



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

THURSDAY, MAY 16, 2024

7:30 AM

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 16, 2024; and*

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

(3) APPROVAL OF COMMITTEE MINUTES

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- (a) *THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of May 1, 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
 - Kid's Activities
 - Rotary Train
 - Musicians
 - Rentals
 - Tables
 - Fencing
 - Tents
 - First Aid
 - Marketing Materials

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(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 16, 2024, be adjourned.



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

WEDNESDAY, MAY 1, 2024
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
R. LeBlanc
T. Seeley – Via Zoom
S. Northeast – Via Zoom

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 7:35 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: L. Klassen Seconded by: L. Shears

- (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.

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

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

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

CARRIED

(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

Vendor's Market and Food Trucks - The committee discussed the vendor market list and confirmed that there are approximately 25-30 vendors confirmed. Staff will send the committee a communication to remind the commercial leaseholders of the deadline to confirm participation. The committee discussed a request received from a vendor for two (2) spaces and confirmed that it would not be offered to keep availability for a variety of products. The committee noted that they would clarify The Crazy Gringo's offerings within the vendors market and food truck area, and confirm that Mukasi Coffee is aware that they are placed in the vendor's market this year.

R. LeBlanc arrived at 7:48 am.

Staff to remove the food truck/tent application form from the website.

The committee noted that Costco has a case of 40 bottles, with cost being 30 cents per bottle.

Beverage Garden – The committee noted that the liquor licence has been submitted, and staff are in conversation with RCMP and Security to make the site and security plan.

T. Seeley left the meeting at 8:16 am.

The committee recommended making a sign that notes pricing of multiple drink purchases to make it easier for volunteers to calculate, as well as providing calculators on the tables. The committee will plan for two (2) separate lines at one (1) table, for cash and card payments. Security will be asked to monitor consumption to ensure all have the required wristband confirming they are of legal age to consume. The committee discussed having one (1) separate table with a volunteer to check ID and provide wristbands.

S. Northeast left the meeting at 8:26 am.

The committee noted that they would place signage about wristbands at the entrance, on the beverage sales tents. The committee noted that volunteer schedules should be overlapping by 30 minutes to conduct training. The committee will review how many wristbands are on hand.

Sponsorship – The committee will follow up with the potential presenting sponsor and provided an update on other sponsorship received to date. The committee discussed storing extra beer kegs at Lakeside Beach Club, and coordination of arrival time.

Parade – The committee noted that the piper band is committed and reviewed the confirmed participants this year. Staff received confirmation for parade participation from the RCMP Seasonal Policing team lead, as well as the Cultus Lake Volunteer Fire Department and Security. The committee noted the commercial leaseholder who has donated in-kind for parade prize donations. The committee agreed to provide lunch vouchers for the costumed participants in the parade.

The committee discussed providing a voucher for the community members to have free lunch/dinner at \$20 each.

Pancake Breakfast – no updates.

Volunteers – The committee will reach out to a community member to use radios for the parade. The committee reviewed the total number of volunteers for each area. The committee noted adding a fourth person to the face painting tables. The committee will provide free water and snacks for volunteers.

Kid's Activities – The committee will review the face painting supplies.

Pinnacle Pursuit – The committee confirmed Pinnacle Pursuit's participation, and will be providing placement on the signs for sponsorship.

Rotary Train – The committee noted that the Rotary Train will have placement near Gazebo A overnight Friday.

Musicians – Appaloosa will set up the stage Friday evening. The committee discussed the fee for the stage and potentially providing an increase for Appaloosa.

Rentals – all are confirmed.

First Aid – confirmed for the event.

Marketing – The committee noted the timeline is two (2) weeks prior to confirm for sponsorship signs.

The committee noted that the audio is secured for movie nights and the plan to have a site visit with the Steve Elliot for Party in the Plaza.

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

- 2024 Cultus Lake Day Budget

The committee reviewed the budget to date.

Staff noted errors in the budget regarding a double line item of NextLevel Financial and Emil Anderson's donation.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING

The committee will confirm the next meeting date via email on either May 14th, 16th or 22, 2024, at 7:30 am.

(9) ADJOURNMENT

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 1, 2024, be adjourned at 9:55 am.*

CARRIED

Cultus Lake Day

Budget 2024

REVENUE	
Tourism Chilliwack:	\$ 3,000.00
BCFFE:	\$ 2,700.00
FVRD:	\$ 4,000.00
Sponsorships	
Envision:	\$ 5,500.00
Save On Foods (Train):	\$ 1,200.00
NextLevel Financial:	\$ 1,000.00
Cultus Lake Memorial Church (Inflatable):	\$ 750.00
CANEX (Inflatable):	\$ 750.00
Leaffilter:	\$ 500.00
Beverage Garden:	\$ 12,000.00
Vendor Fees (Market & Food Trucks):	\$ 4,740.00
Train/Face Painting Revenue:	\$ 500.00
Total Revenue:	\$ 36,640.00

EXPENSES	
External Marketing	
The Progress:	\$ 600.00
Kids Activities	
Inflatables / Tents:	\$ 3,192.00
Parade (\$500 Harrison Highlanders):	\$ 500.00
Rotary Train:	\$ 1,200.00
Beverage Garden	
Wine:	\$ 1,200.00
Beer/Cider:	\$ 9,000.00
10 Tall Tables:	\$ 124.38
Liquor Licence:	\$ 1,013.05
Serving It Right (2 certificates):	\$ 74.00
Fencing:	\$ 5,790.23
Generator/Spider Box:	\$ 1,000.00
Music Acts and Stage:	\$ 7,800.00
Signage:	\$ 1,000.00
Lunch Vouchers:	\$ 400.00
Miscellaneous (tickets, water, snacks):	\$ 500.00
St. John's Ambulance:	\$ 250.00
Photography:	\$ 250.00
Security:	\$ 3,000.00
Total Expenses:	\$ 36,893.66

Profit (loss): \$ (253.66)