



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

WEDNESDAY, MAY 29, 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 29, 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 16, 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
 - First Aid
 - Rentals
 - Marketing Materials

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

- 2024 Cultus Lake Day Budget

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(7) PUBLIC QUESTION PERIOD

(8) NEXT MEETING

(9) ADJOURNMENT

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 29, 2024, be adjourned.*



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

THURSDAY, MAY 16, 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 7:33 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: M. McMullen Seconded by: L. Klassen

- (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.

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

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

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

Vendor's Market and Food Trucks – Food trucks are all confirmed and most payments for food trucks have been received. The committee confirmed 35 vendors and discussed the approval for the youth fee for a specific vendor.

Parade – There are 16 individuals confirmed for the parade line up. The committee noted that Kent's Ice Cream, Beethoven's Pizza, and the Cultus Lake Marina have provided prizes for parade participants drawn at the event. The committee noted the Cultus Lake Marina's offer for additional donations for all prize participants. The committee noted that the parade marshal is Steve Clegg this year. Staff will send out notification to the community regarding the road closure.

Volunteers – The committee has contacted all previous year's volunteers, and the schedule will be created after the first week of June. The committee discussed that they would review only having one (1) volunteer pouring wine at a time.

Kids Activities – The bouncy castles are all confirmed. Pinnacle Pursuit will be providing a video to promote their adventure area.

Beverage Garden – The committee noted that the site map and security plan were sent to the RCMP this week. The committee noted there are about 3200 wristbands, 100 volunteer tags, 1000 red/white beverage tickets, 1000 blue/white beverage tickets, six (6) round plastic tablecloths, 100 seven (7) oz. plastic glasses, and 400 red solo cups. The committee noted that they would purchase additional beer tickets. The committee discussed multiple containers for beverage garden tickets. Staff noted that security will be on site for the event and the budget is aligned with current estimation. Stillwood will provide bussing trays for the beverage garden. Staff will arrange to utilize a golf cart for transportation of kegs to the beverage garden from the plaza.

L. Klassen left the meeting at 8:31 am.

Staff will print 10 copies of the poster for Stillwood.

Sponsorship – The committee is currently awaiting confirmation from Envision for the presenting sponsor adjustment to the poster. The committee reviewed Leaffilter’s sponsorship and tent location. The committee discussed a local pilates group inquiring about providing sponsorship and an interactive area. The committee will connect with the Golf Course regarding providing water jugs for the event as in previous years.

Rotary Train – The committee noted that no donations will be collected in this area this year. The committee will draft a script for the volunteers stationed in this area, regarding donations.

S. Northeast and T. Seeley left the meeting at 9:03 am.

The committee discussed a banner for Envision at the stage.

The committee will arrange to gather all logos to prepare the sponsorship signage.

The committee requested staff to order 200 bags of assorted chips, 200 granola bars and 20 cases of water.

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

- 2024 Cultus Lake Day Budget

The committee reviewed the budget to date.

(7) **PUBLIC QUESTION PERIOD**

No public questions.

(8) **NEXT MEETING**

Wednesday, May 29, 2024, at 7:30 am.

(9) **ADJOURNMENT**

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

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 16, 2024, be adjourned at 9:34 am.

CARRIED

Cultus Lake Day

Budget 2024

REVENUE

Tourism Chilliwack:	\$ 3,000.00
BCFFE:	\$ 2,700.00
FVRD:	\$ 4,000.00
Sponsorships	
Envision (Presenting):	\$ 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
Naomi Adams (Beverage garden):	\$ 1,000.00
Tolamika Ventures:	\$ 1,000.00
The Degroot Family:	\$ 1,500.00
Club Pilates:	\$ 500.00
Beverage Garden:	\$ 12,000.00
Vendor Fees (Market & Food Trucks):	\$ 4,740.00
Face Painting Revenue:	\$ 500.00
Total Revenue:	\$ 40,640.00

EXPENSES

External Marketing	
The Progress:	\$ 600.00
Kids Activities	
Inflatables / Tents:	\$ 3,192.00
Parade (Harrison Highlanders, Star Wars):	\$ 700.00
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 (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:	\$ 37,089.28

Profit (loss): \$ 3,550.72