Room (10-6pm)	
Room Booking		Open Gym (10-6pm)	
Room Booking		Tai Chi (1-2pm)	
Village Event		Mahjong (2-3pm)	
Walk In	6	Market (11am-1pm, vendors)	
Tourist		Room Booking	
		Village Event	
		Walk In	
		Tourist	

Community Centre Weekly Attendance

Week of: Dec 16 - 21

Activity	# Participant	Activity	# Participant
Monday		Thursday	
	CLOSED		
		Computer Room (1-8pm)	0
Yoga (7-8:15pm)	7	Walking Time (1-2pm)	2
Room Booking	/	Tai Chi (1-2pm)	5
Room Booking	/	Mahjong (2-3pm)	4
Village Event	/	After School Program (3-4:30pm)	2
		Open Gym (4:30-8pm)	5
Tuesday		Belly Dance (6:30-7:30pm)	10
Computer Room (1-8pm)	1	Room Booking	/
Walking Time (1-2pm)	1	Room Booking	/
Tai Chi (1-2pm)	4	Village Event	/
Mahjong (2-3pm)	4	Walk In	5
After School Program (3-4:30pm)	2	Tourist	0
Open Gym (4:30-8pm)	5		
Belly Dance (6:30-7:30pm)	18		
Room Booking	/	Friday	
Room Booking	/	Toddler Time (10am-12pm)	9
Village Event	/	Computer Room (1-8pm)	0
Walk In	4	Tai Chi (1-2pm)	/
Tourist	1	Mahjong (2-3pm)	/
		Open Gym (1-4pm)	12
		Teen Open Gym (4-8pm)	8
Wednesday		Room Booking	/
Toddler Time (10am-12pm)	2	Room Booking	/
Computer Room (1-8pm)	0	Village Event	/
Walking Time (1-2pm)	2	Walk In	2
Tai Chi (1-2pm)	5	Tourist	0
Mahjong (2-3pm)	4		
After School Program (3-4:30pm)	13		
Open Gym (4:30-8pm)	2	Saturday	
Yoga (7-8:15pm)	5	Computer Room (10-6pm)	3
Room Booking	/	Open Gym (10-6pm)	8
Room Booking	/	Tai Chi (1-2pm)	/
Village Event	Cookies	Mahjong (2-3pm)	/
Walk In	4	Market (11am-1pm, vendors)	/
Tourist	0	Room Booking	/
		Village Event	/
		Walk In	3
		Tourist	



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Recreation Committee
From: Community Centre Coordinator
Date: January 2025
Subject: Rumble Sheet

There is currently no policy or written guidelines in place for the Rumble Sheet. I am looking for a clear and written guideline for which groups and businesses are allowed free advertising, the size of the ad and for the duration of the ad. There are some advertisers looking for more free space than they currently have. Costs are going up on printing, so I want to look for ways to lower costs, but also have a written guideline when advertisers want to see them.

Here is a breakdown of the current advertising for the January issue (18 pages).

- *Municipal pages – 3
 - *Community Centre pages – 4
 - *Emergency page – 1
 - *Health Services ads – 4 (Free) (1 page)
 - *Religious services – 1 page (free)
 - *Community Messages free – 13 (3.5 pages)
 - *Paid advertising – 9 (approx.. 2.5 pages)
- Plus, space fillers.

As for the Community Centre pages, I can drop that down to one page with just the weekly calendar of programming. There will be months that I will ad a poster of an upcoming event. The new marquee will allow me to post the programming that will help to promote activities in the centre and be visible to everyone.

The Rumble Sheet is a great way to get important information to the public. My concern is how detailed does the information need to be, and who gets free access to use it.

Respectfully Submitted,

Louisa Moore

