CULTUS LAKE PARK BOARD
COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
MEETING AGENDA

TUESDAY, OCTOBER 27, 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 October 27, 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 October 6, 2026.*

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) **<u>Cultus Lake Christmas Event Planning</u>**

- Vendor Market
- Food Trucks
- Hot Chocolate
- Audio
- Sponsorships
- Bonfire & Marshmallows
- Children's Coloring Contest
- Mr. & Mrs. Claus
- Volunteers
- Signage
  - Tourism Ch'illiwack Selfie Installation Placement
- Rentals
- Fireworks
- Christmas Trees
- Security

(b) **Cultus Lake Christmas Budget**

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- Working Budget Spreadsheet

(7) NEXT MEETING

(8) ADJOURNMENT

THAT *the Cultus Lake Park Board Community Events and Engagement Committee meeting held October 27, 2026, be adjourned.*

CULTUS LAKE PARK BOARD
COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
MEETING MINUTES

TUESDAY, OCTOBER 6, 2026
7:00 PM
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

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

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

(1) CALL TO ORDER

The Chair called the meeting to order at 7:08 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: C. Pickering

(a) ***THAT*** *the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of October 6, 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: C. Pickering

(a) ***THAT*** *the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of September 15, 2026.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

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

- Vendor Market – T. Seeley
  - Table & Tents Setup
- Accessibility Requirements for Public Washrooms
- Food Trucks – A. Booth
- Hot Chocolate - Staff
- Audio – C. Pickering
- Sponsorships – J. Beesley
- Bonfire & Marshmallows – Fire Department
- Children's Colouring Contest - Staff
- Mr. & Mrs. Claus - Staff
- Volunteers - E. Jartved
- Signage - Staff
  - Tourism Chilliwack Selfie Signage
  - Large Event Welcome Banner
- Rentals - Staff
- Fireworks - Staff
- Christmas Trees – T. Seeley
- Security

Vendors Market:
The committee confirmed three (3) vendors are secured for the market, with an additional currently pending.

Staff will request that the authenticator requirements be removed from committee email address for future year's planning.

Accessibility Requirements for Public Washrooms:
The committee requested that staff organize the placement of plywood for accessibility to the Main Beach rubberized path at the entrance of the tents as in 2024.

Food Trucks:
The committee has three (3) food trucks confirmed with one (1) pending payment. Staff will work with Public Works to have food trucks positioned along the sand.

Audio:
Andrew Christopher has been confirmed to perform for one (1) hour from 6:45 pm to 7:45 pm at a rate of $400. Rod Booth has been confirmed to play for one (1) hour. If the School Choir can participate, they will perform at approximately 4:00 pm with canned music between the later performers. C. Pickering offered his equipment, if needed, along with the Christmas music to be played between sets. The committee will confirm if the equipment is needed, and who may be able to support with setup/take down.

Sponsorships:
Staff will print some of the sponsorship signs for the community boards and begin posting on social media early next week. The committee will request a donation of candy canes from Save on Foods, and staff will review previous year's quantity.

Bonfire & Marshmallows:
Staff confirmed the Fire Department's participation and will confirm if cider will be served.

Hot Chocolate:
Stillwood will order the hot chocolate and provide for the event as sponsorship. Staff will confirm volume required.

Colouring Contest:
Staff confirmed this is on the website and will be sent to the Cultus Lake Swílhcha Community School to share with faculty.

Mr. & Mrs. Claus:
Staff will confirm Mr. Claus' participation with the committee this week. The committee will inquire with community members if they would like to participate as the Grinch this year. Staff will make necessary amendments to the event poster pending updates on Mr. Claus.

Volunteers:
The volunteer slots on Sign-Up Genuis have been completed and will be posted tomorrow on social platforms.

Decorations:
The committee discussed purchasing additional lightbulbs and requested cedar boughs from Public Works. Staff will send the Public Works schedule for setup of the event to the committee.

Signage:
The committee approved the Tourism Chilliwack signage, and staff will organize delivery/setup. The committee discussed the deadline for sponsorship signage orders to be Friday, November 13, 2026. Staff will redraft the large welcome sign and circulate to the committee for approval.

Rentals:
Staff confirmed that rentals are organized.

Fireworks:
Staff confirmed that fireworks have been ordered and full sponsorship of this area of the event is still pending.

Security:
Staff will confirm budget for this area of the event and confirm with the committee if security will be on site both Friday and Saturday evening.

(b) **Cultus Lake Christmas Budget**

- Working Budget Spreadsheet

The committee reviewed the budget document.

(7) PUBLIC QUESTION PERIOD

There were no public questions.

(8) NEXT MEETING

Tuesday, October 27, 2026, at 7:00 pm.

(9) ADJOURNMENT

Moved by: C. Nylund Seconded by: E. Jartved

THAT *the Cultus Lake Park Board Community Events and Engagement Committee Meeting held October 6, 2026, be adjourned at 8:14 pm.*

CARRIED

Cultus Lake Park Christmas Event

Estimated Budget 2026

ESTIMATED REVENUE

	Tree Light Sponsors			*$17500 LY*
	Tourism Chilliwack		$ 3,000.00	
	Exmark Transportation		$ 1,000.00	
	MacQueen Systems		$ 1,000.00	
	The Mol Family		$ 1,000.00	
	Envision Financial		$ 1,000.00	
	Keystone Architecture		$ 500.00	
	NextLevel Financial		$ 1,000.00	
	Reach Rentals		$ 1,000.00	
InKind Sponsors				
Stillwood	Hot Chocolate+ Cambros			
Local Tree Farm	6 Trees			
Cultus Lake Fire Department	Marshmallows			
	Vendor Fees (Market & Food Trucks):		$ 900.00	*$1400 LY*
	Parking donations:		$ 4,500.00	*LY total*
	Total Revenue:		**$ 14,900.00**	

ESTIMATED EXPENSES

External Marketing					
	Sponsor Signs:			$ 1,000.00	
Public Works					
Lights:	$ 2,688.00	*actual*			
Boom Lift	$ 2,000.00	*estimate*			
Heater Rentals/Generator	$ 1,794.89	*actual*			
Fireworks	$ 6,000.00	*quote*			
Light Rentals	$ 544.22	*actual*			
Tent Rentals	$ 1,573.60	*actual*			
Security	$ 2,100.00	*LY total*			
				$ 16,700.71	
	Welcome Banner:			$ 200.00	*LY actual*
	Andrew Christopher:			$ 400.00	
	Santa Claus:			$ 600.00	
	Misc. Decor:			$ 150.00	
	Hot Beverage Cups&Lids:			$ 450.00	
	Colouring Contest Prizes:			$ 50.00	
	Total Expenses:			**$ 19,550.71**	
			Profit (loss):	**$ (4,650.71)**	