



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

THURSDAY, JUNE 11, 2026

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 June 11, 2026; 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 May 19, 2026.*

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

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

- Review of Cultus Lake Day Items to be completed by Public Works

(6) NEW BUSINESS

(a) **Cultus Lake Day Planning**

- Progress review for:
 - Pancake Breakfast – Cultus Lake Volunteer Fire Department
 - Parade – C. Beesley & J. Powley
 - Soowahlie First Nation Invitation to Participate
 - Participant List Update / Waivers Signed
 - Registration, Line Up, Parking/Licence Plates
 - Staging for Registration, Parade Line Up
 - Road Closure Plan
 - Rotary Train – J. Powley
 - Delivery and Pick Up Details
 - Kid's Activities – E. Jartved
 - Volunteers/Shift Schedule
 - Volunteers – E. Jartved & Staff

- 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
 - Food Trucks – A. Booth
 - Approved Applicants Update – Payment, Licence Plate Confirmations
 - Beverage Garden – C. Nylund & Staff
 - Suppliers
 - Craft Brewers Set Up Times, Keg Storage
 - Volunteers with SIR Certificates
 - Chestnut Springs Trailer Delivery Time
 - Ticket/Wristband Tent, Games, Tables Set Up
 - Cash Float/POS, Lost + Found Box, SEP Documentation
 - Supplies
 - Decorations
 - Musicians – A. Booth
 - Stage Set Up Time
 - Sponsors – J. Beesley, T. Moul, J. Lamb
 - Artwork/Signage – Staff
 - Main and Market Sponsor’s Activation Tents
 - Marketing Materials – Staff
 - Event Poster with Sponsors (to Follow)
 - Chilliwack Progress Thank-you ad Quotes
 - Event Signage - Sandwich Boards/Coroplast Signs, Stage Banner
 - Rentals – Staff
 - Marquee Tents (2) (Envision) Set Up Time
 - Bar Tables (9)
 - Generator
 - Port a Potties (4)
 - Grants – Staff
 - Security – Staff
- (b) **Event Set Up and Tear Down Plans**
- Confirm Friday Set Up and Sunday Tear Down Plans
- (c) **Cultus Lake Day Budget**
- Cultus Lake Day Budget Update
- (d) **Vendor Market Site Walk Through Date Confirmation**
- Walkthrough with Committee Members
- (e) **Supply List and Event Signage**
- Confirm Items and Signage Needed
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- (f) **Community Presenters in Gazebo A**
- Confirmation of Demonstration Booths in Gazebo A

(7) PUBLIC QUESTION PERIOD

(8) NEXT MEETING

(9) ADJOURNMENT

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee meeting held June 11, 2026, be adjourned.*



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

TUESDAY, MAY 19, 2026
7:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present J. Beesley – Chair
Committee E. Jartved – Vice Chair
Members C. Beesley
A. Booth
J. Powley
C. Nylund
T. Seeley
C. Pickering

Staff Manager of Corporate Services / Corporate Officer – R. Litchfield
Administrative Assistant, Communication & Events Coordinator – C. Baker

Regrets Chief Administrative Officer – J. Lamb

(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: E. Jartved Seconded by: C. Beesley

- (a) ***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of May 19, 2026; and*

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: J. Powley Seconded by: A. Booth

- (a) ***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of April 28, 2026.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Party in the Plaza

- Date confirmation for Friday, August 28, 2026

Moved by: A. Booth Seconded by: E. Jartved

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee request that the Party in the Plaza event be held Friday, August 28, 2026.*

CARRIED

(b) Cultus Lake Day Planning

- Pancake Breakfast – Cultus Lake Volunteer Fire Department
- Parade – C. Beesley, J. Powley
 - Soowahlie First Nation Invitation to Participate – J. Beesley
 - Participant List / Waivers Signed
- Rotary Train
- Kid's Activities – E. Jartved
- Volunteers – E. Jartved and Staff
- Vendor Market – T. Seeley
- Food Trucks – A. Booth
- Beverage Garden – C. Nylund
 - BCLC Special Event Permit Update – Staff.
- Musicians –A. Booth - all done
- Sponsors – J. Beesley, T. Moul
 - Sponsorship Updates
- Grants – Staff; updated regarding Tourism Chilliwack.

Participant List / Waivers Signed

A brief update was provided regarding parade participation and logistics. Final participation numbers are not yet available, as responses are still being received and email correspondence is ongoing; a further update will be provided in the coming days, including through WhatsApp.

Vendor Market

The Committee agreed to keep vendor applications open until May 29, 2026, with all payments to be submitted by June 5, 2026.

Food Trucks

A. Booth will follow up with food vendors to confirm participation and advise that payments for Cultus Lake Day are to be submitted to staff.

Grants

Staff to confirm with sponsors that current logos have been received for advertising purposes.

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

- 2026 Cultus Lake Budget Review

The committee reviewed event logistics, including tents and equipment requirements, staffing, cleanup needs, waste management, security, first aid, communications, and event supplies. Staff will follow up on scheduling, public works support, available waste receptacles, and required materials in preparation for Cultus Lake Day.

(7) PUBLIC QUESTION PERIOD

There were no public questions.

(8) NEXT MEETING

Next meeting is June 11, 2026, at 7:00 pm.

(9) ADJOURNMENT

Moved by: A. Booth Seconded by: J. Powley

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held May 19, 2026, be adjourned at 8:22 pm.

CARRIED

