



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING AGENDA

THURSDAY, SEPTEMBER 18, 2025

7:00 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 September 18, 2025; 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 26, 2025.*

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Cultus Lake Christmas Event Planning

- Vendor Market
- Food Trucks
- Hot Chocolate & Apple Cider
- Audio
- Sponsorship
- Bonfire & Marshmallows
- Children's Coloring Contest
- Mr. & Mrs. Claus
- Volunteers
- Signage
- Rentals
- Fireworks

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(b) Cultus Lake Christmas 2025 Event Budget

- Spreadsheet for 2025 budget

(7) PUBLIC QUESTION PERIOD

(8) NEXT MEETING

(9) ADJOURNMENT

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held September 18, 2025, be adjourned.*



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

THURSDAY, JUNE 26, 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 R. LeBlanc C. Nylund C. Pickering
Staff	Corporate Officer, Manager of Corporate Services – R. Litchfield Events Coordinator and Committee Clerk– H. Hill
Board Members	Commissioner E. Jartved
Regrets	Chief Administrative Officer – J. Lamb A. Booth T. Seeley J. Powley

(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: R. LeBlanc Seconded by: C. Pickering

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of June 26, 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 June 17, 2025.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Cultus Lake Day Debrief

- Post Event Media – Thank You to Our Sponsors poster

The committee note that this year's Pancake Breakfast was another success however the attendance was lower than last but likely due to the weather.

Chair Beesley noted that he is very appreciative to Soowahlie's First Nations participation and acknowledgement of their invitation.

Committee members noted that the 15 parade volunteers worked well together. Next year the committee noted that they will explore having additional signage to support traffic with the use of security at the roundabout during the road closure time to assist with direction flow. It was noted that additional barricades be set up next year at the treed streets to block traffic until the parade is finished.

The committee mentioned that there was a need for more people on the rotary train during the parade.

The committee noted that \$640 was raised during the kids' activities and they noted that the face painting was a success. With respect to the bouncy castle, signage is recommended for next year's event to be held to note the ages and hours open.

The committee discussed that the meal vouchers for volunteers were greatly appreciated.

The committee chatted about the mobile bar and noted that it was a great addition. They noted that security was excellent on site and communicated with the permit holder and communicating with people going in and out. The committee noted that for next year's event it would be helpful to have more volunteers for pouring and serving the beverage garden.

The committee noted that the food trucks were popular again this year. It was suggested to have signage for food truck near the entrances or beverage garden to inform people when they arrive.

The committee provided feedback with respect to the vendors and noted that this year vendors participated. The members noted having a map available to guide the vendors to their locations would be helpful.

The committee was happy to see that many people came to the event with their dogs and suggested having water bowls available for next year.

Pinnacle Pursuits added additional value to the event and committee members noted that the activities appealed to all ages so families can have fun together; there was something for everyone.

The committee noted that the music talent was fantastic and suggested moving the line up around for next year. It was noted that there may be opportunities for grants to promote musicians which need to be applied for at this time of year.

The committee discussed sponsor placement, the specific area and agreed to discuss this earlier next year for advertising with Progress, Facebook, email thank and send a thank you card.

(b) **Party in the Plaza Review**

Committee members will discuss it at the next meeting.

(c) **Movie Night in the Park**

- Inside Out 2 Movie Night Poster for July 4

Committee members discussed advertising on social media, Cultus Lake Park website, as well as using the sandwich boards for each movie date. Staff noted they will forward the remaining posters for members to share once complete.

(6) **PUBLIC QUESTION PERIOD**

There were no public questions.

(7) **NEXT MEETING**

The next meeting is to be determined.

(8) **ADJOURNMENT**

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

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held June 26, 2025, be adjourned at 8:26 pm.

CARRIED

Cultus Lake Park Christmas Event

Estimated Budget 2025

ESTIMATED REVENUE

		Tree Light Sponsors	\$	14,000.00
InKind Sponsors	Stillwood	Hot Chocolate+ Cambros + Apple Cider		
	Local Tree Farm	6 Trees		
	Cultus Lake Fire Department	Marshmallows		
		Vendor Fees (Market & Food Trucks):	\$	1,300.00
		Parking donations (estimate):	\$	1,550.00
Total Revenue:			\$	16,850.00

ESTIMATED EXPENSES

External Marketing				
		Progress Ad:	\$	1,200.00
		Signage Design:	\$	350.00
		Sponsor Signs:	\$	600.00
Public Works				
	Lights:	\$	-	<i>Purchased new lights</i>
	Boom Lift	\$	2,200.00	
	Electrician	\$	500.00	
	Heater Rentals/Generator	\$	1,500.00	
	Fireworks	\$	5,500.00	<i>Committee decision</i>
	Tent Rentals	\$	1,000.00	
			\$	10,700.00
		Misc. Decor:	\$	150.00
		Colouring Contest Prizes:	\$	50.00
		Total Expenses:	\$	13,050.00
Profit (loss):			\$	3,800.00

