



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

WEDNESDAY, NOVEMBER 13, 2024

3:30 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 November 13, 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 October 29, 2024.*

**(4) CORRESPONDENCE**

**(5) REPORTS BY STAFF**

**(6) NEW BUSINESS**

(a) **Cultus Lake Christmas Event Planning**

- Vendor Market & Food Trucks - L. Klassen, Chair Jartved & L. Shears
- Hot Chocolate - T. Seeley and S. Northeast
- Audio – Chair Jartved
- Sponsorship – Vice Chair McMullen
- Bonfire & Marshmallows – Fire Department
- Children’s Colouring Contest - Staff
- Mr. and Mrs. Claus
- Volunteers – R. LeBlanc
- Signage – Staff
- Rentals - Staff
- Fireworks – Staff

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

- Christmas Budget Spreadsheet 2024

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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 November 13, 2024, be adjourned.*



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

TUESDAY, OCTOBER 29, 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 – Via Zoom

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

**Regrets** R. LeBlanc

**(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: Vice Chair McMullen

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of October 29, 2024; and

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

**CARRIED**

**(3) APPROVAL OF COMMITTEE MINUTES**

Moved by: Vice Chair McMullen Seconded by: T. Seeley

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes as amended for the Meeting of October 15, 2024.

**CARRIED**

**(4) CORRESPONDENCE**

**(5) REPORTS BY STAFF**

**(6) NEW BUSINESS**

**(a) Cultus Lake Christmas Event Planning**

- Vendor Market & Food Trucks - L. Klassen, Chair Jartved & L. Shears
- Hot Chocolate - T. Seeley and S. Northeast
- Audio – Chair Jartved
- Sponsorship – Vice Chair McMullen
- Bonfire & Marshmallows – Fire Department
- Children’s Colouring Contest - Staff
- Mr. and Mrs. Claus
- Volunteers – R. LeBlanc
- Signage – Staff
- Rentals - Staff
- Fireworks - Staff

Vendor Market and Food Trucks – The committee will send out a final payment reminder around November 1<sup>st</sup>. Any payments not received by the 8<sup>th</sup> will create an open spot for a vendor on the waitlist. The committee discussed making the payment deadline earlier in 2025.

S. Northeast joined the meeting via Zoom at 7:39 am.

The committee will begin sending out setup details to those vendors who have made payment. Staff will confirm with the committee about bylaw support during the event. Staff will send out emails to the committee as the final payments are received.

Hot Chocolate – The committee will purchase hot beverage cups and lids and submit an invoice to staff for reimbursement. The committee will look at sourcing the powder hot chocolate and will submit an invoice for reimbursement. The committee will relocate the hot chocolate service tent beside Main Beach Boat Rentals. The committee requested staff to make a hot chocolate sign, proceeds support the CEEC. Main Beach Boat Rentals confirmed that use of the space for preparation of hot beverages. Stillwood will supply up to six (6) cambros.

Audio – The community member supporting the audio has confirmed the music will start at 3:30 pm on event day.

Sponsorship – Stillwood will provide sponsorship of \$500 for the event. Staff will prepare tree sponsorship signs for the community boards for the committee to post. Staff will prepare to share more sponsorship posts on social media this week and next week. The committee discussed approaching the local tree farms for six (6) tree donations in November.

Bonfire & Marshmallows – This area is confirmed for the event. Staff will coordinate to have the wood piles at the event earlier in the day this day.

Children’s Colouring Contest – The committee will source prizes closer to the event.

Mr. and Mrs. Claus – This area is confirmed for the event. The committee has also confirmed a community member for the Grinch. A committee member will need to meet at the Firehall to attach the twinkle lights for the golf cart once confirmed.

Volunteers – The committee discussed having the boughs prepared a couple days prior. The committee will confirm what day they want to prepare these and staff will coordinate timelines. The committee requested two (2) additional volunteers for the hot chocolate area compared to last year.

Signage – The committee discussed having a hashtag for the event in future years to expand on social presence. The committee discussed creating a sign if a sponsor for fireworks is confirmed to be placed in a sandwich board inside the Santa tent. Staff will order the Santa and vendor sign, along with the hot chocolate sign.

Rentals – This area is confirmed for the event.

The committee discussed meeting on November 21<sup>st</sup>, at around 1:00 pm to prepare some boughs.

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

- Christmas Budget Spreadsheet 2024

Budget – The committee reviewed the budget to date.

(7) **PUBLIC QUESTION PERIOD**

No public questions.

(8) **NEXT MEETING**

Wednesday, November 13, 2024, at 3:30 pm.

S. Northeast left the meeting at 8:51 am.

The committee discussed meeting on the 22<sup>nd</sup> at 12:00 pm to begin decorating for the event.

(9) **ADJOURNMENT**

Moved by: Vice Chair McMullen Seconded by: L. Klassen

***THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held October 29, 2024, be adjourned at 8:59 am.***

**CARRIED**



# Cultus Lake Park Christmas Event

Budget 2024

## REVENUE

<b>Tree Light Sponsors</b>			
	Tourism Ch'illiwick	\$	1,000.00
	Wright & Mol	\$	1,000.00
	Stillwood	\$	500.00
<b>InKind Sponsors</b>			
	Stillwood	Hot Chocolate+ Cambros	
	Local Tree Farm	6 Trees	
	Cultus Lake Fire Department	Marshmallows	
	Vendor Fees (Market & Food Trucks):	\$	1,300.00
	Parking donations (estimate):	\$	1,550.00
<b>Total Revenue:</b>		<b>\$</b>	<b>5,350.00</b>

## EXPENSES

<b>External Marketing</b>			
	Progress Ad:	\$	662.00
	Signage Design:	\$	350.00
	Sponsor Signs:	\$	600.00
<b>Public Works</b>			
	Lights: \$	2,500.00	
	Boom Lift \$	2,500.00	
	Electrician \$	500.00	
	Heater Rentals \$	1,500.00	
	Fireworks \$	5,250.00	
	Tent Rentals \$	1,444.80	
		\$	13,694.80
	Misc. Decor:	\$	150.00
	Colouring Contest Prizes:	\$	50.00
<b>Total Expenses:</b>		<b>\$</b>	<b>15,506.80</b>
<b>Profit (loss):</b>		<b>\$</b>	<b>(10,156.80)</b>