CULTUS LAKE PARK BOARD
COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
MEETING AGENDA

MONDAY, MAY 29, 2023
5:00 PM
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

(1) CALL TO ORDER

(2) APPROVAL OF AGENDA

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(a) ***THAT*** *the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of May 29, 2023; and*

THAT *all delegations, reports, correspondence and other information set to the Agenda be received.*

(3) APPROVAL OF COMMITTEE MINUTES

Page 3

(a) ***THAT*** *the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of May 16, 2023.*

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) **<u>Cultus Lake Day Planning</u>**

- Committee review and update regarding roles of responsibilities:
  - Parade – T. Seeley & L. Klassen & L. Shears
    - Resident Notice Discussion
  - Pancake Breakfast – Fire Department
  - Volunteers – R. LeBlanc & L. Shears
    - Volunteer Identification
  - Kid's Activities – R. LeBlanc & L. Shears
    - Winter Booth Setup Review
  - Rotary Train – T. Seeley
  - Vendor's Market and Food Trucks – K. Fitzner
    - Pre-Event Community and Marketing
  - Musicians – E. Jartved
  - Beverage Garden – M. McMullen
    - Lawn Games Purchase Update
  - Meet the Protectors: Steve Clegg - Tourism Chilliwack
    - Steve Clegg Speech Request
  - Fireworks – Staff
    - Resident Notice Discussion

- Sponsorships – M. McMullen
  - Envision Setup Review
  - Sponsorship Deadline Review
- First Aid
  - Lunch Vouchers
- Signage Review
- Master of Ceremonies Selection and Responsibilities Review
- Event Setup and Tear Down Discussion

(b) **Cultus Lake Day Budget Review**

Page 7
- Cultus Lake Day Budget 2023

(c) **Movie Night in the Park Movie Poster Review**

Page 9
- Movie Night Poster for July 7, 2023

Page 11
- Movie Night Poster for July 21, 2023

Page 13
- Movie Night Poster for August 4, 2023

Page 15
- Movie Night Poster for August 18, 2023

(d) **Party In the Plaza Poster Review**

Page 17
- Party in the Plaza Poster for August 11, 2023

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

(8) ADJOURNMENT

THAT *the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 29, 2023, be adjourned.*

CULTUS LAKE PARK BOARD
COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
MEETING MINUTES

TUESDAY, MAY 16, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members
E. Jartved – Chair
M. McMullen – Vice Chair
L. Shears
L. Klassen
T. Seeley

Staff
Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

Regrets
R. LeBlanc

(1) CALL TO ORDER

The Chair called the meeting to order at 4:32 pm and acknowledged that we are gathered on the unceded traditional territory of the The'wa':li First Nation.

(2) APPROVAL OF AGENDA

Moved by: L. Klassen Seconded by: L. Shears

THAT *the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of May 16, 2023; and*

THAT *all delegations, reports, correspondence and other information set to the Agenda be received.*

CARRIED

(3) APPROVAL OF MINUTES

Moved by: M. McMullen Seconded by: L. Klassen

(a) ***THAT*** *the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of May 3, 2023.*

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) **Cultus Lake Day Planning**

- Committee review and update regarding roles of responsibilities:
  - Parade – T. Seeley & L. Klassen & L. Shears
  - Pancake Breakfast – Fire Department
  - Volunteers – R. LeBlanc & L. Shears
  - Kid's Activities – R. LeBlanc & L. Shears
  - Rotary Train – T. Seeley
  - Vendor's Market and Food Trucks – K. Fitzner
  - Musicians – E. Jartved
  - Beverage Garden – M. McMullen
    - Game Rentals
  - Meet the Protectors: Steve Clegg – Tourism Chilliwack
  - Fireworks - Staff
  - Sponsorships – M. McMullen
    - Sponsorship Package Review
  - First Aid
  - Signage
  - Tent and Fencing Rentals

Parade – The committee reviewed a community members' request for parade participation. The committee discussed parking registration to be done in advance for parade participants. The committee reviewed sign requirements for the parade and staff will facilitate printing them prior to the event. The committee noted that Chilliwack Search and Rescue will be participating in the parade this year and will have a space assigned to them beside Gazebo A to set up their boat and information booth. The committee has secured some gift certificates from the Waterpark and Kent's Ice Cream for parade prizes. Staff noted that Commercial Leaseholders have been informed of the parade route and staging.

Pancake Breakfast – staff noted that Commercial Leaseholders have been informed about the use of parking areas near the Fire Hall.

Volunteers – The committee noted that church volunteers will manage the children's area and will park at the church. The committee discussed having a lost and found near the Security table and will inform volunteers.

Kid's Activities – no update at this time.

Rotary Train – The committee confirmed the cost for the Rotary Train and staff will draft an invoice for sponsorship. The committee discussed signage for this area of the event.

Vendor's – Staff reviewed parking arrangements for vendors and outstanding payments.

Musicians – Staff noted the two (2) outstanding invoices from musicians.

Beverage Garden – The committee confirmed that Old Yale Brewing, Lake Bottom Cider and Sidekick Brewing. The committee noted that the special event application is currently pending.

Tourism Chilliwack – Staff noted that Tourism Chilliwack will host their event in Gazebo A and reviewed their setup.

Fireworks – The committee discussed the recent fire ban notice.

Sponsorship – The committee reviewed total sponsorships to date for the event. The committee noted to send thank you letters following the event to sponsors to include thoughts of sponsoring next year. The committee discussed creating a sponsorship criteria for future Cultus Lake Day events.

L. Klassen left the meeting at 5:38 pm.

First Aid – St. John's Ambulance are confirmed and the committee will provide additional details at future meetings.

Signage – Staff reviewed advertising opportunities.

Tents and Fence Rentals – no update at this time.

(b) **Cultus Lake Day Budget Review**

- Cultus Lake Day Budget 2023

Staff reviewed the budget to date.

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) ADJOURNMENT

Moved by: M. McMullen Seconded by: L. Shears

THAT *the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 16, 2023, be adjourned at 5:51 pm.*

CARRIED

Next meeting date and time: Monday, May 29, 2023, at 5:00 pm.

Cultus Lake Day

Budget 2023

		REVENUE	
Tourism Chilliwack:	$	3,000.00	RECEIVED
FVRD:	$	4,000.00	
BCFFE Grant:	$	5,300.00	RECEIVED
Naomi Adams:	$	400.00	RECEIVED
Simpson Notaries:	$	500.00	RECEIVED
Tolamika Ventures:	$	500.00	RECEIVED
Emil Anderson:	$	500.00	RECEIVED
NextLevel Financial:	$	1,000.00	RECEIVED
Kelby Homes:	$	300.00	RECEIVED
LeafFilter of Canada:	$	500.00	
Harvest Marketing:	$	500.00	RECEIVED
Cultus Lake Golf:			
Envision:	$	1,500.00	
Cultus Lake Memorial Church:	$	600.00	
Save On Foods (Train Sponsor):	$	1,200.00	
Beverage Garden:	$	20,900.00	
Vendor Fees (Market & Food Trucks):	$	3,630.00	
Train Revenue:			
Total Revenue:	**$**	**44,330.00**	

		EXPENSES	
External Marketing			
The Progress:	$	590.00	
Kids Activities			
Inflatables / Tents:	$	2,382.50	
Face Paint:	$	200.00	
Parade ($500 Harrison Highlanders):	$	500.00	
Train:	$	1,200.00	
Beverage Garden			
Wine:	$	5,000.00	
Beer:	$	15,090.00	
10 Tall Tables:	$	120.00	
Liquor Licence:	$	1,180.00	
Serving It Right:	$	300.00	
Fencing:	$	4,894.23	PAID
Games:	$	250.00	PAID
Music Acts and Stage :	$	8,100.00	
Fireworks:	$	5,500.00	
Signage (Sponsors, Posters, etc.):	$	600.00	
Miscellaneous:	$	500.00	
Lunch Voucher:	$	100.00	
St. John's Ambulance:	$	-	
Security:	$	3,000.00	
Total Expenses:	**$**	**49,506.73**	
Profit (loss):	**$**	**(5,176.73)**	

Free Movie Night

FRIDAY JULY 7TH @ SUNSET

(9:00 PM APPROXIMATELY - WEATHER PERMITTING)

MAIN BEACH AT CULTUS LAKE PARK

(THE GRASSY AREA NEAR THE GAZEBOS)

Free Admission

Bring your own snacks, chairs and blankets and nestle under the stars for a big screen adventure at Main Beach.

PLEASE NOTE: CONCESSION STAND WILL BE CLOSED AND PAY PARKING IN EFFECT.

Cultus Lake Park
Ours to Protect & Preserve
"A NATURAL PARADISE"

www.cultuslake.bc.ca

Free Movie Night

FRIDAY JULY 21ST @ SUNSET

(9:00 PM APPROXIMATELY - WEATHER PERMITTING)

MAIN BEACH AT CULTUS LAKE PARK

(THE GRASSY AREA NEAR THE GAZEBOS)

Free Admission

Bring your own snacks, chairs and blankets and nestle under the stars for a big screen adventure at Main Beach.

PLEASE NOTE: CONCESSION STAND WILL BE CLOSED AND PAY PARKING IN EFFECT.

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Free Movie Night

FRIDAY AUGUST 4TH @ SUNSET

(9:00 PM APPROXIMATELY - WEATHER PERMITTING)

MAIN BEACH AT CULTUS LAKE PARK

(THE GRASSY AREA NEAR THE GAZEBOS)

Free Admission

Bring your own snacks, chairs and blankets and nestle under the stars for a big screen adventure at Main Beach.

PLEASE NOTE: CONCESSION STAND WILL BE CLOSED AND PAY PARKING IN EFFECT.

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Ours to Protect & Preserve
"A NATURAL PARADISE"

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Free Movie Night

FRIDAY AUGUST 18TH @ SUNSET

(8:30 PM APPROXIMATELY - WEATHER PERMITTING)

MAIN BEACH AT CULTUS LAKE PARK

(THE GRASSY AREA NEAR THE GAZEBOS)

Free Admission

Bring your own snacks, chairs and blankets and nestle under the stars for a big screen adventure at Main Beach.

PLEASE NOTE: CONCESSION STAND WILL BE CLOSED AND PAY PARKING IN EFFECT.

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ELVIS

Elite

LIVE IN CONCERT

FRIDAY, AUGUST 11, 7-10PM

FREE Concert at Cultus Lake Park!

Back by popular demand!

Keep the summer fun going with the ubertalented

Elvis Tribute Artist,

Steve Elliott

Crooning through the ballads and the rockabilly hits, Steve will be ready to shake things up at the Party in the Plaza.

Bring your chair to Cultus Lake Shopping Plaza, between Beethoven's Pizza and Lakeside Beach Club.

More about Steve Elliott at:
www.elviseliterocks.wixsite.com/elviselite

Party in the Plaza

Cultus Lake PARK
Ours to Protect & Preserve
"A NATURAL PARADISE"

www.cultuslake.bc.ca