



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

WEDNESDAY, JULY 3, 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 July 3, 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 June 12, 2024.*

**(4) CORRESPONDENCE**

**(5) REPORTS BY STAFF**

**(6) NEW BUSINESS**

- (a) **Cultus Lake Day Debrief**
- (b) **Movie Nights Committee Schedule**
- (c) **Party in the Plaza Review**
- (d) **Cultus Lake Christmas Event Planning**

**(7) PUBLIC QUESTION PERIOD**

**(8) NEXT MEETING**

**(9) ADJOURNMENT**

*THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held July 3, 2024, be adjourned.*





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

WEDNESDAY, JUNE 12, 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  
T. Seeley  
S. Northeast  
R. LeBlanc

**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: 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 June 12, 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 29, 2024.

**CARRIED**

**(4) CORRESPONDENCE**

**(5) REPORTS BY STAFF**

**(a) Cultus Lake Day Vendor/Sponsor Map Review**

- Cultus Lake Day Map
- Cultus Lake Day Vendor List

Staff reviewed the attached vendor map and placement of booths.

Staff will send a link to the committee for an 8:00 am meeting to review placement on site.

**(b) Public Works Tasks**

- List of items to be completed by Public Works for Cultus Lake Day

S. Northeast joined the meeting at 7:48 am.

**(6) NEW BUSINESS**

**(a) Cultus Lake Day Planning**

- Progress review for:
  - Vendor's Market and Food Trucks
    - Outstanding Payments
    - Community Pre-Event
    - Committee Arrival Time
  - Beverage Garden
    - Signage
    - SEP Requirements
    - Floats/POS
    - Ice
  - Sponsorship
    - Signage from Sponsors
    - Marketing Materials / Progress Ad
  - Parade
    - Commercial Leaseholder / Resident Communication
    - Licence Plates
    - Vintage Car Parking
  - Pancake Breakfast
  - Volunteers
    - Schedule Review
    - Serving It Right Certificates
    - Refreshments/Snacks
    - Name Tags
    - Emergency Contact Information
    - Licence Plates
  - Kid's Activities
  - Rotary Train
    - Route Review
    - Commercial Leaseholder / Resident Communication
  - Musicians
    - Invoicing/Payments
  - First Aid

- Arrival Time
- Rentals
  - Arrival Time/Setup Details
- Master of Ceremonies Script

Vendor Market & Food Trucks - The committee discussed the popsicle vendor that inquired to participate at Cultus Lake Day and noted that due to Commercial Leaseholder offerings this vendor will be declined. The committee will send a reminder to vendors who have not paid currently.

Staff will circulate the pre-event communication to the committee to be sent to vendors. The committee noted that the food truck vendors have already been communicated to.

The committee will arrive around 8:00 am on the morning of the event to prepare for vendor arrival. The committee will arrive at 2:00 pm on Friday at Main Beach to decorate the event space.

Beverage Garden – The committee reviewed the signage list required for this area, which staff has prepared for the committee. Staff will provide a key for Lakeside Beach Club for the storage of the kegs. The committee will prepare holders for the second half of the beverage ticket sale stubs for each coloured ticket.

Sponsorship – The committee discussed the presenting sponsor speaking at the event in between musical acts. The committee noted that the ad in The Progress will be ran the Friday prior to the event. Staff will prepare the advertisement and circulate to the committee for approval prior to posting.

Parade – The committee noted that there are 27 participants registered. The committee requested that staff print 30 parade waivers and 150 participant prize draw tickets. The committee will send staff the list of licence plates for participants in advance of the event. The committee will make the parade marshal signage. The committee may be able to source a vehicle for the parade marshal.

S. Northeast left the meeting at 8:44 am.

Staff reviewed the communication sent to the community. Staff will follow up with the local businesses to ensure that they are in receipt of the original email.

The committee noted the location for JR FM and Star FM, and they will create a sign for the vintage car parking area.

Pancake Breakfast – Staff noted that Beethoven's Pizza has provided support for use of their staff parking area.

Volunteers – The committee reviewed the list of volunteers and discussed posting notice to the community for the bouncy castles specifically. The committee will be sending staff the schedule, and licence plates for volunteers.

Rotary Train – Staff reviewed the train route and the communication that will be sent to residents along First Avenue and Second Avenue.

Musicians – The committee will approach the musicians for a change in the lineup and staff will update the social posts.

First Aid – The committee will confirm total attendants closer to the event

Rentals – Staff reviewed the rental timelines for the event.

L. Klassen left the meeting at 9:40 am.

Master of Ceremonies – The committee discussed that they would make up a checklist of speaking notes and will connect with a community member to sing O' Canada.

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

- 2024 Cultus Lake Day Budget

The committee reviewed the budget to date.

Staff will add three (3) portable washrooms to the budget.

**(7) PUBLIC QUESTION PERIOD**

No public questions.

**(8) NEXT MEETING**

**(9) ADJOURNMENT**

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

*THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held June 12, 2024, be adjourned at 10:01 am.*

**CARRIED**