



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING AGENDA

TUESDAY, MAY 13, 2025

7:00 PM

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 13, 2025; 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 8, 2025.*

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Party in the Plaza Planning

- Discuss Date Change to August 1, 2025, Per Performer's Availability

(b) Movie Nights in the Park Planning

- Confirm Movie Selections

(c) Cultus Lake Day Planning

- Progress review for:
 - Pancake Breakfast – Cultus Lake Volunteer Fire Department
 - Cultus Lake Golf Club Confirmation of: Acknowledgement
 - Parade – C. Beesley, J. Powley, K. Lees
 - Soowahlie First Nation Invitation to Participate
 - Participant List / Waivers Signed
 - Rotary Train – C. Beesley, J. Powley, K. Lees
 - Memorandum of Agreement
 - Kid's Activities – R. LeBlanc

- Volunteers – R. LeBlanc
- Vendor Market – T. Seeley
 - Spreadsheet of Applicants
- Food Trucks – J. Beesley, A. Booth
 - Spreadsheet of Applicants
- Beverage Garden – T. Moul, C. Nylund
 - Suppliers
 - BCLC Special Event Permit Update
- Musicians – J. Beesley, A. Booth
 - Soowahlie First Nation Invitation to Perform and/or Opening Welcoming
 - Confirm Musician Rates
- Sponsors – J. Beesley, T. Moul, J. Lamb
 - Sponsorship Updates
 - Artwork/Signage – Staff
- First Aid – Staff
- Marketing Materials – Staff
- Rentals – Staff
- Grants – Staff
- Security – Staff

(d) **Cultus Lake Day Budget**

- Cultus Lake Day Budget Update

(e) **Vendor Market Site Walk Through Date Confirmation**

(f) **Committee Communication**

- Confirm group communication between Committee members and staff
 - Create What's App Group Chat

(7) PUBLIC QUESTION PERIOD

(8) NEXT MEETING

(9) ADJOURNMENT

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee meeting held May 13, 2025, be adjourned.*



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

THURSDAY, APRIL 8, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present J. Beesley – Chair
Committee T. Moul – Vice Chair
Members K. Lees
C. Beesley
A. Booth
R. LeBlanc
J. Powley
C. Nylund
T. Seeley
C. Pickering

Staff Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – H. Hill

Board Commissioner E. Jartved
Members

(1) CALL TO ORDER

The Chair called the meeting to order at 7:05 pm 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: C. Beesley Seconded by: J. Powley

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of April 8, 2025; 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: C. Beesley

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of March 13, 2025.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Party in the Plaza Planning

- Confirm Entertainer and Availability

Committee members agreed to request confirmation of availability from Steve Elliott (Elvis) for Friday, August 8, 2025, and consider another performer for next year. Staff will confirm sponsorship.

(b) Movie Nights in the Park Planning

- Movie Selections

Committee members will provide a list of movies for staff to check for availability with Audio Cine Films Inc.

(c) Cultus Lake Day Planning

- Progress review for:
 - Pancake Breakfast – Cultus Lake Volunteer Fire Department
 - Cultus Lake Golf Course Discussion Re: Acknowledgement
 - Parade – C. Beesley, J. Powley, K. Lees
 - Soowahlie First Nation Invitation to Participate
 - Rotary Train – C. Beesley, J. Powley, K. Lees
 - Discussion with C. Smit
 - Kids Activities – R. LeBlanc
 - Volunteers – R. LeBlanc
 - Vendor Market – T. Seeley
 - Select Additional Committee Member for Support
 - Applications – Staff
 - Spreadsheet for Applicants
 - Food Trucks – J. Beesley, A. Booth
 - Applications – Staff
 - Spreadsheet for Applicants
 - Beverage Garden – T. Moul, C. Nylund
 - Suppliers
 - BCLC Special Event Permit
 - Serving It Right Program Manual
 - Musicians – J. Beesley, A. Booth
 - Soowahlie First Nation Invitation to Perform and/or Opening Welcoming
 - Sponsors – J. Beesley, T. Moul, J. Lamb
 - Sponsorship Updates
 - Signage – Staff

- First Aid – Staff
- Marketing Materials – Staff
 - 2025 Draft Poster Artwork
- Rentals – Staff
- Grants – Staff
- Security – Staff

Committee members confirmed that Cultus Lake Golf Club will provide 1000 sausages, pancake mix and supplies for the Pancake Breakfast and will confirm if they would like to be acknowledged at the event.

Committee members confirmed that the bagpipers will perform in the parade for a cost of \$500, as well as the Vancouver Marching Band at no cost. Committee members also confirmed they will be advising all parade participants that there is no soliciting and only candy can be handed out to attendees. Committee members also noted that 25 volunteers are needed for the parade and will be coordinated. Staff noted they will source a rental company for 20 two-way radios for the parade organizers and volunteers. The Committee members noted they would contact the Cultus Lake Park Commercial Leaseholders to see if they have any interest in participating in the parade.

Committee members confirmed the Cultus Lake Memorial Church will provide volunteers to assist with the Fun Zone. Staff confirmed the Church will also provide a tent for the face painting and will be the exclusive sponsor for the Fun Zone. Committee members agreed to rent the same inflatables as the previous year, and the Fun Zone hours of operation will be from 12:00 pm to 5:00 pm.

Committee members noted they will reach out to individuals and groups in the community to request volunteer support for the event.

Committee members agreed that the fee for Vendors will be \$100 per booth. Staff will inquire into elevating network accessibility for the event but recommend telling all vendors to be prepared to accept all forms of payment in the event of any connectivity issues.

Committee members agreed that the Food Truck fee will be \$200 per food vendor, and they will reach out to Cultus Lake Park Commercial Leaseholders to inquire if they would like to participate.

Committee members have confirmed the wine suppliers and are waiting for confirmation from cider and craft brewery suppliers. Staff confirmed they have all the documentation required and will submit the Special Event Application with the BC Liquor and Cannabis Board. Committee members will confirm who has a valid Serving It Right Certificate from the list of volunteers.

Committee members noted they sent a letter to Soowahlie First Nation Chief and Council asking if they would like to offer a land acknowledgement at the commencement of the Main Stage performances, as well as Marchall and/or participate in the parade, and perform as one of the musical acts on the Main Stage. Staff confirmed Jake Stolz will provide and set up the stage. Committee members noted that all musical acts have been confirmed and there are options for additional acts if Soowahlie First Nation members decline to perform.

Committee members noted they have high level interest from multiple people or businesses for sponsorship or donations.

Staff confirmed the Fraser Valley Regional District Electoral Area Grant-in-Aid application has been submitted, and support from Ch'illiwack Tourism has been discussed.

Committee members approved the draft artwork for the 2025 poster.

(d) **Vendor Market Site Walk Through Date Confirmation**

No date was confirmed.

(f) **Committee Communication**

- Confirm group communication between Committee members and staff
- Email Accounts Sign-In with Authenticator Code
- Create What's App Group Chat

Committee members noted they would set up a communication app at the next meeting

(6) PUBLIC QUESTION PERIOD

There were no questions.

(7) NEXT MEETING

Tuesday, May 13, 2025, at 7:00 pm.

(8) ADJOURNMENT

Moved by: A. Booth Seconded by: K. Lees

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held April 8, 2025, be adjourned at 8:40 pm.

CARRIED

2025 Cultus Lake Day Budget

	REVENUE
Tourism Ch'illiwick:	\$ 3,000.00
FVRD Electoral Area Grant:	\$ 4,000.00
<u>Sponsorships</u>	
FWCU - Envision (Main Stage):	\$ 5,000.00
Cultus Lake Memorial Church (Fun Zone):	\$ 1,500.00
Naomi Adams (Beverage Garden):	\$ 1,500.00
Sabrina VandenBrink (Market)	\$ 1,500.00
Fortin Home Hardware (Train):	\$ 1,200.00
NextLevel Financial:	\$ 1,000.00
Kanu (Beverage Garden):	\$ 1,000.00
CANEX (Parade):	\$ 1,000.00
Tolamika Ventures:	\$ 1,000.00
The Degroot Family:	\$ 1,500.00
CUPE Local 458:	\$ 500.00
Simpson Notaries:	\$ 500.00
<u>Other:</u>	
Donations:	\$ 250.00
Beverage Garden:	\$ 16,300.00
Vendor Fees (Market & Food Trucks):	\$ 5,160.00
On Site Donations:	\$ 1,295.00
Total Revenue:	\$ 47,205.00

Cultus Lake Park Board \$ 6,000.00

	EXPENSES
External Marketing	\$ 4,000.00
The Progress:	\$ -
Graphic Designer:	\$ -
Signage:	\$ -
Kids Activities	
Inflatables:	\$ 4,401.60
Parade (Highlanders):	\$ 500.00
Rotary Train:	\$ 1,200.00
Beverage Garden	\$ 14,000.00
Wine:	\$ -
Craft Beer:	\$ -
Domestic Beer:	\$ -
Cider:	\$ -
Tents:	\$ 981.75
10 Tall Tables:	\$ 118.46
Liquor Licence:	\$ 1,013.05
Serving It Right (Certificates):	\$ 300.00
Other	
Fencing:	\$ 4,366.44
Portable Washrooms:	\$ 1,200.00
Two Way Radios:	\$ 500.00
Generator/Spider Box:	\$ 850.00
Music Acts and Stage:	\$ 8,500.00
Lunch Vouchers:	\$ 400.00
Miscellaneous (tickets, water, snacks):	\$ 500.00
St. John's Ambulance:	\$ 250.00
Photography:	\$ 250.00
Security:	\$ 3,000.00
Office + Event Supplies:	\$ 1,600.00
Total Expenses:	\$ 47,931.30

Profit / (Loss): **\$ (726.30)**

Revenue / Expense TBD

Created 05.09.2025