



**CULTUS LAKE PARK BOARD
COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
MEETING AGENDA**

WEDNESDAY, MAY 1, 2024

7:30 AM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

(1) CALL TO ORDER

(2) APPROVAL OF AGENDA

Page 1

- (a) *THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of May 1, 2024; 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 April 9, 2024.*

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) **Cultus Lake Day Planning**

- Progress review for:
 - Vendor's Market and Food Trucks
 - Beverage Garden
 - Sponsorship
 - Parade
 - Pancake Breakfast
 - Volunteers
 - Snacks and Refreshments
 - Kid's Activities
 - Pinnacle Pursuit
 - Rotary Train
 - Musicians
 - Rentals
 - Tables
 - Fencing
 - Tents
 - First Aid
 - Marketing Materials

- Grants

Page 7

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

- 2024 Cultus Lake Day Budget

(7) PUBLIC QUESTION PERIOD

(8) NEXT MEETING

(9) ADJOURNMENT

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 1, 2024, be adjourned.*



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

TUESDAY, APRIL 9, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

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

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

(1) CALL TO ORDER

The Chair called the meeting to order at 7:30 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: R. LeBlanc Seconded by: L. Shears

- (a) **THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of April 9, 2024; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

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

- (a) **THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of February 20, 2024.

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

Staff noted that they were successful in receiving the BCFE Grant from the Province in the amount of \$2700 for Cultus Lake Day.

(6) NEW BUSINESS

(a) Party in the Plaza Planning

- Review of potential location change

The committee discussed and agreed to relocate the stage for Party in the Plaza to the Day Use area of the plaza parking lot near the Green Barn.

(b) Movie Nights in the Park

- Movie Selection:
 - July 5 – Elemental
 - July 19 – Kung Fu Panda 4
 - August 2 – The Marvels
 - August 16 – Ghostbusters: Frozen Empire

The committee will connect with a community member for continued support with audio for the events.

(c) Cultus Lake Day Planning

- Progress review for:
 - Parade – L. Shears & L. Klassen
 - Pancake Breakfast – Fire Department
 - Volunteers – R. LeBlanc
 - Kid's Activities – R. LeBlanc
 - Pinnacle Pursuit
 - Rotary Train – L. Klassen
 - Vendor's Market and Food Trucks – T. Seeley & S. Northeast
 - Musicians – Commissioner Jartved
 - Beverage Garden – Vice Chair McMullen & Laurel & Commissioner Jartved
 - Rentals – Staff
 - Tables
 - Fencing
 - First Aid – L. Klassen
 - Sponsorships – Vice Chair McMullen & Commissioner Jartved & S. Northeast & T. Seeley
 - Marketing Materials - Staff
 - Grants - Staff

The committee discussed creating signage to clearly detail that all monetary donations go directly to the committee to facilitate Cultus Lake Day.

Parade – The committee noted that the introduction letter was sent at the end of March to previous year's participants and provided an update on registration to date. Staff will create a social post for an invitation to the parade and vendor's market. The committee discussed inviting Steve Clegg to be the parade marshal.

Pancake Breakfast – Staff will order two (2) 20x20 tents for this area of the event.

Volunteers –The church confirmed their participation in volunteering for the event. Volunteers to manage selling water bottles at the event.

Kid’s Activities – The committee discussed the bouncy castle pricing.

Pinnacle Pursuit – The committee discussed having Pinnacle Pursuit advertising on sponsor posters.

Rotary Train – The committee will review the fee structure of the train.

Vendor’s Market – The committee discussed the current applications received and the placement of specific community partners in Gazebo A. Staff will send details to provide to vendors to begin securing their spots with payments at the park office.

Beverage Garden – The committee discussed that they will submit the liquor licence and discussed putting up signage about checking ID and the requirement for vendors to check wristbands prior to service. In addition, noted that a sign should be placed noting last call.

Rentals – Staff provided an update on fencing rentals.

First Aid – The committee confirmed St. John’s Ambulance participation.

Sponsorships – The committee provided an update to sponsorship to date and the intent to create a poster to advertise in the community.

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

- 2024 Cultus Lake Day Budget

The committee reviewed the budget to date.

(6) PUBLIC QUESTION PERIOD

No public questions.

(7) NEXT MEETING

Wednesday, May 1, 2024, at 7:30 am.

(8) ADJOURNMENT

Moved by: T. Seeley Seconded by: L. Klassen

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held April 9, 2024, be adjourned at 9:33 am.

CARRIED

Cultus Lake Day

Budget 2024

REVENUE	
Tourism Chilliwack:	\$ 3,000.00
BCFFE:	\$ 2,700.00
FVRD:	\$ 4,000.00
Sponsorships	
Save On Foods (Train Sponsor):	\$ 1,200.00
NextLevel Financial:	\$ 1,000.00
Cultus Lake Memorial Church:	\$ 750.00
Emil Anderson:	\$ 500.00
NextLevel Financial:	\$ 1,000.00
Beverage Garden	\$ 12,000.00
Vendor Fees (Market & Food Trucks):	\$ 4,740.00
Train/Face Painting Revenue:	\$ 500.00
Total Revenue:	\$ 31,390.00

EXPENSES	
External Marketing	
The Progress:	\$ 600.00
Kids Activities	
Inflatables / Tents:	\$ 3,192.00
Parade (\$500 Harrison Highlanders):	\$ 500.00
Train:	\$ 1,200.00
Beverage Garden	
Wine:	\$ 1,200.00
Beer/Cider:	\$ 9,000.00
10 Tall Tables:	\$ 120.00
Liquor Licence:	\$ 1,013.05
Serving It Right (5 certificates):	\$ 175.00
Fencing:	\$ 5,790.23
Generator/Spider Box:	\$ 1,000.00
Music Acts and Stage :	\$ 7,800.00
Signage (Sponsors, Posters, etc.):	\$ 1,000.00
Miscellaneous:	\$ 500.00
Kevin Plastow Photography:	\$ 250.00
St. John's Ambulance	\$ 250.00
Security:	\$ 3,000.00
Total Expenses:	\$ 36,590.28

Profit (loss): \$ (5,200.28)