



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING AGENDA

TUESDAY, JUNE 3, 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 June 3, 2025; and*

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

(3) APPROVAL OF COMMITTEE MINUTES

Page 5

- (a) ***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of May 13, 2025.*

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

Page 9

(a) **Planning Guide Review and Public Works Tasks**

- Review Cultus Lake Day Planning Guide Plus List of Items to be Completed by Public Works

(b) **Community Presenters in Gazebo A**

- Confirmation of Demonstration Booths in Gazebo A

(6) NEW BUSINESS

(a) **Party in the Plaza Planning**

- Date confirmation for Friday, August 29, 2025

(b) **Movie Nights in the Park Planning**

- Confirm Movie Selections for July 4, July 18, August 1, August 15

(c) **Cultus Lake Day Planning**

- Progress review for:
 - Pancake Breakfast – Cultus Lake Volunteer Fire Department

- Parade – C. Beesley, J. Powley, K. Lees
 - Soowahlie First Nation Invitation to Participate
 - Participant List Update / Waivers Signed
 - Preamble to Participants – Registration, Line Up, Parking/Licence Plates
 - Staging for Registration, Parade Line Up
 - Road Closure Plan
- Rotary Train – C. Beesley, J. Powley, K. Lees
 - Delivery and Pick Up Details
- Kid's Activities – R. LeBlanc
 - Volunteers/Shift Schedule
 - True North Party Rentals Inclement Weather Clause
 - Pinnacle Pursuits Obstacle Course Confirmation
- Volunteers – R. LeBlanc
 - Contact Volunteers – Send Sign Up Genie Invite for Event Scheduling
 - Check In Tent with Water Station + Refreshments
 - Supplies
 - Meal Vouchers
- Vendor Market – T. Seeley, C. Pickering
 - Approved Applicant Update – Payment, Licence Plate Confirmations
 - Vendor Site Confirmations on Map
 - Preamble Letter with Event Details
- Food Trucks – J. Beesley, A. Booth
 - Approved Applicants Update – Payment, Licence Plate Confirmations
 - Preamble Letter with Event Details
- Beverage Garden – T. Moul, C. Nylund
 - Suppliers
 - Domestic Beer, Non-Alcoholic Refreshments
 - Craft Brewers Set Up Times, Keg Storage
 - Wine Delivery Date
 - LCRB Special Event Permit Requirements
 - Volunteers with SIR Certificates
 - Roam Rentals Mobile Bar, Chestnut Springs Trailer Delivery Time
 - Ticket/Wristband Tent, Games, Tables Set Up
 - Cash Float/POS, Lost + Found Box, SEP Documentation
 - Supplies
 - Decorations
- Musicians – J. Beesley, A. Booth
 - Soowahlie First Nation Invitation to Perform and/or Opening Welcoming
 - Musician Line Up Poster (to Follow)
 - Stage Set Up Time
- Sponsors – J. Beesley, T. Moul, J. Lamb
 - Artwork/Signage – Staff
 - Main and Market Sponsor's Activation Tents
 - Confirm if Plastow Photography Required
- First Aid – Staff

Page 27

- Marketing Materials – Staff
 - Event Poster with Sponsors (to Follow)
 - Social Media, Tourism Ch'illiwack, Fraser Valley Today
 - Chilliwack Progress Quotes – Approve Ad Sizes
 - Event Signage - Sandwich Boards/Coroplast Signs, Stage Banner
- Rentals – Staff
 - Fencing Set Up Time
 - Marquee Tents (2) (Envision) Set Up Time
 - Bar Tables (10)
 - Generator
 - Golf Cart (Public Works) Confirm if Needed, Decoration
 - Port a Potties (4)
- Grants – Staff
- Security – Staff

(d) **Event Set Up and Tear Down Plans**

- Confirm Friday Set Up and Sunday Tear Down Plans and Number of Volunteers Needed

Page 29

(e) **Cultus Lake Day Budget**

- Cultus Lake Day Budget Update

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

- Walkthrough With Sub-Committee Members

Page 31

(g) **Supply List and Event Signage**

- Confirm Items and Signage Needed

(7) PUBLIC QUESTION PERIOD

(8) NEXT MEETING

(9) ADJOURNMENT

THAT the Cultus Lake Park Board Community Events and Engagement Committee meeting held June 3, 2025, be adjourned.



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

THURSDAY, MAY 13, 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
C. Nylund
C. Pickering

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

Board Commissioner E. Jartved
Members

Regrets J. Powley
T. Seeley

(1) CALL TO ORDER

The Chair called the meeting to order at 7:03 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: R. Leblanc Seconded by: C. Beesley

- (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.

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: C. Beesley Seconded by: K. Lees

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of April 8, 2025.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Party in the Plaza Planning

- Confirm Entertainer and Availability

Committee members will ask Steve Elliott to confirm his availability for Friday, August 29 from 7:00 pm – 8:30 pm due to him not being available for Friday, August 8.

(b) Movie Nights in the Park Planning

- Movie Selections for July 4, 18, and August 1, 15

Committee members will create a poll with movie choices and provide to staff to book the top selections for the movie nights.

(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 asked if the CLFD have what they need for the pancake breakfast, and staff confirmed that they do.

Committee members noted they have eight (8) participants confirmed at this time for the parade and will send another reminder to last year's parade participants. Staff noted that the road closure procedures will be elevated this year to increase safety for participants and spectators.

Committee members received confirmation for use of the Rotary Train and will organize decorating for the parade. Committee members have confirmed they have reached out to invite delegates to participate in the parade or ride on the train, and noted that Taryn Dixon, Area H Director of FVRD is the only confirmation at this time.

Committee members have reached out to the community to confirm volunteers for the Kid's Fun Zone areas for the six (6) people required per shift at the facepainting and bouncy castle stations.

Committee members will start contacting community members for other volunteer duties in early June. They discussed using the Sign-Up Genius app to streamline scheduling volunteers.

Committee members noted they have 22 confirmed vendors at this time and requested to extend the application deadline to June 3 and payment deadline to June 13. Staff confirmed they will make this change on the website.

Committee members confirmed they have received the maximum 10 Food Truck applications and will follow up to give them the next steps on making their payment and event details.

Committee members confirmed that Old Yale Brewing and Sidekick Brewing are confirmed as craft beer suppliers, the wine selection has been confirmed, and the cider supplier will be confirmed shortly. Committee members also noted they would like to offer a domestic beer and will confirm pricing and supplier. Staff noted that they had not received confirmation at this time for the Special Event Permit but would follow up.

Committee members confirmed all spots have been filled and will reach out to Soowahlie drummers for the opening welcome and land acknowledgement.

Committee members confirmed sponsorships to date and will follow up with any that have not committed.

Committee members requested an event poster with information only they can distribute to the community and surrounding areas and noted that it can be replaced once the sponsors have been approved and added to the poster.

Staff confirmed all rentals have been secured for the event.

Staff confirmed all grants and funding from community partners has been confirmed for the event.

Staff noted they are waiting to have discussions with the RCMP regarding event security.

Committee members also discussed the option to hire a photographer for the event, but noted there could be a problem with consent and that it may be best to take candid photos only.

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

Committee members to confirm with staff on a date and time that works for a site walkthrough.

(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 discussed setting up a group chat and will invite all members to discuss high level matters. All email account information has been received by committee members. Staff noted they are testing FSR radios for use on the day of the event.

(6) **PUBLIC QUESTION PERIOD**

There were no questions.

(7) **NEXT MEETING**

The next meeting will be held on Tuesday, June 3 at 7:00 pm.

(8) **ADJOURNMENT**

Moved by: C. Beesley Seconded by: R. Leblanc

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 13, 2025, be adjourned at 8:41 pm.*

CARRIED



Cultus Lake Day Planning Guide 2025

Planning for Cultus Lake Day is recommended to begin at the first committee meeting of the new year, ideally with a motion to bring to the Board.

*** Motion should include, date and time of the event, beverage garden details, total parking fee waivers requested.*

Committee/Staff Roles of Responsibilities:

Pancake Breakfast 8:30 am to 10:30 am

Parade 11:00 am to 12:00 pm

Kid's Activities 12:00 pm to 5:00 pm

Vendor's Market 11:30 am to 6:00 pm

Food Trucks 11:30 am to 9:00 pm

Musicians 12:30 pm to 9:30 pm

Beverage Garden 12:30 pm to 9:00 pm

Rotary Train 12:00 am to 5:00 pm

Volunteers

Sponsorship + Donations

Rentals

First Aid (St. John's Ambulance - \$250 donation)

Marketing Materials

Grants

Event Layout

- Food trucks to be parked on the grass behind the stage (max 8 food trucks behind with potential for two additional beside picnic tables)
- Avoid any staging near lower access gate to protect emergency access
- Parking in Lot B near basketball courts for vintage vehicles
- Stage on grass just past lower access gate on the left
- Vendors line the rubber pathway on both sides
- Port-a-potties near Gazebo A (2-3)
- Kid's activities on lower grassy area and Pinnacle Pursuit has large area just left of the rubber path
- Entire site is fenced off to allow for beverage garden throughout
- Pancake breakfast located at the Fire Hall
- 2hr parking in Plaza blocked for parade use and staging
- Set up night prior as much as possible



Cultus Lake Day Planning Guide 2025

Pancake Breakfast

- Fire Chief Warren Mazuren facilitates all planning and purchasing of food / coffee
- Monetary donations to a local charity
- Two (2) 20 x 20 tents needed (committee to rent) and placed the night prior
- Picnic tables, grills, propane, etc. all is managed by Fire Hall in conjunction with PW
- The Fire Hall connects with Golf Course for sponsorships
- Place a sign highlighting sponsors at Fire Hall

Parade

- Email Commercial Leaseholders for participation and route / closure information **first priority**
- Road closure signage on stop signs Wednesday prior to event
- Email all residents and post on Facebook/website about road closure a few days prior to event
- 9:45 am check in / registration at the Plaza
- 11:00 am parade start at Plaza, down Sunnyside Blvd to Marina, right onto First down to Second Avenue and out Fir Street back to Plaza
- Close access to Sunnyside Boulevard at Lot B exit and have volunteers manage incoming traffic (4-6 people)
- Road closure barricades/signs at end of Park, Mountainview, Lot B and Marina, corner of Fir and Second; barricades provided by PW
- Signup to participate directly on the park website under events tab, completed forms emailed directly to committee
- Fire Department and RCMP at the front of the parade (have someone walking beside to maintain pace)
- MC to announce winners of prizes on stage following the parade (around 12:00 pm), land acknowledgement, singing of O Canada, thank you to sponsors + volunteers (Chair Dzamanan)
- Multiple meetings with parade volunteers prior to review route and expectations
- Radios to manage pace and lineup (prior residents C/A Elstak provide these annually)
- Table w/2 chairs from hall for parade sign in located at the back of Lakeside Beach Club parking area
- Draft parade participant letters on park letterhead (initial interest, follow up, details of the day)
- Assign four (4) people to manage traffic at Parking Lot B
- Signage near roundabout for Parking Lot D
- Volunteers to manage parking from the school during parade



Cultus Lake Day Planning Guide 2025

Kid's Activities

- Volunteer face painters (the Church provides this)
- Donations collected for the committee here
- Schedule bouncy castles to arrive at min. 30-40 minutes before opening of activity
- Post closure of bouncy castles 30 minutes before end of activity
- Signage for age limits, shoes and socks off, wait in line at bouncy castles
- Do not order a generator from Bouncy Castle co., PW has enough power for all (order 2 spider boxes)
- Pinnacle Pursuit sets up adventure zone Friday evening around 2:00 pm
- Provide 40 thin delineators and 30 sandbags Friday afternoon (PW will prepare)
- **Some sandbags will also be used also to secure and 10x10 tents the committee sets up

Vendor's Market

- 45 total vendors in 2024
- Contact all Commercial Leaseholders **first** to participate and set an early deadline for their response (Staff support this)
- Vendor application on the website under Events tab, post on fb applications are live
- Request licence plates and any placement requests in the application (accessible parking)
- Arrival at 9:00 am for setup
- Free parking in Lot D
- Confirm vendor list 30 days in advance
- Encourage payments to secure their vendor spots to prevent late payments
- Communicate timelines/expectations of vendors at least two weeks in advance and again a few days prior
- Create the vendors map for volunteer/committee use only at least 2 weeks prior to event
- Chalk out vendor stalls with PW on Friday and assign those stall number to each vendor upon arrival; have volunteers assist with placement day of vendors day of (Would not recommend providing a map to vendors before as requests for changes typically occur)
- Tell vendors to weigh down tents and not use pegs
- Vendors are welcome to stay longer then 6:00 pm, but should be communicated prior so the committee is aware
- Staff to potentially call TELUS for an event drop to increase wi-fi network
- Tell vendors that wi-fi is a challenge
- Potential to get an ATM on site



Cultus Lake Day Planning Guide 2025

- Fees should be \$100 for artisan and \$200 for food
- Send a thank you to vendors/food trucks following event to gather feedback and potentially invite them to the Christmas event
- Share the event poster with vendors to share on their social platforms
- Payment is accepted through staff at the office, credit/debit only

Food Trucks

- Contact all Commercial Leaseholders **first** to participate in the way of food trucks or mobile units
- 10 food trucks in 2024
- Food truck application on the website under Events tab, post on fb applications are live
- Arrival at 9:00 am for setup (volunteers to be in place at least 30 mins prior to receive them)
- Communicate uneven ground/timelines/expectations of vendors at least two weeks in advance
- Share the event poster with vendors to share on their social platforms
- Have generators placed on the back of the truck
- Payment is accepted through staff at the office, credit/debit only, staff will provide updated list with approved applications and confirmation of payment

Musicians

- 45 minute to 1 hr sets
- 6 acts in 2024
- Appaloosa provided audio and stage
- MC to introduce all acts, thank each sponsor broken down into sections between acts , allow sponsor to come on stage if they choose to say a little blurb about their business (Committee Chair or other spokesperson to MC)
- \$300 per set approximately, \$600 for a band (this should be reviewed each year)
- musicians should arrive at least 30 minutes prior to set
- communicate parking area for musicians along roadway behind Park office
- Create social media content for musicians prior to event they can share on their pages
- Post signage at the event near stage listing the lineup of performances
- Ensure placement of tents/tables allows for passage to dance floor



Cultus Lake Day Planning Guide 2025

Beverage Garden

- Liquor licence to be applied for early along with staff to submit the security plan to RCMP contact (Ron Elliot)
- Local breweries and cidery pour on site (storage of kegs needs to be changed from LBC; LBC management were okay with storage but it should be brewery staff retrieving and storing kegs in the future)
- Wine sourced from Vino Veritas; order similar to 2024 (6 cases with 1 leftover, he will credit any unopened, if has been sitting in ice water may not be returnable as label is affected)
- Two POS machines plus hot spot for payments (office, Sunnyside and a staff phone, along with spare paper rolls)
- Rubbermaid's with ice for wine storage (purchase at ESSO day of)
- Two \$500 floats (Min. order – need more loonies, toonies and quarters)
- Beer/Cider \$5.25, wine \$7.35 includes GST (maximum prices set by Liquor board, suggest wine price rounded down to \$7.25 to make easier to calculate/give change)
- Bar or table to serve from and sell drink tickets (tables/chairs from the hall)
- Table/chairs/tents for security at each entrance (from the hall/PW)
- Ensure wristbands are given to each person consuming alcohol (each person must wear even if not purchasing, post sign at ticket table)
- Vendor should be verifying the wristband before giving drinks
- Keep half the ticket stub to verify total amount sold
- Keep an incident log
- SEP holder and anyone serving require a valid SIR
- Refund policy for over service
- Provide paper towels, cleaning spray, cloths, garbage bags and busser trays
- Zap strap all fencing and attach all necessary signs fencing (No Smoking, bag checks, no liquor outside, no intoxicated person, etc.)
- separate lines for cash + debit/credit
- Outline security expectations (conducted with staff) and communicate prior to event
- Review event with RCMP Seasonal Team with recommendation for positioning at parking lot exits at the end of the event
- Dumpster for excess trash near Main Beach washrooms
- Create clipboard with all required paperwork (outlined in SEP) for day of event with SIR certificates on hand



Cultus Lake Day Planning Guide 2025

Rotary Train

- Contact Rotary Train in January
- Rotary Train provided by Casey Smit in 2024
- \$1200 dollars, sponsored by Save on Foods
- No donations should be collected in this area
- Save on Foods sets up a tent on the beach near Main Beach Boat Rentals to give out free beverages
- After parade, train route starts at Save on Foods tent near Main Beach Boat Rentals, down waterfront, turns at 129/130 First Ave up to Second Ave and back to the tent
- Provide a 0539 key to train conductor in the case the chain gets locked during route behind MBRR
- Train is decorated by committee (Friday) and potentially added on by Save on Foods
- Create dignitary signs and **invite all local dignitaries and Board members**
- PW to support with storing of train Thursday before the event
- Train is relocated Friday to the fenced around and needs to be removed by 9:00 am

Volunteers

- 60 volunteers required at minimum for the entire day
- Free parking in Lot D
- Facebook post to request volunteers
- Volunteer check-in tent near entrance
- Print maps for volunteers
- Cultus Lake Golf Club supplied water jugs for volunteer consumption
- New volunteer t-shirts may be required
- Serving It Right (10) volunteers paid for by the park in 2022 plus (2) more in 2023 and (2) more in 2024
- Provided with a volunteer contact in the case of emergencies
- Committee/Staff group chat on WhatsApp
- Provide \$5 food voucher to all volunteers
- Provide water and snacks at volunteer tent (most of the snacks were not used, discuss to increase food voucher?)
- High-vis vests purchased in 2023



Cultus Lake Day Planning Guide 2025

Sponsorship

- Create sponsorship structure/package
- Draft sponsorship letter on park letterhead
- Banner/marketing provided by sponsor if they choose
- Thank you ad in The Progress/Facebook to run the Friday prior to the event
- Thank you on stage by MC to all sponsors and volunteers between music acts
- Title sponsor recommended (Envision)
- Separate sponsorship opportunities by each area/attraction of the event
- Email finalized sponsor posters to all sponsors for their information
- Invoice created by staff and sent to sponsors to accept payment at the office
- Staff to organize design of sponsor signs at least one week prior to event to allow time for printing with Gidney (the more time you can give, the better)
- Sandwich boards provided by PW for sponsor signs (place at all entrances, stage and near sponsor booths)

Rentals

- Fencing required for entire event (1600 linear ft. – Super Save)
- High tables for beverage garden rented by the committee through local contact (10)
- Large games for beverage garden purchased in 2023
- 10x10 tents for volunteers at parade/beverage garden/face painting/lost and found (5-6)
- Budget to purchase 3 10x10 tents in 2024 (4 purchased, consider purchasing one or two additional)
- (2) 20x20 tents for fire department
- In the case of rain, (2) 20x20 tents near stage
- Generator and spider boxes (PW supports this)
- Portable washrooms (PW supports this)

Advertising

- Star FM morning interview (2023) required Board/CAO approval
- Community Association, Rick Williamson, Community School, The Progress, Mike Vanden Bosch
- Tourism Chilliwack runs ads typically



Cultus Lake Day Planning Guide 2025

- Committee/Park Facebook, community private Facebook groups
- Park Website, App
- Sandwich boards on roadway two weeks prior

Signage

- SEP outlines all the signs required (all signs in 2024 Sign folder should be used)
- Large welcome signs highlighting all sponsors (stage, entrance of event, entrance of beverage garden)
- Large sandwich boards to hold welcome signs
- Sponsorship signage
- Face painting signage (laminated in 2023)
- Parade route directional and road closure signage (created in 2023)
- Bouncy castle signage
- Hang sponsor banners on fencing

Public Works

- Custodial staff until 11:00 pm to assist with cleanup
- Setup two 20x20 tents for beverage garden
- Cleaning kits for beverage garden volunteers
- Generators for stage and kid's activities (PW to rent the large one)
- Port-a-potties placement and servicing schedule
- Lights on footpath post fireworks
- Picnic table placement (15-20 near food and service area)
- Garbage bins near food service
- Tables and chairs from community hall (all tables and 20 chairs)
- Chalk and flag vendor spaces
- Unbolt picnic tables in Gazebo A if vendor is using space
- Deliver golf cart from Sunnyside on Saturday morning
- Block any parking areas noted in each area of the event
- Smooth out washout area in front of MBBR
- **Refer to complete list in Shared Drive (provided in 2024)



Cultus Lake Day Planning Guide 2025

Miscellaneous Purchases

- Table clothes (plastic) for beverage garden
- Face paint (check supply)
- Parade prizes (**potential for Commercial Leaseholders to donate these**)
- Dog treats for parade
- Ice
- Zap Straps
- check supplies for staple gun, hammer, tape measure, duct/packing tape, stapler, markers, pens, etc.

Staff Meetings

- Bylaw/Parking Enforcement Officer meeting to review parking lots, parade route, etc.
- Security to discuss Friday through Sunday requirements (Friday 10pm to 6 am, Saturday all day, Sunday until 6 am (if budgeted))
- Public Works review of staff tasks and expectations (multiple meetings months in advance)
- Reception to support with licence plates entry for volunteers/vendors and vendors payments

Additional Communications to Community

- Removal or relocation of boats for fireworks
- Parade route road closure to all residents / Facebook
- Beethoven's and Lakeside Beach Club to discuss Plaza parking for parade
- Discuss parade route with Marina (Staff only)
- First and Second Avenue rotary train route
- Commercial Leaseholder to be invited to participate in market and parade **first priority** (provide a deadline of April)
- MBBR use of their parking stalls for Save on Foods and register their plates in Lot B
- MBBR to review fencing placement (exit/entrance located in front of their concession)

<p>Prep Work Prior to Event</p>	<ul style="list-style-type: none"> - Bring all sandwich boards to the office - Create bussing kits for volunteers (5) - One dumpster near Main Beach washrooms - Setup two 20x20 tents near stage - Position picnic tables near stage under and around tents - Fencing arrives Friday between 8:00 am and 4:00 pm (be available to support for setup along with Amanda) - Chalk vendor placement (Friday) - Stage arrives Friday (Amanda will assist) - Potentially move some garbage receptacles - Turn off irrigation - Extra fire extinguishers in PW vehicles, extra Regan will place for staff - Rent generators and spider boxes for stage and inflatables - Rent 3 portable washrooms and place behind Main Beach Boat Rentals - Unbolt picnic tables at Gazebo A - Level gravel area near Main Beach Boat Rental for Rotary Train path
<p>Parade and Event Staging 6:00 am (as early as possible)</p>	<ul style="list-style-type: none"> - Cone off access to all stalls near basketball court & accessible stalls in Lot B *When lot opens - Cone off all stalls along the perimeter of Lot B from Centre of Excellence to before accessible stalls *When lot opens - Cone off chained gate area behind Main Beach Boat Rentals to prevent people from parking - Block access off CVH behind LBC - Block 2hr parking along CVH and all parking around LBC - Deliver two tables and four chairs from the community hall to committee near LBC - Deliver 2-3 garbage bins near food truck area - Deliver ten tables and 20 chairs from the hall to committee at Main Beach near stage - Place power source and extension cords for stage / inflatables - Place barricades for parade route *In place by 10:00 am
<p>Pancake Breakfast 8:30 am to 10:30 am</p>	<ul style="list-style-type: none"> - Grill and propane to Fire Hall (confirm with Warren when he wants this setup) - 15 picnic tables (confirm with Warren for placement) - Two 20x20 tents being delivered Friday for Beethoven's staff parking (Amanda to facilitate)

Children's Fun Area 12:00 pm to 5:00 pm	No additional tasks for this area
Vendor's Market 11:30 am to 6:30 pm	<ul style="list-style-type: none"> - Create 20 sandbags for Jono (Friday) - Bring 30 curbing delineators for Jono (Friday) <p>*Note: Office parking lot may be used by vendors</p>
Food Vendors 11:30 am to 9:00 pm	No additional tasks for this area
Beverage Garden 12:00 pm to 9:30 pm	<ul style="list-style-type: none"> - Custodial to support with garbage removal consistently near stage and food trucks - PW to assist with delivery of kegs throughout the event from LBC
Post Event	<ul style="list-style-type: none"> - <i>Sunday morning</i> remove some fencing panels for ease of access for public - Fencing picked up Monday between 8:00 am and 4:00 pm - Return tables and chairs to the community hall - Take down tents - Let committee into office Boardroom at 9:00 am - Sunday to store cash/extra supplies (Jackie)



Liquor and Cannabis Regulation Branch
SPECIAL EVENT PERMIT: 099998
Issued: May 29, 2025

General Application Info

Event Name:	Cultus Lake Day
Event Municipality:	Chilliwack
Applicant Name:	CHERYL NYLUND
Applicant Info:	550 PARK DR CULTUS LAKE, BC V2R 4Z8 6047028707 worleygig@gmail.com

Eligibility

Event Start:	June 21, 2025
Organization Type:	GovernmentOrPublicOrganization
Responsible Beverage Service #:	2656374
Organization Name:	Community Events and Engagement Committee
Address:	4165 Columbia Valley Hwy, Cultus Lake BC V2R 5B5
Occasion of Event:	The Community Events and Engagement Committee hosts an annual public family-friendly event to celebrate the anniversary of Cultus Lake Park, which includes a local artisan market, food trucks, kid zone, live entertainment and a beverage garden.
Licence Already Exists At Location?:	No
Permit Category:	Public - Open to the general public or anyone who wishes to participate or buy a ticket
Public Property:	True

Printed: May 29, 2025



Liquor and Cannabis Regulation Branch
SPECIAL EVENT PERMIT: 099998
Issued: May 29, 2025

Event Location: Cultus Lake Main Beach

Location Permit:	099998-1
Location Name:	Cultus Lake Main Beach
Location Description:	Public Park and Beach
Event Address:	4165 Columbia Valley Hwy, Chilliwack BC, V2R5B5

Total Attendees:	5000
Service Area #1:	Entertainment Area (Near Stage) (capacity: 5000)
Total Attendees in Service Areas:	5000

Event Date(s):

Date:	June 21, 2025	Event Times:	8:30 AM - 10:00 PM	Service Times:	12:00 PM - 9:30 PM
--------------	---------------	---------------------	--------------------	-----------------------	--------------------

Permit Terms and Conditions

- As per Security Plan and approved event layout. Designated Alcohol Area - Alcohol purchasing and consumption must be confined to the designated area as per your site plan. Inform all patrons about the designated area's location. Barriers and Security - Ensure appropriate barriers around the designated area to confine alcohol to legal drinking age individuals. Maintain adequate security personnel within the designated area and at all entrances/exits until the area is clear of patrons. Security staff must ensure no underage individuals enter the designated area, except for the 1500 authorized by the permit. Ensure capacity does not exceed the maximum of 5000 patrons with proper security monitoring. Liquor Consumption - Liquor consumption must end, and all liquor must be removed from patrons within 30 minutes of the end of the event.

The terms and conditions to which this Special Event Permit is subject include the terms and conditions contained in the Special Event Permit Terms and Conditions Handbook, which is available on the Liquor and Cannabis Regulation Branch website.

The information on this form is collected by the Liquor and Cannabis Regulation Branch under Section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the Liquor Control and Licensing Act. Should you have any questions about the collection, uses, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

Printed: May 29, 2025



Liquor and Cannabis Regulation Branch
SPECIAL EVENT PERMIT: 099998
Issued: May 29, 2025

Quantities and Prices of Drinks

All liquor for your event must be bought from an approved outlet. For a list of approved outlets please see the [Special Event Permit Terms and Conditions](#).

Drink Type	Number of Servings	Price Per Serving
Beer/Cider/Cooler	2500	\$5.00
Wine	500	\$7.00
Spirits	0	\$5.00

Printed: May 29, 2025



Liquor and Cannabis Regulation Branch **SPECIAL EVENT PERMITEE QUICK REFERENCE LIST**

As the holder of a Special Event Permit, it is important to know your responsibilities. The following is a short reference list of your key responsibilities as a Special Event Permit holder.

Note: This is not an exhaustive list. Please read the [Special Event Permit Terms and Conditions Handbook](#) for full details on your responsibilities.

As a special event permittee, you must:

Follow B.C. liquor laws and the terms and conditions of your Special Event Permit at all times.

- Your permit may list additional terms and conditions that you must follow.
- Read the Terms and Conditions Handbook carefully. It can be found at:
<https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/guide-sep.pdf>
- The Liquor Control and Licensing Act and the Liquor Control and Licensing Regulations can be found at:
<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/liquor-law-policy/liquor-legislation-regulations>

Ensure that you, as the permit holder, do not consume liquor during the event.

- You or your designated substitute, and your staff, must not consume liquor at the event. For more information, see the "Your Presence" and "Staff Conduct" section in the Terms and Conditions Handbook.

Ensure the area in which you'll be serving liquor is surrounded by a barrier sufficient to contain the sale, service and consumption of liquor to that area.

- For more information, see the 'Controlling Your Event' and 'Security' sections in the Terms and Conditions Handbook.

Ensure that you do not exceed the maximum attendance listed on your permit or exceed the occupant load for your venue.

- Your maximum attendance is listed on the face of your Special Event Permit.
 - If you are renting a private space, contact the owner or landlord to confirm the occupant load of the venue.
 - If you are renting a public space, contact the municipality or fire department to confirm the occupant load for the venue.
- If the maximum attendance limit on your permit is different than the occupant load for your venue, you must not exceed the lower of the two numbers.
- For more information, see the section on 'Overcrowding' in the Terms and Conditions Handbook.

Ensure that liquor is not served to minors.

- You must have effective policies in place to meet this obligation.
- For more information, see the section on 'Minors' in the Terms and Conditions Handbook.

Printed: May 29, 2025



Liquor and Cannabis Regulation Branch **SPECIAL EVENT PERMITEE QUICK REFERENCE LIST**

Ensure your guests do not become intoxicated at the event site and that no one is harmed because of liquor misuse or criminal activity.

- You must take reasonable measures to prevent disorderly conduct or unlawful activities from taking place at your event site.
- If your event poses a threat to people's safety, the liquor inspector or police can cancel your permit and order the immediate removal of guests.

The permit holder must be present during liquor service hours and ensure liquor is served only within the hours indicated on the permit.

- For more information, including details on how to assign a designate, see the section on 'Your Presence' in the Terms and Conditions Handbook.

Ensure all staff serving liquor at your event have Serving It Right (SIR) or Special Event Server (SES) training

- For information on who must have SIR or SES, see the section on 'Serving it Right and Special Event Server' in the Terms and Conditions Handbook.
- The SIR and SES courses can be found at <https://www.responsible-service-bc.gov.bc.ca>.
- Paid staff and volunteers must not consume liquor during work hours.

Keep the following documents on-site at your event:

- Special Event Permit (see 'Records' in Handbook)
- Site plan (see 'Site Plan and Security Plan')
- Signage (see 'Permit Documents')
- Serving it Right certificate or Special Event Server certificate information (see 'Serving It Right/Special Event Server')
- Incident log (see 'Overservice and Intoxicated Patrons')
- Liquor Receipts (see 'Liquor Source')

Ensure you are following all other relevant regulations.

- Before your event date, be sure to connect with relevant authorities for more information on rules that may apply to your event. This could include your municipality or Indigenous Nation of jurisdiction, fire department, the Agricultural Land Commission or others.

Further assistance

Further information regarding liquor and cannabis regulation and permitting in British Columbia is available on the Liquor and Cannabis Regulation Branch (LCRB) website at <http://www.gov.bc.ca/lcrb>.

If you have further questions, please email the LCRB at LCRBLiquor@gov.bc.ca, or phone 1-866-209-2111 (toll-free in Canada) or 250 952-5787 (if calling from the Victoria area).

This communication is intended to be used only for general informational purposes and may not apply to all situations. This communication does not constitute legal advice nor is it a comprehensive statement of the legal obligations that arise under the Liquor Control and Licensing Act, regulations, or any other applicable laws. When interpreting and applying the information contained in this communication, you are encouraged to seek specific advice from your professional advisors as appropriate in the circumstances.

Re: Cultus Lake Day Ad

From: Chilliwack Progress

Hi Heidi,

Thanks for inquiring!

Here are the rates you requested:

- 1/4 page – 5.11 inches x 6 inches- \$595
- ½ page – 10.33 inches x 6 inches - \$840
- Full page -10.33 inches x 12.25 inches - \$1295

These rates do not include our \$7.85 e-edition fee or gst.

Currently we deliver to 26,000 homes in Chilliwack and Agassiz and the entire paper is uploaded to our website at www.theprogress.com which receives over 600,000 page views per month and has 140,000 unique visitors.

Since our online audience is so huge, you may also want to consider some digital display ads on our site. Here are some rates:

- 10,000 impressions - \$258
- 25,000 impressions - \$490.50
- 35,000 impressions - \$652.70

As for the deadlines, our booking deadline is Monday at noon and our press deadline is Wednesday at 3pm.

For the ad copy, I listed the sizes with the prices above. We would prefer a pdf, without bleed and in CMYK format.

Let me know if you have any other questions.

Thanks.
Maureen

2025 Cultus Lake Day Budget

REVENUE	
Tourism Ch'illiwack:	\$ 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
Fortin Home Hardware (Train):	\$ 1,200.00
Next Level Financial (Entertainment):	\$ 2,500.00
Kanu Bites + Bevvy (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
Murray Mazda:	\$ 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:	\$ 47,705.00
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 (No Cost, Envision):	\$ -
10 Tall Tables:	\$ 118.46
Liquor Licence:	\$ 1,013.05
Serving It Right (Certificates):	\$ 300.00
Other	
Pancake Breakfast:	\$ 500.00
Fencing:	\$ 5,475.24
Portable Washrooms:	\$ 1,200.00
Two Way Radios:	\$ 400.00
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:	\$ 48,458.35
Profit / (Loss):	\$ (730.35)

Revenue / Expense TBD

Updated 05.29.2025

2025 CULTUS LAKE DAY SUPPLY & SIGNAGE LIST

ITEM	SIGNAGE (Staff to Coordinate)
Pancake Breakfast	
CLGC and CLFD to coordinate	Thank You For Your Support and To Our Sponsors! CLGC, Simpson Notaries, CL Esso, J. Beethoven's Pizza
Tents/Picnic Tables (PW)	
Candy for Parade	All Donations Will Support: (TBC)
Parade	
Tent (Canex)	
Table & Chairs (PW)	Parade Registration Banner
Pens, Markers, Highlighters	Thank You To Our Sponsors Event Sign
Packing Tape	
Zap Straps	Cultus Lake Day Participant Parking (Lot D)
Volunteer List and Schedule	Delegate Signs for Train
Parade Entry Numbers	
Registration Checklist	
Kid's Activities	
Binder with Design Photos	Facepainting By Donation
Face Paints (2 pallettes)	
Face Painting Brushes	Thank You to the Fun Zone Sponsor (CLMC)
Spray Bottles	
Face Wipes	Fun Zone Times: 12:00 pm to 5:00 pm
Donation Box	
Plastic Table Cloth	Rotary Train Station
Garbage Can	Tent (Fortins TBC)
Alcohol (Brush Cleaning)	
Facepainting Tent (CLMC)	Table and Chairs (PW)
Table and Chairs (PW)	Thank You To Our Sponsors Event Sign
Volunteer List and Schedule	
Cheque for Ben	Pinnacle Obstacle Course (TBD)
Volunteers	
Tent, Table and Chairs (PW)	Volunteer Station
Water Cooler (CLGC)	
Plastic Table Cloth	

Other Refreshments, Snacks

Meal Vouchers

Volunteer Contact List

Vendor Market

Flag Markers

Vendor Market Map

Thank You To Our Sponsors Event Sign

Market Sponsors

Envision Activation Tent

Naomi Adams Activation Tent

CUPE Activation Tent

Murray Mazda Activation Tent + Car

Tourism Ch'illiwack Activation Tent

Community Demonstration Tables (Gazebo A)

CLASS, FVISS, Steve Clegg

Tables, Chairs (PW)

Food Trucks

Garbage Bins (PW to move)

Beverage Garden

Mobile Bar (Staff)

Bar, Picnic Tables (Staff, PW)

Tent, Table, Chairs (PW)

Marquee Tents (Envision)

SEP Permit + Support Docs

Volunteer Contact and Schedule

Beverage Tickets & Wristbands

Cash, Debit/Credit + Debit/Credit Only (Line Signs)

Thank You To Our Sponsors Event Sign

Table Top Sponsor Signs (Adams, Kanu) (x 20)

All Persons Must Be 19+ To Purchase or Consume Alcoholic Beverages, Must Be Wearing a Wristband, Two (2) Pieces of ID Required (x 10)

Did You Remember to Pay for Parking w/QR Code and Convenience Fees Info (x 3 at Entrances)

Garbage Bin

Plastic Table Cloths (x 15 Rectangle, x 10 Round)

Cash Box (x 2)

Calculators

POS Machines

Cash Float

Bus Dish Bins

Cleaner Spray Bottle

Cleaning Cloths

HD Garbage Bags
 Recycle Bin
 Pens, Markers, Zap Straps
 Disposable Gloves
 Rubbermaid Bin
 Solo Cups
 Tickets (Double)
 Wristbands
 Staple Gun
 Duct Tape
 Ice Cream Pails (x 5 Dog Water Bowls)
 Clipboard (SEP/SIR Docs, Incident Log, Contact Lists)

Decoration

Games

Patio String Lights

Keg Storage

Main Stage

Generator (PW)

Tent (Next Level?), Table, Chairs for Jake

MC Program and Sponsor Notes

Cheques for Jake and Musicians

Thank You To Our Sponsors Event Banner (Across Lower Stage)

Other

Fencing

Port a Potties

Generator + Spider Boxes

Security Tents w/Tables, Chairs(x 3 at Entrances)

Tent, Tables, Chairs (St. John's Ambulance)

Coolers for Volunteer/Security Beverages

Water/Refreshments, Meal Voucher (Security)

Water/Refreshments, Meal Voucher (St. John's)

Thank You To Our Sponsors Event Signs (x 3 at Entrances)

Cab Information

No Smoking

To Be Confirmed

Staff to Coordinate