



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, APRIL 17, 2019

7:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (5:30 PM)

***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:*

Section 90(1), (d) security of the property of the municipality; and

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

(3) RECONVENE

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(4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of April 17, 2019; and*

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

(5) ADOPTION OF MINUTES

Page 7

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 20, 2019.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 15

- (a) ***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on February 27, 2019.*

Page 19

- (b) ***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on March 13, 2019 and March 14, 2019.*

Page 25

- (c) ***THAT** the Cultus Lake Park Board receive the minutes of the Commercial Leaseholder Committee held on March 13, 2019.*

Page 29

- (d) ***THAT** the Cultus Lake Park Board receive the minutes of the Commercial Leaseholder Committee held on March 27, 2019.*

(7) CORRESPONDENCE

(a) Cultus Lake Business Association

Page 33

- Letter dated March 16, 2019 from Bob McCrea, Administrative Officer, Cultus Lake Business Association regarding Electric Highway Traffic Signs

(8) BYLAWS

Page 35

(a) Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017, Amendment Bylaw No. 1138, 2019

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017, Amendment Bylaw No. 1138, 2019.

Page 43

(b) Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1118, 2018, Amendment Bylaw No. 1139, 2019

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Cabins at Cultus Lake Park Bylaw No. 1118, 2018, Amendment Bylaw No. 1139, 2019.

(9) STAFF REPORTS

(a) Approval of March 20, 2018 Special Regular Electronic Minutes

Page 49

Page 51

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer
- March 20, 2018 Special Regular Electronic Minutes

THAT the Cultus Lake Park Board approve the March 20, 2018 Special Regular Electronic Minutes.

(b) Star Nation Canoe Club Canoe Storage

Page 55

Page 57

Page 59

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer
- Site location picture
- Email dated March 31, 2019 from Theresa Warbus

THAT the Cultus Lake Park Board rescind resolutions numbers 4327-19 and 4328-19 in their entirety and replace it with the following:

THAT the Cultus Lake Park Board approve that Star Nation Canoe Club be permitted to store their canoes to the south east of where the Sudden Impact and Sailing Club storage site is located at Sunnyside Campground.

THAT the Cultus Lake Park Board permit a fenced, covered post and beam structure.

(c) **Budget Increase for Promotion/Communications re: Parking/Weekdays at Cultus Lake & Community Policing Event**

Page 61

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer

***THAT** the Cultus Lake Park Board approve a budget increase of \$3,000 for advertising and promotion in order to increase weekday visits and parking revenue at Cultus Lake Park and to hold a public event to launch Community Policing at Cultus Lake Park.*

(d) **Enrollment in the Local Government Bylaw Notice Enforcement Act**

Page 67

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer

***THAT** the Cultus Lake Park Board approve that the Chief Administrative Office write the Ministry of Attorney General requesting that Cultus Lake Park be enrolled in the Bylaw Notice Enforcement Regulation, under the Local Government Bylaw Notice Enforcement Act in order to practice bylaw adjudication.*

(e) **Charitable Donations Policy and Procedures**

Page 69

Page 71

Page 77

- Report dated April 17, 2019 from Erica Lee, Chief Financial Officer
- Charitable Donation Policy
- Revenue Canada requirements

***THAT** the Cultus Lake Park Board review and approve The Charitable Donation Policy.*

(f) **Paddling Parking Pass**

Page 83

- Report dated April 17, 2019 from Dave Driediger, Manager of Park Operations

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to continue to exclude the Sunnyside Blvd. residential overflow parking area from both \$100 annual passes for Chilliwack and Electoral Area H residents and \$200 annual passes for nonresidents as well as \$50 seasonal paddling parking passes; and*

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to continue to issue \$50 seasonal paddling parking passes as set out in Option 3: Extend provisions of paddling passes to allow for additional parking prior to 10:00 am weekends and statutory holidays.*

(g) **Ride for Water Bike Race – Special Event**

Page 85

Page 89

- Report dated April 17, 2019 from Paul Holman, Special Events Coordinator
- Attached maps of bike course and routes

***THAT** the Cultus Lake Park Board approve the Special Event Application for Ride for Water held on May 4, 2019, provided the Special Occasion License to operate a Beverage Garden be granted by the BC Liquor and Cannabis Regulation Branch.*

***THAT** the Cultus Lake Park Board approve the use of Helm's Kitchen as the May 4, 2019 Ride for Water food vendor.*

Page 93

(h) **Chilliwack School District Cross Country Run- Special Event**

- Report dated April 17, 2019 from Paul Holman, Special Events Coordinator

THAT the event NOT be considered a “Special Event” and the organizer NOT be required to submit a Special Event Application;

This means:

- ***THAT*** the Special Event Application Fee of \$100 is not applicable (as in previous years);
- ***THAT*** the Rental Fee for 200+ people of \$500 is not applicable (as in previous years);
- ***THAT*** the Refundable Security Deposit of \$1,000 is not applicable (as in previous years); and
- ***THAT*** the Comprehensive General Liability Insurance of \$5,000,000 is not applicable (as in previous years).

THAT parking fees for Parking Lot A and Lot B be waived for volunteers and parents from 2 p.m. - 5:30 p.m. on May 8, 2019.

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(i) **Cultus Lake Water Sports Festival - Special Event**

Page 101

- Report dated April 17, 2019 from Paul Holman, Special Events Coordinator
- Letter dated March 14, 2019 from Cecilia Lockerby

THAT the parking fees in Lot B for the duration of the 2019 Cultus Lake Water Sports Festival Special Event, May 31 to June 2, 2019, be waived;

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot B (to offset expenses) for the duration of the event from May 31 to June 2, 2019;

THAT the requirement for the \$1,000 security deposit for the 2019 Cultus Lake Water Sports Festival be reduced to \$500;

THAT the Special Event Application fee of \$100 for the 2019 Cultus Lake Water Sports Festival be waived;

THAT the Special Event Rental Fees of \$1,500 for the 2019 Cultus Lake Water Sports Festival be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the 2019 Cultus Lake Water Sports Festival be waived;

THAT the Garbage Bin and Admin fees for the 2019 Cultus Lake Water Sports Festival be waived;

THAT food vendors be permitted at the 2019 Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event);

THAT food vendor fees of \$100 per vendor per day for the 2019 Cultus Lake Water Sports Festival be waived;

***THAT** participants of the 2019 Water Sports Festival be permitted to camp at Main Beach as in past years;*

***THAT** portable toilets be required at the 2019 Water Sports Festival and the fees for the portable toilets be waived;*

***THAT** Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot B from May 31 to June 2, 2019 (to offset expenses).*

(10) REPORTS BY COMMISSIONERS

(a) Recommendations from the Community Events and Engagement Committee

Page 103

- Report dated April 17, 2019 from Joe Lamb, Chair, Community Events and Engagement Committee

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve moving the Farmers Market to the barn at the old Funland site; and*

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board to explore the cost to bring the barn at the old Funland site up to market usability.*

(b) Recommendations from the Commercial Leaseholder Committee

Page 105

- Report dated April 17, 2019 from Casey Smit, Chair, Commercial Leaseholder Committee

***THAT** the Commercial Leaseholder Committee requests the Cultus Lake Park Board to contact the Fraser Valley Regional District for the removal of the Electoral Area H sign currently located along Columbia Valley Highway.*

***THAT** the Commercial Leaseholder Committee requests the Cultus Lake Park Board work together with the Cultus Lake Business Association to design and build a new "Welcome to Cultus Lake Park" sign.*

***THAT** the Commercial Leaseholder Committee requests the Cultus Lake Park Board to have a discussion with the Fraser Valley Regional District and let them know that the Cultus Lake Business Association is not in support of the dynamic signage placement in the high season.*

(c) Recommendations from the Commercial Leaseholder Committee

Page 107

- Report dated April 17, 2019 from Casey Smit, Chair, Commercial Leaseholder Committee

***THAT** the Commercial Leaseholder Committee requests that there be no pay parking in the Plaza parking lot and that there be a 2 (two) hour maximum until 6:00 pm.*

***THAT** the Commercial Leaseholder Committee requests there be improved clearer signage at the three entrances and exits of the Plaza parking lot.*

***THAT** the Commercial Leaseholder Committee requests the parking meters be removed from the Plaza parking lot.*

(11) PUBLIC QUESTION PERIOD

(12) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on April 17, 2019 be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, March 20, 2019
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner J. Lamb – Chair
Commissioner L. Payeur
Commissioner C. Smit
Commissioner D. Renwick

Staff Acting Chief Administrative Officer – K. Ridley
Manager of Park Operations – D. Driediger
Manager of Finance – E. Lee
Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer
Executive Assistant – R. Litchfield

Absent Commissioner D. Bauer – Vice-Chair
Chief Administrative Officer – B. Bryant

(1) **CALL TO ORDER**

The Chair called the meeting to order at 5:03 pm.

(2) **RESOLUTION TO PROCEED TO CLOSED MEETING**

4316-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

THAT the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:

Section 90(1), (d) security of the property of the municipality; and

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

(3) **RECONVENE**

The meeting reconvened at 7:01 pm.

(4) **APPROVAL OF AGENDA**

4317-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of March 20, 2019 by adding under Section 10, Staff Reports 10 (b), Fir Street Laneway parking opposition resident list; and by adding under Section 10 (c), Email correspondence regarding Proposed Storage Space for Star Nation Paddle Group; and*

***THAT** the Cultus Lake Park Board approve the Agenda as amended; and*

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

CARRIED

(5) **ADOPTION OF BOARD MINUTES**

4318-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held February 20, 2019.*

CARRIED

(6) **ADOPTION OF COMMITTEE MINUTES**

4319-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board receive the minutes of the Environmental and Public Areas Planning Committee held on January 25, 2019.*

***THAT** the Cultus Lake Park Board receive the minutes of the Environmental and Public Areas Planning Committee held on March 8, 2019.*

CARRIED

(7) **DELEGATION**

(a) **Sudden Impact Paddling Club**

- Presentation from Mehran Famili, Sudden Impact Paddling Club

Mehran Famili of the Sudden Impact Paddling Club requested that the Cultus Lake Park Board consider allowing parking on Saturdays and Sundays until 10:00 am in lots A, B & C and that this be included in the \$100 annual parking pass. They also requested that the Board consider allowing members to park in the Sunnyside Boulevard, residential and guest overflow area for the months of July and August.

4320-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board refer the Sudden Impact Paddling Club request back to the Chief Administrative Officer to prepare a report for the next meeting with further consideration and direction to parking and report back to the Board at the next Board meeting.

CARRIED

(8) **CORRESPONDENCE**

(a) **Canadian Cancer Society – Permission to Canvass**

- Letter dated February 6, 2019 from Jennifer Saunders, Annual Giving Coordinator, Canadian Cancer Society

4321-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the request from the Canadian Cancer Society allowing them permission to canvass throughout Cultus Lake Park from April 1, 2019 – April 30, 2019.

CARRIED

(9) **BYLAWS**

(a) **Cultus Lake Park 2019 - 2023 Financial Plan Bylaw No. 1137, Amendment Bylaw No. 1131, 2018**

4322-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2019 - 2023 Financial Plan Amendment Bylaw No. 1137, 2019.

CARRIED

(b) **Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017, Amendment Bylaw No. 1138, 2019**

- Report dated March 20, 2019 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement

4323-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017, Amendment Bylaw No. 1138, 2019.

CARRIED

(c) **Cultus Lake Park Cabins at Cultus Lake Park Bylaw No. 1118, 2018, Amendment Bylaw No. 1139, 2019**

- Report dated March 20, 2019 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement

4324-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Park Cabins at Cultus Lake Park Bylaw No. 1118, 2018, Amendment Bylaw No. 1139, 2019.*

CARRIED

(10) **STAFF REPORTS**

(a) **Community Wildfire Protection Plan**

- Report dated March 20, 2019 from Bonny Bryant, Chief Administrative Officer
- Attachment #1 - Cultus Lake Park Community Wildfire Protection Plan
- Attachment #2 – Board Policy 2005 – 01

4325-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board receive the Community Wildfire Protection Plan Status Report for information; and*

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to bring this report forward for discussion during the Strategic Planning Session.*

CARRIED

(b) **Fir Street Alleyway Potential Parking Development**

- Report dated March 20, 2019 from Bonny Bryant, Chief Administrative Officer
- Attachment #1 - Email to Fir St. & Second Ave. residents dated March 1, 2019 from Bonny Bryant, Chief Administrative Officer
- Attachment #2 – Survey map of Fir St. and Second Ave.
- Resident email responses
- Fir St. laneway parking opposition resident list

4326-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the Fir Street Alleyway Potential Parking Development report for information.*

CARRIED

(c) **Star Nation Canoe Storage Update**

- Report dated March 20, 2019 from Bonny Bryant, Chief Administrative Officer
- Attachment #1 to 6 – Site location options
- Email correspondence regarding proposed Storage Space for Star Nation Paddle Group

4327-19 Moved by: Commissioner Payeur Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to approve the location next to the 76 Sunnyside Blvd. immediately to the north side, closest to Main Beach, previously the Sailing Club Storage building.*

CARRIED

4328-19 Moved by: Commissioner Payeur Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board permit a fenced, covered post and beam structure; and*

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer enter into discussions with Star Nations Paddle Group with respect to its usage and logistics.*

CARRIED

(d) **Special Event – Western Canoeing & Kayaking 3rd Annual Event: Paddle Expo 2019**

- Report dated March 20, 2019 from Paul Holman, Special Events Coordinator

4329-19 Moved by: Commissioner Payeur Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the Western Canoeing & Kayaking 3rd Annual Event: Paddle Expo report for information.*

CARRIED

(11) **REPORTS BY COMMISSIONERS**

(a) **Environmental and Public Areas Planning Committee**

- Report dated March 20, 2019 from Darcy Bauer, Chair, Environmental and Public Area Planning Committee
- Attachment #1 – Tree Selection

4330-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee request the Cultus Lake Park Board to approve the attached Foreshore Tree Planting Plan.*

CARRIED

4331-19 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee request the Cultus Lake Park Board approve the following Non-Indigenous trees, not on the Approved Tree Replacement List of the Cultus Lake Park Tree and Plant Bylaw No. 1091, 2018: *Gingko biloba* 'Maidenhair'; *Pyrus calleryana* 'Chanticleer', *Tilia Cordata* 'Little Leaf Linden', *Acer platanoides* 'Royal Red' and *Metasequoia glyptostroboides* 'Ogon' for planting along the foreshore.*

CARRIED

4332-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee request the Cultus Lake Park Board approve that residents along the foreshore be consulted with respect to the Tree Planting Plan.*

CARRIED

4333-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee request the Cultus Lake Park Board approve the relocation of one (1) memorial tree, including plaque and one (1) standalone memorial post to a memorial garden grouping and that the respective family's be consulted regarding the re-location of the memorial trees and plaques; and*

***THAT** this be referred back to the Environmental and Public Areas Planning Committee to bring back a report on discussions and locations for an upcoming Board Meeting.*

CARRIED

- (b) Chair Lamb provided an update on the Waste Treatment System and noted that the construction is now underway. They have not been given an update on the Grants which were applied for but hope to hear more in the coming months.

(12) PUBLIC QUESTION PERIOD

Q: Gail Smit, First Ave, provided the Board with information regarding the Environmental Planning and Public Areas Planning Committee. She noted that a local grower was consulted with respect to the planting along the foreshore area. She noted that the trees selected are deciduous and will provide shade in the summer and light in the winter and that the canopies can be raised high enough for all to still enjoy the view. She hopes that this information will be shared with the residents when they are consulted on the foreshore planting. She further noted that our current state of deciduous trees are only expected to survive another five years. She addressed her concerns with the health of the memorial trees that are along the foreshore and recommended moving them to another location where they will survive in health.

Q: Bob McCrea, Lakeshore Drive, inquired on behalf of the Business Association on the comments provided in the last minutes regarding the Municipal Affairs and Housing Bill. He noted the comments that staff have been working with the Province for many years to request changes needed in the *Cultus Lake Park Act*. That the next steps in the process is addressing business licenses and the many other things needed in order to support Cultus Lake Park.

A: Chair Lamb noted that there has been some confusion with respect to Section 19, clause 4 of the *Cultus Lake Park Act*. This clause has been in the Act since 1939 and there may be some interpretation issues that may need to be addressed. If clarity is needed, we will seek input from the businesses before moving forward with any changes.

(13) **ADJOURNMENT**

4334-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

THAT the Regular Meeting of the Cultus Lake Park Board held on March 20, 2019 be adjourned 8:02 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held March 20, 2019.

Joe Lamb
Chair

Kelly Ridley
Acting Chief Administrative Officer

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COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

February 27, 2019

Meeting Minutes

Present:

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Shannon Lamb	Public Appointee
Erica Jartved	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

Absent:

Gail Smit	Public Appointee
Shane Taylor	Public Appointee

Member of the public: Ernie Vance

The meeting was called to order by the Chair at 5:36 pm

ADOPTION OF AGENDA

Moved by: Paddy McEwan

Seconded by: Shannon Lamb

THAT the Agenda for the February 27, 2019 Community Events and Engagement Committee meeting be approved.

CARRIED

TERMS OF REFERENCE

- The Terms of Reference for the Community Events and Engagement Committee were reviewed by the committee.

INTRODUCTION OF COMMITTEE MEMBERS AND GOALS

- The goals of the Community Events and Engagement Committee are to encourage community involvement, make Cultus Lake a fun, better place to live and build a better community.

ELECTION OF A VICE CHAIR

- Erica Jartved and Shannon Lamb nominated Paddy McEwan. Paddy McEwan accepted and was elected Vice Chair of the Community Events and Engagement Committee.

CULTUS LAKE DAYS – Saturday June 22, 2019

- The committee feels that Cultus Lake Days is very well received. The activities for children are great, but more volunteers are needed at the stations. Also noted, having travelling entertainers to entertain while people are waiting in the lines would be a great option.

A motion was passed for Erica Jartved to reach out to schools to inquire about having leadership students volunteer at the 2019 Cultus Lake Days.

- The main areas of Cultus Lake Days was broken down with a committee member in charge of each area:
 - Food Vendors – Joe Lamb
 - Kids Area – Erica Jartved
 - Volunteers – Erica Jartved
 - Beer Garden – Paddy McEwan
 - Market – Shannon Lamb
 - Pancake Breakfast – Shane Taylor
 - Parade – Gail Smit
 - Entertainment – Paddy McEwan/Shannon Lamb
 - Donations/Prizes – Paul Holman
 - Fireworks – Shane Taylor
- Items for the next meeting
 - Reference material from previous years
 - Posters and other advertising
 - Timeline of the day from previous years

FARMERS MARKET

- The Farmers Market at Cultus Lake Park – Proposed market dates June 22, 2109 – August 31, 2019, from 9:00 am – 3: 00 pm.
- What does the Community and Engagement committee want to see in the Market?
 - Field to Fork Vendors
 - Keeping it Artisan Style
 - Key “anchor” vendors to be there every week
 - Making sure the market doesn’t distract from commercial leaseholders.
- A discussion was had regarding locations, keep it where it is or potentially move it to the area behind Frosty’s Ice Cream.
- Committee to help find local vendors.
- Committee to invite Malcolm Weatherston to a committee meeting to discuss the direction of the market and who will be responsible for what.

NEW BUSINESS

- Movie nights:
 - Having Sunnyside do the concession is not working out.
 - More volunteers are needed.
 - Less movies, 2 in July and 2 in August would be better.
 - Sweet food trucks?
 - Paddy McEwan to talk to Cory Pickering about setting up the equipment needed for movies.
- Blanc on the Beach
 - Dinner fundraiser.
 - Proposed date of Sept 7, 2019.
 - Catered event.
 - Decorations and dress: all in white.
- Ernie Vance – Member of the public
 - He is looking to resurrect the Cultus Lake Community Association.
 - It is great for communication within the community.
 - If anyone is interested, please contact Ernie Vance.

NEXT MEETING DATE

- March 13, 2019 6:00 pm – Cultus Lake Days
- March 14, 2019 6:00 pm – Cultus Market

ADJOURNMENT OF THE MEETING

Moved by: Paddy McEwan
Seconded by: Erica Jartved

***THAT** the February 27, 2019 Community Events and Engagement Committee meeting be adjourned.*

CARRIED

Meeting Adjourned at 6:55 pm



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

March 13 & 14, 2019

Meeting Minutes

Present: March 13, 2019

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Shane Taylor	Public Appointee
Erika Jartved	Public Appointee
Paul Holman	AHA/Special Event Coordinator CLP
Katrina Craig	Cultus Lake Park Staff

Absent: March 13, 2019

Gail Smit	Public Appointee
Shannon Lamb	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park

The meeting was called to order by the Chair at 5:36 pm on March 13, 2019.

ADOPTION OF AGENDA

Moved by: Paddy McEwan
Seconded by: Shane Taylor

THAT the Agenda for the March 13, 2019 Community Events and Engagement Committee meeting be approved.

CARRIED

ADOPTION OF COMMITTEE MINUTES from February 27, 2019

Moved by: Erika Jartved
Seconded by: Paddy McEwan

THAT the minutes from the February 27, 2019 Community Events and Engagement Committee be approved.

CARRIED

CULTUS LAKE DAYS

- Paul Holman's role: Coordination overall – keeping in contact with all of the sub area organizers.
- Paddy McEwan working on entertainment – Cory Pickering to set up audio equipment in the beer garden and for the 4 movie nights during July and August.

- Will be rebranded as "Cultus Lake Day".
- Food vendors – Chair Lamb to connect with Commercial Leaseholders.
- Have the market at Cultus Lake Day and advertise the new location (if it is decided to be moved for the season)
- Having a tent at the market promoting all Cultus Lake Commercial Leaseholders
- Kid's area: last year had long line up. Having more travelling entertainers to keep them occupied while waiting in line will help.
- Having a fire truck at Main Beach, possibly with an obstacle course, first aid station and a tent with fire safety info and stickers and such for kids.
- Pancake breakfast: Shane Taylor to organize tents for the fire hall. The pancake breakfast is extremely busy and popular; they have run out of pancakes in previous years. Chair Lamb will check with the Board members to see if they can help the Firefighters with the pancake breakfast and he will check with his restaurant contacts to see if better equipment can be provided for the cooking of the breakfast.
- Entertainment/Beer Garden –
 - Checking with the Tractorgrease Café for contacts for some locals to showcase their talents, with DJ music in between.
 - Going to keep the entertainment in the beer garden
 - Is the size of the Beer Garden set by the liquor license?
 - Games for adults
 - Fire pits in the Beer Garden
 - Snacks, ie: pretzel, peanuts, popcorn in the Beer Garden
- Donation/Prizes: Paul to come up with a proposal/sponsorship package, incorporating the Christmas event and going to businesses:
 - Cultus Lake Park Commercial Leaseholders
 - Tourism Chilliwack
 - Baker Newby
 - Envision
 - Prospera
 - Local realtors
- Chair Lamb to reach out to FVRD, City of Chilliwack and Electoral Area H.
- Fireworks: \$5000 budget, Shane Taylor to work within amount.
- Paul Holman: AHA - to do press release and media
Paul Holman: Special Events – Coordinating with staff re: requirements and set up for the day

- A Commissioner to judge the bikes and dogs.

EASTER EVENT – SUNNYSIDE CAMPGROUND

- Easter Event at Sunnyside Campground: April 21, 10:00 am – 12:00 pm
 - Fire hall volunteers to be there. Shane Taylor to check with Fire Chief re: fire in group site.
 - Paul Holman to help set up on the morning of.
 - Community Events and Engagemnet Committee to get together and make candy bags (Carly Volk to supply all candy and bags) Monday April 15th @ 6:00 pm

NEXT MEETING DATE

- March 14, 2019 6:00 pm – Cultus Market

SUSPENSION OF THE MEETING

Moved by: Paddy McEwan
Seconded by: Shane Taylor

***THAT** the March 13, 2019 Community Events and Engagement Committee meeting be suspended.*

CARRIED

Meeting Suspended at 7:10 pm

Present: March 14, 2019

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Shane Taylor	Public Appointee
Shannon Lamb	Public Appointee
Gail Smit	Public Appointee
Malcolm Weatherston	Farmer's Market Coordinator
Paul Holman	AHA/Special Event Coordinator CLP
Bonny Bryant	CAO-Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

Absent: March 14, 2019

Erika Jartved	Public Appointee
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The meeting was reconvened by the Chair at 6:03 pm on March 14, 2019.

ADOPTION OF AGENDA

Moved by: Paddy McEwan

Seconded by: Gail Smit

***THAT** the Agenda for the March 14, 2019 Community Events and Engagement Committee meeting be approved.*

CULTUS LAKE MARKET

- At the February 20, 2019 Cultus Lake Park Board meeting Malcolm Weatherston presented Farmers Market ideas for the upcoming season and concerns from the previous.
- 2018 was the inaugural year of the market. The market was building momentum and was being marketing on social media.
- Some weekends were underwhelming with the number of vendors.
- It takes a few years to build up vendors and importers.
- The Market must follow the rules set out by the Farmers Market Association. Criteria for the Farmers Market Association are products that are not imported and are made, purchased or grown in BC.
- Previous markets at Cultus Lake Days were very successful.
- Community wants meats, cheese and wine. Malcolm mentioned cheese is a more difficult as they require proper cold storage.
- Location change is a possibility as there is a suitable building located at the old Funland site. It will need to be renovated, has power and running water. As this is a permanent location and has a cover, there would be less set up and clean-up for vendors. For permanent advertising, the side of the building can be used for a mural, "Cultus Lake Farmers Market every Saturday" and have a logo.
- Changing the location would also bring patrons to the Plaza merchants.
- Could Commercial Leaseholders bring samples to the Market and have booth? Yes if they were giving out free samples, not selling them.
- The Community Events and Engagement Committee want to know that there will be consistency in regards to the number of vendors at the Market each week.
- The Community Events and Engagement Committee want better communication when the market is involved within a CEEC event, such as Cultus Lake Day or the Christmas Lights event.
- The Community Events and Engagement Committee want to develop a partnership with Malcolm Weatherston.

Motions:

#1

Moved by: Paddy McEwan

Seconded by: Shannon Lamb

***THAT** Malcolm Weatherston be accepted to organize the Cultus Lake Farmers Market from June 22, 2019 until August 21, 2019.*

CARRIED

#2

Moved by: Paddy McEwan
Seconded by: Gail Smit

***THAT** the Cultus Lake Farmers Market be relocated to the building at the old Funland site from June 29, 2019 until August 31, 2019 and continue to be on Saturdays from 9:00 am – 3:00 pm.*

CARRIED

#3

Moved by: Paddy McEwan
Seconded by: Gail Smit

***THAT** the Cultus Lake Farmers Market on Cultus Lake Day be from 11:00 am – 6:00 pm.*

CARRIED

#4

Moved by: Shannon Lamb
Seconded by: Shane Taylor

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board to explore the cost to bring the barn at the old Funland site up to market usability.*

CARRIED

#5

Moved by: Shannon Lamb
Seconded by: Paddy McEwan

***THAT** the Gail Smit contact Gidney Signs and find out costs relating to a billboard sign along Columbia Valley Highway.*

CARRIED

#6

Moved by: Shannon Lamb
Seconded by: Paddy McEwan

***THAT** the Community Events and Engagement Committee accept Ken Hendsbee as the 6th member of the committee.*

CARRIED

NEXT MEETING DATE

- April 2, 2019 at 6:00 pm – Each person to have an outline of their plans for the area of Cultus Lake Day they are in charge of.

ADJOURNMENT OF THE MEETING

Moved by: Paddy McEwan
Seconded by: Shane Taylor

***THAT** the March 13 and 14, 2019 Community Events and Engagement Committee meeting be adjourned.*

CARRIED

Meeting Adjourned at 8:10 pm



COMMERCIAL LEASEHOLDER COMMITTEE

March 13, 2019

Meeting Minutes

Present:

Casey Smit	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Andrew Steunenber	Appointee
Jeff Bahnman	Appointee
Bonny Bryant	CAO-Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

Absent: N/A

Members of the Public:

Bob McCrea	Cultus Lake Business Association - Administrator
Kalen Ellert	Tap-Ins
Adam Sheppard	Canada Post
Steve Marks	Cultus Lake Marina

The meeting was called to order by the Chair at 10:33 am.

ADOPTION OF AGENDA

Moved by: Larry Payeur

Seconded by: Andrew Steunenber

***THAT** the agenda for the March 13, 2019 Commercial Leaseholder Committee be approved.*

Carried

REVIEW OF THE TERMS OF REFERENCE

- The terms of reference were reviewed by the committee.
- Q: Why are there only four voting members and how does a tie vote get resolved? A: A 2-2 tie motion is considered defeated.
- Q: Can the public speak at meetings? A: Yes, if the Committee Chair allows it.

REVIEW OF PROCEDURES – FROM COMMITTEE TO BOARD

- A discussion was had regarding the process of taking recommendation from the Committee to the Board and the timelines that are involved.
- As a result the following motion was carried:

Moved by: Larry Payeur

Seconded by: Jeff Bahnman

***THAT** the Commercial Leaseholder Committee meetings will be held the last Wednesday of each month at 11:00 am.*

Carried

- Staff to email Bob McCrea - Cultus Lake Business Association – Administrator copies of the minutes and agendas to be distributed to the Cultus Lake Park Commercial Leaseholders.

BUSINESS ARISING FROM THE MARCH 12, 2019 CULTUS LAKE BUSINESS ASSOCIATION MEETING

#1 – Marketing

- Cultus Lake Business Association is focusing on marketing. Encouraging visitors to come to Cultus Lake during the week with deals and promotions for Monday – Thursday. The new lower week day parking rates offered in the Cultus Lake Park public parking lots works well with this. They would like to work together with the Cultus Lake Park Board and be collaborative to promote this using press releases and local media.
- The Chief Administrative Officer is putting together a press release regarding the parking passes and the lower weekday rates to get information to the public.
- Cultus Lake Park will be launching the new website soon and it will have links to local Commercial Leaseholders.
- Can the commercial leaseholders track if the parking/promotions increase on the weekdays?
- After the high season, have Lions parking statistics comparing 2018's Monday – Thursday profits and 2019's.

#2 – Plaza Parking

- Feedback from Plaza Merchants is that visitors are having a hard time navigating the plaza parking. Many people are paying, not realizing there is 2 hour free parking.
- The signage in the Plaza is inconsistent and confusing and cause frustration for patrons and is reducing the amount of people shopping/eating there.
- Could there be a time stamp when a vehicle enters a lot and then a second time stamp when their license plates are entered into the machine?
- Is chalking tires an option?
- Adam Sheppard spoke on behalf of Canada Post. They have fielded many complaints regarding parking and picking up packages. With many people shopping online and

having to pick up heavy packages close parking would be beneficial. Canada Post is requesting 2 stalls (in front of the post office) be designated Post Office parking only, have a 15 minute time limit and only be in effect during the Post Offices business hours.

Motion:

Moved by: Larry Payeur

Seconded by: Jeff Bahnman

THAT the Chief Administrative Officer be directed to discuss with Lions Parking Ltd. a better way to manage the Plaza parking and report back to the committee.

Carried

- Invite Chris Rezka, Lions Parking Ltd. to the next Commercial Leaseholder Committee meeting.
- Finance: Plaza revenue from the previous winter.

#3 – Electoral Area H sign

- The Cultus Lake Business Association feels that the new Electoral Area H is not overly welcoming to Commercial Leaseholder patrons or other visitors to the Park. The sign causes confusion.

Motion:

Moved by: Jeff Bahnman

Seconded by: Andrew Steunenberg

THAT the Commercial Leaseholder Committee requests the Cultus Lake Park Board to contact the Fraser Valley Regional District for the removal of the Electoral Area H sign currently located along Columbia Valley Highway; and

THAT the Commercial Leaseholder Committee requests the Cultus Lake Park Board work together with the Cultus Lake Business Association to design and build a new "Welcome to Cultus Lake Park" sign.

Carried

#4 – Dynamic highway signs

- The Cultus Lake Business Association feels that these signs are a deterrent to patrons and visitors to the Park.
- The locations, Yarrow and Highway #1, are not great.

Motion:

Moved by: Jeff Bahnman

Seconded by: Andrew Steunenberg

***THAT** the Commercial Leaseholder Committee requests the Cultus Lake Park Board to have a discussion with the Fraser Valley Regional District and let them know that the Cultus Lake Business Association is not in support of the dynamic signage placement in the high season.*

Carried

#5 Cultus Lake Park Act

- The Cultus Lake Business Association wrote a letter to the MLA in regards to the changes of the *Cultus Lake Park Act*. They had some concerns regarding section 19.
- Section 19 – the wording was modernized, but the intent has not changed. The Clause has been in the *Cultus Lake Park Act* since 1939.

MISCELLANEOUS

- Does the Commercial Leaseholder Committee want anything from the Commercial Leaseholders?
 - The committee wants to see the local business's succeed.
 - The committee wants to have good communication.
 - The committee wants to help the local business's.

NEXT MEETING DATE

- March 27, 2019 at 11:00 am

ADJOURNMENT OF THE MEETING

Moved by: Larry Payeur

Seconded by: Casey Smit

***THAT** the March 13, 2019 Commercial Leaseholder Committee meeting be adjourned*

Meeting Adjourned at 12:55 pm



COMMERCIAL LEASEHOLDER COMMITTEE

March 27, 2019

Meeting Minutes

Present:

Casey Smit	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Andrew Steunenberg	Appointee
Jeff Bahnman	Appointee
Bonny Bryant	CAO-Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

Absent: N/A

Members of the Public:

Bob McCrea	Cultus Lake Business Association - Administrator
Pam Blakeway	Sleepy Hollow Gems
Cindy Hinchcliffe	Cultus Café
Chris Rezka	Lions Parking Ltd.

The meeting was called to order by the Chair at 11:04 am.

ADOPTION OF AGENDA

Moved by: Andrew Steunenberg
Seconded by: Jeff Bahnman

THAT the agenda for the March 27, 2019 Commercial Leaseholder Committee be approved as amended.

CARRIED

ADOPTION OF COMMITTEE MINUTES from March 13, 2019

Moved by: Larry Payeur
Seconded by: Andrew Steunenberg

THAT the minutes from the March 13, 2019 Commercial Leaseholder Committee be approved.

CARRIED

PLAZA PARKING – LIONS PARKING LTD.

- A discussion was had regarding the Plaza parking. Key issues:
 - Confusing and inconsistent signage.

- Confusion for people at the meters when registering for the 2 free hours, with the payment option for the third hour.
- Plaza parking lot being filled with people going to the beach for the day and leaving no spaces for patrons of the Plaza.
- Plaza merchants feel that the visual of a parking meter, even with signage stating 2 hr free parking, is deterring people from stopping to shop at the Plaza.
- Positive note of the parking meters is that it is a time stamp of when cars have parked.
- Can Lions Parking Ltd. patrol the Plaza parking lot on regular 2 hour intervals? Yes, it can be done.

Motions:

***THAT** the Commercial Leaseholder Committee requests that there be no pay parking in the Plaza parking lot and that there be a 2 (two) hour maximum until 6:00 pm.*

***THAT** the Commercial Leaseholder Committee requests there be improved clearer signage at the three entrances and exits of the Plaza parking lot.*

***THAT** the Commercial Leaseholder Committee requests the parking meters be removed from the Plaza parking lot.*

- A discussion regarding 15 minute parking spots will be revisited at the next committee meeting.
- Cultus Lake Business Association to bring ideas for suggested wording for the replacement Plaza parking signage to the next committee meeting.

BUSINESS ARISING FROM THE CULTUS LAKE BUSINESS ASSOCIATION MEETING

- A discussion was had regarding the marketing brochure being put together by the Cultus Lake Business Association.
- It will be delivered to 36,000 households in Chilliwack.
- The Cultus Lake Business Association has asked the Park if they would like to purchase an advertisement space and the Chief Administrative Officer will look into the options.
- The Cultus Lake Business Association will reach out to the Fraser Valley Regional District to see if they can attend the Emergency Preparedness Committee meetings with respect to dynamic signage.

MISCELLANEOUS

- The next Agenda for the Commercial Leaseholder Committee meeting will have a time for a public question section at the end of the meeting.

NEXT MEETING DATE

- April 25, 2019 at 11:00 am

ADJOURNMENT OF THE MEETING

Moved by: Andrew Steunenberg
Seconded by: Jeff Bahnman

THAT the March 27, 2019 Commercial Leaseholder Committee meeting be adjourned

Meeting Adjourned at 12:55 pm

**Cultus Lake
Business Association***"Promoting business in Cultus Lake"*

March 16, 2019

Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5



Attention: Bonny Bryant, CAO

Re: Electronic Highway Traffic Signs

Dear Bonny :

The **Cultus Lake Business Association** represents approximately 75% of the businesses in Cultus Lake Park. During the summer of 2018 the Cultus businesses were very negatively affected by the electronic highway traffic signs. Our visitors coming into the area were met with signs hinting that Cultus Lake was closed, or there was an emergency, or that there was no parking. This is especially unsettling for visitors who don't know the area very well, and was disconcerting for the businesses who had many complaints from their customers.

We understand that you want to keep cars from parking on the highway south of Cultus Lake Park, and we are not against your signs being placed on the highway beyond the Sunnyside entrance but we would request that there be none that would deter people from coming to Cultus Lake Park.

With the improvements to the availability of parking in Cultus Lake Park this year and the new roundabout we believe people will have a more enjoyable experience visiting Cultus Lake Park.

Should electronic highway signs be considered for the 2019 summer season, please reach out to us and include the Cultus Lake businesses as stakeholders in the final decision,

For questions or comments feel free to me anytime.

Yours truly,

Bob McCrea
Administrative Officer





Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW NO. 1099, 2017 AMENDMENT BYLAW NO. 1138, 2019

A Bylaw to amend Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park - Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017*".

The Board for Cultus Lake Park deems it advisable to amend said bylaw;

The Board for Cultus Lake Park, in open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as "Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017, Amendment Bylaw No. 1138, 2019"

2. AMENDMENTS

Delete Schedule A Fees and Fines and replace with the attached Schedule A.

3. EFFECTIVE DATE

READ A FIRST TIME this 20th day of March, 2019

READ A SECOND TIME this 20th day of March, 2019

READ A THIRD TIME this 20th day of March, 2019

ADOPTED this XX day of XX, 2019

Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Sunnyside
Campground Bylaw No. 1099, 2017, Amendment Bylaw
No. 1138, 2019

Chief Administrative Officer

Schedule A

Fees and Fines

Fees

Administration fee (charged to seasonal and waitlist refunds).....	\$25.00
Annual on-site refrigerator fee: up to 5.0 cu ft.....	\$45.00
Annual on-site refrigerator fee: over 5.0 cu ft (grandfathered).....	\$90.00
Buoy rental (Weekly).....	\$75.00
Buoy rental (Daily).....	\$15.00
Cancellation fee (if cancelled 7 days prior to arrival).....	\$13.00
Cost of rectifying non-approved site alterations..... overhead + materials + other related costs	Actual Hourly rate + 25%
Cost of removal of unauthorized items disposed of..... overhead + materials	Actual Hourly rate + 25%
Cost of replacement tree due to willful damage..... overhead + materials (mature tree up to 14 feet in height)	Actual Hourly rate + 25%
Cost of seasonal site clean-up..... overhead + other related costs	Actual Hourly rate + 25%
Day visitor.....	\$10.00
Extra seasonal parking spot and/or boat storage.....	\$100.00 per season
Extra seasonal vehicle pass (maximum 2).....	\$50.00 each
Full hookup – daily – Sunday to Thursday low season	\$45.00
Full hookup – daily Friday and Saturday – low season.....	\$46.00
Full hookup – daily long weekend – low season	\$54.00
Full hookup – daily Sunday through Thursday – high season.....	\$49.00
Full hookup – daily Friday and Saturday – high season.....	\$56.00
Full hookup – daily long weekend – high season.....	\$58.00
Group site day use – low season	\$150.00
Group site day use – high season.....	\$200.00
Group site overnight – low season.....	\$275.00

Group site overnight – high season.....	\$320.00
Late night entry keycard deposit	\$25.00
Late night entry keycard fee for lost, stolen or damaged cards.....	\$25.00
Late payment fee (per day)	\$5.00
Overnight full hook-up April monthly camping fee.....	\$750.00/month
Overnight full hook-up May monthly camping fee.....	\$750.00/month
Overnight full hook-up June monthly camping fee.....	\$750.00/month
Overnight full hook-up September monthly camping fee.....	\$750.00/month
Overnight visitor – no vehicle – extra adult on site (maximum - 4 adults per site).....	\$10.00
Overnight guest boat launch.....	\$20.00
Overnight Camping visitor vehicles (maximum 1 per site, includes driver).....	\$20.00
Overnight family vehicle (must be from same address and may be required to show proof of address)	\$10.00
Overnight campers with pets	\$5.00 daily per pet or max \$20.00 per week per pet
Picnic fee (extended campsite time – low season only).....	\$20.00
Reservation fee.....	\$12.00
Tenting – double Site – daily Sunday through Thursday – low season.....	\$65.00
Tenting – double Site – daily Friday and Saturday – low season.....	\$66.00
Tenting – double Site – daily long weekends – low season.....	\$66.00
Tenting – double Site – daily Sunday through Thursday – high season.....	\$73.00
Tenting – double Site – daily Friday and Saturday – high season.....	\$77.00
Tenting – double Site – daily long weekends – high season.....	\$82.00
Tenting – regular – daily Sunday through Thursday – low season.....	\$33.00
Tenting – regular – daily Friday and Saturday – low season.....	\$34.00
Tenting – regular – daily long weekend – low season.....	\$34.00
Tenting – regular – daily Sunday through Thursday – high season.....	\$37.00
Tenting – regular – daily Friday and Saturday – high season.....	\$44.00

Tenting – regular – daily long weekend – high season.....	\$46.00
Tenting – view – daily Sunday through Thursday – low season.....	\$36.00
Tenting – view – daily Friday and Saturday – low season.....	\$37.00
Tenting – view – daily long weekend – low season.....	\$37.00
Tenting – view – daily Sunday through Thursday – high season.....	\$41.00
Tenting – view – daily Friday and Saturday – high season.....	\$48.00
Tenting – view – daily long weekend – high season.....	\$50.00
Tenting – waterfront – daily Sunday through Thursday – low season.....	\$45.00
Tenting – waterfront – daily Friday and Saturday – low season.....	\$46.00
Tenting – waterfront – daily long weekend – low season.....	\$54.00
Tenting – waterfront – daily Sunday through Thursday – high season.....	\$49.00
Tenting – waterfront – daily Friday and Saturday – high season.....	\$56.00
Tenting – waterfront – daily long weekend – high season.....	\$58.00
Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – low season.....	\$46.00
Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – low season.....	\$47.00
Tenting – preferred beachfront sites A, B, C and D – daily long weekend – low season.....	\$58.00
Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – high season.....	\$50.00
Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – high season.....	\$58.00
Tenting – preferred beachfront sites A, B, C and D – daily long weekend – high season.....	\$60.00
Sani-dump non-camper.....	\$10.00
Seasonal deposit.....	\$250.00
Seasonal non-refundable prepayment.....	\$1,000.00
Seasonal regular site	\$4,697.00
Seasonal view site.....	\$5,124.00
Seasonal waterfront site.....	\$5,486.00
Seasonal waitlist	\$100.00
Unrequired early positioning - application fee.....	\$100.00

Fines

Alcohol left unattended on site	\$50.00
Animal nuisance	\$50.00
Disregarding 11:00 pm beach closure.....	\$50.00
Dog feces clean-up	\$50.00
Dog off leash	\$50.00
Dog off leash without an ID Tag.....	\$50.00
Dog without an ID Tag	\$50.00
Fires after 11:00 pm	\$50.00
Fires burning after check out	\$50.00
Disrespectful behaviour.....	\$50.00
Late check out	\$50.00
Non-approved site alteration.....	\$50.00
Noise regulation infraction.....	\$50.00
Open alcohol off site	\$50.00
Persons 18 years or under not accompanied by an adult while off site after 11:00 pm.....	\$50.00
Quiet time violations.....	\$50.00
Removal of recycling or waste from any disposal receptacle or any other site than a camper's own.	\$50.00
Solicitation of recycling material from other persons within the Campground	\$50.00
Seasonal cleanup	\$50.00
Speed – exceeding posted speed limit.....	\$50.00
Tree violation.....	\$50.00
Unauthorized disposal.....	\$50.00
Unauthorized off site storage	\$50.00
Unauthorized vehicle parking	\$50.00
Unauthorized vehicle	\$50.00

Unregistered fridge.....	\$50.00
Unsightly campsite	\$50.00
Use of electricity contrary to regulations.....	\$50.00



Cultus Lake Park

THE CABINS AT CULTUS LAKE PARK BYLAW NO. 1117, 2018 AMENDMENT BYLAW NO. 1139, 2019

A Bylaw to amend Cultus Lake Park the Cabins at Cultus Lake Park Bylaw No. 1117, 2018

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park - The Cabins at Cultus Lake Park Bylaw No. 1117, 2018*".

The Board for Cultus Lake Park deems it advisable to amend said bylaw;

The Board for Cultus Lake Park, in open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as "Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1118, 2018, Amendment Bylaw No. 1139, 2019"

2. AMENDMENTS

Delete Schedule A Fees and Fines and replace with the attached Schedule A.

3. EFFECTIVE DATE

READ A FIRST TIME this 20th day of March, 2019

READ A SECOND TIME this 20th day of March, 2019

READ A THIRD TIME this 20th day of March, 2019

ADOPTED this XX day of XX, 2019

Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park The Cabins
at Cultus Lake Park Bylaw No. 1117, 2018, Amendment
Bylaw No. 1139, 2019

Chief Administrative Officer

Schedule A

Fees and Fines

Fees

Administrative fee	\$25.00
Arbutus nightly low season	\$154.00
Arbutus nightly high season	\$306.00
Arbutus weekly low season	\$922.00
Arbutus weekly high season	\$1837.00
Birch nightly low season	\$130.00
Birch nightly high season	\$237.00
Birch weekly low season	\$781.00
Birch weekly high season	\$1421.00
Cancellation fee (if cancelled 7 days prior to arrival)	\$13.00
Cedar or Fir nightly low season	\$108.00
Cedar or Fir nightly high season	\$155.00
Cedar or Fir weekly low season	\$647.00
Cedar or Fir weekly high season	\$928.00
Dogwood or Elm nightly low season	\$117.00
Dogwood or Elm nightly high season	\$172.00
Dogwood or Elm weekly low season	\$704.00
Dogwood or Elm weekly high season	\$1031.00
Forestview nightly low season	\$187.00
Forestview nightly high season	\$377.00
Forestview weekly low season	\$1120.00
Forestview weekly high season	\$2260.00
Lakeview nightly low season	\$179.00

Lakeview nightly high season	\$369.00
Lakeview weekly low season	\$1076.00
Lakeview weekly high season	\$2215.00
Pet nightly	\$10.00
Pet weekly	\$50.00
Pet monthly	\$80.00
Replacement cabin key	\$50.00
Reservation fee	\$12.00
Cabin damage or replacement of broken item(s)	actual cost plus 25 percent overhead
Cost of cleaning and deodorizing a cabin due to smoking	actual cost plus 25 percent overhead
Cost of replacement tree.....	actual cost of mature tree of up to 14 feet in height plus 25 percent overhead + costs

Fines

Animal nuisance	\$50.00
Fines during prohibited periods	\$50.00
Fires left unattended	\$50.00
Ill-mannered or disrespectful behaviour	\$50.00
Late check out	\$50.00
Noise regulation infraction	\$50.00
Open alcohol in restricted areas	\$50.00
Persons 18 years or under not accompanied by an adult while off site after 11:00pm	\$50.00
Persons in excess of cabin occupancy	\$50.00
Pet off leash	\$50.00
Pet violation	\$50.00
Quiet time violations	\$50.00
RV or camperized van parked in restricted area	\$50.00
Speed exceeding posted speed limit	\$50.00
Tent on cabin grounds	\$50.00
Tree violation	\$50.00
Unauthorized vehicle	\$50.00



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0550

SUBMITTED BY: Bonny Bryant
Chief Administrative Officer

SUBJECT: Approval of March 20, 2018 Special Regular Electronic Minutes

PURPOSE:

This purpose of the report is to request approval of the March 20, 2018 Special Regular Electronic Minutes.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the March 20, 2018 Special Regular Electronic Minutes.*

DISCUSSION:

The minutes of the March 20, 2018 were inadvertently missed being adopted by the Board last year. Staff are requesting that the Cultus Lake Park Board formally adopt these minutes now.

History:

Cultus Lake Park Board passed the following resolution at the March 14, 2018 Regular Board Meeting:

***"THAT** the Cultus Lake Park Board approve "The 24" – Cancer Fundraiser Event planned for Saturday, April 14, 2018 to Sunday, April 15, 2018; and*

THAT the lights be kept on along the foreshore area being used for the duration of the event."

The organizer of the event (Ken Larsen) was not aware that he would need to fill in a Special Event Application and that there would be fees charged. Chair Lamb approved this being forwarded to the Board for an electronic vote.

Mr. Larsen requested that the following fees be waived for this fundraising event.

- \$100 application fee
- Rental Fee 0-100 people is \$100 per day = \$100
- Refundable Security Deposit = \$1,000
- Parking fees for 8 participants x \$10 = \$80 (to park for 24 hours)

The Board would have to approve any waiver of fees and as the event takes place on April 14-15, 2018 and there was not another Regular Board meeting scheduled before that time.

Mr, Larsen provided Cultus Lake Park with a copy of his insurance.

The Cultus Lake Park Board were requested to register their vote by noon on Thursday, March 22, 2018.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK BOARD SPECIAL REGULAR ELECTRONIC MEETING MINUTES

THURSDAY, MARCH 20, 2018
PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

SPECIAL VOTE BY TELEPHONE POLL

Section 5 of our Procedure Bylaw allows for a Special Vote by Telephone Poll in urgent situations.

SPECIAL VOTE BY TELEPHONE OR ELECTRONIC TRANSMISSION

5.1 A Special Vote by telephone or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a Regular or Special meeting of the Board would be impractical.

5.2 The following rules of procedure will govern a Special Vote of the Board:

5.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue to be voted on urgent and that calling a Regular or Special meeting to conduct the voting would be impractical, except that a special vote cannot be undertaken where the vote is on the second or third reading of the following bylaws:

- (a) annual budget bylaws;
- (b) bylaws adopting official community plans

5.2.2 Where a Special Vote is to be conducted, the person responsible for corporate administration will make all reasonable attempts in the circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.

5.2.3 Before a Commissioner votes, the person responsible for corporate administration will ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:

- (a) verbally, including by telephone or other means of transmission, or
- (b) by delivery, including by delivery in writing, or other means of electronic transmission in electronic form.

5.2.4 A Commissioner will vote by informing the person responsible for corporate administration, either verbally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw by means of electronic transmission in electronic form and the person responsible for corporate administration will at that time record the Commissioner's vote.

5.2.5 Each Commissioner who votes will have the number of votes that he/she would have had in voting on the matter at a Regular meeting of the Board.

5.2.6 The rules under Section 123 of the *Community Charter* regarding the counting of votes at meetings of the Board, except Section 123(4) will apply to the counting votes taken in accordance with this section.

5.2.7 After ensuring that each Commissioner has had an opportunity to vote, either verbally or by delivery, the person responsible for corporate administration will inform the Chair of the results of the voting and the Chair will declare the vote to have passed or failed in accordance with the results. At the time of the Chair's declaration, the results of the voting will have the same effect as if the voting had been conducted at a Regular meeting of the Board and will then be recorded by the person responsible for corporate administration as Minutes of the Board.

5.2.8 If the person responsible for corporate administration is absent, ill or otherwise disabled, the deputy of that person will conduct voting under this section in place of the person responsible for corporate administration.

5.2.9 At the next Regular meeting of the Board following a Special Vote, the Chair will report the results of the Special Vote.

Cultus Lake Park Board passed the following resolution at the March 14, 2018 Regular Board Meeting:

"THAT the Cultus Lake Park Board approve "The 24" – Cancer Fundraiser Event planned for Saturday, April 14, 2018 to Sunday, April 15, 2018; and

THAT the lights be kept on along the foreshore area being used for the duration of the event."

The organizer of the event (Ken Larsen) was not aware that he would need to fill in a Special Event Application and that there would be fees charged. Chair Lamb has approved this being forwarded to the Board for a vote.

Mr. Larsen is requesting that the following fees be waived for this fundraising event.

- \$100 application fee
- Rental Fee 0-100 people is \$100 per day = \$100
- Refundable Security Deposit = \$1,000
- Parking fees for 8 participants x \$10 = \$80 (to park for 24 hours)

The Board would have to approve any waiver of fees and as the event takes place on April 14-15, 2018 and we do not have another Regular Board meeting scheduled before that time.

Mr, Larsen would still have to provide Cultus Lake Park with a copy of his insurance as staff would not recommend waiving this.

The Cultus Lake Park Board were requested to register their by noon on Thursday, March 22, 2018.

4162a-18

Moved by: Commissioner Turcasso Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the waiving of the following fees for the "The 24" – Cancer Fundraiser being held on April 14-15, 2018:

- \$100 application fee
- Rental Fee 0-100 people is \$100 per day = \$100
- Refundable Security Deposit = \$1,000
- Parking fees for 8 participants x \$10 = \$80 (to park for 24 hours)".

CARRIED

I hereby certify the preceding to be a true and correct account of the Special Telephone and/or Electronic meeting of the Cultus Lake Park Board held March 20, 2018.

Joe Lamb
Chair

Bonny Bryant
Corporate Officer
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0550

SUBMITTED BY: Bonny Bryant,
Chief Administrative Officer

SUBJECT: Star Nation Canoe Club Canoe Storage

PURPOSE:

This purpose of the report is to provide canoe storage for the Star Nation Canoe Club.

RECOMMENDATION:

THAT the Cultus Lake Park Board rescind resolutions numbers 4327-19 and 4328-19 in their entirety and replace it with the following:

THAT the Cultus Lake Park Board approve that Star Nation Canoe Club be permitted to store their canoes to the south east of where the Sudden Impact and Sailing Club storage site is located at Sunnyside Campground.

THAT the Cultus Lake Park Board permit a fenced, covered post and beam structure.

DISCUSSION:

At the March 20, 2019 meeting the Cultus Lake Park Board approved the following motion.

4327-19

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to approve the location next to the 76 Sunnyside Blvd. immediately to the north side, closest to the Main Beach, previously the Sailing Club Storage building.

4328-19

THAT the Cultus Lake Park Board permit a fenced, covered post and beam structure; and

THAT the Cultus Lake Park Board direct the Chief Administrative Officer enter into discussions with Star Nations Paddle Group with respect to its usage and logistics.

Theresa Warbus from Star Nation Canoe club sent an email on March 31, 2019 indicating that after a practice test run they would now prefer to be located at Sunnyside Campground (see attached photo) instead of the Board approved location at 76 Sunnyside Blvd.

If the Board approves of this new location the resolutions approved at the last meeting will need to be rescinded.

See attachment of the suggested site.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



On Mar 31, 2019, at 6:34 PM, " wrote:

Hello

So after a little bit of a test run on settling into main beach - and having our canoes be launched from there we've now realized two more crews have brought their big canoes to that area and it's almost impossible for us to squeeze in with them.

This brings us back to our original discussion of having our crew and compound be over at Sunnyside - by the boat launch.

I've talked with Gwen, Chelan and other leadership, and it seems this is more beneficial in the long run. We will be there for practices starting this week and will await confirmation from the parks board that we can indeed shift back to this agreement.

Do you have time for a short meet up tomorrow afternoon? Would like to discuss parking permits at lot C - or other options since I've heard that most of the parking is allocated to the marina.

Hope this makes sense feel free to give me a call tomorrow to discuss if we can't meet up. We will be at the lake for practice at 430.

Theresa Warbus



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0550

SUBMITTED BY: Bonny Bryant,
Chief Administrative Officer

SUBJECT: Budget Increase for Promotion/Communications re: Parking/Weekdays at
Cultus Lake & Community Policing Event

PURPOSE:

This purpose of the report is to request an additional \$3,000 for advertising and promotion in order to increase weekday visits and parking revenue at Cultus Lake Park and to hold a public event to launch Community Policing at Cultus Lake Park.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve a budget increase of \$3,000 for advertising and promotion in order to increase weekday visits and parking revenue at Cultus Lake Park and to hold a public event to launch Community Policing at Cultus Lake Park.

DISCUSSION:

Please see the attached Cultus Lake Park Communications Strategy – Implementation Plan.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:

Ruth Atherley
CEO, AHA Creative Strategies

Approved for submission to the Board:

Bonny Bryant
Chief Administrative Officer



Cultus Lake Park Communications Strategy – Implementation Plan

Submitted by: Ruth Atherley, AHA Creative Strategies

Date: April 3, 2019

Overview

Cultus Lake Park has approved the communications strategy for key initiatives to be promoted to locals and visitors. They are:

- Parking Fees (including the promotion of weekday visits to CLP)
- Community Policing

Parking Fees Implementation Strategy (including promotion of weekday visits to CLP)

Overview

Cultus Lake Park has announced special parking fees for weekdays (Monday to Thursday) and two seasonal parking passes (local and visitor). In addition, the Park is focused on increasing weekday visits to the Park for the 2019 summer season.

This campaign is being undertaken to:

- Promote the announcement of the weekday parking fees and seasonal parking passes;
- Shift perception that Cultus Lake Park is a “weekend destination”;
- Help to alleviate crowds on weekends;
- Increase weekday tourism visits;
- Increase weekday parking revenue; and
- Increase overnight stays in Sunnyside Campground.

Target Audiences

- Locals – Chilliwack, Fraser Valley (primary)
- Tourists (secondary)

Creative

- Please see attached concept.

Tactical Plan

Blog Posts

- Develop four blog posts (one for each day Mon – Thu) promoting why to visit on weekdays for new website.
- Photo of the day – take photos (staff) of the lake each morning/lunch (Mon, Tue, Wed, Thu) showing the weather, no crowds, etc. for blog on new website.

Social Media

- Develop social media posts for Mon – Thu.
- Provide social media posts to Tourism Chilliwack.
- Promote via CLP social media (when created – date TBD).

Print Posters

- CLP community bulletin boards.



- Provide CLP commercial leaseholders.
- Frame one of each and put up in CLP office reception area.
- Identify other potential locations for posters – Chilliwack, etc.

Publicity

- Develop/distribute news release launching Weekdays at Cultus Lake Park campaign (sharing visuals).
- Liaison with CLBIA re: media familiarization to promote weekdays.
- Liaison with Tourism Chilliwack to promote weekday visits.

Advertising

- CLBIA booklet ad to promote weekdays/parking.
- CLBIA community bulletin board design to promote weekdays/parking.
- Campaign at local movie theatre to promote weekdays.

Budget

The promotion of weekday parking rates, the Weekdays at Cultus Lake Park campaign, and working with the CLBIA requires additional budget for graphic design and advertising.

2019 CLP Budget Includes:

Advertising	\$1,500
PR and Promotion	<u>\$4,000</u>
Total	\$5,500

Estimated Costs:

CLBIA Booklet	\$1,000
Community Bulletin Board Design and Printing	\$500
Theatre Promotions	<u>\$6,000</u>
Total	\$7,500

Requested Budget Increase	\$2,000
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Community Policing Event Implementation Plan

Overview

Cultus Lake Park has announced a new Community Policing initiative. Community Policing will be in place in May. A joint news release with the City of Chilliwack and the RCMP has been distributed and leaseholders have received communication regarding Community Policing. An event is being planned at the new Community Policing facility to formally “launch” the initiative.

Event Overview

Cultus Lake Park Community Policing begins in May 2019. The event will highlight the benefits of Community Policing and will put a spotlight on this positive change for the community. It will be held at the newly renovated Community Policing Station and will be open to the public.

A news release will be distributed, inviting media to the event. Post-event, a photo release will be distributed (photo of Board Chair, RCMP representative and City of Chilliwack representative at ribbon-cutting event).



A representative from the Cultus Lake Park Board (Chair Lamb), City of Chilliwack (Mayor) and the RCMP (TBD) will be asked to speak, introduced by Cultus Lake Park, CAO. The three representatives will also participate in a ribbon-cutting ceremony.

Simple refreshments will be served – coffee, tea, water and some type of pastry.

Media

It is important to hold this event in the morning, on a weekday. This will provide the opportunity for media interested in the event to attend.

Media engagement for this event would include:

- A news release/media photo opportunity notice will be developed and distributed, inviting media to attend the event.
- A photo release – using a photo taken at the event – will be distributed immediately after the event to media who could not/did not attend the event.
- An opportunity for media to meet and speak with Chair Lamb, Mayor Popove and the RCMP spokesperson.

Community Engagement

This is an important initiative for the Cultus Lake Park community – and they will be invited by Chair Lamb (via email) to attend. Community engagement for this event would include:

- An email invite to Cultus Lake Park leaseholders.
- A hand-delivered letter to Cultus Lake Park commercial leaseholders.
- A blog post on the event on the new CLP website.
- Post-event – a blog post and images on the CLP website.

Proposed Event Overview – DATE TBD (Tue or Wed, if possible)

- **10:00 a.m.** – Bonny Bryant, CAO CLP welcomes everyone, outlines why we are here, and introduces Chair Lamb.
- **10:05 a.m.** – Chair Lamb outlines the value of Community Policing to community, explains the partnership with RCMP and City of Chilliwack, and speaks about the Board listening to community concerns.
- **10:15 a.m.** – City of Chilliwack Mayor, Ken Popove speaks.
- **10:20 a.m.** – RCMP representative speaks.
- **10:25 a.m.** – Chair Lamb invites Mayor Popove, RCMP representative and Ms. Bryant to join him in the ribbon cutting.
- **10:25 a.m.** – Set up photo and ribbon cutting.
- **10:30 a.m.** – Chair Lamb invites audience to stay for coffee, tea, etc. – and thanks the Board, Mayor Popove and the RCMP representative for coming.

Budget

Estimated Costs:

Ribbon-cutting materials (big scissors)	\$100
Refreshments	\$300
Photographer	<u>\$300</u>
Total	\$700

Requested Budget Funding	\$700
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CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0200-20

SUBMITTED BY: Bonny Bryant,
Chief Administrative Officer

SUBJECT: Enrollment in the *Local Government Bylaw Notice Enforcement Act*

PURPOSE:

This purpose of the report is to enroll in the *Bylaw Notice Enforcement Regulation*, under the *Local Government Bylaw Notice Enforcement Act* to practice bylaw adjudication.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve that the Chief Administrative Office write the Ministry of Attorney General requesting that Cultus Lake Park be enrolled in the *Bylaw Notice Enforcement Regulation*, under the *Local Government Bylaw Notice Enforcement Act* in order to practice bylaw adjudication.

DISCUSSION:

Bill 3, *Proposed Changes to the Cultus Lake Park Act* received Royal Assent from the Legislative Assembly of British Columbia on March 25, 2019.

Through these amendment Cultus Lake Park is now eligible to be enrolled in the *Bylaw Notice Enforcement Regulation*, under the *Local Government Bylaw Notice Enforcement Act* to practice bylaw adjudication.

Under the Act, local governments may establish a local government bylaw dispute adjudication system, more simply known as an adjudication system, which replaces the Provincial Court as the venue for resolving disputes of minor municipal bylaw breaches. The Act, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. In order to proceed, local governments are required to make a request to the Ministry of Attorney General to have a regulation enacted, in order to make the Act applicable to them.

The legislation is designed to enable the creation of simple, cost-effective administrative systems for enforcing minor bylaw infractions, ranging from parking tickets to dog licensing and minor zoning infractions. The two main features of an adjudication system are a simple "front-end" ticket process for initiating enforcement, and a locally managed "back-end" venue for a non-judicial adjudicator to hear ticket disputes.

The Bylaw Adjudication Hearing is similar to a court hearing that provides an opportunity for individuals to have their disputed ticket heard by an independent Adjudicator. The Adjudicator is provided to the Bylaw Adjudication System by the Attorney General Office of the Province of BC. Adjudicators only have the authority to consider the offence on the basis of the evidence presented.

The Bylaw Adjudication System is designed so that representation from a lawyer is not necessary, but they may choose to have a lawyer present if they wish. Upon hearing the evidence, the Adjudicator will render a decision as to whether the offence did or did not take place. The Adjudicator is not at liberty to modify the offence or the penalty.

Rather than establishing our own bylaw dispute adjudication system the Chief Administrative Officer will request from the City of Chilliwack that we be included the Upper Valley Bylaw Adjudication System. This Bylaw Adjudication System (the "System") currently is a partnership between six local governments: City of Chilliwack, District of Kent, District of Hope, District of Mission, Village of Harrison Hot Springs and Fraser Valley Regional District. The System is authorized by the Province of BC to operate as a municipal bylaw court for resolving disputes in bylaw enforcement matters for these six local governments.

While there is one combined system for all six of the participating local governments, each maintains their own bylaws, penalties and policies with respect to compliance with the bylaws. The objective of the bylaw adjudication process is to obtain compliance with the bylaws - punishment is never the primary objective.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:**

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: Charitable Donations Policy and Procedures

PURPOSE:

To provide the Board with a proposed Charitable Donations Policy.

RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board review and approve The Charitable Donation Policy.*

DISCUSSION:

In January of 2019 the CAO directed Staff to look into the process of producing tax receipts for donations received by the Cultus Lake Park Board. Initially, it was believed that tax receipts could only be issued through FVRD by having FVRD accept the donations on behalf of Cultus Lake. However, Cultus Lake Park Board has been registered and recognized as a qualified donee and is included on a list of qualified donees maintain by Canada Revenue Agency (CRA).

Being on the list of qualified donees gives the Board the ability to issues its own tax receipts to donors. Therefore, Staff have developed a Charitable Donations Policy that outlines important rules related to when tax receipts can and cannot be issued and outlines procedures to follow when issuing a tax receipt. The drafted Charitable Donations Policy has been attached for the Boards review and approval. In addition, CRA's listing of qualified donees and CRA's rules and regulations have been attached.

Prepared by:

Approved for submission to the Board:

Erica Lee
Chief Financial Officer

Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

Administrative Policy

Section:	
Sub-Section:	
Title:	CHARITABLE DONATIONS POLICY

APPROVALS

Approval Date:	Approved by:
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

PURPOSE

The purpose of this policy is to establish guidelines and procedures for the acceptance of charitable donations and the issuance of tax receipts by Cultus Lake Park Board.

GENERAL INFORMATION

Canada Revenue Agency (CRA) does not require registered municipal or public bodies performing a function of government in Canada to have an official tax number that permits them to issue tax receipts when qualified donations are made. Cultus Lake Park is recognized as a registered qualified donee by the CRA as Cultus Lake is on the list of Municipal or public bodies performing a function of government in Canada who are able to issue official donation receipts upon receipt of such donations.

The CRA has high expectations that any organization granted this status will use this privilege judiciously. We must comply with the following basic rules:

- For a gift (money or property) to qualify it must be made voluntarily and there should be no benefits to the donor or their families. For example: donations for equipment for a specific department (computers, chairs etc.) from family members would not be acceptable. Essentially, donations should be unconditional gifts to the Park.
- If the gift is property, the donation will be valued at 'fair market value' by an appropriate appraiser (cannot be a Park employee or department). CRA's Bulletin IT297R2 states that 'The person who determines the fair market value of the property must be competent and qualified to evaluate the particular property being transferred by way of a gift'.
- In a situation where a donor of property requests a tax receipt, please fill out the 'Appraisal Valuation' form and attach it to the 'Charitable Donation Request' form and submit both to the Finance Department.
- Businesses may not require tax receipts for merchandise donations, as they would simply expense to their business the cost of property donated to the Park.
- Donations 'in kind' can be accepted with original receipt(s).

POLICY

1. Conditions for Accepting Donations

- a) All gifts become the property of the Cultus Lake Park Board.
- b) Donors may make financial contributions to specific types of materials or purposes; however, Cultus Lake Park cannot guarantee to purchase specific items.
- c) Donated materials which are not needed for Cultus Lake Park may be sold for the benefit of Cultus Lake Park.

2. Conditions for Handling Donations

- a) Canada Revenue Agency policy and guidelines will be referred to for the valuation of any donation for tax receipt purposes.
- b) Cultus Lake Park Board reserves the right to refuse any donation which is deemed to not be in their best interest.
- c) Cultus Lake Park will issue an income tax receipt for amounts above \$20.00 or, for materials or objects, only if the donor provides a valuation by a recognized expert.

3. Donor Protection and Confidentiality

- a) Cultus Lake Park considers and protects the donor's rights and interests. Cultus Lake Park will practice full disclosure, guard against undue influence and maintain its fiduciary responsibility in all dealings with donors.
- b) Donor and donor gift information is confidential and can only be released with the express written permission for the donor or the donor's legal representative.

4. Planned Gifts

Acceptable planned gifts may include:

- Bequests
- Life insurance
- Property
- Cash
- Securities
- Annuities
- Memorial gifts

Cultus Lake Park Board may accept planned gifts which support the vision, goals and strategic objectives of the Park.

5. Donations of Gift Certificates for Fundraising Purposes

The *Canada Customs and Revenue Agency Policy Statement* indicates that in the situation where a registered charity has received gift certificates to use in fundraising events, such as auctions and raffles, the following regulations pertain:

- Registered charities can issue an official donation receipt only when:
 - (a) the donor is not the issuer of the gift certificate; and
 - (b) the donor has obtained the gift certificate for valuable consideration either from the issuer or other third party.

For example: Mrs. Jones purchases a gift certificate from Safeway for \$25.00 and donates it to the district for fundraising purposes. Mrs. Jones would be eligible to receive a tax receipt.

- Registered charities cannot issue official donation receipts for gift certificates they receive directly from the issuer.

PROCEDURES

Cash Donations

1. Charitable Donation – Tax Receipt Request

Donors who require a tax receipt for their donation need to fill out the Donor Section of the ***Charitable Donations – Tax Receipt Request Form*** (Form 2) and submit the form.

Once submitted the manager in charge of the relevant area (the manager of the business unit the donation will be used in) will approve the request for the tax receipt by filling out the Cultus Lake Park Board section of the ***Charitable Donations – Tax Receipt Request Form*** (Form 2).

The completed form and proof of receiving the donation should be sent to the finance department to issue the tax receipt and allocate the funds.

2. Cash Receipting

Donations should be posted through cash receipting using Code ***GF11 – Donations to Cultus Lake***

This will compile funds in the following account:

10-1-7000-4904 - Donations (Revenue)

2. Issuing tax receipt

Finance will use the completed “***Charitable Donations – Tax Receipt Request Form***” (Form 2).and proof of receiving the cash donation to issue a tax receipt.

Finance should be using the “***Charitable Donations Receipt***” template (Form 3) in excel to issue tax receipts.

- First ensure to review the “***Receipt Requirements***” (Form 1) in the first tab of the excel template to ensure the receipt contains all the necessary information and backup.
- Use the second tab “***Donation Receipt***” as a template for creating the donation receipt. Fill in all the text highlighted in “**RED**” and change to black font.
- Ensure the receipt number is changed to the next available number so each receipt has a unique serial number.
- Ensure a copy of the receipt is kept for Cultus Lake’s records along with the request form and the proof of receiving the cash donation.

Overall

The finance team will then ensure funds are distributed to the appropriate departments for use once direction is given as to where the funds will be used.

It is expected that departments make use of funds prior to the end of the calendar year, unless authorized by the CAO.

Donations may be used at the discretion of the Manager, but it is suggested that requests of the person who made the donation be considered.

Other Donations

Other donations are any donations other than cash donations and include but are not limited to donations of property, gift certificates, and materials. All other donations should be accepted only after approval by the CAO.

1. Charitable Donation – Tax Receipt Request

Donors who require a tax receipt for their donation need to fill out the Donor Section of the ***Charitable Donations – Tax Receipt Request Form*** (Form 2) and submit the form.

Once submitted the manager in charge of the relevant area (the manager of the business unit the donation will be used in) will approve the request for the tax receipt by filling out the Cultus Lake Park Board section of the ***Charitable Donations – Tax Receipt Request Form*** (Form 2).

For property or material where an appraisal is required to evaluate the fair market value of the donation an ***“Appraisal Valuation Form”*** (Appendix 3) needs to be filled out and authorized by a person who is competent and qualified to evaluate the particular property being donated.

2. Issuing tax receipt

After the appraisal and property is reviewed and approved by the CAO, Finance will use the ***“Appraisal Donation Receipt”*** (Appendix 4) in excel to issue tax receipts.

- First ensure to review the ***“Receipt Requirements”*** (Form 1) in the first tab of the excel template to ensure the receipt contains all the necessary information and backup.
- Use the second tab ***“Appraisal Donation Receipt”*** as a template for creating the tax receipt. Fill in all the text highlighted in **“RED”** and change to black font.
- Ensure the receipt number is changed to the next available number so each receipt has a unique serial number.
- Ensure a copy of the receipt is kept for Cultus Lake’s records along with the Appraisal form and the proof of receiving the donation.

Documents Associated With This Procedure

GUIDELINES:

- 1) Receipt Requirements

FORMS:

- 2) Charitable Donations – Tax Receipt Request Form
- 3) Appraisal Valuation Form

TEMPLATES:

- 4) Charitable Donations Receipt Template
- 5) Appraisal Donation Receipt Template

1. Receipt Requirements

<https://www.canada.ca/en/revenue-agency/services/charities-giving/other-organizations-that-issue-donation-receipts-qualified-donees/municipal-public-bodies-performing-a-function-government-canada.html>

Issuing official donation receipts

A municipal or public body performing a function of government in Canada that is a qualified donee can issue official donation receipts for income tax purposes. Before issuing an official donation receipt, the qualified donee must determine whether it has received a gift for the purposes of the *Income Tax Act* and the eligible amount of the gift. For more information, go to What is a gift? and see P113, Gifts and Income Tax.

The information on an official donation receipt must be legible and shown in a way that cannot be easily altered.

Receipts for cash gifts must have the following:

- a statement that it is an official receipt for income tax purposes
- the name and address of the qualified donee
- a unique serial number
- the location where the receipt was issued (city, town, municipality)
- the date the gift was received
- the date the receipt was issued
- the full name, including middle initial, and address of the donor
- the amount of the gift
- the amount and description of any advantage received by the donor
- the eligible amount of the gift
- the signature of an individual authorized by the qualified donee to acknowledge gifts
- the name and website address of the CRA

Receipts for non-cash gifts must also include:

- a brief description of the gift received by the qualified donee
- the name and address of the appraiser (if the gift was appraised)

The amount of a non-cash gift must be its fair market value at the time the gift was made.

Books and records

To maintain its qualified donee status, a municipal or public body must keep adequate books and records containing:

- information to allow the CRA to verify amounts that donors can claim for tax credits or deductions
- information to allow the CRA to confirm that the entity meets the requirements for qualified donee status under the *Income Tax Act*
- a duplicate of each official donation receipt issued, containing prescribed information for the gift received

Books and records must be kept at the Canadian address that the municipal or public body has on file with the CRA and must be provided to the CRA on request.

Books and records include, but are not limited to:

- financial statements
- source documents such as cancelled cheques and bank deposit slips

For more information about keeping proper books and records, including the types of records that should be kept, retention periods, and electronic records, go to Keeping Records.

2. Charitable Donations - Tax Receipt Request Form



CULTUS LAKE PARK BOARD Charitable Donation - Tax Receipt Request Form Individual Requests

Donor Section :

Department: _____

Donor Name: _____

Donor Address: _____

Description of Gift:

☐

Money

Amount:

\$

cash

cheque

☐

Property

Estimated Value:

\$

Description of property: Appraisal Valuation Form must be attached

Cultus Lake Park Board Administration Section:

Donation solicited or received by:

Use of Gift (with approval of the CAO, describe how the Park Board would use this donation):

Manager's statement:

This gift is provided to the Park without benefit to the donor or his/her family, and this gift will be of substantial benefit to the Park.

Signed:

Dated:

4. Charitable Donations Receipt Template



CULTUS LAKE PARK BOARD
4165 Columbia Valley Highway,
Cultus Lake, BC V2R 5B5

Receipt No. **00004**
THIS IS AN OFFICIAL RECEIPT
FOR INCOME TAX PURPOSES

Total amount received by Cultus Lake Park **\$ 298.83**

Date donation received **December 21, 2018**

Value of advantage from this donation **\$ -**

Donated By **Allan D. Anderson**

Eligible amount of gift for tax purposes **\$ 298.83**

Address **43650 Alameda Dr
Chilliwack BC V2R 0J9**

Donation for: _____

Date receipt issued **December 21, 2018**

Foreshore

Location receipt issued **CULTUS LAKE, B.C.**

Authorizing Signature _____

Erica Lee
Manager of Finance/ CFO

For information on all registered charities in Canada under the Income Tax Act please visit:
Canada Revenue Agency www.cra.gc.ca/charitiesandgiving

3. Appraisal Valuation Form



CULTUS LAKE PARK BOARD Property Donation to Park Appraisal Valuation Form

General Description of Property (Attach detailed inventory if appropriate:)

Note:

Revenue Canada requires that property donations for tax receipts purposes be appraised at fair market value at the date of the donation, by a person who must be competent and qualified to evaluate the particular property being transferred by way of a gift. (The appraisal cannot be done by a park employee or individual related to the donor)

Appraiser's Name: _____

Firm: _____

Address: _____

Phone Number: _____

I have examined the property described above and testify that the estimated value of \$_____ represents fair market value of this property and is an appropriate valuation as described above by Revenue Canada.

Signature: _____

Date: _____

5. Appraisal Donation Receipt Template



CULTUS LAKE PARK BOARD
4165 Columbia Valley Highway,
Cultus Lake, BC V2R 5B5

Receipt No. **00004**
THIS IS AN OFFICIAL RECEIPT
FOR INCOME TAX PURPOSES

Appraised value of donation	\$	5,900.00	Date donation received	August 14, 2013
Value of advantage from this donation	\$	-	Donated By	Allan D. Anderson
Eligible amount of gift for tax purposes (Fair Market Value of property)	\$	5,900.00	Address	65617 Kawkawa Lake Rd. Hope, BC V0X 1L1
Appraiser's Name	BC Assessment		Date receipt issued	26-Sep-14
Appraiser's Firm	BC Assessment		Location receipt issued	CULTUS LAKE, B.C.
Appraiser's Address	240 - 31935 South Fraser Way, Abbotsford, BC			
Description of Property	12 First Ave, Cultus Lake BC		Authorizing Signature	<hr/>
Donation for:				Erica Lee
Foreshore				Manager of Finance/ CFO

For information on all registered charities in Canada under the Income Tax Act please visit:
Canada Revenue Agency www.cra.gc.ca/charitiesandgiving



Government
of Canada

Gouvernement
du Canada

[Home](#) > [Taxes](#) > [Charities and giving](#)

> [Other organizations that can issue donation receipts \(qualified donees\)](#) > [Other qualified donees listings](#)

List of municipal or public bodies performing a function of government in Canada registered as qualified donees

Use the sortable table below to confirm whether a municipal or public body performing a function of government in Canada is registered as a qualified donee or if its qualified donee status has been revoked.

Registered municipal or public bodies are qualified donees; therefore, they can issue official donation receipts, and are eligible to receive gifts from registered charities.

Revoked municipal or public bodies are no longer qualified donees; therefore, they cannot issue official donation receipts, and are not eligible to receive gifts from registered charities.

For more information, go to [Municipal or public bodies performing a function of government in Canada](#).

Filter items

Showing 71 to 80 of 420 entries Show **10** entries

List of municipal or public bodies performing a function of government in Canada registered as qualified donees

Name	Status	Effective date	City	Province/Territory	Notes
Credit Valley Conservation Authority	Revoked	2019-02-02	Mississauga	Ontario	Registered (2012-01-01 to 2019-02-01)
Cree Nation Government	Registered	2015-08-17	Nemaska	Quebec	
Cree Nation of Nemaska	Registered	2016-10-21	Nemaska	Quebec	
Cultus Lake Park	Registered	2012-01-01	Cultus Lake	British Columbia	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger
Manager of Park Operations

SUBJECT: Paddling Parking Pass Report

PURPOSE:

The purpose of this report is to provide the Board with information and options surrounding seasonal paddling parking passes.

RECOMMENDATION:

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to continue to exclude the Sunnyside Blvd. residential overflow parking area from both \$100 annual passes for Chilliwack and Electoral Area H residents and \$200 annual passes for nonresidents as well as \$50 seasonal paddling parking passes; and

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to continue to issue \$50 seasonal paddling parking passes as set out in Option 3: Extend provisions of paddling passes to allow for additional parking prior to 10:00 am on weekends and statutory holidays.

BACKGROUND:

At the January 16, 2019 Board meeting the Board considered paddling parking pass options and moved in favor of electronic registration over the previous paper passes. A motion was carried directing staff to issue passes (register licence plates) valid in Lots A-C, Monday through Friday from April 1 until September 30 at a cost of \$50 each.

DISCUSSION:

Since that time the Board and staff have received a number of requests from various paddling clubs for extensions on paddling parking pass terms. Common requests include:

- Reduction in cost;
- Extension in days to allow for weekend parking;
- Extension in days to allow for parking during mornings and evenings only on weekends; and
- Inclusion of Sunnyside Blvd. overflow parking area immediately east of Sunnyside Blvd.

In addition to paddling pass requests, the Sudden Impact Paddling Club asked that the Board consider provision for parking at Sunnyside Blvd. overflow area by way of the \$100 seasonal parking pass.

Following finalization of Fletcher's 2016 Parking Review, it is clear that the demand for residential parking exceeds availability. This spring staff expects to issue as many as 3,000 residential parking passes for an estimated 2,000 parking spaces. The Park relies heavily on the Sunnyside Blvd.

overflow area to absorb the influx in residential parking during the summer and throughout the year, especially on weekends. Moreover, staff is aware of the sensitivities surrounding visitor traffic within the Park's residential areas and strives to balance the community's livability and recreational opportunity access through visitor Parking Lots A, B and C. To that end, staff suggests that the Board continue to exclude Sunnyside Blvd. overflow parking area from conditions of both \$100 and \$200 seasonal passes as well as paddling passes.

The Board may wish to consider the following paddling pass options:

Option 1

Status quo - no change to current process.

Option 2

Extend provisions of paddling passes to allow for parking seven days a week including statutory holidays.

Option 3

Extend provisions of paddling passes to allow for additional parking prior to 10:00 am on weekends and statutory holidays.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Special Event: Ride for Water
May 4, 2019

PURPOSE:

This purpose of the report is to provide the Board with information relating to the Special Event Application for Ride for Water – a bike race that will take place on May 4, 2019.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Special Event Application for Ride for Water held on May 4, 2019, provided the Special Occasion License to operate a Beverage Garden be granted by the BC Liquor and Cannabis Regulation Branch.

THAT the Cultus Lake Park Board approve the use of Helm's Kitchen as the May 4, 2019 Ride for Water food vendor.

DISCUSSION:

The event organization is called Run for Water (the event is Ride for Water). They have applied for a Special Event approval for the Ride for Water event on May 4, 2019. The estimated number of participants is 400 and will welcome approximately 100 spectators and 70 volunteers. Registration begins at 5:30 a.m., with the race starting at 7 a.m. The first wave of riders are expected back at 11 a.m. and will continue to 5 p.m. The event wraps up by 6 p.m.

Run for Water is a registered charity that, for the past 10yrs, has been raising funds for clean water projects in rural communities of Ethiopia. The lack of a clean water source in these communities means children, particularly young girls, cannot go to school. It means women cannot tend to their family or pursue a livelihood. Instead, they spend their days attending to their daily water needs, frequently walking for hours to fetch water that is unsanitary. A big component to a clean water project, is that the receiving community needs to invest in the process and contributing a portion of the funding needed to build schools. By providing wells in these remote communities, the young women and girls are now able to attend school, upgrade life skills or start small business as a means to help support their family.

Ride for Water is an arm of Run for Water. 100% of their participants' entry fees go directly back into Run for Water's clean water projects. <https://runforwater.ca/about/>

Beverage Garden Information

The event organizers are applying for a Special Occasion License (SOL) through the Liquor and Cannabis Regulation Branch (BCLCRB) for the operation of the Beverage Garden. The BCLCRB approval will require that all regulations be in effect, including security, fencing and licensed servers. The RCMP will be made aware of the SOL and may, from time-to-time, be present at the event in addition to security personnel. The SOL requests that organizers provide access to food sales to accompany the provision of a Beverage Garden.

We will receive a copy of the Special Occasion License and Serving it Right certificates from the confirmed Beverage Garden servers at least five days prior to the event. We will also receive a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000, naming Cultus Lake Park as additional insured, and a host liquor endorsement at least five days prior to the event.

The Beverage Garden will be professionally run by FourWinds Brewing.

There will be a fenced off area that is designated for the Beverage Garden with personnel checking ID.

Beverage Garden serving hours will be from 1 p.m. – 5:30 p.m.

Food Vendor

The organizer is aware that using a food vendor other than a Commercial Leaseholder will incur a \$100 Food Vendor Fee. A copy of approval from Fraser Health for the vendor to serve in Cultus Lake Park and their Temporary Food Premises Permit will be required.

The name of the confirmed food vendor is Helm's Kitchen. They will serve food from 11 a.m. to 6 p.m., and are planning to serve: Perogies & Sausage, Carne Asada, and Blackened Fish Tacos. Depending on participant numbers, the food vendor may sell a limited amount of food to the public. The food vendor will be made aware that they must not discharge any waste or water on Cultus Lake Park property.

MOTI/Traffic Control

The organizer is communicating with the Ministry of Transportation and Infrastructure, City of Chilliwack, REC Sites and Trails, Trails BC and BC Parks regarding their event. We will receive a copy of the transportation plan submitted to the Ministry of Transportation and Infrastructure and a copy of Ministry of Transportation and Infrastructure approval.

Streetwise Traffic Controllers will be utilized for the race route along Columbia Valley Highway and Sunnyside Boulevard. Notices including details pertaining to the moving road closures will be distributed on community bulletin boards, the Cultus Lake Park website, and the RSS feed.

- StreetWise Traffic Controllers will be used.
- At 7 a.m., Columbia Valley Hwy will have a 10-min interruption to southbound traffic from the roundabout to Sleep Hollow Rd.
- From 10:30 a.m. to 5 p.m., riders will return to Cultus Lake via the southbound bike lane.
- The organizer plans to gain access to the Park via the office parking lot. This would be the least amount of traffic interruption for the roundabout and residents in the community.

- A closed route, similar to the organizer's previous ValleyCross cyclocross races, would be used as a finishing area in a portion of the northeast wooded area of the Park. This will separate the riders from other park users.

Fees

- The \$100 Special Event Application Fee has been paid.
- The \$1,000 Security Deposit is required at least five days prior to the event date.
- The \$500 Rental Fee is required at least five days prior to the event.
- The \$300 Beverage Garden Fee is required at least five days prior to the event.
- The \$100 Food Vendor Fee is required at least five days prior to the event.
- The organizer is aware that there is a garbage bin charge of the current rental rate + \$50 admin fee, if required.
- The organizer is aware that participants must pay for parking fees.

Miscellaneous

The event will use a public address system for announcements, podium awards and moderate music will be played outside of the Beverage Garden.

We will receive a copy of the event map, including tents, booths, vendors, Beverage Garden and race route at least five days prior to the event.

St. John's Ambulance first aid attendants will be on site for the event duration.

Event organizers and volunteers will be responsible for garbage removal during and after the event.

STRATEGIC PLAN:


This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Paul Holman
Special Events Coordinator

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer

StreetWise Traffic
Controllers are preparing a
TCP for this intersections

Columbia Valley Hwy

Lakeside Beach
Club

Frosty's Ice
Cream

Cultus Café
Cultus Lake
Superette

J. Beethoven's
Pizza

Sunnyside Blvd

e Blvd

Columbia Valley Hwy

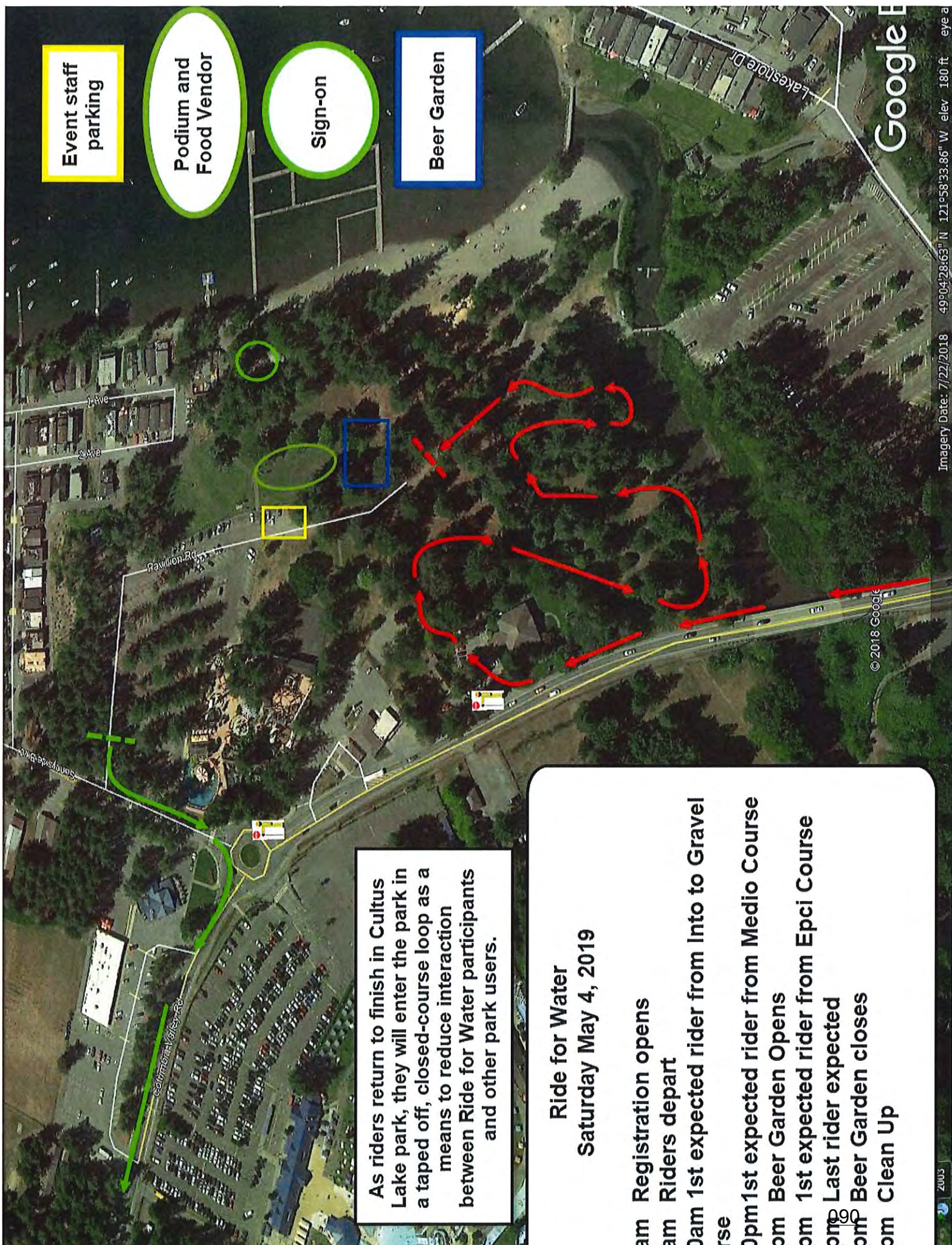
Cultus Lake
Adventure Park

Esso

Columbia Valley Hwy

7am Depart

089
50m
2nd Ave



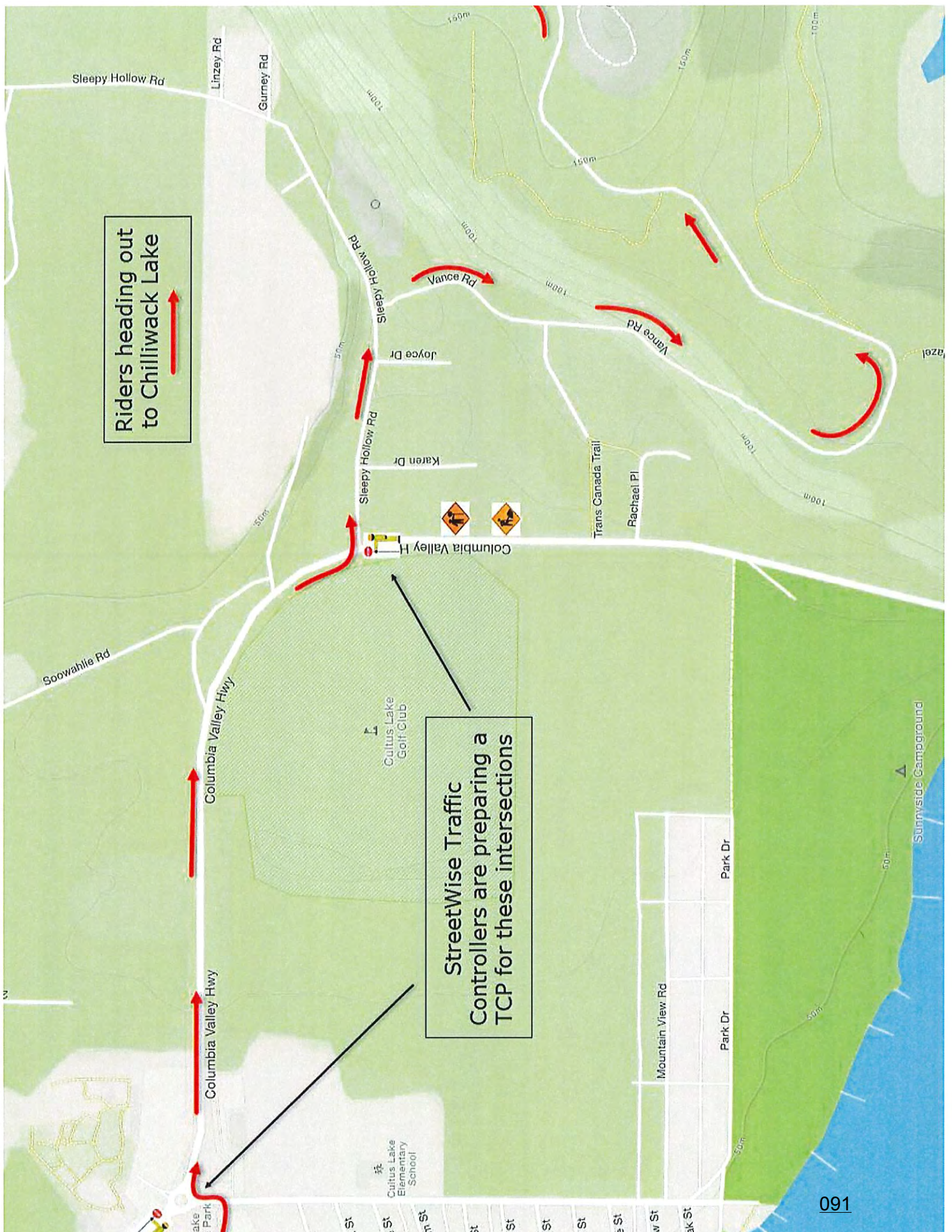
As riders return to finish in Cultus Lake park, they will enter the park in a taped off, closed-course loop as a means to reduce interaction between Ride for Water participants and other park users.

Ride for Water
Saturday May 4, 2019

8am Registration opens
8am Riders depart
10am 1st expected rider from Into to Gravel Course
10pm 1st expected rider from Medio Course
1pm Beer Garden Opens
1pm 1st expected rider from Epci Course
1pm Last rider expected
1pm Beer Garden closes
1pm Clean Up

Riders heading out
to Chilliwack Lake

StreetWise Traffic
Controllers are preparing a
TCP for these intersections





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 8100-20

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Chilliwack School District Cross Country Run
May 8, 2019

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Chilliwack School District Cross Country Run on May 8, 2019 – organized by Cultus Lake Community School.

RECOMMENDATION:

THAT the event NOT be considered a “Special Event” and the organizer NOT be required to submit a Special Event Application;

This means:

- ***THAT the Special Event Application Fee of \$100 is not applicable (as in previous years);***
- ***THAT the Rental Fee for 200+ people of \$500 is not applicable (as in previous years);***
- ***THAT the Refundable Security Deposit of \$1,000 is not applicable (as in previous years); and***
- ***THAT the Comprehensive General Liability Insurance of \$5,000,000 is not applicable (as in previous years).***

THAT parking fees for Parking Lot A and Lot B be waived for volunteers and parents from 2 p.m. - 5:30 p.m. on May 8, 2019.

DISCUSSION:

The Cultus Lake Community School has organized the Chilliwack School District Cross Country Run in Cultus Lake Park for several years. The run will be from 3 p.m. to 5 p.m. and will have approximately 950 student participants and 600 adults in attendance. Participants will run within Cultus Lake Park, near the school. There will be no running on roads.

As the event is hosted by the Cultus Lake Community School, in previous years they have NOT been required to submit the Special Event Application, pay the \$100 Application Fee, pay the \$500 Rental Fee, pay the \$1,000 Security Fee, or have Comprehensive General Liability Insurance of \$5,000,000.

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The Cultus Lake Community School will provide supervision of the race. They will have first aid people at the event and will clean up after the race.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



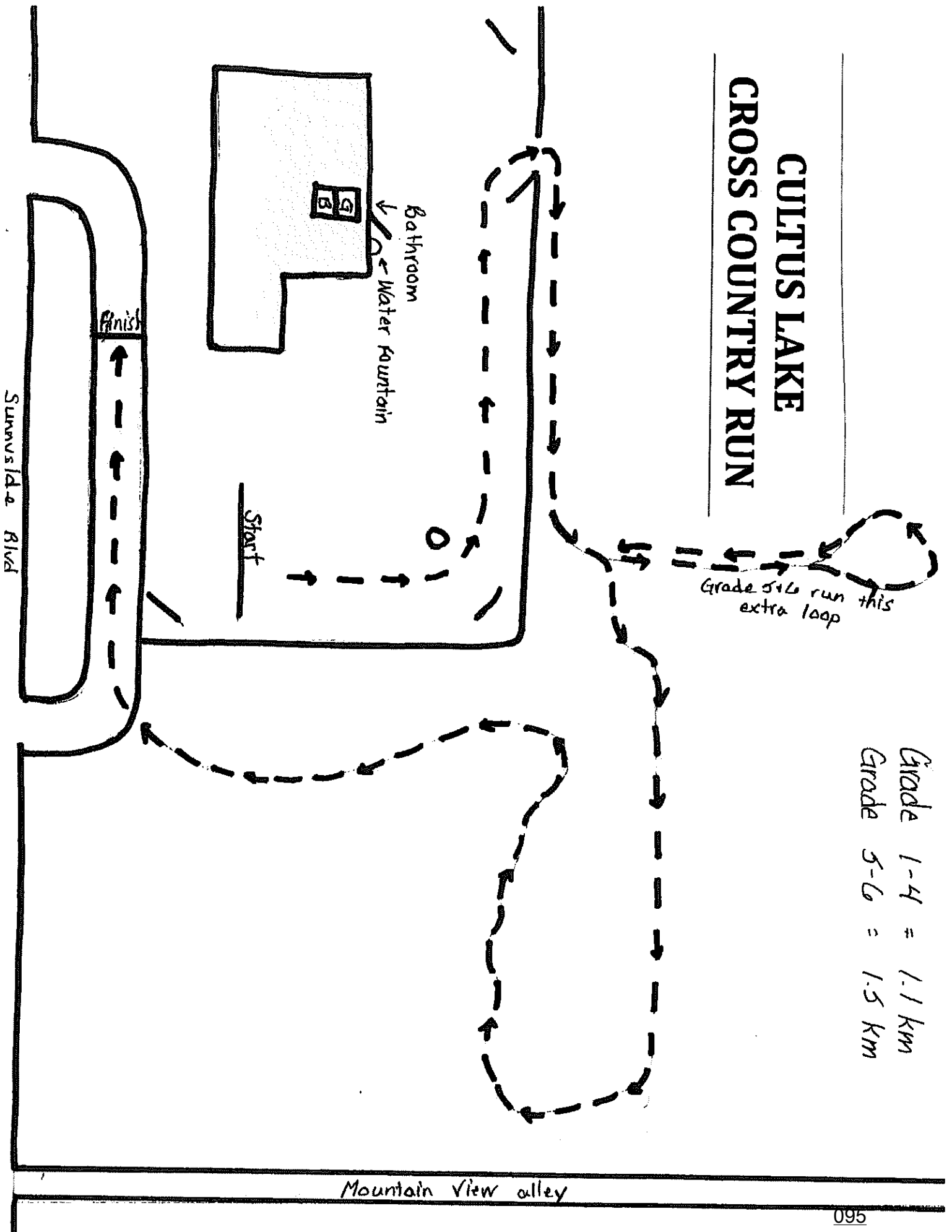
Paul Holman
Special Events Coordinator

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer

CULTUS LAKE CROSS COUNTRY RUN



Grade 1-4 = 1.1 km
Grade 5-6 = 1.5 km



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Cultus Lake Water Sports Festival Special Event
May 31 – June 2, 2019

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Cultus Lake Water Sports Festival Special Event application.

RECOMMENDATIONS:

THAT the parking fees in Lot B for the duration of the 2019 Cultus Lake Water Sports Festival Special Event, May 31 to June 2, 2019, be waived;

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot B (to offset expenses) for the duration of the event from May 31 to June 2, 2019;

THAT the requirement for the \$1,000 security deposit for the 2019 Cultus Lake Water Sports Festival be reduced to \$500;

THAT the Special Event Application fee of \$100 for the 2019 Cultus Lake Water Sports Festival be waived;

THAT the Special Event Rental Fees of \$1,500 for the 2019 Cultus Lake Water Sports Festival be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the 2019 Cultus Lake Water Sports Festival be waived;

THAT the Garbage Bin and Admin fees for the 2019 Cultus Lake Water Sports Festival be waived;

THAT food vendors be permitted at the 2019 Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event);

THAT food vendor fees of \$100 per vendor per day for the 2019 Cultus Lake Water Sports Festival be waived;

THAT participants of the 2019 Water Sports Festival be permitted to camp at Main Beach as in past years;

THAT portable toilets be required at the 2019 Water Sports Festival and the fees for the portable toilets be waived;

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot B from May 31 to June 2, 2019 (to offset expenses).

DISCUSSION:

The Cultus Lake Water Sports Festival event organizers are applying for a Special Event approval from May 31 to June 2. This will be the 62nd annual event at the lake this year. The number of participants is estimated at 100, and will welcome approximately 500 spectators and 6 volunteers.

All recommendations above have been approved in previous years, **except** the following two new requests:

- ***THAT*** Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot B from May 31 to June 2, 2019 (to offset expenses); and
- ***THAT*** any approved Board Recommendations for the 2019 Cultus Lake Water Sports Festival be able to be carried over to future Cultus Lake Water Sports Festival events. (Any additional requests in future years will be brought before the Board.)

The organizers sometimes have difficulty getting visitors in Parking Lot B to pay them for parking. These people put money in the meters. Lions Parking reported that in 2018, Lot B received \$193.00 during the Cultus Lake Water Sports Festival. For the 2019 event, the organizers are requesting this money to be paid to them to help offset costs.

The total fees paid by the event organizers in 2018 were as follows:
\$500 security deposit (refunded)

Below is a list of potential costs for the event, without the waiving of any fees:

\$100 application fee
\$500 x 3 day event rental fees = \$1,500
\$500 swim line removal and replacement
\$300 (approx.) garbage bin x 2 + \$50 admin. fee = approx. \$650
\$100 x 8 food vendors x 3 days = \$2,400
\$125 (approx.) portable toilets x 2 = \$250
\$1,000 security deposit
Total \$6,400 (approx.)

During the event, the Park provides washroom maintenance, assistance from security, garbage removal, the use of all three gazebos, access to power supply at the gazebos, an access key for the lower Main Beach gate, the temporary removal of swim lines, and the promotion of the event on the Cultus Lake Park website.

The event organizers are committed to monitoring the parking gate and the lower Main Beach gate (access limited to vehicles carrying canoes). They will provide four 24-hour security guards, \$5,000,000 event insurance, and a minimum of two safety boats. They will promote a drug and alcohol free event. The RCMP will be notified of this event by the organizer.

Prior to the 2017 Water Sports event, Public Works placed two additional garbage bins and two portable toilets at Main Beach. While the timing was convenient for the Water Sports event, these

should likely not be considered hard costs for the event, because they were deemed a necessity for general park use over the summer and will remain in place for the season.

Feedback from Commissionaires regarding the 2018 event was, positive – there were no issues.

A review of weekend parking revenues from (Friday to Sunday) in May/June 2018 shows the following May 25-27 at \$5,785.30, June 8-11 at \$1,375.00, June 15-17 at \$17,854.25. Depending on the weather, lost revenue from Parking Lot B can be estimated at a low of approximately \$2,000 to a high of approximately \$8,000.

Staff will continue to work cooperatively with the applicants and are confident that this will again be a welcome and successful event at the Park.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Paul Holman
Special Events Coordinator

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer

Cultus Lake Water Sports
PO Box
Chilliwack, BC V2R1A8

March 14, 2019

To Parks Board Committee,

Please accept this letter as our annual request to hold the 62nd Annual Cultus Lake Water Sports at Main Beach, Cultus Lake May 31, 1st and 2nd. We look forward to providing a safe and fun atmosphere for participants and spectators alike. Like past years, we would like to collaborate with the Park board to ensure this longstanding event is a success. We are hoping to have the following fees reduced or waived altogether as our race functions from the monies made from parking collection, vendor fees etc..

- We are requesting camping on main beach as we have done so every year
- Requesting to reduce the fee to the same as last year
- Requesting to have our craft and food vendors as per every year and health permit be submitted week before event not a month in advance
- Requesting your fees for our vendors be waived
- Washroom maintenance
- Garbage removal/disposal
- Park Board Patrol
- Access to power supply
- Key to beach gate (pick up Friday, May 31 AM) requesting fees be waived
- Removal of the swim line (requesting fees be waived)
- Security deposit be reduced to \$500
- Promotion of event on Cultus Lake Park Board website
- **Use of parking lot to collect and keep funds to go towards race event and any dollars put into your park tolls be turned over to us for those who refuse to pay us directly for the 3 days**

We, the Cultus Lake Water Sports committee are committed to provide the following:

- monitor parking lot gate
- monitor beach gate (limited to vehicles carrying canoes)
- 24hr security to collaborate with Cultus Lake Park Board Security
- Promote Drug and alcohol free event
- Event insurance
- First Aid services (booked and confirmed)
- Minimum 2 safety boats monitoring canoe races

If you have any further questions, please feel free to contact us a
another successful race!

∴ We're looking forward to

Sincerely,

Cecilia Lockerby.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0360

SUBMITTED BY: Joe Lamb,
Chair, Community Events and Engagement Committee

SUBJECT: Recommendation from the Community Events and Engagement Committee

PURPOSE:

The purpose of this report is to provide the recommendation from the March 14, 2019 meeting of the Community Events and Engagement Committee.

RECOMMENDATION:

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve moving the Farmers Market to the barn at the old Funland site; and*

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board to explore the cost to bring the barn at the old Funland site up to market usability.*

DISCUSSION:

At the March 14, 2019 meeting of the Community Events and Engagement Committee a discussion was had regarding the location of the Cultus Lake Farmers Market. A motion was carried that the Cultus Lake Farmers Market be relocated to the building at the old Funland site from June 29, 2019 until August 31, 2019 and continue to be on Saturdays from 9:00 am – 3:00 pm. During the discussion the committee believes that some improvements are required at the new location.

Prepared by:

Approved for submission to the Board:

Chair Lamb,
Chair, Community Events and
Engagement Committee

Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0360

SUBMITTED BY: Casey Smit,
Chair, Commercial Leaseholder Committee

SUBJECT: Recommendations from the Commercial Leaseholder Committee

PURPOSE:

The purpose of this report is to provide the recommendations from the March 13, 2019 meeting of the Commercial Leaseholder Committee.

RECOMMENDATIONS:

THAT the Commercial Leaseholder Committee requests the Cultus Lake Park Board to contact the Fraser Valley Regional District for the removal of the Electoral Area H sign currently located along Columbia Valley Highway.

THAT the Commercial Leaseholder Committee requests the Cultus Lake Park Board work together with the Cultus Lake Business Association to design and build a new "Welcome to Cultus Lake Park" sign.

THAT the Commercial Leaseholder Committee requests the Cultus Lake Park Board to have a discussion with the Fraser Valley Regional District and let them know that the Cultus Lake Business Association is not in support of the dynamic signage placement in the high season.

DISCUSSION:

At the March 13, 2019 meeting of the Commercial Leaseholder Committee a discussion was had regarding Marketing and Signage in the Park and how it affects Commercial Leaseholders.

Prepared by:

Approved for submission to the Board:

Casey Smit,
Chair, Commercial Leaseholder
Committee


Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 17, 2019 **FILE:** 0360

SUBMITTED BY: Casey Smit,
Chair, Commercial Leaseholder Committee

SUBJECT: Recommendations from the Commercial Leaseholder Committee

PURPOSE:

The purpose of this report is to provide the recommendations from the March 27, 2019 meeting of the Commercial Leaseholder Committee.

RECOMMENDATIONS:

***THAT** the Commercial Leaseholder Committee requests that there be no pay parking in the Plaza parking lot and that there be a 2 (two) hour maximum until 6:00 pm.*

***THAT** the Commercial Leaseholder Committee requests there be improved clearer signage at the three entrances and exits of the Plaza parking lot.*

***THAT** the Commercial Leaseholder Committee requests the parking meters be removed from the Plaza parking lot.*

DISCUSSION:

At the March 27, 2019 meeting of the Commercial Leaseholder Committee a discussion was had regarding parking in the Plaza, the parking meters and the negative impact affecting the Plaza Commercial Leaseholders.

Prepared by:

Approved for submission to the Board:

Casey Smit,
Chair, Commercial Leaseholder
Committee


Bonny Bryant
Chief Administrative Officer