

April 8, 2020

As we have been delayed with some of our Bylaw readings you will notice two (2) Cultus Lake Park Bylaw Enforcement Bylaw No. 1140, 2019, Amendment Bylaws.

Each time a regulatory bylaw is amended to add a contravention or a new bylaw is introduced, the Bylaw Notice Enforcement Bylaw No. 1140 must be amended to have the corresponding fines schedule updated or included.

Cultus Lake Park Bylaw Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1171, 2020 is getting its Final reading and is pertaining to the bylaw amendments and the new Sunnyside Campground Bylaw put forward at the January 15, 2020 Board meeting.

Cultus Lake Park Bylaw Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1177, 2020 is getting First, Second and Third readings and is pertaining to the Short-term Rental Bylaw, Commercial Business Licence Bylaw and the Home-based Business Licence Bylaw.

Thank you,

Cultus Lake Park



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, APRIL 15, 2020

3:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (1:00 PM)

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

Section 90 (1), (c) labour relations or other employee relations;

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

Section 90 (1), (k) negotiations and related discussions respecting the proposed providing 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

(4) APPROVAL OF AGENDA

- (a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of April 15, 2020; and

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

(5) ADOPTION OF MINUTES

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held February 19, 2020.

(6) ADOPTION OF COMMITTEE MINUTES

(a) Environmental and Public Areas Planning Committees Minutes

- Environmental and Public Areas Planning Committees Minutes dated February 21, 2020

THAT the Cultus Lake Park Board receive the minutes of the Environmental and Public Areas Planning Committee held on February 21, 2020.

(7) FINANCE

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(a) **2020-2024 Financial Plan Amendment Bylaw 1173, 2020**

- Report dated April 15, 2020 from Erica Lee, Manager of Finance
- 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020
- Schedules A, B, C

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020.*

(8) CORRESPONDENCE

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Short Term Rental

- Email dated April 6, 2020 from Blair Stewart, resident

(9) BYLAWS

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(a) **Cultus Lake Park Bylaw Amendments and Sunnyside Campground Bylaw**

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement

***THAT** the Cultus Lake Park Board receive the Cultus Lake Park Bylaw Amendments and Sunnyside Campground Bylaw report for information.*

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(b) **Sunnyside Campground Bylaw No. 1165, 2020**

- Sunnyside Campground Bylaw No. 1165, 2020

***THAT** the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020; and*

***THAT** the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, C Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake I Sunnyside Campground Bylaw No. 1165, 2020; and*

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Sunnyside Campgro Bylaw No. 1165, 2020.*

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(c) **Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020**

- Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020

***THAT** the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020; and*

***THAT** the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020; and*

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020.*

(d) **Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020**

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- Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020

***THAT** the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020; and*

***THAT** the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020; and*

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020.*

(e) **Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020**

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- Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020

***THAT** the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020; and*

***THAT** the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020; and*

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020.*

(f) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020**

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- Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020

***THAT** the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020; and*

***THAT** the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020; and*

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020.*

(g) **Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019 Amendment Bylaw No. 1170, 2020**

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- Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019 Amendment Bylaw No. 1170, 2020

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019 Amendment Bylaw No. 1170, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019 Amendment Bylaw No. 1170, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019 Amendment Bylaw No. 1170, 2020.

(h) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020**

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- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020.

(i) **Public Feedback regarding Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-Based Businesses**

Page 101

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement

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- Public Feedback regarding Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-Based Businesses

THAT the Cultus Lake Park Board receive the Short-Term Rentals, Bed and Breakfasts, Secondary Suites and Home-Based Businesses Community Meeting Report for information.

(j) **Proposed Short-Term Rental Bylaw No. 1174, 2020**

Page 113

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement

Page 117

- Short-term Rental Bylaw No. 1174, 2020

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Short-Term Rental Bylaw No. 1174, 2020.

(k) **Home- Based Business Bylaw No. 1175, 2020 and Commercial Business Licences Bylaw No. 1176, 2020**

Page 125

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement

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- Home- Based Business Licence Bylaw No. 1175, 2020

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- Commercial Business License Bylaw No. 1176, 2020

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Park Home-based Business License Bylaw No. 1175, 2020.

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Park Commercial Business License Bylaw No. 1176, 2020.

(l) **Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020**

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- Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020
- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020.

(10) STAFF REPORTS

(a) **Release of Closed Meeting Resolutions**

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- Report dated April 15, 2020 from Joe Lamb, Acting Chief Administrative Officer

THAT the following Closed Meeting Resolutions be released at the April 15, 2020 Regular Board meeting:

Acting Chief Administrative Officer

March 20, 2020

IC 4060-20

THAT in the absence of a Chief Administrative Officer/Corporate Officer, the Board Chair shall have the same powers, duties and responsibilities as those officers as set out in Bylaw 2007-03; and

THAT the Board Chair may delegate said powers, duties and functions to employees of the Park as deemed appropriate, thereby granting special authority to certain employees.

Sunnyside Campground

March 20, 2020

IC 4061-20

THAT the Cultus Lake Park Board approve that Sunnyside Campground opening for seasonal campers and overnight camping be delayed and that under a weekly review of the of the date to ensure the safety of the community; and

***THAT** upon Campground opening the park will prorate any lost days and provide a refund to the campers once the campground opens.*

(b) **Purchase of Additional Land - 216C Lakeshore Drive**

- Report dated April 15, 2020 from Joe Lamb, Acting Chief Administrative Officer

***THAT** the Cultus Lake Park Board approve the sale and transfer of 34 m2 to Mr. Williams for the construction of a home on 216C Lakeshore Drive. The price will be set at \$1,040.70 per square meter for a total \$35,383.50.*

***THAT** the Cultus Lake Park Board direct the Acting Chief Administrative Officer to enter into an in-kind agreement with Mr. Williams to improve the present parking lot on Lakeshore Drive by increasing its capacity and efficiency in exchange for the 34 m2 land sale and transfer as outlined in this report.*

(c) **Request for Direction - Development Variance Permit 216C Lakeshore Drive**

- Report dated April 15, 2020 from Joe Lamb, Acting Chief Administrative Officer
- Report dated February 27, 2020 from Julie Mundy, Planner 1, FVRD

***THAT** the Cultus Lake Park Board supports the issuance of a Development Variance Permit for 216C Lakeshore Drive to reduce the setback distance 0.6m from the dwelling and a 0m setback for the eave/gutter to the interior property line.*

(d) **Request for Direction - Development Variance Permit 29 Lakeshore Drive**

- Report dated April 15, 2020 from Joe Lamb, Acting Chief Administrative Officer
- Report dated February 27, 2020 from Julie Mundy, Planner 1, FVRD

Option 1

***THAT** the Cultus Lake Park Board support the Development Variance Permit for 29 Lakeshore Drive.*

Option 2

***THAT** the Cultus Lake Park Board not support the Development Variance Permit for 29 Lakeshore Drive.*

(e) **Residential Recycling Report**

- Report dated April 15, 2020 from Dave Driediger, Manager of Park Operations

***THAT** the Cultus Lake Park Board direct the Acting Chief Administrative Officer to provide leaseholders with a standardized recycling tote in either 120L or 240L capacity as set out in Option 3 below; and*

***THAT** the Cultus Lake Park Board direct the Acting Chief Administrative Officer to fund the purchase of standardized recycling totes, \$17,000 from Operations and \$45,000 from Accumulated Surplus.*

(f) **255 First Avenue Parking Request**

Page 203

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement

THAT the Cultus Lake Park Board direct the Acting Chief Administrative Officer to grant the parking request at 255 First Avenue to move their designated parking area from First Avenue to Birch Street, provided;

- a) The previously designated parking areas along First Avenue is relinquished; and
- b) That if a leaseholder wishes to sign their designated parking area, the cost and responsibility to do so be shouldered by the leaseholder and signage is posted on leased land.

(g) **Proposed Designated Smoking Areas**

Page 207

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement

THAT the Cultus Lake Park Board direct the Acting Chief Administrative Officer to bring forward a No Smoking Bylaw No. 1148, 2019 amendment for Board consideration to include designated smoking areas.

(h) **COVID – 19**

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- Report dated April 15, 2020 from Rachel Litchfield, Executive Assistant

THAT the Cultus Lake Park Board receive the report on COVID – 19 for information.

(i) **Special Event: Cultus Lake Triathlon**

Page 222

- Report dated April 15, 2020 from Paul Holman, Special Events Coordinator

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 17 – 21, 2020, with September 17, 18 and 19 as set-up days, September 20 as race day, and September 21 as a clean-up day.

THAT the Cultus Lake Park Board approve reducing one rental fee day from \$500 to \$100 for Saturday, September 19, 2020.

THAT the Cultus Lake Park Board approve waiving parking fees in Parking Lot A for 20 volunteers on Sunday, September 20, 2020.

(j) **Special Event: Cultus Lake Water Sports**

Page 239

- Report dated April 15, 2020 from Paul Holman, Special Events Coordinator

THAT the Special Event application fee of \$100 be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT the Special Event Rental Fees of \$1,500 be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT the requirement for the \$1,000 security deposit be reduced to \$500 for the 2020 Cultus Lake Water Sports Special Event;

THAT the Swim Line Removal and Replacement fee of \$500 be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT food vendors be permitted at the 2020 Cultus Lake Water Sports Special Event;

THAT food vendor fees of \$100 per vendor per day be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT participants and spectators be permitted to camp at Main Beach from June 5 – 7 for the 2020 Cultus Lake Water Sports Special Event;

THAT the parking fees be waived in Lot B for the duration of the 2020 Cultus Lake Water Sports Special Event, from June 5 – 7, 2020;

THAT the 2020 Cultus Lake Water Sports organizers be permitted to collect parking fees at Lot B (to offset expenses) for the duration of the event from June 5 – 7, 2020; and

THAT Cultus Lake Park provides the 2020 Cultus Lake Water Sports organizers (Dan Milo Society) with all funds received in meters in Parking Lot B on June 5, June 6 and June 7, 2020 (to offset expenses).

(k) **Chilliwack School District Cross Country Run**

- Report dated April 15, 2020 from Paul Holman, Special Events Coordinator

THAT the Chilliwack School District Cross Country Run ***NOT*** be considered a “Special Event” and the organizer ***NOT*** be required to submit a formal 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 2:30 p.m. – 5:30 p.m. on May 6, 2020.

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(I) **Cheam Elementary Grade 5 Celebration**

- Report dated April 15, 2020 from Paul Holman, Special Events Coordinator

THAT the Cheam Elementary Grade 5 Celebration NOT be considered a "Special Event" and the organizer NOT be required to submit a formal Special Event Application;

This means:

- ***THAT the Special Event Application Fee of \$100 is not applicable;***
- ***THAT the Rental Fee for 0-100 people of \$100 is not applicable;***
- ***THAT the Refundable Security Deposit of \$1,000 is not applicable; and***
- ***THAT the Comprehensive General Liability Insurance of \$5,000,000 is not applicable.***

THAT the Cultus Lake Park Board approve waiving parking fees for 20 vehicles and one bus in Parking Lot A for the event.

(11) **REPORTS BY COMMISSIONERS**

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(a) **Recommendations from the Environmental and Public Areas Planning Committee**

- Report dated March 18, 2020 from Darcy Bauer, Chair, Environmental and Public Areas Planning Committee

THAT the Environmental and Public Areas Planning Committee recommend that the Cultus Lake Park Board approve that the Environmental and Public Areas Planning Committee plant up to 25 trees, from schedule B, approved tree replacement list, from the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019, including all amendments, on Main Beach at the corner of Second Avenue, on both sides of the service road and the lawned area parallel to the west portion of Parking Lot B.

THAT the Environmental and Public Areas Planning Committee recommend that the Cultus Lake Park Board approve that the Environmental and Public Areas Planning Committee plant up to ten (10) trees, from schedule B, approved tree replacement list, from the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019, including all amendments, and the placement of up to five (5) large boulders on the island between Lakeside Beach Club and Sunnyside Boulevard subject to the Chief Administrative Officer consulting with the tenants of Lakeside Beach Club.

(12) **COMMUNITY ASSOCIATION**

(13) **PUBLIC QUESTION PERIOD**

Questions from the public will be addressed at the meeting, please feel free to email your questions, prior to 4:30 pm on April 14, 2020 to Rachel.litchfield@cultuslake.bc.ca

(14) **ADJOURNMENT**

THAT the Regular Meeting of the Cultus Lake Park Board held on April 15, 2020 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, FEBRUARY 19, 2020
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

Regrets Commissioner D. Renwick – Vice Chair

(1) **CALL TO ORDER**

The Chair called the meeting to order at 5:58 pm.

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

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

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

(3) **RECONVENE**

The meeting reconvened at 7:00 pm.

(4) **APPROVAL OF AGENDA**

4547-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of February 19, 2020; and

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

CARRIED

(5) **ADOPTION OF MINUTES**

4548-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held January 15, 2020.***

CARRIED

(6) **BYLAWS**

- (a) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020**

- Report dated February 19, 2020 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations, and Bylaw Enforcement
- Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020
- Redline Version, Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020

4549-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020.

CARRIED

- (b) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020**

- Report dated February 19, 2020 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations, and Bylaw Enforcement
- Attachment 1
- Attachment 2

4550-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board rescind the Third reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020.

CARRIED

4551-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board give Third reading as amended to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020.

CARRIED

4552-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020 be amended by removing and replacing Schedule A-14 Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019.*

CARRIED

(i) **Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020**

- Report dated January 15, 2020 from Bonny Bryant, Chief Administrative Officer

4553-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020.*

CARRIED

(7) **CONSENT AGENDA**

2019 Fourth Quarter Reports

- Strategic Priorities
- Finance
- Lions Parking
- Public Works
- Campground and Cabins
- Bylaw Compliance and Enforcement
- Fire Department
- Lease Assignment

4554-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the 2019 Fourth Quarter reports for information.*

CARRIED

(8) **STAFF REPORTS**

(a) **Recycling Collection Report**

- Report dated February 19, 2020 from Dave Driediger, Manager of Park Operations

4555-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to defer this back to staff for further information and options for totes.*

CARRIED

4556-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to amend the residential waste collection budget to cover the one time, \$6,179 purchase of 512 - 9L glass recycling containers; and to amend the budget to fund them from Accumulated Surplus.*

MOTION DEFEATED

The Board noted that glass recycling will be the responsibility of the homeowner. Chair Lamb suggested that if residents have any concerns to please contact the Park office.

4557-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to amend the commercial leaseholder waste collection budget to cover the additional \$4,667 annual cost of waste disposal; and to fund the additional costs by adding this additional charge to the commercial lease annual garbage fees.*

CARRIED

4558-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to amend the Public Works organic waste collection budget by \$960 annually to cover additional waste disposal costs funded with the current operational surplus.*

CARRIED

(8) COMMISSIONERS REPORTS

Commissioner Bauer noted that though the Environmental and Public Areas Planning Committee has not yet had their first meeting, volunteer members were removing some blackberry plants the past weekend. He also noted that he attended the Fraser Valley Regional Districts Public Hearing for the Cannabis Zoning Regulation. He noted that production and dispensary will not be permitted in in Electoral Area E and H.

Commissioner Payeur noted that he attended the Celebration of Life at the Evergreen Hall for our fire fighter Connor Sloan, who passed away tragically on Christmas Eve. He noted that the family was supported by many friends, co-workers and the attendance was standing room only. He sent the family condolences from the Board and staff.

Chair Lamb noted that the Fire Department is holding a fundraiser for PTSD in honor of Conner Sloan where they will climb 48 stories on February 23, 2020.

(9) COMMUNITY ASSOCIATION

Colleen Rogozinski, Cultus Lake Community Association inquired if there has been an update on the sewer?

Chair Lamb noted that there has not been an update with respect to FVRD and the sewer system. He also noted that there has been no engagement between the two parties.

Question of the Month?

Colleen Rogozinski, Cultus Lake Community Association inquired on the implementation of a Smoke-Free Park and noted that it is welcomed by many, however one of the unintended consequences of the initiative has been that people have been smoking in secluded areas (among the trees and wooded area) and in the residential areas. As a result, this has increased the pollution (butts being left on the ground) and potentially increasing the fire hazard within the park. She inquired if the Board has given any consideration to create designated smoking areas to accommodate smokers?

Chair Lamb noted that it will be placed on a Regular Meeting Agenda with a staff recommendation for the Board to review. He noted that the Board has discussed this in the past and the resolution to allow designated smoking areas had been defeated. He noted that in the past we tried to educate people on the Smoking Bylaw and did not apply fines, however going forward he noted that we do plan on managing this differently this year.

(10) PUBLIC QUESTION PERIOD

Q: Rick Williamson, First Ave. inquired on the amendment to the parking and in the definition of "Store" states not to park more than 72 hours or three (3) days, he noted that neither of these stipulate in a row and also inquire on how this will be enforced?

A: Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement noted that staff are trying to stop people from moving from parking spot to parking spot. She noted that it is either 72 hours, or not more than three (3) days in a calendar month, not more than 3 days in a row.

A: Chair Lamb referred this back to staff to clarify on ways to manage this.

Q: Pat Ferdinand's, Maple St. provided the Board with an example of a bylaw enforcement issue in a high-density area in the Lower Mainland where there was a parking restriction of 72-hours. He noted that it was difficult for the officer to manage and noted that this created a lot of friction between neighbors and the community. He inquired under 11.2(b) seasonal maintenance for loading and cleaning and has asked what the reason was for this concession.

A: Chair Lamb noted that Board wants to be reasonable in being able to allow those that may need to clean their boats, load their RV's and noted that some may not have the areas or space to do so. He clarified that if parking is contained on the lease lot, there is not an issue. He referred questions on the Blvd parking to staff for consideration.

(11) **ADJOURNMENT**

4559-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Regular Meeting of the Cultus Lake Park Board held on February 19, 2020 be adjourned at 8:07 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held February 19, 2020.

Joe Lamb
Chair

Bonny Bryant
Chief Administrative Officer



ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE

February 21, 2020

Meeting Minutes

Present:

Darcy Bauer	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Brenda Cosgrove	Public Appointee
Steve Arnold	Public Appointee
Brenda Senft	Public Appointee
Kathie VanderHelm	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park
Dave Driediger	Manager of Park Operations
Katrina Craig	Cultus Lake Park Staff

Absent: N/A

The meeting was called to order by the Chair at 9:00 am

ADOPTION OF AGENDA

Moved by: Brenda Senft
Seconded by: Larry Payeur

Carried

***THAT** the agenda for the February 21, 2020 Environmental and Public Areas Planning Committee be approved.*

ADOPTION OF COMMITTEE MINUTES N/A

COMMITTEE TERMS OF REFERENCE

- The Terms of Reference were reviewed by the committee.

FROM COMMITTEE TO BOARD – RECOMMENDATIONS

- The Committee to Board Recommendations procedures were reviewed by the committee.

TERMS OF ENGAGEMENT

- The Terms of Engagement were discussed.
- #3 was amended to be more specific – see attached.

MILFOIL

- Application process – The Manager of Park Operations is working on the application to get a permit to work within the Lake.

- The Manager of Park Operations will reach out to Catherine Tarasoff, to look into mat purchase. Commissioner Bauer to discuss specifications.
- Commissioner Bauer to lobby donations along the West side as the project will start there.
- Projected date for completion of this project is April 9th, prior to the weather change and new milfoil growth.
- The Manager of Park Operations to liaise with Fisheries and Oceans Canada.
- A discussion was had regarding the placement of a line in the foreshore, between swim lines, to collect loose milfoil prior to it reaching the area with the mats.
- The Manager of Park Operations to report the progress on this project at the next Environmental and Public Areas Planning Committee meeting.

GEESE HAZING ALONG FORESHORE

- Volunteer procedure:
 - The Chief Administrative Officer to meet with the RCMP,
 - Vests for dogs and the owners will be required.
 - Cards, explaining the hazing and off leash allowances to be made.
- Landscape modifications for goose management to be incorporated into the foreshore erosion design.

ADDITIONAL AGENDA ITEMS FROM COMMITTEE

A discussion was had regarding the priorities of the 2020 Environmental and Public Areas Planning Committee. What does the committee want to accomplish this year within the \$10,000 committee budget?

- Priority #1 -** Completing the Main Beach Critical Root Zone Enhancement Project previously approved and started in 2019. This will include:
- a. Placing soil and grass seed in the area between Gazebo A and the Main Beach Boat Rental. Having Sunnyside Campground ready for its opening is staff's priority. This, as well as weather and events within the Park, will be a determining factor as to when this work can take place.
 - b. Strategic rocks and mulch placed around larger trees for root protection, within the approved area.

Priority #2 - Planting trees: Main Beach - recommendation:

***THAT** the Environmental and Public Areas Planning Committee recommend that the Cultus Lake Park Board approve that the Environmental and Public Areas Planning Committee plant up to 25 trees, from schedule B, approved tree replacement list, from the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019, including all amendments, on Main Beach at the corner of Second Avenue, on both sides of the service road and the lawned area parallel to the west portion of Parking Lot B.*

Moved by: Brenda Senft

Seconded by: Brenda Cosgrove

Carried

- The attached map highlights the areas referred to in the above motion.
- Stakes are out in the areas so the Board can look at the proposed area.

Priority #3 - Tree Planting: Between the Lakeside Beach Club and Sunnyside Boulevard – recommendation:

***THAT** the Environmental and Public Areas Planning Committee recommend that the Cultus Lake Park Board approve that the Environmental and Public Areas Planning Committee plant up to ten (10) trees, from schedule B, approved tree replacement list, from the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019, including all amendments, and the placement of up to five (5) large boulders on the island between Lakeside Beach Club and Sunnyside Boulevard subject to the Chief Administrative Officer consulting with the tenants of Lakeside Beach Club.*

Moved by: Brenda Senft

Seconded by: Brenda Cosgrove

Carried

- The Environmental and Public Areas Planning Committee to work with the Manager of Park Operations as per the Terms of Engagement.
- Any requests and communication that the Environmental and Public Areas Planning Committee have for AHA Creative Strategies are to go through the Chief Administrative Officer.
- Greenery encroachments on residential lots to be addressed as necessary.
- Irrigation installation is in the 2020 budget for certain areas within the Park, including Sunnyside Boulevard at Lakeside Beach Club.
- Can Park staff install the galvanized mesh on the trees that need protection from beavers?
- Shoreline erosion to be addressed with Golder Associates Ltd. and that the Manager of Park Operations will update the Environmental and Public Areas Planning Committee at the next committee meeting.
- The Environmental and Public Areas Planning Committee to keep track of volunteers at upcoming scheduled events:
 - March 15, 2020 – Blackberry removal at Fir Lane.
 - April 26, 2020 – Blackberry removal along Sweltzer Creek.

NEXT MEETING DATE

- April 8, 2020 – 9:00 am
- Committee to bring a diagram and have the trees marked that they want to have mulch placed at, as root protection, in the future. The Manager of Park Operations to provide a printed copy of the Main Beach Survey map to committee members.

ADJOURNMENT OF THE MEETING

Moved by: Brenda Cosgrove

Seconded by: Brenda Senft

***THAT** the February 21, 2020 meeting of the Environmental and Public Areas Planning Committee be adjourned.*

Meeting Adjourned at 11:25 am



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 3900
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2020 - 2024 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering the 2020-2024 Financial Plan Amendment Bylaw 1173, 2020.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020.

DISCUSSION:

The 2020-2024 Five Year Financial Plan Bylaw No. 1162, 2019 was adopted on December 18, 2019. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time.

As we work through the financial year-end process staff is in a good position to confirm actual vs. budgeted spending on specific items and the level of carryforward budget funds that exist. In order to see these projects either continue or start in 2020, staff have put forth a financial plan amendment bylaw for the Board's consideration. The amendments proposed include:

Sunnyside Campground

Operations

1. Building Maintenance (GL 5300)

Request: \$5,000

Approximately \$5,000 (\$22,500 total budget) of funding remains unused from 2019. Staff is requesting to transfer these unused funds to 2020 to be used to complete exterior repairs on washroom #2 that were started late in 2019 and will be completed in 2020.

Sunnyside Campground Continued.

2. Road and Parking Maintenance (GL 7200)

Request: \$4,000

Approximately \$4,000 (\$8,000 total budget) of funding remains unused from 2019. Staff is requesting to transfer these unused funds to 2020. These funds will be used to finish the shouldering work that is necessary for many of the sites bordering the new paving completed in 2019.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2020 totaling \$9,000 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2019.

Capital Projects

3. Fencing (GL9000 – Project# 72)

Request: \$5,085

Approximately \$5,085 (\$10,000 total budget) remains in the fencing budget for Sunnyside Campground. If approved, funds will be used to complete the fencing project started in 2019.

4. WIFI Upgrades (GL9000 – Project# 102)

Request: \$20,000

Work to upgrade the WIFI in Sunnyside Campground began in 2019 and staff are asking to carry over \$20,000 of the funds remaining from the 2019 budget to continue to make WIFI upgrades in 2020.

5. Movie Night Equipment (GL9000 – Project# 130)

Request: \$3,000

The full funding of \$3,000 remains unused. If approved for transfer, the funds will be used to purchase the movie night equipment that was planned to be purchased in 2019.

Therefore, the amendment reflects a total increase of \$28,085 in the capital project budget being funded from the Sunnyside Campground Reserve Fund as a carryforward balance.

Community Hall

Capital Projects

6. AED (GL9000 – Project# 119)

Request: \$2,500

The full funding of \$2,500 remains unused from 2018 for the purchase of an AED for the Community Hall. The AED was purchased and installed at the community hall in early 2020, therefore staff are requesting the funding to be carried forward for the purchase.

Therefore, the amendment reflects an increase of \$2,500 in the capital project budget being funded from the Community Hall Reserve Fund as a carryforward balance.

Cabins (Visitor Services)

Operations

7. Ground Maintenance (GL 6000)

Request: \$3,115

Approximately \$3,115 (\$3,170 total budget) remains unused. If approved for transfer the funds will be used to replace the cracked sidewalk at Lakeview cabin. This project was originally scheduled to occur in 2019 but was not able to be completed.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2020 totaling \$3,115 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2019.

Public Areas

Capital Projects

8. Lakeshore/Munroe – Guardrail Replacement (GL9000 – Project# 123)

Request: \$10,000

The 2019 Lakeshore/Munroe – Guardrail Replacement was included as a capital project in the 2019-2023 Financial Plan with a budget of \$51,300 which was funded through the Land Sales Reserve. During 2019 approximately \$8,438 was spent on the guardrail replacement. Staff is requesting \$10,000 of the remaining balance be carried forward to 2020 to allow for the project to be completed.

9. Westside – Retaining Wall Stabilization (GL9000 – Project# 99)

Request: \$118,800

The 2019 Westside – Retaining Wall Stabilization Project was included as a capital project in the 2019-2023 Financial Plan with a budget of \$120,000 which was funded through the Land Sales Reserve. During 2019 approximately \$1,200 was spent on the retaining wall stabilization. Staff is requesting the balance of \$118,800 be carried forward to 2020 to allow for the project to be continued.

10. Lot B Redesign (GL9000 – Project# 122)

Request: \$7,405

The Lot B Redesign was included as a capital project in the 2019-2024 Financial Plan with a budget of \$12,500 which was funded through the Land Sales Reserve. During 2019 approximately \$5,095 was spent on the redesign planning. Staff is requesting the balance of \$7,405 to be carried forward to 2020 to allow for the project to be completed.

11. Tree Management Plan (GL9000 – Project# 139)

Request: \$30,000

The Tree Management Plan was included as a capital project in the 2019-2024 Financial Plan with a budget of \$30,000 which was funded through the Operating Surplus. During 2019 none of these funds were spent as this project was postponed until 2020 to allow the Main Beach Master Plan to be completed. Staff is requesting the budget of \$30,000 be carried forward to 2020 to allow to fund the creation of a tree management plan.

Public Areas Continued

12. Main Beach Masterplan (GL9000 – Project# 94)

Request: \$910

The Main Beach Masterplan included as a capital project in the 2019-2024 Financial Plan with a budget of \$12,000 which was funded through the Main Beach Reserve. During 2019 approximately \$11,090 was spent on the preliminary plan. Staff is requesting the balance of \$910 to be carried forward to 2020 to allow for any further work to have the plan reviewed and completed.

13. Lawn Irrigation System (GL9000 – Project# 120)

Request: \$1,690

A Lawn Irrigation System has been installed on Main Beach in stages over the past few years. In the 2019-2024 Financial Plan there was a budget \$15,000 which was funded through the Main Beach Reserve. During 2019 approximately \$13,310 was spent. Staff is requesting the balance of \$1,690 to be carried forward to 2020 to be used for the next stage of the irrigation system.

Therefore, the amendment reflects a total increase of \$168,805 in the capital project budget, \$136,205 being funded from the Land Sales Reserve, \$30,000 from the Operating Surplus Fund and \$2,600 from the Main Beach Reserve Fund as carryforward balances.

Fire

Operations

14. Building Maintenance (GL5300)

Request: \$1,900

Approximately \$1,900 (\$4,320 total budget) remains unused. If approved for transfer the funds will be used to install security cameras at the fire hall. This project was originally scheduled to occur in 2019 but was not able to be completed.

Capital

15. Jaws of Life (GL9000)

Request: \$15,000

In 2018 the Fire Department Operating Reserve Fund was established to collect any surplus funds realized by the fire department at the end of each year to fund unexpected costs, the reserves current balance is approximately \$38,500. It has been identified that the fire department urgently needs to purchase a Jaws of Life system, therefore staff are requesting approval to use \$15,000 from the Fire Department Operating Reserve to fund them.

Therefore, the amendment reflects a proposal to fund these requests for 2020 totaling \$16,900 from the Fire Department Operating Surplus Fund.

General Administration

Operations

16. Contract Services (GL5375)

Request: \$16,000

Approximately \$19,000 (\$78,575 total budget) of funding remains unused from 2019. Staff is requesting to carry forward \$16,000 of this balance to fund the Asset Management project that was not completed in 2019.

Therefore, the amendment reflects an increase of \$16,000 in operating costs budgeted for 2020 being funded through the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2019.

FINANCIAL PLAN IMPLICATION:

The requests above will have no direct impact to the budgeted surplus as the requests will be funded from Reserves or the Operating Surplus Fund. Therefore, there is no impact to residential or commercial lease rates.

Refer to Schedule "A" for the final draft amended 2020 Financial Plan and Schedule "B" for the final draft amended 2020-2024 Financial Plan. The summary of changes to the 2020 Financial Plan Bylaw are identified in Schedule "C".

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Acting Chief Administrative Officer



Cultus Lake Park

2020-2024 Five-Year Financial Plan Amendment Bylaw No. 1173, 2020

A Bylaw to amend The Cultus Lake Park Board 2020-2024 Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park 2020-2024 Financial Plan Bylaw Bylaw 1162, 2019*".

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 "The Cultus Lake Park 2020-2024 Financial Plan Amendment Bylaw No. 1173,2020"

2. AMENDMENTS

Schedule "A" titled 2020 Financial Plan and Schedule "B" titled 2020-2024 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2020-2024 Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2020

READ A SECOND TIME this XX day of XXXX, 2020

READ A THIRD TIME this XX day of XXXX, 2020

ADOPTED this XX day of XXXX, 2020

Joe Lamb, Chair
Cultus Lake Park Board

Erica Lee
Manager of Finance

I HEREBY CERTIFY the foregoing to be a true
and correct copy of "Cultus Lake Park
2020-2024 Five-Year Financial Plan
Amendment Bylaw No. 1173, 2020"

Chief Administrative Officer

CULTUS LAKE PARK
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM. LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
REVENUES														
Sunnyside Campground	\$ 2,819,480	\$ 2,996,710	\$ 2,996,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	564,770	601,025	-	601,025	-	-	-	-	-	-	-	-	-	-
Residential Leases	728,025	895,269	-	-	895,269	-	-	-	-	-	-	-	-	-
Community Hall	11,790	11,950	-	-	-	11,950	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	190,087	268,260	-	-	-	-	268,260	-	-	-	-	-	-	-
Parking/Public Area Revenue	692,500	710,500	-	-	-	-	-	710,500	-	-	-	-	-	-
Foreshore Lease	48,300	45,200	-	-	-	-	-	-	45,200	-	-	-	-	-
Volunteer Fire Department	305,620	273,430	-	-	-	-	-	-	-	273,430	-	-	-	-
Protective Services	3,500	3,500	-	-	-	-	-	-	-	-	-	3,500	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	51,050	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
TOTAL REVENUES	\$ 5,457,622	\$ 5,884,344	\$ 2,996,710	\$ 601,025	\$ 895,269	\$ 11,950	\$ 268,260	\$ 710,500	\$ 45,200	\$ 273,430	\$ -	\$ 3,500	\$ 42,500	\$ 36,000
EXPENDITURES														
Advertising	\$ 19,850	\$ 18,350	\$ 13,450	\$ -	\$ -	\$ -	\$ 2,900	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,825	17,870	-	-	-	-	-	-	-	-	-	-	17,870	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	57,795	60,850	21,000	6,500	-	3,500	7,400	6,100	-	6,250	6,100	1,000	3,000	-
Community Policing	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	1,900	1,900	-	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	36,730	16,780	3,330	-	-	-	-	-	-	-	2,450	-	11,000	-
Contract Services	604,925	581,800	193,000	-	-	-	-	70,600	-	-	5,000	237,300	75,900	-
Data Processing	43,900	43,900	22,400	-	-	-	1,500	-	-	2,000	1,000	1,000	16,000	-
Education & Training	47,400	47,450	4,500	-	-	-	400	-	-	35,000	2,050	500	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	67,650	70,300	7,500	-	-	-	8,400	1,000	1,500	38,600	11,300	1,000	1,000	-
Equipment Fuel	4,820	4,915	475	-	-	-	-	-	800	-	3,640	-	-	-
Garbage Collection/Recycle	181,715	181,815	53,500	13,680	100,535	-	-	7,100	-	-	7,000	-	-	-
General Maintenance	16,000	20,000	-	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	138,500	91,415	38,000	2,800	-	1,000	7,555	30,000	10,000	500	1,560	-	-	-
Insurance - Business	138,800	162,800	26,700	29,800	6,000	7,750	15,500	19,400	14,200	9,700	12,300	6,950	14,500	-
Insurance - Vehicles	25,850	29,465	1,550	-	-	-	-	-	100	5,850	18,550	1,375	2,040	-
Janitorial Supplies	37,700	45,500	19,500	-	-	-	11,000	14,000	-	1,000	-	-	-	-
Legal/Professional Fees	198,500	127,000	-	-	-	-	-	-	-	-	-	-	127,000	-
Licences/Permits/Taxes	6,600	5,500	1,550	-	-	-	-	-	1,100	-	450	2,400	-	-
Memberships/Dues/Subscriptions	5,300	5,330	180	-	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,800	26,830	4,400	-	-	-	650	-	-	1,200	1,530	1,200	17,000	850
Interest and Bank Charges	5,350	5,400	950	-	-	-	-	450	-	-	-	-	4,000	-
POS Charges	73,100	75,300	54,000	-	-	-	5,300	7,000	-	-	-	-	9,000	-
Retail Sales (COGS)	68,300	69,800	69,000	-	-	-	800	-	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,200	-	-	-	-	-	10,200	-	-	-	-	15,000	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	250	500	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	-	500	-	500	4,000	-
Roads & Parking	43,300	47,300	12,000	-	-	-	300	12,000	-	-	23,000	-	4,000	-
Security Systems/Supplies	4,700	4,750	2,000	-	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,400	25,800	2,500	-	-	-	-	-	-	5,900	17,400	-	-	-
Special Events	42,580	58,280	12,080	-	-	-	-	12,000	-	-	-	-	-	34,200
Telecommunications	47,250	42,030	12,600	-	-	200	6,580	-	-	8,250	3,900	2,000	8,500	-

CULTUS LAKE PARK
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM- LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
Utilities	495,715	505,460	392,200	6,750	35,900	4,480	32,830	8,100	-	6,530	11,390	850	6,430	-
Vandalism	4,500	4,500	2,000	-	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	-	2,000	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	35,700	37,210	1,300	-	-	-	-	-	200	10,000	24,710	1,000	-	-
Vehicle/Boat Fuel	21,800	23,500	750	-	-	-	-	-	-	2,000	18,450	1,500	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	-	15,000	-	-	-	-	-
Signage	7,700	9,700	1,000	1,200	-	-	-	6,500	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	3,000	3,000	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,667,845	\$ 2,577,690	\$ 991,955	\$ 60,730	\$ 142,435	\$ 16,930	\$ 101,865	\$ 229,350	\$ 54,050	\$ 134,980	\$ 173,280	\$ 259,825	\$ 377,240	\$ 35,050
WAGES & BENEFITS:														
Commissioners Indemnities	\$ 54,680	\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,000	\$ -
Management Salaries	274,950	282,427	70,737	-	-	-	-	-	-	5,600	86,380	-	119,710	-
Staff Wages	1,391,349	1,517,560	400,880	-	-	-	55,560	-	-	57,220	623,940	65,510	314,450	-
Employee Benefits	361,880	398,610	73,850	-	-	-	6,930	-	-	5,080	190,450	15,900	106,400	-
TOTAL PAYROLL	\$ 2,082,859	\$ 2,282,597	\$ 545,467	\$ -	\$ -	\$ -	\$ 62,490	\$ 229,350	\$ -	\$ 67,900	\$ 900,770	\$ 81,410	\$ 624,560	\$ -
TOTAL OPERATING EXPENSES	\$ 4,750,704	\$ 4,860,287	\$ 1,537,422	\$ 60,730	\$ 142,435	\$ 16,930	\$ 164,355	\$ 229,350	\$ 54,050	\$ 202,880	\$ 1,074,050	\$ 341,235	#####	\$ 35,050
Reserve Allocations	773,835	967,280	384,730	158,780	62,230	10,000	38,010	83,000	5,000	57,580	115,000	2,000	50,000	950
Capital Projects	2,224,245	1,387,470	686,015	63,570	-	4,570	101,310	374,805	4,190	33,570	85,870	-	33,570	-
Internal Wage Allocations	-	-	155,380	77,250	291,660	21,060	40,680	259,720	85,860	7,700	(864,430)	44,780	(119,660)	-
Overhead Expense Allocations	-	-	328,045	216,120	334,485	30,315	-	453,580	220,230	-	(324,620)	(384,515)	(873,640)	-
TOTAL EXPENDITURES	\$ 7,748,784	\$ 7,215,037	\$ 3,091,592	\$ 576,450	\$ 830,810	\$ 82,875	\$ 344,355	\$ 1,400,455	\$ 369,330	\$ 301,730	\$ 85,870	\$ 3,500	\$ 92,070	\$ 36,000
SURPLUS/(DEFICIT)	(2,291,162)	(1,330,693)	(94,882)	24,575	64,459	(70,925)	(76,095)	(689,955)	(324,130)	(28,300)	(85,870)	-	(49,570)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	2,312,915	1,350,315	695,015	63,570	-	4,570	104,425	314,805	4,190	28,300	85,870	-	49,570	-
UNAPPROPRIATED SURPLUS	\$ 21,753	\$ 19,622	\$ 600,133	\$ 88,145	\$ 64,459	\$ (66,355)	\$ 28,330	\$ (375,150)	\$ (319,940)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2020 - 2024 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK
2020-2024 Financial Plan Summary**

	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET
REVENUES					
Sunnyside Campground	\$ 2,996,710	\$ 3,059,030	\$ 3,108,330	\$ 3,156,130	\$ 3,203,081
Commercial Leases	601,025	606,575	612,375	618,175	624,075
Residential Leases	895,269	914,988	938,495	955,391	972,481
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	268,260	268,260	268,260	268,260	268,260
Parking/Public Area Revenue	710,500	710,500	717,440	717,440	717,440
Foreshore Lease	45,200	45,200	45,200	45,200	45,200
Volunteer Fire Department	273,430	276,320	294,535	290,705	297,605
Protective Services	3,500	3,500	3,500	3,500	3,500
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,000	36,700	36,904	37,612	37,824
TOTAL REVENUES	\$ 5,884,344	\$ 5,975,523	\$ 6,079,489	\$ 6,146,863	\$ 6,223,916
EXPENDITURES					
Advertising	\$ 18,350	\$ 18,400	\$ 18,400	\$ 18,450	\$ 18,500
Audit/Accounting	17,870	18,085	18,450	18,820	19,195
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	60,850	54,700	55,375	56,175	56,875
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,780	16,830	16,880	16,930	16,980
Contract Services	581,800	575,700	585,700	595,800	606,100
Data Processing	43,900	44,400	44,400	45,400	45,400
Education & Training	47,450	49,500	51,550	53,600	55,650
Election Expenses	-	-	18,000	-	-
Equipment Maintenance	70,300	72,800	75,300	77,800	80,300
Equipment Fuel	4,915	5,010	5,105	5,210	5,290
Garbage Collection/Recycle	181,815	187,915	188,015	188,115	188,215
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	91,415	88,720	89,140	89,560	89,980
Insurance - Business	162,800	165,800	168,900	172,100	175,300
Insurance - Vehicles	29,465	29,831	30,102	30,475	30,845
Janitorial Supplies	45,500	45,500	45,500	46,000	46,000
Legal/Professional Fees	127,000	127,000	127,000	127,000	127,000
Licences/Permits/Taxes	5,500	5,500	5,500	5,500	5,500
Memberships/Dues/Subscriptions	5,330	5,335	5,340	5,345	5,345
Office Supplies	26,830	27,085	27,115	27,670	28,300
Interest and Bank Charges	5,400	5,450	5,450	5,500	5,550
POS Charges	75,300	77,300	79,300	81,500	81,500
Retail Sales (COGS)	69,800	71,325	71,325	71,350	71,350
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	25,200	25,500	25,800	26,100	26,400
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,340	9,340	9,390
Roads & Parking	47,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,750	4,800
Small Tools/Shop & Safety	25,800	26,210	26,620	27,040	27,460

CULTUS LAKE PARK
2020 - 2024 FINANCIAL PLAN

Schedule "B"

	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET
Special Events	58,280	58,940	59,610	60,300	60,990
Telecommunications	42,030	42,480	43,230	43,680	44,530
Utilities	505,460	516,935	527,940	539,955	552,350
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,210	37,750	38,300	38,860	39,430
Vehicle/Boat Fuel	23,500	23,730	23,960	24,190	24,420
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	9,700	9,700	9,700	9,700	9,700
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	3,000	3,000	3,000	3,000	3,000
SUBTOTAL	\$ 2,577,690	\$ 2,591,571	\$ 2,645,147	\$ 2,666,265	\$ 2,702,695
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040
Management Salaries	282,427	287,260	292,190	297,210	302,310
Staff Wages	1,517,560	1,553,280	1,580,610	1,608,420	1,636,720
Employee Benefits	398,610	405,450	412,710	419,800	427,320
TOTAL PAYROLL	\$ 2,282,597	\$ 2,331,460	\$ 2,372,480	\$ 2,413,920	\$ 2,456,390
TOTAL OPERATING EXPENSES	\$ 4,860,287	\$ 4,923,031	\$ 5,017,627	\$ 5,080,185	\$ 5,159,085
<i>Reserve Allocations</i>	967,280	984,185	990,049	996,862	1,002,304
Capital Projects	1,387,470	519,190	803,090	536,090	597,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 7,215,037	\$ 6,426,406	\$ 6,810,766	\$ 6,613,137	\$ 6,758,979
<i>SURPLUS/(DEFICIT)</i>	(1,330,693)	(450,883)	(731,277)	(466,273)	(535,063)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,350,315)	(466,950)	(739,840)	(484,360)	(546,870)
UNAPPROPRIATED SURPLUS	\$ 19,622	\$ 16,067	\$ 8,563	\$ 18,087	\$ 11,807

WAGES & BENEFITS:
Commissioners Indemnities
Management Salaries

CULTUS LAKE PARK
2020 FINANCIAL PLAN

Schedule "C"

	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ 30,015	\$ 9,000	\$ -	\$ -	\$ -	\$ 3,115	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 16,000	\$ -
TOTAL OPERATING EXPENSES													
Reserve Allocations													
Capital Projects	214,390	[3-5] 28,085	-	-	[6] 2,500	-	[8-13] 168,805	-	[15] 15,000	-	-	-	-
Internal Wage Allocations	-	-	-	-	-	-	-	-	-	-	-	-	-
Overhead Expense Allocations	-	10	-	(10)	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 244,405	\$ 37,095	\$ -	\$ (10)	\$ 2,500	\$ 3,115	\$ 168,805	\$ -	\$ 16,500	\$ -	\$ -	\$ 16,000	\$ -
SURPLUS/(DEFICIT)	(240,385)	(37,095)	-	10	(2,500)	(3,115)	(168,805)	-	(13,480)	-	-	(16,000)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	240,385	37,085	-	-	2,500	3,115	168,805	-	13,480	-	-	16,000	-
UNAPPROPRIATED SURPLUS	\$ -	\$ (10)	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Capital Projects [3] Fencing	Capital Projects [6] AED				Capital Projects [8] Guardrail Replacement [9] Retaining Wall Stabilization [10] Lot B Redesign [11] Tree Management Plan [12] Main Beach Masterplan [13] Lawn Irrigation System		Capital Projects [15] Jaws of Life				
		[4] WIFI Upgrades [5] Movie Night Equipment											

On 2020-04-06, 4:21 PM, "Blair Stewart"

Hello Joe,

This email is a follow up to our phone conversation with regards to rentals in the park. I am not against rentals whether they be long term or STR. My concern is that some homes may want to rent out two or possibly three suites in a single residence. I suggest that it is imperative that only 1 rental suite or the home itself can be rented at any given time. I think this needs to be clearly stated in rental bylaws prior to need STR bylaws being approved by the board. Your consideration to my suggestion is appreciated. Regards, Blair Stewart. 307-2nd Ave.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 3900

SUBMITTED BY: Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement

SUBJECT: Cultus Lake Park Bylaw Amendments and Sunnyside Campground Bylaw

PURPOSE:

To present the Board the proposed amendments to current Cultus Lake Park Bylaw Amendments and the Sunnyside Campground Bylaw.

RECOMMENDATION:

Sunnyside Campground Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020.

Tree and Plant Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020.

Property Maintenance Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020.

Boating and Foreshore Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 Amendment Bylaw No. 1168, 2020.

Parking and Traffic Regulations Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020.

Management of Public Areas Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Management of Public Areas Bylaw no. 1146, 2019 Amendment Bylaw No. 1170, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Management of Public Areas Bylaw no. 1146, 2019 Amendment Bylaw No. 1170, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Management of Public Areas Bylaw no. 1146, 2019 Amendment Bylaw No. 1170, 2020.

Bylaw Notice Enforcement Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Bonny Bryant, Chief Administrative Officer and replacing it with Erica Lee, Chief Financial Officer to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020.

DISCUSSION:

The above Bylaw and Bylaw Amendments were all set to have final reading at the March 18, 2020 Cultus Lake Park Board meeting. Due to the Covid-19 situation that meeting was cancelled. With Bonny Bryant no longer being the Chief Administrative Officer as of March 23, 2020 and the Bylaw and Bylaw Amendments being moved to the April 15, 2020 Cultus Lake Park Board meeting it was necessary to amend them by removing Bonny Bryant, Chief Administrative Officer.

Further to the above amendments, as per the *Emergency Program Act* Ministerial Order No. M083, Timing requirement for bylaw passage – municipalities, Section 9, Despite section 135 (3) [requirements for passing bylaws] of the Community Charter, a council may adopt a bylaw on the same day that a bylaw has been given third reading.

See attached for the *Emergency Program Act*.

STRATEGIC PLAN:

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

Prepared by:



Jacquie Spencer,
Manager of Visitor Services,
Accommodations and Bylaw Enforcement

Approved for submission to the Board:



Joe Lamb,
Acting Chief Administrative Officer



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW

Bylaw No. 1165, 2020

A Bylaw to regulate Sunnyside Campground.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

Every person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fees as outlined in Schedule A of this Bylaw and the fines and provisions as outlined in the “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

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

1. **TITLE**

This Bylaw may be cited as “Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020.”

2. **INTERPRETATION**

- 2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter*, or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITIONS OF TERMS

“Barbeque” means a devise that cooks food by applying heat from below, fueled by propane.

“Board” means the elected Board for Cultus Lake Park.

“Boulevard” means that portion of space between the road edges on median strips or Islands.

“Bylaw Compliance Enforcement Officer” means the persons duly appointed by the Board as such and will include any Peace Officer.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Camper” means any person included in site occupancy.

“Camperized Van” means a van equipped with beds and cooking equipment.

“Campground” means Sunnyside Campground including all public areas, individual sites, campground buildings, foreshore, beaches, wharves and any other area within Sunnyside Campground.

“Campground Buildings” means buildings including but are not limited to: washrooms, recreation hall, laundry room, campground store, outhouses, offices and storage buildings.

“Campground Staff” means any person employed by Cultus Lake Park.

“Camping Stove” a portable stove powered by propane, butane gas canisters, or any other means, designed to be used for cooking while outdoors.

“Charcoal/Coal” means a carbonaceous material obtained by heating wood or other organic substances in the absence of air.

“Dangerous Animal” means any animal that is or is deemed to be potentially harmful to humans by nature, aggression, venom, toxins, or size and that may require specifically designed, secure enclosures to ensure safekeeping.

“Designate” means a person appointed by the Campground Administrator.

“Extra Seasonal Vehicle Pass” means the additional adhesive seasonal vehicle permit provided by Sunnyside Campground, for a fee, to be affixed for the duration of the season to a specific vehicle as registered with the campground.

“Foreshore” means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations within Cultus Lake Park along the lakeshore and 100 meters or 328 feet into the lake from the high water mark.

“Guest” means any person included in site occupancy.

“Human Transporter” means any battery powered or motorized equipment such as a Segway.

“Owner” includes any person who owns, has in their custody or control, or harbors any pet, or is an occupant of a leased premise of where a pet is kept.

“Park Staff” means any person employed by Cultus Lake Park.

“Person” means a natural person, a company, corporation, partnership, firm, association, society, or party and the heirs, executors, administrators, personal or other legal representatives of a person to whom the context can apply according to law.

“Public Areas” means any street, laneway, avenue, way, drive, boulevard, sidewalk, driveway, beaches, wharves, field, campground building or structure, playground or such premises as the Campground Administrator may from time to time designate.

“Recreational Vehicle” means a motor vehicle or trailer equipped with living space and amenities found at home.

“Registered Camper” means any person(s) the reservation information states the site is registered to.

“Season” means the seasonal camping season and will be from the second Sunday in April until the 30th of September of each calendar year.

“Seasonal Vehicle Pass” means the adhesive seasonal vehicle permit provided by Sunnyside Campground, to be affixed for the duration of the season to a specific vehicle as registered with the campground.

“Smoker Units” means an apparatus for cooking at low temperatures in a controlled, smoky environment, powered by a wide variety of fuels, including electricity, propane or natural gas, wood, charcoal and pellets.

“Unmanned Aerial Vehicle” A powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable and can carry a lethal or nonlethal payload. Commonly known as a UAV or drone.

“Unsightly” means in addition to its common dictionary meaning and regardless of the condition of other properties in the neighborhood, will include property having any one or more of the following characteristics:

- (a) the storage, location or accumulation visible to a person standing on a public highway or on nearby property, or in a building or structure situated on a public highway or nearby property, of filth, rubbish, graffiti or any other discarded materials;
- (b) the untidy storage, location or placement of building materials on a site where construction is not taking place, except where they cannot be seen from a public highway or from nearby property, or from a building or structure situated on a public highway or nearby property;

- (c) landscaping or vegetation that is dead or characterized by uncontrolled growth or lack of maintenance, or is damaged;
- (d) any other similar conditions of disrepair, dilapidation, or deterioration;
- (e) any unlicensed or unregistered vehicles in a state of disrepair or disassembly.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks or a motor assisted cycle and for the purpose of this Bylaw will include boat or other trailers; and will include the meaning designated to a vehicle in the *British Columbia Motor Vehicle Act*.

“Visitor” means any person visiting a registered camper.

“Wharf” means a structure on the shore extending out into the foreshore.

- 2.3** In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.
- 2.4** The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

3. RULES AND REGULATIONS

All campers and visitors in Sunnyside Campground are subject to the provisions as outlined in the Sunnyside Campground Bylaw No. 1165, 2020.

4. NOISE REGULATION

Exemptions

- 4.1** Notwithstanding anything contained herein, no person will be guilty of an infraction of this Bylaw while:
 - a) operating or in charge of Fire Department, Police, Ambulance and Park Staff vehicles while in the execution of their duties.
 - b) operating any motor vehicle, machinery or other apparatus or thing during an emergency or for a public purpose or in furtherance of the public interest including, without limiting the generality of the foregoing, water main and sewer main break repairs.
 - c) performing works of an emergency nature for the preservation or protection of life, health or property, provided that, the responsibility will be on the person performing the work to show cause that the work was of an emergency nature.

4.2 General Prohibitions

- a) No person will make, cause, or permit to be made or caused, any noise in or on any public area in the campground which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the vicinity of that place.
- b) No person being the registered camper of a campsite will allow or permit such campsite to be used so that noise or sound which occurs on or emanates from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons on the same site or in the neighborhood or vicinity of that site.
- c) In terms of this Bylaw, quiet hours will be maintained between 11:00 pm and 7:00 am when the campground will be free of any excessive noise that could disrupt the peaceful enjoyment of the campground. No person will make unnecessary or continuous noise during these quiet hours.

4.3 Public Address Systems

- a) Public address and/or sound systems are not permitted in the campground without written permission from the Campground Administrator.

4.4 Motor Vehicle Noise

- a) The following noises are considered unnecessary, objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of campers and visitors:
 - i. the squeal of a tire on a road surface made by a motor vehicle which is accelerating, stopping or changing direction;
 - ii. a loud, roaring or explosive sound emitted by a motor vehicle within the campground;
 - iii. the amplified sound of a radio, CD-player, or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates from a motor vehicle and can be easily heard by someone outside the motor vehicle;
 - iv. the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding three (3) minutes, or made more than three (3) times in a 24-hour period;
 - v. the sound of a horn or other warning device on a motor vehicle used for any purpose other than as an audible warning incidental to the safe operation of the motor vehicle.

4.5 Vehicles Idling and Air Quality

- a) It will be an offence to idle or otherwise run continuously for more than three (3) minutes at the same location, except:
 - i. a vehicle containing equipment that must be operated inside or in association with a vehicle;

- ii. a vehicle serving as a facility for taking measurements or making observations by or on behalf of the campground, public utility, police, fire or ambulance.

4.6 Specific Prohibitions

Without limiting the generality of subsection 4.2 herein:

- a) No person will play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production or amplification of sound either in or on a campsite or on any road, laneway, wharf, foreshore or other public area in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighborhood or vicinity of those premises or place
- b) No person being the registered camper of a campsite will allow or permit such campsite to be used by a person or persons for playing or operating any radio or stereophonic equipment or other instrument or other apparatus for the production or amplification of sound in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighborhood or vicinity of said campsite.
- c) No person will own, keep or harbor any animal which by its barking, cries or sounds unduly disturbs the peace, quiet, rest or tranquility of the surrounding neighborhood or of persons in the vicinity.
- d) No person may operate, or cause, suffer or permit the operation of, any motorized lawn-grooming or garden equipment in the campground between the hours of 7:00 pm and 9:00 am, with the exception of campground and Park staff.
- e) No person will create a nuisance or disturbance upon any portion of a road, laneway or other public area by participating in a fight or other similar physical confrontation between consenting or non-consenting persons. Failure to comply will result in fines and/or eviction.

5. GATE CLOSURE AND VISITOR DEPARTURE

- 5.1** Seasonal campers will have the option of card-swipe entry for the electronic gate outside of gatehouse operational hours.
- 5.2** Day visitors will be required to leave the campground by 11:00 pm every day.
- 5.3** Overnight visitors will be required to leave the campground by 11:00 am on the date of visitor pass expiry.
- 5.4** No visitors are permitted entry after 10:00 pm.

6. CAMPERS AND VISITORS

- 6.1 Campsite fees include two adults and multiple children.
- 6.2 Extra guests 19 years and older will be considered adults and charged an additional fee. Adult occupancy is not permitted to exceed four (4) per campsite.
- 6.3 It is the responsibility of the registered camper to ensure that their visitor(s) comply with all requirements of this Bylaw.
- 6.4 The registered camper will be held responsible and accountable for their conduct and the conduct of their guest(s) and visitor(s). Unacceptable conduct will be subject to section 23 [Evictions] of this Bylaw at the discretion of the Campground Administrator and/or Manager of Visitor Services, Accommodations and Bylaw Enforcement and in consultation with the CAO.
- 6.5 In the event that a registered camper refuses to pay any outstanding charges, campground staff will prohibit the removal of camping materials or unit from the campground and/or be subject to eviction.
- 6.6 Belligerent or disrespectful behavior will not be tolerated anywhere in the campground. Violators will be subject to fines and/or eviction.
- 6.7 The Manager of Visitor Services, Accommodations and Bylaw Compliance Enforcement Officers, Sunnyside Campground Administrator or designate, and Sunnyside Campground Bylaw Compliance and Enforcement Officers reserve the right to refuse admittance to any person.

7. PUBLIC AREAS

- 7.1 It is prohibited for any person to operate an Unmanned Aerial Vehicle (commonly known as a Drone) within the campground.
- 7.2 Persons 18 years and under must be accompanied by an adult when off their site after 11:00 pm. Fines will be applied per attendance and may result in eviction.
- 7.3 All Playgrounds close at dusk.

8. VEHICLES

- 8.1 Day Visitor Vehicles: There is a limit of two (2) day visitor vehicles per site. Each vehicle may be occupied by two (2) adult visitor(s) and children. Additional fees will apply.
- 8.2 Overnight Camping Visitor Vehicles: There is a limit of one (1) overnight camping visitor vehicles per site, providing that the maximum overnight site occupancy of four (4) adults will not be exceeded. Additional fees will apply.
- 8.3 Parking is prohibited on the Beach Drive Boulevard, unless as designated otherwise by Park signage.
- 8.4 Operation of all vehicles in the campground must comply with the *Motor Vehicle*

Act.

- 8.5** Motorcycles are considered vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the campground.
- 8.6** All vehicles must obey all posted speed limits.
- 8.7** Unlicensed vehicles or low powered vehicles are prohibited in the campground which include but are not limited to electric bikes, mopeds and scooters, pocket bikes, mini bikes, children-sized ride-on vehicles, human transporters, motorized scooters and skateboard, dirt bikes, all-terrain vehicles and golf carts, without prior written permission of the Campground Administrator.
- 8.8** All registered campers and visitors are subject to sections 184 and 194 of the *Motor Vehicle Act* with regard to wearing protective helmets.
- 8.9** Vehicles must be parked in such a way as to not impede the flow of traffic on any road or laneway.

9. LIQUOR

The *Liquor Control and Licensing Act* will be strictly enforced.

- 9.1** Open liquor and/or alcoholic beverages are prohibited in all public areas, beaches, campground buildings, playgrounds, road ways and green spaces. Fines will be levied per attendance.
- 9.2** Open liquor and/or alcoholic beverages may only be consumed on individual campsites.

10. AGE RESTRICTION

Persons under 21 years of age may not be permitted to occupy any campsite unless accompanied by the registered camper, aged 21 years of age or older.

11. PETS

- 11.1** Pets must always be secured or leashed and under the control of the handler.
- 11.2** Pets must not be left unattended.
- 11.3** Pet(s) that repeatedly disturb the quiet enjoyment of campers may be required to be removed from the campground by their custodian and/or the registered occupant of the site the pet(s) is associated with and will be subject to fines per attendance.
- 11.4** All pets must have ID tags including owner or custodial contact information attached to collars.

- 11.5** Seasonal pets must have ID tags including the registered campsite number(s).
- 11.6** Refer to Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019 Schedule “C” for off-leash areas and dog swim areas.
- 11.7** Pets are not allowed on the beaches, on the wharves, in the water, (except for in the dog swim areas) or in the playground areas.
- 11.8** Handlers of pets will be responsible for all clean-up and disposal of their pet’s feces into a garbage receptacle.
- 11.9** It is prohibited for any person to own, keep or harbor any dangerous animal, snakes, lizards or crocodilians within Sunnyside Campground.

12. PLANTS AND TREES

- 12.1** It is prohibited to cut, trim or damage plants and/or trees, including fallen trees.
- 12.2** Use of nails, screws or any material which could damage a tree is prohibited.
- 12.3** No person will plant any tree, plant or flower in the ground within the campground, excluding planter boxes and raised garden beds that had been approved by the Park in 2010. Replacement of these previously approved planter boxes and raised garden beds are not allowed without written permission from the Campground Administrator.
- 12.4** No person will place or store any planter or planting pots outside of the property pins of their seasonal camping site.
- 12.5** Violators will be subject to fines and/or eviction.

13. ELECTRICITY

- 13.1** All lights are required to be turned off during daylight hours and when retiring for the night.
- 13.2** Air conditioners are required to be turned off when the site is not occupied for twelve (12) hours or more.
- 13.3** One string of Energy Efficient exterior lights, 15m/50’ is permitted per site and is to be turned off overnight and/or when the site is not occupied.
- 13.4** One Energy Efficient 5.0 cubic feet exterior refrigerator displaying Energy Guide rating sticker is permitted per seasonal site. The refrigerator must be child-proofed with an appropriate locking device. Seasonal campers must pay for a decal at time of registration which must be clearly displayed on the outside of the refrigerator.

13.5 Freezers, electric ranges and generators are not permitted.

13.6 Each seasonal site is entitled to one 30 amperage electrical outlet. Any abuse of electrical usage or tampering with electrical outlets or boxes will be subject to fines and/or eviction.

13.7 No person will install additional breakers or breaker box systems off an existing electrical outlet.

13.8 No person will block access to a breaker box.

14. GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES

14.1 No person will remove any recycling or waste from any disposal or recycling receptacle or remove any recyclable item from any site other than their own or any Campground area, except for campground staff.

14.2 No person is permitted to solicit any recycling material from any other person in the Campground.

14.3 All campers are required to remove all used or unused propane bottles (white and green) upon departure from the campground. It is prohibited to deposit or discard any propane bottles anywhere in Sunnyside Campground, including trash bins.

15. SITE CONDITION

It is the responsibility of the registered camper to maintain the overall appearance of their site to ensure it does not become unsightly in the opinion of the campground administrator.

16. INFORMATION

16.1 To protect the privacy of campers, staff will not release any information about Sunnyside Campground registered customers. If campers expect guests, it is required that they ensure that the guests know the seasonal campers' site number and the name of the person under which it is registered, or entry will be denied.

16.2 Phone Messages: Only messages of extreme urgency will be delivered to individual sites.

17. CAMPFIRE AND FIRE BANS

17.1 Open burning wood fires are prohibited in the campground except on registered sites. Fires must be in a container, apparatus or physical construct that is capable of controlling the spread of the fire such as the fire rings provided by the campground and must not be left unattended and an adult must be present at all time. The only material permitted to be burned in fire pits, except for those units as approved in

17.2, is untreated wood.

17.2 CSA-approved free-standing propane and natural gas fire pits, barbeques and camp stoves are permitted on registered sites.

17.3 Smoker units are prohibited in the campground.

17.4 Flames must be kept low six (6) inches (15 cm) in height and a safe distance from any tree, building, vehicle and combustible structure or any type of material that may be subject to combustion.

17.5 All propane or natural gas units are prohibited on the wharves and the beach.

17.6 The use of charcoal, coal or briquettes is prohibited within the public areas of the campground.

17.7 The use of campfires is permitted daily from 7:00 am to 1:00 pm and from 5:00 pm to 11:00 pm.

17.8 Camp fire regulations may be relaxed during inclement weather with the approval of the Manager of Visitor Services, Accommodations and Bylaw Enforcement, or designate.

17.9 Campfires must not be left unattended. An adult must be present at all times if a fire is being used.

17.10 Materials prohibited from burning include but are not limited to: garbage, rubber, plastics, hazardous materials, treated, painted or stained wood and/or petroleum products not expressly approved in this section.

17.11 In the event of a Fire Ban all fire ban regulations must be strictly adhered to. Please refer to the Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019 for Bylaws pertaining to fire bans within Cultus Lake Park.

17.12 Barbeque and Charcoal/Coal units are prohibited on wharves and beach areas.

18. WATERCRAFT

Please refer to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 for Bylaws relating to watercraft, boating, moorage and the foreshore.

19. SEASONAL OCCUPANCY

19.1 Only the registered camper(s) may use the site:

- a) Subletting or assignment of seasonal sites is not permitted and will be subject to eviction.
- b) Change of site occupancy name is allowed only between spouses and requires the consent of the Campground Administrator.

19.2 Site Usage

- a) Seasonal campers are permitted, per site: one (1) recreational vehicle unit plus one (1) tent for immediate family only and as the seasonal site size permits in consideration of section 19.3 (b) of this Bylaw, below; or
- b) Two (2) tents for immediate family only if no recreational vehicle unit is on site.

19.3 Vehicle Passes

- a) Two (2) seasonal vehicle passes are provided at no additional cost for each site. It is the responsibility of the seasonal camper to ensure adequate parking is available on site in consideration of the recreational vehicle unit or trailer size and any other tent(s), boat trailer, shed or utility trailer the seasonal camper place on site.
- b) A maximum of two (2) extra seasonal vehicle passes may be purchased; the recipient(s) of which must be authorized, in writing, by the registered seasonal camper, who assumes responsibility for the authorized pass holder's conduct. Each seasonal vehicle pass includes one adult and children. Additional adults must register at the gatehouse and pay applicable fees overnight visiting.
- c) Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, camperized van or recreational vehicle.
- d) Limited parking spaces may be available for rent by the campground and may be purchased for additional fees and will be subject to availability at the discretion of the Campground Administrator.
- e) A motorcycle is considered a vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the vehicles are parked on the seasonal site or in the additional parking space(s) as provided by section 19.3 (a) and 19.3 (d).
- f) In order to obtain passes, proper identification (e.g. driver's license) and registered seasonal camper's signature will be required at the time such passes are issued and are to be affixed on the vehicle windshield immediately.
- g) It is prohibited to affix passes to unregistered vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly vehicle fees.
- h) In the situation of a registered vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.
- i) Seasonal camper entry after gate closure is permitted via keycard swipe

system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to September 30 at 12:00 pm. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and deposit amounts are outlined in Schedule A of this Bylaw.

20. SITE SET-UP AND ALTERATIONS

20.1 Site set-up and alterations require prior written approval from the Campground Administrator and Manager of Visitor Services, Accommodations and Bylaw Enforcement and must meet all Bylaw requirements.

20.2 Approved site alterations expire at the end of each season.

20.3 Wood decks are permitted and must remain within site boundaries and must be removed at the end of each season. Poured concrete decks and other permanent deck structures are prohibited except for seasonal campers that have been grandfathered in 2010. If the grandfathered deck structures are deemed unsafe, by Park Staff, they will be removed, and the site will be brought back to its natural state.

20.4 Sheds and Utility Trailers: One shed (must not exceed 4 feet wide x 8 feet long x 7 feet high) or utility trailer (must not exceed 14 feet long) is permitted per site and must be located within the site boundaries. The exterior must be finished and used for the sole purpose of storage. Sheds or utility trailers are subject to the Manager of Visitor Services, Accommodations and Bylaw Enforcement, or designate, approval.

20.5 Tarps must remain within the campsite boundary and must be used as roof coverings only. Tarps must not be secured to trees in any way that could harm or damage them. Orange tarps are not permitted to be used on seasonal sites.

20.6 Fences require the Campground Administrator's written approval, and if approved, must not be a height greater than 1.2m (4 feet). Fencing must abide by the following:

- a) fences along a roadway will not be outside of the campsite property lines and must be setback two (2) feet from the roadway;
- b) picket fences with pointed tops are prohibited;
- c) fencing contiguous to campground washrooms may be solid and 6 feet tall;
- d) all fencing must allow persons from outside the campsite to be able to clearly see into the campsite without an obstructed view;
- e) no solid fencing is permitted and

- i. must be a non-permanent and removable wooden, wire, plastic or Plexiglas barrier that is one type with a width of less than six inches and a height of no greater than 4 feet.
- 20.7** All portable carport, gazebo and metal structures must be secured and/or anchored to the ground.
- 20.8** No landscape or construction materials will be allowed into the campground without an approved Site Set-up / Alteration form signed by the Campground Administrator and/or Manager of Visitor Services, Accommodations and Bylaw Enforcement.
- 20.9** One (1) picnic table per site is supplied and must not be damaged or altered in any way (including painting). Any coverings protecting or attached to the table must be removed upon departure.
- 20.10** It is the sole responsibility of the seasonal camper or registered occupant to ensure that any deck built on-site meets the current British Columbia Building Code and has been approved by the Campground Administrator.
- 20.11** On-site inspection by Bylaw Compliance Enforcement and Park staff may occur to ensure Bylaw and Building Code Compliance.
- 20.12** A person will not add any structure to or beside any recreational vehicle, travel trailer or camper other than a deck.
- 20.13** No accessory buildings or structures are permitted on a campsite or within the campground unless approved by the Campground Administrator.
- 20.14** No person will interfere with the operations of the campground, including but not limited to, tampering with electrical, water, sewer or site boundary lines.

21. SATELLITE DISH/ANTENNAE

- 21.1** Satellite dishes must be installed within the perimeter of the seasonal site and can only extend beyond the seasonal site with prior written permission from the Campground Administrator. Permission will be denied should any parts of the satellite including, but not limited to, cable, dish, wiring, etc. cross over or under any roadway or pathway.
- 21.2** Satellite dishes or any part thereof must not be attached to utility poles or Sunnyside Campground structures.
- 21.3** Satellite dishes attached to trees must be attached in such away so as to not harm a tree in any manner. Examples include: bungee cords, zap straps or satellite poles.
- 21.4** All Satellite dish equipment must be removed at the end of season.
- 21.5** Satellite dishes in violation of this section are subject to removal without notice.

- 21.6** Sunnyside Campground is not responsible for any theft of satellite signal or piracy of media content.

22. DEPARTURE PROCEDURES

- 22.1** Sites and fire pits must be cleaned before departure.
- 22.2** Ropes and other tying devices which are attached to trees must be removed before departure.
- 22.3** All building materials, furniture, appliances and any other large items must be removed from the campground at the expense of the seasonal camper. None of these items are to be left at or within waste removal bins.
- 22.4** Any unsecured items such as, but not limited to, cement blocks and bricks must be removed from sites prior to the departure date. All costs incurred by Sunnyside Campground for the removal and disposal of items will be charged to the registered site occupant, plus 25 percent for overhead costs.
- 22.5** Departure time for seasonal camping is no later than 12:00 noon on September 30.
- 22.6** Failure to comply with these procedures may jeopardize future site occupancy.
- 22.7** A clean-up fee will be applied to registered campers whose site is not cleaned on departure. The clean-up fee will be added as a site charge levied in the following year to the returning seasonal camper.

23. EVICTIONS

- 23.1** In the event a camper fails to abide by any section of this Bylaw, the camper may be subject to the following:
- a) Seasonal camper: be evicted from the campground and given forty-eight (48) hours to remove all personal property.
 - b) For a seasonal camper who is evicted, any refund will be calculated by using the overnight full hook-up rates currently in effect applied to the total number of registered nights prior to the eviction departure date and is subject to a two week period for campground staff to find seasonal occupancy for the site. The number of unregistered nights, to a maximum of 14, will be added to the number of registered nights of the evicted seasonal prior to calculating the refund.
 - c) Overnight campers will be required to leave the campground and remove all personal property immediately.
 - d) A seasonal or daily camper who has been evicted will not be permitted back

to Sunnyside Campground for two (2) years and only with approval of the Campground Administrator. If the Campground Administrator grants approval for a seasonal camper to return to the Campground, the individual will be placed on the wait list.

- e) Evictions will be at the sole discretion of the Campground Administrator and/or Manager of Visitor Services, Accommodations, and Bylaw Compliance Enforcement in consultation with the CAO.

24. SEASONAL NON-RENEWAL

24.1 Annually, registered seasonal camper's site files will be reviewed and may be subject to non-renewal of the seasonal site if one or more of the following criteria is applicable:

- a) Multiple warnings and notice on several occasions during the past season or previous seasons relating to:
 - i. Belligerent/disrespectful behavior
 - ii. Documentation of reoccurring issues of prohibitive behavior over one or more seasons;
 - iii. Written or verbal warning by Bylaw Compliance Enforcement Officer throughout the season relating to noise, which are documented in shift patrol logs;
 - iv. Other Bylaw infractions.
- b) Occurrences where the attendance of the RCMP is required to attend (including but not limited to: domestic disturbances; physical violence; public intoxication; belligerent behavior; or threats against campground staff).
- c) Abusive/disrespectful or threatening behavior or language towards campground staff.
- d) Nonpayment of campground fees, by the applicable deadline.

24.2 Notice of non-renewal may be given at any time.

24.3 Occupants of sites that are subject to non-renewal will not be permitted back to Sunnyside Campground for two (2) years and only with the approval of the Campground Administrator and/or Manager of Visitor Services, Accommodations, and Bylaw Compliance Enforcement and CAO.

25. FEES AND FINES

25.1 All campers and visitors in Sunnyside Campground are subject to the fees noted in Schedule A of this Bylaw and the fines and provisions as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and Schedule A-11 of said bylaw.

25.2 Each occurrence or day that a contravention of the provisions of this Bylaw exists or is permitted to exist will constitute a separate offence.

26. SEVERABILITY

If any part of this Bylaw is for any reason held invalid by a Court or competent jurisdiction, the invalid portion will be severed and the severance will not affect the validity of the remainder.

27. REPEAL

Sunnyside Campground Bylaw No. 1151, 2019 and all amendments are repealed upon adoption.

28. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME THIS 15 DAY OF JANUARY, 2020

READ A SECOND TIME THIS 15 DAY OF JANUARY, 2020

READ A THIRD TIME THIS 15 DAY OF JANUARY, 2020

ADOPTED this XX day of XXXX, 2020

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. 1165, 2020

Chief Administrative Officer

Schedule A

Fees

Administration fee (charged to seasonal and waitlist refunds).....	\$30.00
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 alterationsActual Hourly rate + 25% overhead + materials + other related costs	
Cost of removal of unauthorized items disposed of.....Actual Hourly rate + 25% overhead + materials	
Cost of replacement tree due to willful damage.....Actual Hourly rate + 25% overhead + materials (mature tree up to 14 feet in height)	
Cost of seasonal site clean-up.....Actual Hourly rate + 25% overhead + other related costs	
Day visitor.....	\$11.00
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	\$46.00
Full hookup – daily Friday and Saturday – low season.....	\$47.00
Full hookup – daily long weekend – low season	\$55.00
Full hookup – daily Sunday through Thursday – high season.....	\$51.00
Full hookup – daily Friday and Saturday – high season.....	\$58.00
Full hookup – daily long weekend – high season.....	\$60.00
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.....	\$900.00/month
Overnight full hook-up May monthly camping fee.....	\$900.00/month
Overnight full hook-up June monthly camping fee.....	\$900.00/month
Overnight full hook-up September monthly camping fee.....	\$900.00/month
Overnight visitor – no vehicle – extra adult on site (maximum - 4 adults per site).....	\$11.00
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).....	\$11.00
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.....	\$38.00
Tenting – regular – daily Friday and Saturday – high season.....	\$45.00
Tenting – regular – daily long weekend – high season.....	\$47.00
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.....	\$42.00
Tenting – view – daily Friday and Saturday – high season.....	\$49.00
Tenting – view – daily long weekend – high season.....	\$51.00
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.....	\$50.00
Tenting – waterfront – daily Friday and Saturday – high season.....	\$57.00
Tenting – waterfront – daily long weekend – high season.....	\$59.00
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.....	\$51.00
Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – high season.....	\$59.00
Tenting – preferred beachfront sites A, B, C and D – daily long weekend – high season.....	\$61.00

Sani-dump non-camper.....	\$10.00
Seasonal deposit.....	\$250.00
Seasonal non-refundable prepayment.....	\$1,000.00
Seasonal regular site	\$4,817.00
Seasonal view site.....	\$5,255.00
Seasonal waterfront site.....	\$5,627.00
Seasonal waitlist	\$100.00
Unrequired early positioning - application fee.....	\$100.00

Schedule B

Seasonal Calendar

**Second Friday in
January**

Deadline for refunds on seasonal site deposit.

No refund given after this date.

**First Monday in
February**

Partial non-refundable site payment due date.

**Second Monday in
March**

Final seasonal site payment is due. If payment not received in full a \$5.00 penalty charge will be added each day to a maximum of 30 days. After 30 days your site will be considered forfeited and no refunds will be issued.

Second Sunday in April

Seasonal move-in day.

September 15

Deadline for seasonal deposit. If payment not received in full a \$5.00 penalty charge will be added each day to a maximum of 30 days. After 30 days your site will be considered forfeited and no refunds will be issued.

September 30, 12:00 pm

End of seasonal camping season.



Cultus Lake Park

TREE AND PLANT BYLAW NO. 1153, 2019

Amendment Bylaw No. 1166, 2020

A Bylaw to amend Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019.

Section 12 of the Cultus Lake Park Act (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the Community Charter apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the Community Charter provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Board for Cultus Lake Park did enact a bylaw cited as *Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019*.

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 “The Cultus Lake Park Board Bylaw Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020”.

2. AMENDMENTS

Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 is amended as follows:

2.1 Removing section **4.10** and replacing with the following:

4.10 No person will remove or damage a tree without permission or after an application is denied. Fines will be paid in accordance with Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Schedule A-13 of said Bylaw and will also incur the comparable value replacement cost of the removed or damaged tree.

2.2 Adding section:

4.14 Tree removal permits, regarding construction, will not be issued until the leaseholder has a valid building permit for the leased lot where the structure will be built.

2.3 Adding to Schedule A:

(a) Maidenhair Tree ‘Gingko biloba’

- (b) *Pyrus calleryana* 'Chanticleer'
- (c) *Tilia Cordata* 'Little Leaf Linden'
- (d) *Acer platanoides* 'Royal Red'
- (e) *Metasequoia glyptostroboides* 'Ogon'
- (f) Oak
- (g) Beech
- (h) Maple
- (i) Locust
- (j) Katsura

3 EFFECTIVE DATE

READ A FIRST TIME this 15 day of JANUARY, 2020

READ A SECOND TIME this 15 day of JANUARY, 2020

READ A THIRD TIME this 15 day of JANUARY, 2020

ADOPTED this XX day of XXXXX, 202X

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 The Cultus Lake Park Board
Tree and Plant Bylaw No. 1153, 2019
Amendment Bylaw No. 1166, 2020

Chief Administrative Officer



Cultus Lake Park

PROPERTY MAINTENANCE BYLAW NO. 1149, 2019

Amendment Bylaw No. 1167, 2020

A Bylaw to amend Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019.

Section 12 of the Cultus Lake Park Act (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the Community Charter apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the Community Charter provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Board for Cultus Lake Park did enact a bylaw cited as *Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019*;

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 Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020”.

2. AMENDMENTS

Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 is amended as follows:

2.1 Adding section:

Garbage, Recycling, Greens Waste and Compost – Wildlife Attractants

- 3.6 All leaseholders, tenants or occupiers of a leased lot must ensure that any and all garbage, recycling, greens waste bins and any structures to contain such receptacles must be kept entirely on the leased lot.
- 3.7 Garbage, Recycling and Greens Waste bins must only be set out between 12:00 pm the day prior to pick up and 8:00 am only on the designated day of collection and must be returned to the leased lot the day of collection.
- 3.8 All leaseholders, tenants or occupiers of a leased lot must ensure that any and all garbage, recycling and greens waste bins are stored in a safe, sanitary and inoffensive manner.

- 3.9 All leaseholders, tenants or occupiers of a leased lot must ensure that any and all garbage, recycling, greens waste bins, pet food, composts, and barbeques are stored in such a manner as to avoid attracting wild and domestic animals.
- 3.10 All leaseholders are responsible for all garbage clean up, within two hours of being notified there is a garbage clean up required.
- 3.11 All leaseholders, tenants or occupiers of a leased lot must ensure that all composts and compostable substances are stored in a safe, sanitary and inoffensive manner.

3. EFFECTIVE DATE

READ A FIRST TIME AS AMENDED this 15 day of JANUARY 2020

READ A SECOND TIME this 15 day of JANUARY 2020

READ A THIRD TIME AS this 15 day of JANUARY 2020

ADOPTED this XX day of XXXXX, 20XX

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 Property
Maintenance Bylaw No. 1149, 2019 Amendment
Bylaw No. 1167, 2020

Chief Administrative Officer



Cultus Lake Park

BOATING AND FORESHORE BYLAW NO. 1143, 2019

Amendment Bylaw No. 1168, 2020

A Bylaw to amend The Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019

Section 12 of the Cultus Lake Park Act (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the Community Charter apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the Community Charter provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Board for Cultus Lake Park did enact a bylaw cited as *Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019*;

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 Boating and Foreshore Bylaw No. 1143, 2019, Amendment Bylaw No. 1168, 2020.

2. AMENDMENTS

Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 is amended as follows:

2.1 Adding sections:

- 3.3 (t) All buoy's in the foreshore must display, in a conspicuous location and in a permanent and legible manner, a R# (residential house number), S# (Sunnyside site number) or NR# (a number supplied by the Park).
- 3.3 (u) No person will place or relocate a buoy, buoy anchor, boat lift or other mooring device in the foreshore except as authorized by the CAO.
- 3.3 (v) If there are two registrants on the moorage registration form, both registrants must sign the form and the indemnity.

3. EFFECTIVE DATE

READ A FIRST TIME this 15 day of JANUARY, 2020

READ A SECOND TIME this 15 day of JANUARY, 2020

READ A THIRD TIME this 15 day of JANUARY, 2020

ADOPTED this XX day of XXXXX, 20XX

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 Boating and
Foreshore Bylaw No. 1143, 2019, Amendment
Bylaw No. 1168, 2020.

Chief Administrative Officer



Cultus Lake Park

PARKING AND TRAFFIC REGULATIONS BYLAW NO. 1154, 2019

Amendment Bylaw No. 1169, 2020

A Bylaw to amend The Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019

Section 12 of the Cultus Lake Park Act (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the Community Charter apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the Community Charter provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Board for Cultus Lake Park did enact a bylaw cited as *The Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154*;

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 Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020

2. AMENDMENTS

Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 is amended as follows:

2.1 Adding to section 2.2 DEFINITIONS OF TERMS:

“To Park or park” means to bring a vehicle or recreational vehicle to a stop and leave it unoccupied.

“Public Areas” means any street, laneway, avenue, way, drive, boulevard, sidewalk, driveway, beaches, wharves, school ground, or such premises as the Board may from time to time designate

“Stand” means a vehicle that is stopped and occupied.

“Store” means to park on more than three (3) days in a calendar month or for a period of time exceeding 72 hours.

“Trailer” means an unpowered vehicle towed by another.

2.2 Remove and replace section 11 with:

11. PARKING IN PUBLIC AREAS AND LEASED LOTS

- 11.1** No person will park any vehicle, recreational vehicle or trailer without displaying valid insurance, be it motorized or non-motorized, within the public areas.
- 11.2** (a) No person will park a recreational vehicle or trailer, regardless of whether the trailer is attached to a towing vehicle, unless it can be completely contained within the lease lot.
- (b) Concessions will be made for seasonal maintenance, cleaning, loading and/or unloading of recreational vehicles and boats on trailers (hitched or unhitched to a vehicle) to a maximum of 72 hours.
- 11.3** No person will store any vehicle, recreational vehicle or trailer, regardless of whether the trailer is attached to a towing vehicle, within the residential overflow parking area along Sunnyside Boulevard.
- 11.4** No person will park any vehicle with a posed G.V.W Exceeding 3700 KG, or having an overall length, of more than 7 meters within the Park.

2.3 Changing Schedule A to read:

Summer Rates:

- \$3.50 per hour (max. 2 hours) or \$12 per day, Monday through Thursday.

3. EFFECTIVE DATE

READ A FIRST TIME this 19 day of FEBRUARY, 2020

READ A SECOND TIME this 19 day of FEBRUARY, 2020

READ A THIRD TIME this 19 day of FEBRUARY, 2020

ADOPTED this XX day of XXXXX, 20XX

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 Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020

Chief Administrative Officer



Cultus Lake Park

MANAGEMENT OF PUBLIC AREAS BYLAW NO. 1146, 2019

Amendment Bylaw No. 1170, 2020

A Bylaw to amend Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019.

Section 12 of the Cultus Lake Park Act (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the Community Charter apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the Community Charter provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Board for Cultus Lake Park did enact a bylaw cited as *Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019*;

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 Management of Public Areas Bylaw No. 1146, 2019 Amendment Bylaw No. 1170, 2020”.

2. AMENDMENTS

Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019 is amended as follows:

2.1 Adding to section 2.2 DEFINITIONS OF TERMS:

“Natural Park Feature” means a tree, shrub, herb, flower, grass, turf or other plant and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber, or other natural resource within the Park.

2.2 Adding section:

3.16 No person will cut, trim, dig up, excavate, deface, remove, damage, possess, or in any way injure any Natural Park Feature without prior written permission or permit issued by the CAO or designate.

3. EFFECTIVE DATE

READ A FIRST TIME this 15 day of JANUARY, 2020

READ A SECOND TIME this 15 day of JANUARY, 2020

READ A THIRD TIME this 15 day of JANUARY, 2020

ADOPTED this XX day of XXXXX, 20XX

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 Management
of Public Areas Bylaw No. 1146, 2019 Amendment
Bylaw No. 1170, 2020

Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO 1140, 2019

Amendment Bylaw No. 1171, 2020

A Bylaw to amend Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the *Community Charter* apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Board for Cultus Lake Park did enact a bylaw cited as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

The Cultus Lake Park Board deems it advisable to amend said Bylaw.

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

1. TITLE

This Bylaw may be cited as "Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1171, 2020."

2. AMENDMENTS

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 is amended as follows:

2.1 Adding section:

5.4 Leaseholder Bylaw Fines

- (a) If the fine for a Bylaw contravention is not paid in full before the 31st of December in the year received, on written notice to the leaseholder, the amount will be added to and form part of the lease fees on the leased lot as fees in arrears.
- (b) Where there are arrears outstanding, payments will be applied first to arrears, then to current charges.
- (c) The CAO will not approve any lease transfers for any leased lot until all fees and fines have been paid in full.

- 2.2 That Schedules A-2, A-3, A-4, A-6, A-8, A-9, A-10, A-11, A-12, A-13 and A-14 attached to and forming part of this bylaw replace the current corresponding schedules.

3. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this 15th day of JANUARY, 2020

READ A SECOND TIME this 15th day of JANUARY, 2020

READ A THIRD TIME this 15th day of JANUARY, 2020

RESCINDED THIRD READING on this day 19th OF FEBRUARY, 2020

READ A THRID TIME AS AMENDED on this day 19th of FEBRUARY, 2020.

ADOPTED this XX day of XXXXX, 20XX

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 Bylaw
Notice Enforcement Bylaw No. 1140, 2019,
Amendment Bylaw No. 1171, 2020

Chief Administrative Officer

Schedule A-2 – Cultus Lake Park Animal Control and Regulations

Bylaw No. 1142, 2019

<i>Bylaw Notice Bylaw Citation</i>	<i>Section</i>	<i>Description</i>	<i>A1 Penalty</i>	<i>A2 Early Payment Penalty</i>	<i>A3 Late Payment Penalty</i>	<i>A4 Compliance Agreement Available</i>
<i>Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019</i>	3.5	Excessive Pets	\$100	\$80	\$120	No
	3.6	Keeping of unauthorized animals or reptiles	\$500	\$450	\$550	No
	3.7	Feeding Wildlife	100	80	120	No
	4.6	Unlicensed dog(s)	\$200	\$175	\$225	No
	4.7	Unleashed dog(s)	\$100	\$80	\$120	No
	4.8	Dog(s) on wharf or beach	\$100	\$80	\$120	No
	4.9	Failing to clean up after dog(s)	\$100	\$80	\$120	No
	4.10	Dog(s) running at large	\$100	\$80	\$120	No
	4.24	Dog(s) barking/howling	\$200	\$175	\$225	No
	4.25	Operating a Kennel	\$500	\$450	\$550	No
	4.26	Removal of Dog from Impound	\$200	\$175	\$225	No
	4.28 (a)	Aggressive Dog not secured	\$500	\$450	\$550	No
	4.28 (b)	Aggressive Dog running at large	\$500	\$450	\$550	No
	4.28 (c)	Aggressive Dog not muzzled	\$500	\$450	\$550	No
	4.28 (d)	Aggressive Dog not microchipped	\$500	\$450	\$550	No
	4.30	Aggressive/vicious dog in the Park	\$500	\$450	\$550	No

Schedule A-3 – Cultus Lake Park Boating and Foreshore

Bylaw No. 1143, 2019

<i>Bylaw Notice Bylaw Citation</i>	<i>Section</i>	<i>Description</i>	<i>A1 Penalty</i>	<i>A2 Early Payment Penalty</i>	<i>A3 Late Payment Penalty</i>	<i>A4 Compliance Agreement Available</i>
<i>Cultus Lake Park Boating and Foreshore Regulations Bylaw No. 1143, 2019</i>	3.2 (a)	Operate boat without muffling device	\$500	\$450	\$550	No
	3.2 (a) (i)	Operate boat with dry stacks/headers	\$500	\$450	\$550	No
	3.2 (a) (ii)	Operate boat with water injected headers	\$500	\$450	\$550	No
	3.2 (a) (iii)	Operate boat which disturbs others	\$500	\$450	\$550	No
	3.2 (b)	Motorboat within swim areas	\$200	\$175	\$225	No
	3.2 (c)	Boats moored to public wharves	\$200	\$175	\$225	No
	3.2 (d)	Operate a motorboat over 5 km	\$300	\$265	\$335	No
	3.2 (e)	Prohibited discharge	\$500	\$450	\$550	No
	3.2 (f)	Fueling from public boat launch	\$200	\$175	\$225	No
	3.2 (g)	Fueling from public wharves during prohibited times	\$100	\$80	\$120	No
	3.3 (a)	Houseboats moored/anchored within the foreshore	\$500	\$450	\$550	No
	3.3 (b)	Boat lifts/wharves installed without permission	\$500	\$450	\$550	No
	3.3 (f)	Non-complying buoy in the foreshore	\$500	\$450	\$550	No
	3.3 (h)	Unacceptable apparatus moored to a buoy	\$250	\$220	\$280	No
	3.3 (h)	More than one apparatus moored to a buoy	\$250	\$220	\$280	No
	3.3 (j)	Use of unacceptable anchors	\$200	\$175	\$225	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

<i>Cultus Lake Park Boating and Foreshore Regulations Bylaw No. 1143, 2019</i>	3.3 (o)	Failure to provide insurance for swim rafts	\$200	\$175	\$225	No
	3.3 (q)	No overnight occupancy in the foreshore	\$500	\$450	\$550	No
	3.3 (s)	Failure to affix buoy sticker before July 1st	\$100	\$80	\$120	No
	3.3 (t)	Failure to legibly and permanently display R, S or NR number on buoy	\$100	\$80	\$120	No
	3.3 (u)	Replacing or relocating a buoy, anchor, boat lift or mooring device without authorization	\$500	\$450	\$550	No
	3.3 (v)	Failure to sign properly when two registrants on moorage	\$100	\$75	\$125	No
	3.4 (a)	Boat moorage in swim area	\$500	\$450	\$550	No
	3.4 (b)	Mooring a boat to non-compliant buoy	\$500	\$450	\$550	No
	3.4 (c)	Store boat on Park property overnight	\$250	\$220	\$280	No
	3.4 (d)	Boats chained or tethered to any tree	\$250	\$220	\$280	No

Schedule A-4 – Cultus Lake Park Burning Conditions, Restrictions and Fire Ban
Bylaw No. 1144, 2019

<i>Bylaw Notice Bylaw Citation</i>	<i>Section</i>	<i>Description</i>	<i>A1 Penalty</i>	<i>A2 Early Payment Penalty</i>	<i>A3 Late Payment Penalty</i>	<i>A4 Compliance Agreement Available</i>
<i>Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019</i>	3.1	Fire not in designated areas.	\$500	\$450	\$550	No
	3.1	Fire not in acceptable container	\$500	\$450	\$550	No
	3.1	Fires left unattended	\$500	\$450	\$550	No
	3.1	Burning of other materials	\$100	\$80	\$120	No
	3.2	Use of non-CSA approved gas appliances	\$500	\$450	\$550	No
	3.3	Use of smoker units within the Park	\$250	\$220	\$280	No
	3.4	Burning which causes a nuisance	\$250	\$220	\$280	No
	3.5	Fire exceeds allowable limits	\$250	\$220	\$280	No
	3.6	Use of Propane barbeques not permitted	\$500	\$450	\$550	No
	3.7	Fire in public area without CAO permission	\$500	\$450	\$550	No
	3.8	Use of propane unit on wharves/beach	\$500	\$450	\$550	No
	3.9	Use of charcoal/coal/briquettes in public areas	\$500	\$450	\$550	No
	3.11 (b)	Use of open flame during a fire ban	\$500	\$450	\$550	No

Schedule A-6 –Cultus Lake Park Management of Public Areas

Bylaw No. 1146, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019</i>	3.1	Use fertilizers/pesticides/herbicides in public areas	\$100	\$80	\$120	No
	3.2	Mow grass in public area	\$100	\$80	\$120	No
	3.3	Prohibited use of beaches/wharves/playgrounds	\$100	\$80	\$120	No
	3.4	Prohibited use of parking lots when closed	\$100	\$80	\$120	No
	3.5	Use of closed public areas	\$200	\$175	\$225	No
	3.6	Removal from garbage/recycling receptacle	\$100	\$80	\$120	No
	3.7	Consume/possess open liquor	\$250	\$220	\$280	No
	3.8	Operation of drone	\$100	\$80	\$120	No
	3.9	Place/occupy temp accommodation	\$250	\$220	\$280	No
	3.12	Damage to tree in the Park	\$500	\$450	\$550	No
	3.13	Damage any infrastructure in public areas	\$500	\$450	\$550	No
	3.14	Advertising in public areas	\$500	\$450	\$550	No
	3.15	Camping in public areas	\$500	\$450	\$550	No
	3.16	Alter or injure a Natural Park Feature without permission or valid permit	\$500	\$450	\$550	No

Schedule A-8 –Cultus Lake Park No Smoking

Bylaw No. 1148, 2019

<i>Bylaw Notice Bylaw Citation</i>	<i>Section</i>	<i>Description</i>	<i>A1 Penalty</i>	<i>A2 Early Payment Penalty</i>	<i>A3 Late Payment Penalty</i>	<i>A4 Compliance Agreement Available</i>
<i>Cultus Lake Park No Smoking Bylaw No. 1148, 2019</i>	3.	Smoking in prohibited areas	\$200	\$175	\$225	No

Schedule A-9 – Cultus Lake Park Property Maintenance

Bylaw No. 1149, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019	3.1 (a)	Permit rubbish, to collect	\$500	\$450	\$550	No
	3.1 (b)	Rubbish to overflow from container	\$500	\$450	\$550	No
	3.1 (c)	Leased lot unsightly	\$500	\$450	\$550	No
	3.1 (d)	Permit dead landscaping/vegetation	\$200	\$175	\$225	No
	3.1 (e)	Infestation of insects or vermin	\$500	\$450	\$550	No
	3.1 (f)	Accumulation of construction waste	\$500	\$450	\$550	No
	3.1 (g)	Accumulation of motor vehicle or parts	\$500	\$450	\$550	No
	3.2	Vacant building in disrepair.	\$500	\$450	\$550	No
	3.3	Place graffiti on any structure	\$500	\$450	\$550	No
	3.4 (a)	Permit boulevard to become untidy	\$500	\$450	\$550	No
	3.4 (b)	Permit the accumulation of weeds	\$200	\$175	\$225	No
	3.4 (c)	Accumulation of hazardous objects	\$500	\$450	\$550	No
	3.4 (d)	Permit landscaping to obstruct site lines	\$200	\$175	\$225	No
	3.5	Permit garden waste on public area	\$500	\$450	\$550	No
	3.6	Receptacles and/or bins not kept entirely on leased lot	\$100	\$80	\$120	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

<i>Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019</i>	3.7	Receptacles and/or bins placed outside of designated time	\$100	\$80	\$120	No
	3.7	Receptacles and/or bins not returned to lease lot on same day	\$100	\$80	\$120	No
	3.8	Receptacles and/or bins not stored in a safe, sanitary and inoffensive manner	\$300	\$235	\$365	No
	3.9	(Wild and domestic animal attractancies) not stored properly	\$300	\$235	\$365	No
	3.10	Garbage not cleaned up within two hours of notification	\$300	\$235	\$365	No
	3.11	Compostable substances not stored in a safe, sanitary and inoffensive manner	\$300	\$235	\$365	No

Schedule A-10 –Cultus Lake Park Special Event

Bylaw No. 1150, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Special Event Bylaw No. 1150, 2019</i>	3.2	Failure to obtain Permit	\$500	\$450	\$550	No
	6.5	Improper clean up after a 48 hours timeframe	\$100	\$80	\$120	No
	6.7	Unapproved use of generator	\$100	\$80	\$120	No
	6.9	Unapproved event vehicle parking	\$100	\$80	\$120	No
	6.17	Discharge of any waste or water on Cultus Lake Park property by Food vendor	\$200	\$175	\$225	No
	6.19	Unapproved wedding ceremonies	\$500	\$450	\$550	No
	6.21	Unapproved filming	\$500	\$450	\$550	No
	6.23	Unapproved additional services	\$200	\$175	\$225	No
	6.26	Failure to display Special Event Permit	\$100	\$80	\$120	No
	7.3	Fasten anything without permission	\$100	\$80	\$120	No
	7.4	Construct shelter without approval	\$100	\$80	\$120	No
	7.5	Unapproved posting of advertisements	\$100	\$80	\$120	No
	7.6	Distribution of printed material unless approved	\$100	\$80	\$120	No
	7.7	Sell/advertise food/drink or without permission	\$100	\$80	\$120	No
	7.8	Failure to Park in designated parking areas	\$100	\$80	\$120	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

	7.9	Consumption of alcohol outside designated licensed areas	\$250	\$220	\$280	No
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Schedule A-11 –Cultus Lake Park Sunnyside Campground

Bylaw No. 1151, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019	4.2 (a)	Make/cause noise which disturbs	\$500	\$450	\$550	No
	4.2 (b)	Noise from campsite which disturbs	\$500	\$450	\$550	No
	4.2 (c)	Noise between 11:00 pm and 7:00 am	\$500	\$450	\$550	No
	4.3	Noise from unapproved public address or sound system.	\$500	\$450	\$550	No
	4.4 (a) (i)	Tire noise from motor vehicle	\$500	\$450	\$550	No
	4.4 (a) (ii)	Noise from a motor vehicle	\$500	\$450	\$550	No
	4.4 (a) (iii)	Amplified noise from a vehicle	\$500	\$450	\$550	No
	4.4 (a) (iv)	Vehicle alarm exceeding (3) minutes	\$500	\$450	\$550	No
	4.4 (a) (v)	Noise from a vehicle horn	\$500	\$450	\$550	No
	4.5	Vehicle to idle for more than (3) minutes.	\$500	\$450	\$550	No
	4.6 (a)	Amplified noise permitted by registered camper which disturbs	\$500	\$450	\$550	No
	4.6 (b)	Amplified noise which disturbs others	\$500	\$450	\$550	No
	4.6 (c)	Dog(s) barking/howling	\$200	\$175	\$225	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

<i>Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019</i>	4.6 (d)	Prohibited operating of lawn equipment	\$200	\$175	\$225	No
	4.6 (e)	Creating a nuisance by fighting	\$500	\$450	\$550	No
	5.2	Day visitors past 11:00 pm	\$100	\$80	\$120	No
	5.3	Overnight visitors past 11:00 pm	\$100	\$80	\$120	No
	5.4	Entry by visitors after 10:00 pm	\$100	\$80	\$120	No
	6.2	Campsite exceeds 4 adults per	\$100	\$80	\$120	No
	6.6	Belligerent or disrespectful behavior	\$100	\$80	\$120	No
	7.1	Operation of drone	\$100	\$80	\$120	No
	7.2	Persons under 18 not accompanied by adult	\$100	\$80	\$120	No
	7.3	Trespassing in the playgrounds after dusk	\$100	\$80	\$120	No
	8.1	Day Visitor exceeds to adults	\$100	\$80	\$120	No
	8.2	Exceeds overnight vehicle capacity	\$100	\$80	\$120	No
	8.3	Prohibited parking on Beach Drive	\$250	\$220	\$280	No
	8.4	Failure to comply with the Motor Vehicle Act	\$250	\$220	\$280	No
	8.5	Unregistered motorcycle	\$250	\$220	\$280	No
	8.6	Speeding	\$250	\$220	\$280	No
	8.7	Prohibited vehicles	\$100	\$80	\$120	No
	8.8	Failure to wear helmet	\$50	\$35	\$65	No
	8.9	Impeding Traffic	\$500	\$450	\$550	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019	9.1	Open liquor in public place	\$250	\$220	\$280	No
	9.2	Alcohol left unattended on site	\$250	\$220	\$280	No
	10	Under 21 years of age occupying campsite	\$100	\$80	\$120	No
	11.1	Unleashed dog(s)	\$100	\$80	\$120	No
	11.2	Pets left unattended	\$100	\$80	\$120	No
	11.3	Dog(s) repeatedly disturbing campers	\$200	\$175	\$225	No
	11.4	Dog(s) unlicensed	\$200	\$175	\$225	No
	11.5	Seasonal dog(s) without ID tags	\$200	\$175	\$225	No
	11.7	Dog(s) on wharf or beach	\$100	\$80	\$120	No
	11.8	Failure to clean-up after dog(s).	\$100	\$80	\$120	No
	11.9	Harbouring prohibited/dangerous animals	\$500	\$450	\$550	No
	12.1	Damage to vegetation	\$500	\$450	\$550	No
	12.2	Damage to tree(s) by use of nails, screws or any material	\$100	\$80	\$120	No
	12.3	Planting Vegetation	\$200	\$175	\$225	No
	12.4	Planter/Pot outside property pins	\$100	\$80	\$120	No
	13.1	Lights on during prohibited times	\$100	\$80	\$120	No
	13.2	Air conditioner violation.	\$100	\$80	\$120	No
	13.4	Failure to display fridge decal	\$50	\$35	\$65	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019	13.5	Use of Freezers, electric ranges or generators.	\$100	\$80	\$120	No
	13.6	Tampering/Abuse of electrical	\$250	\$220	\$280	No
	13.7	Adding Breaker or Breaker Box	\$500	\$450	\$550	No
	13.8	Blocking access to Breaker Box	\$250	\$220	\$280	No
	14.1	Removal of items from receptacle	\$100	\$80	\$120	No
	14.2	Solicit recycling material	\$100	\$80	\$120	No
	14.3	Deposit or discard propane bottles	\$100	\$80	\$120	No
	15	Unightly Campsite				
	17.1	Wood fires not on a registered site	\$500	\$450	\$550	No
	17.1	Fires not contained	\$500	\$450	\$550	No
	17.1	Burning of other materials	\$100	\$80	\$120	No
	17.3	Use of a Smoker unit	\$250	\$220	\$280	No
	17.4	Fire exceeds allowable limits.	\$250	\$220	\$280	No
	17.5	Use of propane barbeques/natural gas units on wharves/beach	\$500	\$450	\$550	No
	17.6	Use of charcoal/coal/briquettes	\$500	\$450	\$550	No
	17.7	Use of campfires outside hours	\$100	\$80	\$120	No
	17.9	Fires left unattended	\$500	\$450	\$550	No
	17.10	Burning Prohibited Materials	\$500	\$450	\$550	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019	17.11	Burning during a Fire Ban	\$500	\$450	\$550	No
	17.12	Use of barbeque and charcoal/coal units on wharves/beach	\$500	\$450	\$550	No
	19.1 (a)	Subletting or assignment of seasonal sites	\$500	\$450	\$550	No
	19.2 (a)	Too many units on seasonal site	\$100	\$80	\$120	No
	19.2 (b)	Exceeding number of tents	\$100	\$80	\$120	No
	19.3 (a)	Unauthorized use of Vehicle parking passes	\$250	\$220	\$280	No
	19.3 ©	Unauthorized use of seasonal parking passes	\$250	\$220	\$280	No
	19.3 (d)	Unauthorized parking in additional stalls	\$250	\$220	\$280	No
	19.3 (f)	Passes not affixed to vehicle	\$100	\$80	\$120	No
	19.3 (g)	Passes affixed to unregistered vehicle	\$250	\$220	\$280	No
	20.1	Site alternation without approval	\$250	\$220	\$280	No
	20.3	Failure to remove deck at end of season	\$250	\$220	\$280	No
	20.4	Shed & Utility Trailers exceed size/number	\$100	\$80	\$120	No
	20.5	Tarps secured to trees that harms/damages	\$250	\$220	\$280	No
	20.5	Use of Orange tarps on seasonal sites	\$100	\$80	\$120	No
	20.6	Fencing without approval	\$100	\$80	\$120	No
	20.6	Fencing contrary to the Bylaw provisions	\$100	\$80	\$120	No
	20.6 (a)	Fencing outside property lines	\$100	\$80	\$120	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019	20.6 (b)	Use of picket fencing	\$100	\$80	\$120	No
	20.6 (d)	Obstructing view	\$100	\$80	\$120	No
	20.6 (e)	Use of solid fence	\$100	\$80	\$120	No
	20.7	Portable structures not securely anchored	\$100	\$80	\$120	No
	20.8	Unapproved landscape/construction materials	\$250	\$220	\$280	No
	20.9	More than one picnic table per site	\$100	\$80	\$120	No
	20.9	Damage or alterations made to picnic table	\$300	\$265	\$335	No
	20.10	Not meeting BC Building Code for deck	\$300	\$265	\$335	No
	20.12	Unapproved structure on campsite	\$300	\$265	\$335	No
	21.	Satellite dish installed contrary to provisions	\$100	\$80	\$120	No
	22.	Failure to comply with Departure Procedures	\$100	\$80	\$120	No
	20.14	Interference with campground operations	\$300	\$265	\$335	No
	23.	Failure to comply with eviction	\$500	\$450	\$550	No
	23.1 (a)	Failure to remove belongings within 48 hours	\$250	\$220	\$280	No
	23.1 (c)	Overnight campers' failure to remove belongings immediately	\$250	\$220	\$280	No

Schedule A-12 –Cultus Lake Park - The Cabins at Cultus Lake Park**Bylaw No. 1152, 2019**

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park - The Cabins at Cultus Lake Park Bylaw No. 1152, 2019	4.2 a)	Make/cause noise which disturbs.	\$500	\$450	\$550	No
	4.2 b)	Noise from cabin which disturbs	\$500	\$450	\$550	No
	4.2 c)	Noise between 11:00 pm and 7:00 am	\$500	\$450	\$550	No
	4.3 (a)	Noise from public address or sound system	\$500	\$450	\$550	No
	4.4 (a) (i)	Tire noise from motor vehicle	\$500	\$450	\$550	No
	4.4 (a) (ii)	Noise from a motor vehicle	\$500	\$450	\$550	No
	4.4 (a) (iii)	Amplified noise from a vehicle	\$500	\$450	\$550	No
	4.4 (a) (iv)	Vehicle alarm exceeding (3) minutes	\$500	\$450	\$550	No
	4.4 (a) (v)	Noise from a vehicle horn	\$500	\$450	\$550	No
	4.5 (a)	Vehicle to idle for more than (3) minutes	\$500	\$450	\$550	No
	4.6 (a)	Amplified noise which disturbs	\$500	\$450	\$550	No
	4.6 (b)	Person disturbs others	\$500	\$450	\$550	No
	4.6 (c)	Dog(s) barking/howling	\$200	\$175	\$225	No
	4.6 (d)	Nuisance by fighting	\$500	\$450	\$550	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

<i>Cultus Lake Park - The Cabins at Cultus Lake Park Bylaw No. 1152, 2019</i>	5.1	Unregistered vehicle	\$150	\$125	\$175	No
	5.5	Belligerent or disrespectful behaviour	\$100	\$80	\$120	No
	6.1	Operation of drone at the cabins.	\$100	\$80	\$120	No
	6.2	Person under 18 not accompanied by adult	\$100	\$80	\$120	No
	6.3	Use of common areas after dusk	\$100	\$80	\$120	No
	7.1	RV or camperized van parking at the cabins	\$100	\$80	\$120	No
	7.2	Unlicensed vehicle	\$200	\$175	\$225	No
	7.3	Uncompliant vehicle	\$100	\$80	\$120	No
	7.5	Failure to display Sunnyside Parking Permit	\$100	\$80	\$120	No
	7.6	Vehicles impede traffic flow	\$100	\$80	\$120	No
	8.1	Underage occupant in cabin without registered guest 22 years and older.	\$100	\$80	\$120	No
	8.2	Unaccompanied underage occupant	\$100	\$80	\$120	No
	8.3	Over the occupancy limit	\$100	\$80	\$120	No
	8.5	Smoking in prohibited areas	\$200	\$175	\$225	No
	8.6	Erection of tents	\$100	\$80	\$120	No
	9.2	Consume/possess open liquor	\$250	\$220	\$280	No
	10.1	Pet over height	\$100	\$80	\$120	No
	10.2	More than one (1) pet per cabin	\$100	\$80	\$120	No

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

<i>Cultus Lake Park - The Cabins at Cultus Lake Park Bylaw No. 1152, 2019</i>	10.3	Unleashed dog(s)	\$100	\$80	\$120	No
	10.4	Unattended Pets	\$100	\$80	\$120	No
	10.5	Pets not confined	\$100	\$80	\$120	No
	10.6	Pets not declared	\$100	\$80	\$120	No
	10.7	Failure to clean up after dog(s)	\$100	\$80	\$120	No
	10.8	Harboring prohibited and dangerous animals	\$500	\$450	\$550	No
	11.1	Cutting, damaging plants/trees	\$500	\$450	\$550	No
	11.2	Damage to tree(s)	\$100	\$80	\$120	No
	12.1	Lights on during prohibited times	\$100	\$80	\$120	No
	12.2	Air conditioner on	\$100	\$80	\$120	No
	13.1	Use of campfires outside the hours permitted	\$100	\$80	\$120	No
	13.3	Use of a smoker unit	\$250	\$220	\$280	No
	13.4	Fire exceed allowable limits	\$250	\$220	\$280	No
	13.5	Use of charcoal, coal or briquettes	\$100	\$80	\$120	No
	13.6	Fires left unattended	\$500	\$450	\$550	No
	13.7	Burning of other materials	\$100	\$80	\$120	No
	13.8	Campfire during a fire ban	\$500	\$450	\$550	No

Schedule A-13 –Cultus Lake Park Tree and Plant

Bylaw No. 1153, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019</i>	3.8	Failure to display permit	\$100	\$80	\$120	No
	3.11	Removal of debris not completed	\$100	\$80	\$120	No
	4.5	Damage to trees	\$500	\$450	\$550	No
	4.6	Topping of trees without Arborist	\$500	\$450	\$550	No
	4.10	Removal or damage of a tree without permission	\$500	\$450	\$550	No
	4.10	Removal or damage of a tree after a denied application	\$500	\$450	\$550	No
	4.14	Failure to obtain a valid building permit	\$200	\$175	\$225	No

Schedule A-14 – Cultus Lake Park Parking and Traffic Regulations

Bylaw No. 1154, 2019

<i>Bylaw Notice Bylaw Citation</i>	<i>Section</i>	<i>Description</i>	<i>A1 Penalty</i>	<i>A2 Early Payment Penalty</i>	<i>A3 Late Payment Penalty</i>	<i>A4 Compliance Agreement Available</i>
<i>Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019</i>	5	Parking over time limit	\$100	\$80	\$120	No
	7.1	Parking in reserved space	\$200	\$175	\$225	No
	7.2	Parking outside designated area	\$100	\$80	\$120	No
	7.3	Parking in designated area	\$100	\$80	\$120	No
	7.4	Parking without displayed permit	\$100	\$80	\$120	No
	7.5	Counterfeit permit	\$500	\$450	\$550	No
	7.5	Expired permit	\$100	\$80	\$120	No
	8.1	Parking/stopping in prohibited area	\$100	\$80	\$120	No
	8.2	Display unauthorized sign	\$100	\$80	\$120	No
	9.5	Tamper with meter	\$500	\$450	\$550	No
	10	Parking away from curb	\$100	\$80	\$120	No
	11.1	Failure to display valid vehicle, RV or trailer insurance within the public areas	\$300	\$265	\$335	No

<i>Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019</i>	11.2(a)	Parking vehicle, RV or trailer outside leased lot	\$500	\$450	\$550	No
	11.3	Storing vehicle, RV or trailer within overflow parking area (Sunnyside Boulevard)	\$500	\$450	\$550	No
	11.4	G.V.W exceeding 3700 KG or length of 7 meters long within the Park	\$200	\$175	\$225	No
	12.1	Ignoring authorized personnel	\$500	\$450	\$550	No
	12.2	Speeding	\$100	\$80	\$120	No
	12.3 (b)	Fail to stop	\$100	\$80	\$120	No
	12.4	Use outside of designated area	\$200	\$175	\$225	No
	12.5	Travel contrary to traffic control device	\$200	\$175	\$225	No
	12.6	Obstruct traffic	\$200	\$175	\$225	No
	12.7	Disturb by public address system	\$500	\$450	\$550	No
	12.8	Noise from motor vehicle	\$500	\$450	\$550	No
	12.9	Operate golf cart	\$100	\$80	\$120	No
	12.10	Cross at undesignated area	\$100	\$80	\$120	No
	12.11	Park over designated parking lines	\$100	\$80	\$120	No
	12.13	Park on roadway to Parking Lot D	\$100	\$80	\$120	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Jacquie Spencer,
Manager of Visitor Services, Accommodations & Bylaw Enforcement

SUBJECT: Public Feedback Regarding Short-Term Rentals, Bed & Breakfasts, Secondary Suites and Home-Based Businesses

PURPOSE:

To provide the Board with an overview and synopsis of the public feedback following the community meeting regarding Short-Term Rentals, Bed and Breakfasts, Secondary Suites and Home-Based Businesses, held on February 3, 2020.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Short-Term Rentals, Bed and Breakfasts, Secondary Suites and Home-Based Businesses Community Meeting Report for information.

DISCUSSION:

The Board identified short-term rentals, secondary suites, bed and breakfast and home-based business regulations as a strategic priority to deliver more accessible and consistent experiences for visitors and residents of Cultus Lake Park. A consultant's report on short-term vacation rentals was considered by the Board on August 15, 2018. A letter regarding short-term rentals, secondary suites, bed and breakfast and home-based business regulations was sent to residents and a survey was held from September 20, 2019 to October 4, 2019 for community feedback. The results of the survey included: 75.21 percent in favor of properly managed and licensed Short-Term Vacation Rentals; 84.61 percent in favor of properly managed and licensed Bed and Breakfast Homes; 76.92 percent in favor of properly managed and licensed Home-Based Businesses; and 80.17 percent in favor of Secondary Suites.

A Community Meeting was held February 3, 2020 to gather feedback regarding short-term rentals, secondary suites, bed and breakfast and home-based business regulations, with the results attached.

Staff have developed proposed bylaws to address Short-Term Rentals and Home-Based Businesses for Board consideration at the April 15, 2020 regular meeting.

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative by seeking to continuously improve the customer experience.

ATTACHMENTS:

Short-Term Rentals, Bed & Breakfasts, Secondary Suites, and Home-Based Businesses Community Meeting Report.

Prepared by:



Jacquie Spencer
Manager of Visitor Services, Accommodations
and Bylaw Enforcement

Approved for Submission to the Board by:



Joe Lamb
Acting Chief Administrative Officer



Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses Community Meeting Report

February 28, 2020

Purpose of Report

- To provide an overview and synopsis on the outcome of the community meeting re: Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses held on February 3, 2020.

Overview

Written comments have been edited for brevity and clarity, and similar comments have been combined to avoid repetition. All efforts were made to ensure that this report contains a comprehensive and accurate overview of the community's feedback.

Cultus Lake Park is in the process of identifying and developing a process to effectively manage Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses. As a result of research undertaken on this subject matter, it was identified that there are upwards of 90 Short-term Rentals currently operating in the community with no oversight.

Community Engagement

The Cultus Lake Park Board held a community input meeting on February 3, 2020 from 6:30 – 8 p.m. at the Cultus Lake Community School. The purpose of the meeting was to engage the community in dialogue regarding how Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses should be managed in the Park.

The meeting was attended by approximately 100 members of the community and four Park Board Commissioners: Joe Lamb (Chair), Darcy Bauer, Larry Payeur and Casey Smit; Chief Administrative Officer, Bonny Bryant; and several staff members, who provided support.

The meeting format included four "Conversation Stations." They were:

- Overview of Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses
- Permits/Licences/Leases
- Bylaws and Enforcement
- Input, Feedback & Ideas

The Conversation Stations provided the opportunity for one-on-one or small group dialogue between Cultus Lake Park Board Commissioners, the Chief Administrative Officer, staff and community members.

At each Conversation Station, community members were provided with pens and post-it notes and were asked to write down concerns, feedback and ideas. In addition, community members emailed Cultus Lake Park with ideas, feedback and input.



Community Feedback

There were 23 emails and 80 post-it notes with comments submitted with ideas, feedback and input.

There was a great deal of community engagement at the community meeting and the submissions were thoughtful and substantial.

All information collected via email and submitted at the community meeting was reviewed in order to develop this report.

No personal or specific information provided in any of the feedback has been shared in this document. No comment or input is attributed to any one individual and no identifying details have been used. Some feedback representing similar ideas has been compiled for brevity. Every attempt has been made to ensure that all feedback has been accurately represented to the best of the writer's ability.

The intent of this report is to provide a useful synopsis of the feedback given by the community regarding Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses.

There were several overarching themes that emerged from the feedback. They are:

Clear Regulations and Defined Criteria Are Required

- Park staff should evaluate each property to determine maximum occupancy based on size of house/parking.
- Limit the number of guests allowed at any one time.
- Business insurance proof should be provided to the Park Office.
- There should be a limit on the number of homes allowed as Short-term Rentals (recommended 10%) or limit the number of Short-term Rentals on any street, then have a waiting list.
- Rental requirement should be that a person 25 years or older must be present at rental at all times.
- Secondary suites should meet official building codes.
- Develop a Park Code of Conduct of Behaviour – based on respect for environment, community, individuals and safety; create standardized rules for behaviour in the Park (to go along with house rules).
- Information on noise, garbage, smoking and other bylaws should be included in tenant information and in contract.
- All current suites are illegal and should be fined.
- No weekend-only rentals.
- Leaseholder must know who is in each rental.
- Neighbours should be included in the application process/be informed of approved licences/permits.
- Respect for neighbours is key.
- Renters must be clearly informed of community rules, bylaws, etc. including who to call for issues.
- Existing Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses must register.



- Nothing should happen to existing Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses.
- Having more than one of the four elements (Short-term Rental, Bed & Breakfast, Secondary Suite and Home-based Business) in the home should be allowed/should be done on a case-by-case basis.
- Home-based Business – homeowner only, no outside activities.
- Proper insurance must be in place.
- Building inspections are a must.
- A Bed & Breakfast should be separate from a Secondary Suite approval, if the sole purpose of the Secondary Suite is for a Bed & Breakfast. If at a later date the use is changed for a long-term rental, the person can then apply for the Secondary Suite through that application process.
- No signage for Home-based Businesses.
- No customers/clients visiting home for Home-based Businesses.
- Option for entire community to use one rental agency to simplify the process.
- Cultus Lake Park should be provided with contact information for homeowner/renter and this should be provided to security.
- A short-term rental operator meeting should be held early to discuss the previous year's successes and challenges.
- Establish an inspection program to ensure Short-term Rentals are complying with requirements.
- Short-term renters should be able to have visitors but not have people stay overnight.
- Pets should be at the discretion of the Short-term Rental operator.

Fees

- The Park should benefit from having Short-term Rentals.
- There should be additional dialogue with community regarding fees.
- Fees should be paid to the Park every time the home is rented (each renter).
- Consider Big White as an example for Short-term Rentals – apparently, they require registration of all rental properties and act as an agency for rentals. (Provides standard for renters and community and is a hub for issues and complaints. Fees for booking cover costs.)
- Request security deposit for fines.
- Charge fees every time a new renter comes in.
- Charge fee per night (\$5 Cultus Lake Park Board fee).
- Residents who do not have a Short-term Rental, Bed & Breakfast, Secondary Suite or Home-based Business should not have to pay for costs created by these elements.
- Only Short-term Rentals run as full-time businesses (not by families supplementing their income/covering expenses with limited rentals) should be charged fees.
- Make the permit/licence a reasonable cost.

Timing is Important

- The 2020 rental season is coming up – and there is a demand for Short-term Rentals for this coming season at Cultus Lake Park. It is crucial for renters to understand and have time to make applications and receive permits/licences.



Costs/Use of Resources

- If people rent a Cultus Lake Park home, the renters take the place of the owners – there are no increased costs because of Short-term Rentals, Bed & Breakfasts, Secondary Suites or Home-based Businesses.
- More Park resources are used as a result – increase in garbage, strain on sewer and water systems, etc.

Cultus Lake Park Should Not Be Involved

- Cultus Lake Park Board continually tries to make money off residential leaseholders.
- Cultus Lake Park should have the same role as they do for long-term rentals – none.
- Chair Lamb has a conflict of interest and should recuse himself from the process.

Bylaw Enforcement Is Crucial

- There are bylaws already in place to handle all of this.
- Bylaws must be enforced – including 11 p.m. "quiet time."
- Bylaws should include how to govern "parties."
- Bylaw enforcement must be increased. (For example, first infraction – fine, second infraction – fine doubles, third infraction – fine triples, fourth infraction – cancel licence.)
- If three nuisance/noise complaints occur during a three-month period, an auto renew of the option to terminate/buy out lease should occur at the next Board meeting.
- False Alarm Bylaw in Maple Ridge is a good example – \$150 for the first call-out fee, \$300 for the second, \$600 for the third, and \$1,200 for all subsequent call-outs.
- In the summer, security must go past 7 p.m.
- "Citizens on Patrol" was previously very successful in monitoring infractions and reassuring leaseholders.
- Leaseholders should be notified of bylaw infractions immediately to allow them to hold back money to cover cost of fine.
- In Whistler, if there is a noise complaint (even a banging door), the owner of the unit is emailed and immediately fined.
- Fine owners the same as renters.
- Allow RCMP to decide if it requires a bylaw infraction.
- Permits/licences should be renewed annually to ensure compliance with rules/bylaws; should be issued for the duration of ownership.
- Short-term Rentals should be permitted for a short time period; all applications get put into a draw and only a defined number can be licensed. They are licensed for one to three years and then another draw takes place.
- Non-compliance with rules/bylaws needs to be addressed swiftly.
- Fines to renter/homeowner for non-compliance.
- There should be a charge to the homeowner every time a Park employee has to attend to the house because of a renter, whether there is a fine or not.
- Zero tolerance for chronic complainers might be an idea.
- Current bylaws should be enough (there are enough bylaws in place).
- There should be a way to put forward a case that does not fit within the new bylaws or criteria. It should be reviewed on its own merit.
- A hierarchy of concerns relative to permit/licence standards could be:
 1. Occupant safety in the rental;
 2. Ease of operation and administration of the regulatory system; and



3. Revenue from the system.

- A multi-year implementation plan that addresses first year and follow-up year requirements and any issues/concerns should be in place.
- Establish occupant safety policy – with fire response plan created by homeowner and submitted to Cultus Lake Park.
- Implement a permit/licence in which the obligation of the Short-term Rental operator and the Park Board to patrol and enforce bylaws is clearly stated.

Most Rentals Are NOT a Full-time Business/Are Not There to Make Money (But to Cover Expenses)

- Many people rent out their cabins so that they can afford them.
- Those who do rent them out to help with costs are responsible and make sure that whoever stays there understands the rules and guidelines of the Park.
- It is important to use data to identify the impact of Short-term Rentals (one to three or four nights) vs. weekly (five nights and more).

Garbage

- Create a "walk-up" garbage service and require all Short-term Rentals to subscribe (Palm Springs example).
- Make garbage pick-up weekly in June, July and August.

Parking Is an Issue

- Current parking limitations and allowances should remain in effect.
- Parking is an issue for overnight guests – needs a solution.
- Open a parking lot overnight for guests.
- Motorhomes, trailers and campers at people's homes should no longer be allowed for more than 24 hours, unless Park is notified.
- Motorhomes, trailers and campers should not be parked at forest for longer than one week.
- Parking limitations should be held to passes issued to leaseholders.
- Current bylaw for overnight parking needs to be changed.
- Put restrictions on maximum number of people (not just overnight guests) and vehicles at one time at a property.

When Regulated, Short-term Rentals Are an Asset to a Community

- Cultus Lake Park Board should manage Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses.
- Homes occupied during the off-season deter crime.
- There are rarely problems with Secondary Suite long-term rentals; they become a part of the community.

Additional Concerns/Comments

- Secondary Suites do not pay their share of costs for utilities or services.
- Every home should have a water meter for incoming and outgoing sewer and be charged for what they use.
- What happens at the neighbour's house is important.
- Short-term Rental guests do not care about the community.
- Short-term Rentals – two to three days usually means party time (poor neighbours).



- There needs to be a way to manage "over-complaining" neighbours.
- Parties should not be allowed.
- Trailers for renters should not be allowed.
- Concerns about Short-term Rental fee for those who do a small amount of renting to cover expenses and who take care that guests are aware of the rules – not the same as a Short-term Rental business.
- Concerns regarding stress on infrastructure such as the sewer system.
- No further development of existing parkland for residential housing.
- It is not fair that only Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses are being discussed and not longer-term rentals – there are issues there too.
- There is a big difference between renting a place in your home and being an absentee landlord.
- No new Short-term Rental permits should be granted.
- The lack of accountability of Short-term Rental leaseholders is extremely concerning.
- Three comments cited recent issues with Short-term Rentals near their homes.
- Ensuring a sense of community for residences is important.
- We admire the Board's decision to take on "thorny" issues during your current mandate.

Questions

Defining Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses

- How are you defining each of the categories?

Economic Impact

- What is the economic impact of licensing these commercial uses?

Current Situation/Data

- How many Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses are there now?
- Where is the data for why we need this now – or has it always been this way?
- What were the numbers of Short-term Rentals in: a) 1980; b) 1990; c) 2000; and d) 2010?
- What value do Short-term Rentals have on the local economy?
- What effect will Cultus Lake Park regulations have on the current value that Short-term Rentals bring to the local community?
- What is the breakdown of noise complaints between Short-term Rentals, Bed & Breakfasts and Secondary Suites compared to full/part-time residents?
- Has Cultus Lake Park received any complaints surrounding Short-term Rentals? How many?

Benefits to Cultus Lake Park

- Is there a financial benefit to Park revenue due to overnight visitors?
- Cultus Lake Park promotes visits to the Park through partnership with Tourism Chilliwack. Are Short-term Rentals helpful to that promotion?



Management of Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses

- How will you monitor "additional parking" and "adequate servicing?"
- What will be the fine for failing to apply for a licence?
- Do you have the technology in place to track these licences?
- How will applications be accepted?
- Do you have the technology in place to track complaints?
- Will you be concerned about leaseholders having proper insurance in place?
- In regard to the Regional Tax that Airbnb collects in the province, have you checked to see if Airbnb is collecting in the Park area and where that tax is being submitted? FVRD?
- Will you limit the number of Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses?
- Do you receive reports of complaints from the RCMP in regard to infractions that these categories are called on and are you able to document them on the leaseholder file?
- If the leaseholder uses a property manager who is licensed, will the leaseholder also need a business licence?

Leases

- The Residential Tenancy Act says that any rental over 30 days is a long-term rental and the Act applies. In Cultus Lake Park, since we are all leaseholders, this would imply a sub-lease. Do the current leases accommodate sub-leases in this regard, or will the new Version 5 of the lease address this?
- If a tenant has an issue with a landlord, will Cultus Lake Park Board need to be included in the dispute?

Occupancy

- How would occupancy be monitored? By neighbours?

Bylaws/Enforcement

- What is the definition of a "party" for an owner or renter?
- Will bylaw enforcement be available 24/7/365 for reporting of infractions related to complaints on Short-term Rentals?
- Noise after 11 p.m. is not supposed to be allowed, but how and when is this enforced?
- Who should a neighbour call for a noise or parking complaint, or if people are on the docks drinking and throwing beer bottles into the lake?
- Has Cultus Lake Park already drafted the bylaws to permit and license the commercial use on residential leaseholders' property and are now looking for input?
- Are there any other problems that the Park Board is addressing with the new bylaws?
- In the off-season, who will residents call to complain about noise, etc.

Specific to Secondary Suites

- Will stoves be allowed in Secondary Suites?

Specific to Home-based Businesses

- Will Home-based Business owners be allowed to post a sign on the exterior of their building indicating the business service?



- Will clients be permitted to attend to a Home-based Business? If so, what about parking, noise, odour, smoke, heat, etc.?
- Will the Home-based Business allow for the sale of products or materials?
- If the Home-based Business requires a business licence to operate in the Park – what else is needed?

Increased Costs

- Is there data on increased garbage, parking and utilities like sewer and water due to Short-term Rentals?
- Will Cultus Lake Park be included in the Provincial Government's speculation tax with Short-term Rentals, etc.?

Permits/Licences

- How will you determine the licensing fee?
 - How will the licensing fee be fair to those who only do weekly rentals in summer, but have a long-term tenant for the balance of the year?
 - How will you ensure that permit/licence fees are fair?
 - Will a larger home (more sleeping capacity – more people, garbage, vehicles, etc.) pay a higher fee than a small two-bedroom cottage?
 - Will fees be based on the amount of days the rental property is rented out?
 - Will fees be based on the percentage of rental income?
 - Are fees for a Short-term Rental that operates as a Short-term Rental the same as a home that only rents out in a very limited way?
 - Some Short-term Rentals are seasonal vs. annual – will there be a pro-rated cost?
 - What is the increase in lease cost or licensing for Secondary Suites or Bed & Breakfasts?
- If homes have already been rented for the summer, do fees apply for this year?
- If we rent for the short term (May – Sep), then what do we do if we want to rent for the off-season (Oct – Apr)?
- If you previously had a Short-term Rental and are now renting it full time, would there be any trouble in getting another permit for a Short-term Rental?
- If I have a Secondary Suite in my home but have no intention of renting it out, do I have to register it?
- If I am running a Bed & Breakfast out of my Secondary Suite already, do I first need to apply to have my Secondary Suite approved before I apply for a Bed & Breakfast permit?
- We know that there are Secondary Suites in the various neighbourhoods – has any leaseholder applied for Secondary Suite or Bed & Breakfast use?
- Do we assume that carriage lane houses fall into the Short-term Rentals, Bed & Breakfasts, Secondary Suites or Home-based Businesses categories? How many are there currently?
- At one time, Bed & Breakfasts paid for a business licence. Is there a reference in the bylaws regarding Bed & Breakfasts or only in Plan Cultus?

Real Estate

- Will approval for Short-term Rentals be pre-approved as a part of the sale of a lease/home?



Timeline

- What is the planned implementation date for the regulations?

Miscellaneous

- What happens if renters bring a boat? Where do they tie up?

Additional Comments

- There was one comment regarding Sunnyside that was not about Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-based Businesses.
- There were seven comments regarding the format of the meeting. Five did not like the format and two did. The comments included:
 - It was hard for some meeting attendees to hear the conversations at each Conversation Station.
 - The participant wanted answers, not to provide input.
 - The participant felt that materials should have been given out prior to the meeting.
 - The participant prefers a Q&A format where they can hear other people's questions and concerns.
 - The participant thought the format was great and well-organized.
 - The participant thought the meeting was well-organized.



CULTUS LAKE PARK

RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 3900

SUBMITTED BY: Jacquie Spencer
Manager of Visitor Services, Accommodations & Bylaw Enforcement

SUBJECT: Proposed Short-Term Rental Bylaw

PURPOSE:

The purpose of this report is to provide the Board with the proposed Short-Term Rental Bylaw.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Short-Term Rental Bylaw No. 1174, 2020.

DISCUSSION:

At the September 18, 2019 Cultus Lake Board meeting, approval was received by the Park Board to circulate a Survey via the Cultus Lake Park website and the Park Office requesting input from the residents regarding Short Term Vacation Rental, Home Based Business, Bed & Breakfast and Secondary Suites.

Letters to all leaseholders were mailed out informing them of the opportunity to share their views on these topics either by completing an online Survey Monkey or by dropping into the Park Office to complete a paper copy. The Survey was available to complete between September 20 and October 4, 2019.

At the October 16, 2019 Park Board meeting, the Cultus Lake Park Board received the Survey results for information. The results showed strong community support for Short Term Rental, Home Based Business, Bed & Breakfast and Secondary Suites. Due to these results, the Park Board provided direction to the Chief Administrative Officer to proceed with preparing procedures, policies and bylaws regarding managing these areas.

On February 3, 2020 a Community Meeting was held to gather public input on Short-Term Rentals, Home Based Businesses, Bed and Breakfasts and Secondary Suites. Staff have provided the results of this meeting with a report at the March 18, 2020 regular meeting.

Bylaw Compliance and Enforcement staff will monitor online booking sites such as Airbnb to ensure listed Cultus Lake Park properties are advertising with valid Short-Term Rental (STR) permits, as well as monitoring residential areas for noise and parking issues.

The proposed STR fees are as follows:

Short-Term Rental Fee Structure

Nonrefundable Application Fee	\$150.00
12-month permit fee	\$1,000.00
1-week permit fee	\$125.00

This option provides leaseholders with the opportunity to operate for a select number of weeks throughout the year. The weeks are at the leaseholder's discretion but would be required to be identified with the Park Office at the time of permit application. Enforcement measures for the 1-week permits would be the same to those of the 12 month permits. It is estimated that including the 1-week permit fee may be more labour-intensive administratively, but compliance rates may be higher with a 1 week permit as a result of the opportunity for leaseholders to tailor their STR permit timelines as they require.

Leasehold properties that operate STR's may be used differently than leasehold properties that are occupied seasonally or full-time. Homes that are occupied seasonally or full-time may have occupants that leave the Park for work or other business on a regular basis for work, school, or other activities. During these times of absence, water and sewer systems are not used. For STR guests, many of which book for week-long stays, the lake is likely the draw and therefore they will stay within the Park for the majority of their stay. While this is beneficial to Cultus Lake Park commercial businesses, there is also an increased strain on Park services such as water, sewer, staffing, garbage and parking. The STR guests will use beaches, wharves, playgrounds, public washrooms, and garbage facilities. Full-time or seasonal residents and leaseholders may produce more consistent levels of garbage, and only use beaches, wharves and public areas when returning from work or school. Leaseholders and residents become accustomed to Park parking arrangements and are aware of overflow parking procedures.

Park staff must maintain the Park beaches, wharves, washrooms, playgrounds and public spaces. Administrative staff handle STR parking permit inquiries and other matters as they arise. The Bylaw Compliance and Enforcement department as well as security personnel will field complaints regarding STR's, and the RCMP may need to address issues from time to time. The cost of the impact of STR's on the Park is considerable. Currently, the cost and resources of these operations addressing STR's in the Park is borne by all leaseholders. By creating an application and permit fee for STR's, these costs will be paid by those leaseholders operating the STR's.

With regards to the proposed bylaw, section 3.2 states:

"For a Leaseholder to be eligible to apply for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for this usage of the residence."

This is necessary as the current residential leases do not provide for this use. Upon approval of a STR permit, the leaseholder will be required to enter into V5, Cultus Lake Park Building Site Lease. The current fee for the new lease is \$250, and any applicable filing fees, and payment will be required at that time.

To aid the financial administration of the permit process, section 3.10 states:

"The permit will be valid for (1) year, to commence on January 1 and to be terminated on December 31 of each year. Fees will not be prorated."

To ensure an STR permit is provided to leasehold accounts in good standing, section 4.1 has been included:

"Prior to any leaseholder applying for a Short-term Rental permit they must ensure that all outstanding fines, fees and encumbrances are removed, via payment or compliance, from title."

Leaseholder accountability for STR's was a high priority from the results from the Community Meeting, so section 4.5 has been included to ensure there will always be a contact point:

"All Short-term Rental applicants must provide contact information for one (1) local contact, other than the applicant, who is available on a 24/7 basis, during the use of Short-Term Rental by a guest, to respond within thirty minutes to any telephone enquiries regarding the Short-term Rental, and who have consented to the applicant to allow their contact information to be made available to the Cultus Lake Park staff."

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative by seeking to continuously improve the customer experience.

Prepared by:



Jacquie Spencer
Manager of Visitor Services
Accommodation & Bylaw Enforcement

Approved for submission to the Board by:



Joe Lamb
Acting Chief Administrative Officer



Cultus Lake Park

SHORT-TERM RENTAL BYLAW

Bylaw No. 1174, 2020

A Bylaw to regulate Short-term Rentals.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* apply to the enforcement of the Bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park Bylaw must be paid to the Park.

Every person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fees as outlined in Schedule A of this Bylaw and the fines and provisions as outlined in the “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019”.

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

1. TITLE

- 1.1 This Bylaw may be cited as “Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020”.

2. INTERPRETATION

- 2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITIONS OF TERMS

“**Applicant**” means the leaseholder that is applying for a Short-term Rental permit.

“**Board**” means the elected Board for Cultus Lake Park.

“**Bylaw Compliance and Enforcement Officer**” means a person acting as a Cultus Lake Park Bylaw Compliance and Enforcement Officer, or any other person acting in another capacity on behalf of the Cultus Lake Park Board.

“Bylaw Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards or pandemics.

“Fee” means a fee charged as outlined in Schedule “A” of this Bylaw.

“Leased lot” means land, with or without improvements, located within the Park, used for residential and/or commercial purposes.

“Leaseholder” means a person(s) having a current and valid lease with the Cultus Lake Park.

“Park” means the area within the Park boundaries as outlined in the *Cultus Lake Park Act, 1932*, and the foreshore assigned to the Park by the Province of British Columbia.

“Park Staff” means any person employed by the Park.

“Permittee” means a leaseholder who holds a valid permit from Cultus Lake Park to operate a Short-term rental.

“Post/Posted” means keeping continuously displayed in a conspicuous area of the home.

“Resident” means the leaseholder or a person(s) renting a residence within the Park as a permanent address from a leaseholder.

“Short-term Rental” means the rental of all or a portion of the residence, used to provide accommodation, for a period of less than thirty (30) days.

“Substantiated” means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation.

2.3 In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.

2.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

3. GENERAL REGULATIONS

3.1 No Leaseholder or Resident will operate a Short-term Rental within Cultus Lake Park without a valid Short-term Rental permit issued from Cultus Lake Park.

3.2 All Short-term Rental permits are valid for one rental area per leased lot. Leaseholders who permit more than one Short-term Rental area on one leased lot

will be subject to the fines as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Schedule A-16 and will have their Short-term Rental permit revoked.

- 3.3** All Short-term Rental permits can be suspended in the case of an emergency. This is at the sole discretion of the Board.
- 3.4** For a Leaseholder to be eligible to apply for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for this usage of the residence.
- 3.5** All Short-term Rental permittees are solely responsible for providing guests with adequate parking and valid parking permits as per the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 and all amendments.
- 3.6** All Short-term Rental permittees will ensure all garbage, recycling and green waste bins are secured within the leased lot and only roadside during Pick up Time.
- 3.7** All Short-term Rental permittees are responsible for all garbage clean up, within two hours of being notified there is garbage clean up required.
- 3.8** All Short-term rental permittees will keep a copy of the permit posted in a conspicuous place in the premises.
- 3.9** All Short-term Rental permits issued under this Bylaw are nontransferable.
- 3.10** All Short-term Rental permits issued under this Bylaw are nonrefundable.
- 3.11** Annual Short-term Rental permits will be valid for (1) year, to commence on January 1 and to terminated on December 31 of each year and fees will not be prorated.
- 3.12** Weekly Short-term Rental permits will be valid for the date specific weeks applied and paid for. Permittees must contact the Cultus Lake Park office, no less than seven (7) business days prior to receiving a weekly permit.
- 3.13** No person may obstruct a Bylaw Compliance and Enforcement Officer in the fulfilment of his or her duties under this Bylaw.

4. PERMIT APPLICATION PROCESS

- 4.1** Prior to any leaseholder applying for a Short-term Rental permit they must ensure that all outstanding fines, fees and encumbrances are removed, via payment or compliance, from title.
- 4.2** All Short-term Rental applicants must submit a Garbage Management Plan, beyond Cultus Lake Parks bi-weekly garbage and weekly recycling and greens waste scheduled service.
- 4.3** All Short-term Rental applicants must provide contact information for one (1) local contact, other than the applicant, who is available on a 24/7 basis, during the use of Short-Term Rental by a guest, to respond within two (2) hours to any telephone enquiries regarding the Short-term Rental, and who have consented to the applicant to allow their contact information to be made available to the Cultus Lake Park staff.

- 4.4 All Leaseholders for the proposed Short-term Rental property being applied for must provide written consent agreeing to the property being used as a Short-term Rental.
- 4.5 Applicant must submit application form, along with all supporting documentation required as noted on the application, to the Cultus Lake Park office.
- 4.6 When the application is submitted to the Cultus Lake Park office for processing, the applicant will be required to pay the non-refundable application processing fee.
- 4.7 All Short-term permit applications will be reviewed and approved or denied by the CAO.
- 4.8 The applicant will be notified on the status of the application.
- 4.9 If approved, the applicant will be required to pay the Short-term Rental permit fee.
- 4.10 Once the Short-term Rental permit fee has been received, the applicant will receive a Short-term Rental permit and permit number.

5. PERMIT RENEWAL PROCESS

- 5.1 Annual Short-term Rental permit renewal form and invoices will be mailed from the Cultus Lake Park office to the Short-term Rental permittee no later than 30 (thirty) days prior to the expiration date of December 31, of each year. If payment is not received by the due date a new application and application fee will need to be processed.
- 5.2 Weekly Short-term Rental permits will be subject to a new application and application fee every three (3) years.
- 5.3 Upon submission of a renewal for a Short-term Rental permit, Park staff will review Park records to determine if there any concerns with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may;
 - (a) consider whether a Short-Term Rental permit held by the applicant has been revoked in the preceding two (2) permit periods;
 - (b) consider not renewing the permit, if there are Park records that show there were more than three Substantiated reports of any Cultus Lake Bylaw violation occurring at the residence while it was rented out; or
 - (c) withhold approval of a permit if an applicant and/or leaseholder has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019.
- 5.4 Once the renewal process is complete and the applicant has their new permit, the permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in this Bylaw and pay the renewal fee.

6. ADVERTISING AND ONLINE BOOKING PLATFORM REGULATIONS

6.1 Every online advertisement for a permitted Short-Term Rental must disclose:

- (a) a valid permit number;
- (b) the maximum number of parking space available to guests at the residence and exact location of parking available for permits issued that may exceed allowable parking spaces at the residence; and
- (c) the maximum permitted guest-occupancy applicable to the Short-term Rental.

6.2 No advertising signs will be placed on the leased lot.

7. REVOKING CANCELLATION OR REFUSAL OF PERMIT

7.1 Revoking, cancellation or refusal of a Short-term Rental permit will be at the sole discretion of the CAO in consultation with the Manager of Visitor Services, Accommodations and Bylaw Enforcement.

7.2 Where the application for a Short-term Rental permit is refused, or a Short-term Rental permit is cancelled or revoked, notice will be provided to the applicant or permittee who is subject to the decision. The applicant or permittee is entitled to have the Board reconsider the matter.

7.3 A notice under Section 7.2 of this Bylaw, will be issued to the applicant or permittee or delivered by registered mail to the address given by the applicant or permittee on the application for the permit within 14 days.

7.4 An applicant or permittee who wishes to have the Board reconsider the refusal, revocation or cancellation of a Short-term Rental permit will give written notice of its request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be made within 28 days of the date on the letter noted in Section 7.3 of this Bylaw. Where the request for reconsideration has not been received within the time period specified, the applicant will have lost the right for reconsideration.

7.5 Upon receipt of a written notice under Section 7.4 of this Bylaw, CAO will respond within 28 days.

8. FEES AND FINES

8.1 All leaseholders, residents, visitors, and persons are subject to the fees as outlined in Schedule A of this Bylaw and the provisions and fines as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and Schedule A-16 in that Bylaw.

8.2 Each occurrence or day that a contravention of the provisions of this Bylaw exists or is permitted to exist will constitute a separate offence.

8.3 See Schedule A for the list of Fees.

9. SEVERABILITY

If any part of this Bylaw is for any reason held invalid by a court or competent jurisdiction, the invalid portion will be severed, and the severance will not affect the validity of the remainder.

10. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXX, 2020

READ A SECOND TIME this XX day of XXX, 2020

READ A THIRD TIME this XX day of XXXX, 2020

ADOPTED this XX day of XX 2020

Joe Lamb, Chair
Cultus Lake Park Board

Erica Lee,
Chief Financial Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Short-term
Rental Bylaw No. 1174, 2020

Chief Administrative Officer

SCHEDULE A

Fees

Nonrefundable application fee.....	\$150.00
Annual permit fee.....	\$1000.00
Weekly permit Fee.....	\$125.00 (per week)
Annual renewal fee.....	\$1000.00



CULTUS LAKE PARK

RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 3900

SUBMITTED BY: Jacquie Spencer
Manager of Visitor Services,
Accommodations & Bylaw Enforcement

SUBJECT: Home-based Business and Commercial Business Licenses

PURPOSE:

The purpose of this report is to provide the Board with the proposed Home-based Business and Commercial Business License Bylaw.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Home-based Business License Bylaw No. 1175, 2020.*

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Commercial Business License Bylaw No. 1176, 2020.*

DISCUSSION:

At the September 18, 2019 Cultus Lake Board meeting, approval was received by the Park Board to circulate a Survey via the Cultus Lake Park website and the Park Office requesting input from the residents regarding Short Term Vacation Rental, Home Based Business, Bed & Breakfast and Secondary Suites.

Letters to all leaseholders were mailed out informing them of the opportunity to share their views on these topics either by completing an online Survey Monkey or by dropping into the Park Office to complete a paper copy. The Survey was available to complete between September 20 and October 4, 2019.

At the October 16, 2019 Park Board meeting, the Cultus Lake Park Board received the Survey results for information. The results showed strong community support for Short Term Rental, Home Based Business, Bed & Breakfast and Secondary Suites. Due to these results, the Park Board provided direction to the Chief Administrative Officer to proceed with preparing procedures, policies and bylaws regarding managing these areas.

On February 3, 2020 a Community Meeting was held to gather public input on Short-Term Rentals, Home Based Businesses, Bed and Breakfasts and Secondary Suites. Staff have provided the results of this meeting with a report at the March 18, 2020 regular meeting.

Further, the *Cultus Lake Park Act* (1932 and Amendments) Section 14 gives the Board the authority to grant business licenses through implementation of Bylaws approved by the Board.

The Cultus Lake Park Board will request that all Home-based and Commercial businesses attain an annual Business License as established in the respective Bylaws.

Attached for your review are the proposed Bylaws for Cultus Lake Park Home Based Businesses Licences and Commercial Businesses Licences.

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative by seeking to continuously improve the customer experience.

Prepared by:



Jacquie Spencer
Manager of Visitor Services
Accommodation & Bylaw Enforcement

Approved for submission to the Board by:



Joe Lamb
Acting Chief Administrative Officer



Cultus Lake Park

HOME-BASED BUSINESS LICENCE BYLAW

Bylaw No. 1175, 2020

A Bylaw to regulate Home-based Business Licences.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* apply to the enforcement of the Bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park Bylaw must be paid to the Park.

Every person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fees as outlined in Schedule A of this Bylaw and the fines and provisions as outlined in the "Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

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

1. TITLE

- 1.1 This Bylaw may be cited as "Cultus Lake Home-based Business Licence Bylaw No. 1175, 2020".

2. INTERPRETATION

- 2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITIONS OF TERMS

"**Applicant**" means the leaseholder that is applying for a Home-based Business licence.

"**Board**" means the elected Board for Cultus Lake Park.

“Business Licence” means the Licence issued by Cultus Lake Park to the licensee to conduct business as outlined in the applicant’s application.

“Bylaw Compliance and Enforcement Officer” means a person acting as a Cultus Lake Park Bylaw Compliance and Enforcement Officer, or any other person acting in another capacity on behalf of the Cultus Lake Park Board.

“Bylaw Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Fee” means a fee charged as outlined in Schedule “A” of this Bylaw.

“Home-based Business” means the operation of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services, for the purpose of gain or profit, within a leased lot.

“Leased lot” means land, with or without improvements, located within the Park, used for residential and/or commercial purposes.

“Leaseholder” means a person(s) having a current and valid lease with Cultus Lake Park.

“Licencee” means a business entity which holds a valid licence to operate a business within the Park under this Bylaw.

“Nuisance” means anything that annoys, irritates, disturbs or interferes with a person’s use or enjoyment of private or public property or is offensive to the senses or causes injury to health, comfort or convenience of any person.

“Park” means the area within the Park boundaries as outlined in the *Cultus Lake Park Act, 1932*, and the foreshore assigned to the Park by the Province of British Columbia.

“Park Staff” means any person employed by the Park.

“Person” includes any corporation, partnership, sole proprietorship, party or individual.

“Post/Posted” means keeping continuously displayed in a conspicuous area of the home.

“Substantiated” means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation.

- 2.3** In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.

- 2.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

3. GENERAL REGULATIONS

- 3.1 No Person, Leaseholder or Resident will operate a Home-based Business within Cultus Lake Park without a valid Cultus Lake Park Home-based Business licence.
- 3.2 For a Leaseholder to be eligible to apply for a Home-based Business licence and to operate a Home-based Business within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for this usage.
- 3.3 All Home-based Business licencees are solely responsible for providing guests with adequate parking and valid parking permits as per Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019.
- 3.4 Every person who operates a business within the Park must comply with all Bylaws of the Park and all applicable laws, rules, codes, regulations and orders of all Federal or Provincial authorities having jurisdiction over such business.
- 3.5 Where any Federal or Provincial enactment or any other Park Bylaw applies to any matter covered by this Bylaw, the issuance of a licence under this Bylaw will not relieve the licensee from complying with the provision of such other enactments or Bylaws.
- 3.6 All Home-based Business licences issued under this Bylaw are nontransferable.
- 3.7 All Home-based Business licences issued under this Bylaw are nonrefundable.
- 3.7 A person may not carry on a business in or on any premises other than those identified on the Home-based Business licence without first making an application for a new licence or a change to the licence.
- 3.8 The granting of a licence under this Bylaw in no way implies that the licensee is competent in the business operation for which they are licenced or that the licenced business or the business premises comply with the Park's Bylaws or other applicable legislation relevant to the business.
- 3.9 The licence will be valid for (1) year, to commence on January 1 and to terminated on December 31 of each year and fees will not be prorated.
- 3.10 The Home-based Business licence must be posted at the place of business in a conspicuous location.
- 3.11 Every licensee must notify Cultus Lake Park in writing of:
- (a) Any change in the type or nature of the business;
 - (b) Any change in the type or nature of the goods or services provided; or
 - (c) Any change in location.

- 3.12** No person may obstruct a Bylaw Compliance and Enforcement Officer in the fulfillment of his or her duties under this Bylaw.

4. BUSINESS LICENCE APPLICATION PROCESS

- 4.1** Prior to applying for a Home-based Business licence the applicant must eliminate outstanding fines, fees and encumbrances, via payment or compliance, from title.
- 4.2** An application for a Home-based Business licence will be made on a form provided by Cultus Lake Park.
- 4.3** All Leaseholders for the proposed Home-based Business licence property being applied for must provide written consent agreeing to the property being used as Home-based Business licence property.
- 4.4** Submit Home-based Business licence application form, along with all supporting documentation required as noted on the application, to the Cultus Lake Park Office.
- 4.5** When the application is submitted to the Cultus Lake Park office for processing, the applicant will be required to pay a non-refundable application processing fee.
- 4.6** All Home-based Business licence applications will be reviewed and approved or denied by the Board.
- 4.7** The applicant will be notified on the status of the application.
- 4.8** If approved, the applicant will be required to pay the Home-Based Business licence fee.
- 4.9** Once the Home-based Business licence fee has been received, the applicant will receive a Home-based Business licence and Home-based Business licence number.

5. PERMIT RENEWAL PROCESS

- 5.1** Home-Based Business licence renewal forms and invoices will be mailed from the Cultus Lake Park office to the Home-Based Business licensee no later than 30 (thirty) days prior to the expiration date of December 31, of each year.
- 5.2** Upon submission of a renewal for a Home-based Business licence, Park staff will review Park records to determine if there are any concerns with the Business. In considering an application for a Home-based Business licence renewal, the park staff may;
- a) consider whether a Home-based Business licence held by the applicant has been revoked in the preceding two (2) licence periods;
 - b) consider not renewing the Home-based Business licence, if there are Park records that show there were more than three Substantiated reports of any Cultus Lake Bylaw violation occurring at the business.

- c) withhold approval of a Home-based Business licence if an applicant and/or lease holder has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019.

- 5.3 Once the renewal process is complete and the applicant has their new Home-based Business licence, the applicant must ensure they continue to abide by all the conditions for operating a Business as set out in the Bylaw and pay the renewal fee.

6. REVOKING CANCELLATION OR REFUSAL OF BUSINESS LICENCE

- 6.1 Revoking, cancellation or refusal of a Home-based Business licence will be at the sole discretion of the CAO in consultation with the Manager of Visitor Services, Accommodations and Bylaw Enforcement.
- 6.2 Where the application for a Home-based Business licence is refused, or a Home-based Business licence is revoked, notice will be provided to the applicant or licensee who is subject to the decision. The applicant or licensee is entitled to have the Board reconsider the matter.
- 6.2 A notice, under Section 6.2 of this Bylaw, will be issued to the applicant or licensee or delivered by registered mail to the address given by the applicant or licensee on the application for the Home-based Business licence within 14 days.
- 6.3 An applicant or licensee, who wishes to have the Board reconsider the refusal, revocation or cancellation of a Home-based Business licence, will give written notice of the request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be made within 28 days of the date on the letter noted in Section 6.3 of this Bylaw. Where the request for reconsideration has not been received within the time period specified, the applicant will have lost the right for reconsideration.
- 6.4 Upon receipt of a written notice under Section 6.4 of this Bylaw, the CAO will respond within 28 days.

7. FEES AND FINES

- 7.1 All leaseholders, residents, visitors, and persons are subject to the fees as outlined in this Schedule A of this Bylaw and the provisions and fines as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and Schedule A-17 in that Bylaw.
- 7.2 Each occurrence or day that a contravention of the provisions of this Bylaw exists or is permitted to exist will constitute a separate offence.
- 7.3 See Schedule A for the list of fees.

8. SEVERABILITY

If any part of this Bylaw is for any reason held invalid by a court or competent jurisdiction, the invalid portion will be severed, and the severance will not affect the validity of the remainder.

9. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXX, 20XX

READ A SECOND TIME this XX day of XXX, 20XX

READ A THIRD TIME this XX day of XXXX, 20XX

ADOPTED this XX day of XX 20XX

Joe Lamb, Chair
Cultus Lake Park Board

Erica Lee,
Chief Financial Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Home-based
Business Licence Bylaw No. 1175, 2020

Chief Administrative Officer

SCHEDULE A

Fees

Nonrefundable Application fee.....	\$150.00
Home-based Business Licence fee.....	\$200.00
Home-based Business Licence renewal fee.....	\$200.00



Cultus Lake Park

COMMERCIAL BUSINESS LICENCE BYLAW

Bylaw No. 1176, 2020

A Bylaw to regulate Commercial Business Licences.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* apply to the enforcement of the Bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park Bylaw must be paid to the Park.

Every person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fees as outlined in Schedule A of this Bylaw and the fines and provisions as outlined in the "Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

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

1. TITLE

- 1.1 This Bylaw may be cited as "Cultus Lake Commercial Business Licence Bylaw No. 1176, 2020".

2. INTERPRETATION

- 2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITIONS OF TERMS

"**Applicant**" means the commercial leaseholder that is applying for a Commercial Business Licence.

"**Board**" means the elected Board for Cultus Lake Park

“Business Licence” means the licence issued by Cultus Lake Park to the licensee to conduct business as outlined in the applicant’s application.

“Bylaw Compliance and Enforcement Officer” means a person acting as a Cultus Lake Park Bylaw Compliance and Enforcement Officer, or any other person acting in another capacity on behalf of the Cultus Lake Park Board.

“Bylaw Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Fee” means a fee charged as outlined in Schedule “A” of this Bylaw.

“Commercial Leaseholder” means a commercial leaseholder with a current and valid commercial lease with Cultus Lake Park.

“Licencee” means a commercial business entity which holds a valid licence to operate a business within the Park under this Bylaw.

“Park” means the area within the Park boundaries as outlined in the *Cultus Lake Park Act, 1932*, and the foreshore assigned to the Park by the Province of British Columbia.

“Person” includes any corporation, partnership, sole proprietorship, party or individual.

“Post/Posted” means keeping continuously displayed in a conspicuous area of the business.

2.3 In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.

2.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

3. GENERAL REGULATIONS

3.1 All Commercial Leaseholders who operate a commercial business within Cultus Lake Park must have a valid Commercial Business licence issued by Cultus Lake Park.

3.2 All Commercial Leaseholders must abide by the terms of lease, as set out in the signed commercial lease with Cultus Lake Park.

3.3 All Commercial Leaseholders who operate a Commercial Business within Cultus Lake Park must pay the annual fee for a Commercial Business licence.

- 3.4 The licence will be valid for (1) year, to commence on January 1 and to terminated on December 31 of each year and fees will not be prorated.
- 3.5 The Commercial Business licence must be posted at the place of business in a conspicuous location.
- 3.6 No person may obstruct a Bylaw Compliance and Enforcement Officer in the fulfillment of his or her duties under this Bylaw.

5. BUSINESS LICENCE RENEWAL PROCESS

Commercial Business licence invoices will be mailed from the Cultus Lake Park office to the Commercial Business licensee no later than 30 (thirty) days prior to the expiration date of December 31, of each year.

6. CANCELLATION OF BUSINESS LICENCE

All Commercial Business licences will be considered void upon termination or expiration of said Commercial Lease with Cultus Lake Park.

7. FEES AND FINES

7.1 All leaseholders, residents, visitors, and persons are subject to the fees as outlined in this Schedule A of this Bylaw and the provisions and fines as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and Schedule A-18 in that Bylaw.

7.2 See Schedule A for the list of fees.

8. SEVERABILITY

If any part of this Bylaw is for any reason held invalid by a court or competent jurisdiction, the invalid portion will be severed, and the severance will not affect the validity of the remainder.

9. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXX, 2020

READ A SECOND TIME this XX day of XXX, 2020

READ A THIRD TIME this XX day of XXXX, 2020

ADOPTED this XX day of XX 2020

Joe Lamb, Chair
Cultus Lake Park Board

Erica Lee,
Chief Financial Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Commercial
Business Licence Bylaw No. 1176, 2020

Chief Administrative Officer

SCHEDULE A

Fees

Commercial Business Licence fee.....	\$200.00
Commercial Business Licence renewal fee.....	\$200.00



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 3900

SUBMITTED BY: Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment

PURPOSE:

To present the Board the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020.*

DISCUSSION:

In 2019 Cultus Lake Park joined the Upper Fraser Valley Adjudication System and all regulatory bylaws were rewritten and all fines were combined as "schedules" in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

All new bylaws that have fines must have a schedule added to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, by process of amendment, and the readings must be done concurrently with the regulatory bylaw being put in place.

With the addition of the Cultus Lake Park Short-Term Rental Bylaw No. 1174, 2020, the Cultus Lake Park Home-based Business License Bylaw No. 1175, 2020 and the Cultus Lake Park Commercial Business License Bylaw No. 1176, 2020, their corresponding schedules have been added to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

STRATEGIC PLAN:

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

Prepared by:

Jacquie Spencer,
Acting Manager of Visitor Services,
Accommodations and Bylaw Enforcement

Approved for submission to the Board:

Joe Lamb,
Acting Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1177, 2020

A Bylaw to amend Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the *Community Charter* apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park Bylaw must be paid to the Park.

The Cultus Lake Park Board deems it advisable to amend Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 2020.”

2. AMENDMENTS

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 is amended as follows:

- (a) Section 12 - SCHEDULES is amended by adding the following wording:
Schedule A-16 - Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020; and
- (b) Section 12 - SCHEDULES is amended by adding the following:
Schedule A-17 - Cultus Lake Park Home-based Business Bylaw No. 1175, 2020; and
- (c) Section 12 - SCHEDULES is amended by adding the following:
Schedule A-18 - Cultus Lake Park Commercial Business License Bylaw No. 1176, 2020; and
- (d) That Schedule A-16-18 attached to and forming part of this bylaw be added to the end of the Schedule “A” section in correct numerical order.
- (e) Section 12 – SCHEDULES is amended by adding the following wording:
“and all amendments” after the word schedules and before the word are.

3. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXXXX, 2020

READ A SECOND TIME this XX day of XXXXX, 2020

READ A THIRD TIME this XX day of XXXXX, 2020

ADOPTED this XX day of XXXXX, 2020

Joe Lamb, Chair
Cultus Lake Park Board

Erica Lee,
Chief Financial Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Bylaw
Notice Enforcement Bylaw No. 1140, 2019,
Amendment Bylaw No. 1177, 2020

Chief Administrative Officer

Schedule A-16 – Cultus Lake Park Short-term Rental Bylaw

Bylaw No. 1174, 2020

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020</i>	3.1	Operating a Short-term Rental without a valid permit	\$500	\$450	\$550	No
	3.2	Operating more than one STR per leased lot	\$500	\$450	\$550	No
	3.3	Operating a STR during a suspension/emergency	\$500	\$450	\$550	No
	3.4	Failure to enter the Cultus Lake Park Building Site Lease allowing STR usage	\$500	\$450	\$550	No
	3.5	Failure to provide guests with valid parking permits	\$100	\$80	\$120	No
	3.6	Failure to ensure bins are secured within lease lot	\$100	\$80	\$120	No
	3.6	Bins on roadside outside Pick up Time	\$100	\$80	\$120	No
	3.7	Failure to clean up garbage within two hours of notification	\$300	\$175	\$225	No
	3.8	Failure to post permit	\$300	\$265	\$335	No
	3.12	Operating STR outside of permit duration	\$500	\$450	\$550	No
	3.13	Obstructing a Bylaw Officer	\$500	\$450	\$550	No
	4.3	Emergency Contact fails to respond within two (2) hours or is not available 24/7	\$250	\$220	\$280	No
	5.1	Failure to submit renewal application within 30 days prior to permit expiration	\$100	\$80	\$120	No
	6.1 (a)	Failure to advertise valid permit number	\$500	\$450	\$550	No
	6.1 (b)	Failure to disclose maximum number of parking	\$100	\$80	\$120	No

	6.1 (b)	Failure to disclose location for available parking	\$100	\$80	\$120	No
	6.1 (c)	Failure to disclose maximum guest-occupancy permitted	\$100	\$80	\$120	No
	6.2	Advertisement sign on leased lot	\$200	\$175	\$220	No

Schedule A-17 – Cultus Lake Park Home-Based Business Bylaw

Bylaw No. 1175, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020</i>	3.1	Operating a Home-based business without a valid Licence	\$500	\$450	\$550	No
	3.2	Failure to enter the Cultus Lake Park Building Site Lease allowing Home-based business usage	\$500	\$450	\$550	No
	3.3	Failure to provide guests with valid parking permits	\$100	\$80	\$120	No
	3.7	Operating business in location other than identified on licence	\$300	\$265	\$335	No
	3.7	Failure to apply for a new licence when operating outside of parameters of current licence	\$300	\$265	\$335	No
	3.9	Operating Home-based business outside of licence duration	\$500	\$450	\$550	No
	3.10	Failure to post licence	\$300	\$265	\$335	No
	3.11 (a)	Failure to notify changes to nature of business	\$100	\$80	\$120	No
	3.11 (b)	Failure to notify changes to nature of goods or services provided	\$100	\$80	\$120	No
	3.11 (c)	Failure to notify change of location	\$100	\$80	\$120	No
	3.12	Obstructing a Bylaw Officer	\$500	\$450	\$550	No
	5.1	Failure to submit renewal application within 30 days prior to licence expiration	\$100	\$80	\$120	No

Schedule A-18 – Cultus Lake Park Commercial Business Licence

Bylaw No. 1176, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020</i>	3.1	Operating a Commercial Business without a valid Licence	\$500	\$450	\$550	No
	3.3	Failure to pay annual fee	\$500	\$450	\$550	No
	3.5	Failure to post licence	\$100	\$80	\$120	No
	3.6	Obstructing a Bylaw Officer	\$500	\$450	\$550	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Joe Lamb
Acting Chief Administrative Officer

SUBJECT: Release of Closed Meeting Resolutions

PURPOSE:

To provide Closed Meeting Resolutions that the Cultus Lake Park Board may release at an open meeting.

RECOMMENDATION:

***THAT** the following Closed Meeting Resolutions be released at the April 15, 2020 Regular Board meeting:*

Acting Chief Administrative Officer

March 20, 2020

IC 4060-20

***THAT** in the absence of a Chief Administrative Officer/Corporate Officer, the Board Chair shall have the same powers, duties and responsibilities as those officers as set out in Bylaw 2007-03; and*

***THAT** the Board Chair may delegate said powers, duties and functions to employees of the Park as deemed appropriate, thereby granting special authority to certain employees.*

Sunnyside Campground

March 20, 2020

IC 4061-20

***THAT** the Cultus Lake Park Board approve that Sunnyside Campground opening for seasonal campers and overnight camping be delayed and that under a weekly review of the of the date to ensure the safety of the community; and*

***THAT** upon Campground opening the park will prorate any lost days and provide a refund to the campers once the campground opens.*

STRATEGIC PLAN:

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

Prepared by:

A handwritten signature in blue ink, appearing to read "J. Lamb", is positioned above a horizontal line.

Joe Lamb
Acting Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Joe Lamb,
Acting Chief Administrative Officer

SUBJECT: Purchase of additional land - 216C Lakeshore Drive

PURPOSE:

To provide the Cultus Lake Park Board with information to consider the sale and transfer of additional lands at 216C Lakeshore Drive to Mr. Graham Williams.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the sale and transfer of 34 m² to Mr. Williams for the construction of a home on 216C Lakeshore Drive. The price will be set at \$1,040.70 per square meter for a total \$35,383.50.

THAT the Cultus Lake Park Board direct the Acting Chief Administrative Officer to enter into an in-kind agreement with Mr. Williams to improve the present parking lot on Lakeshore Drive by increasing its capacity and efficiency in exchange for the 34 m² land sale and transfer as outlined in this report.

DISCUSSION:

The owner of 216C Lakeshore Drive Graham Williams is planning to build a home on this property. On April 16, 2016 he applied for a variance when the planning function still resided with Cultus Lake Park. At that time the following resolution was carried (attachment #1):

That the Cultus Lake Park Board authorize the issuance of a Development Variance Permit to facilitate the construction of a new single-family dwelling at 216B Lakeshore Drive; and

That the variance to reduce the rear line setbacks to Monroe Avenue from 1.83 to 0.9m (plus overhang) be approved.

That the Board offer to sell 4 feet on the south side of 216B Lakeshore Drive to Graham Williams at fair market value.

The reason for the sale of the additional four feet and the variance would allow Mr. Williams to parking off of Monroe rather than Lakeshore Drive thus retaining the five public parking spaces on Lakeshore Drive. The property purchase went ahead with the subsequent transfer of the requested 22.382 square meter parcel which bordered 216B Lakeshore Drive. Upon completion of the sale and transfer, 216B was now identified as 216C with the legal description of Lease Lot 216CQ, 213.5m² (0.053 Acres). The agreed upon price for the 22.382 square meter parcel was set at \$1,040.70 per square meter, for a total of \$23,292.95. (See attachment #2).

Mr. Williams was out of the country for over a year and when he returned the planning function had moved over to FVRD. Mr. Williams appeared before the Board on August 21, 2019 indicating that the previous approved Cultus Lake Park Board variance from 2016 was now not recognized by the FVRD and he would have to reapply for a new variance as the approval granted under the Specified Area Bylaw was now expired. In addition, new rules with respect to parking now applied making it very difficult for him to now accommodate two parking spaces within the lot lines on Monroe. So, he was now back to having to accommodate his parking on the Lakeshore Drive side that would put the public parking spaces in jeopardy. The Chief Administrative Officer was directed to write the FVRD to request that the DVP approved by the Board in 2016, be accepted by FVRD. This request was denied by the FVRD.

All three parties (FVRD, CLP, and Mr. Williams) met on December 5, 2019 at the FVRD to review opportunities to access the lot from Monroe Avenue so that public parking on Lakeshore Drive could be maintained. It was decided that if CLP could sell Mr. Williams an additional eight feet to accommodate the cantilevered roof and deck with no physical structures in the ground (essential the airspace) than FVRD would be flexible in the setbacks on the DVP. This would allow for two parking spaces on Munroe Avenue and preserves the public parking area on Lakeshore Drive.

As you will see in the next report on this agenda, Mr. Graham Williams has applied to FVRD for a Development Variance Permit to:

- Reduce the interior lot line setback to the building wall on the south property line from 1.2m to 0.60m; and,
- Reduce the setback to the eaves, gutters, deck and sunlight control structures from the same lot line from 1.05m to 0m.

With respect to the construction of a new single-family dwelling on the lot at 216B Lakeshore Drive in Cultus Lake Park.

Mr. Williams provided the following reasons in support of his application: 1) to support the provision of off-street parking off Munroe rather than off Lakeshore where existing public parking spaces prevent access to the lot; and, 2) to facilitate the desired house design. Mr. Williams feels that accessing the lot from Munroe, rather than Lakeshore, results in a reduction in usable floor area within the proposed dwelling and the variance is needed to accommodate both parking off Munroe and his desired house design. While access/parking from Lakeshore would impact only the basement level of the house, access/ parking from Monroe would impact prime floor area within level of the home that is approximately at grade with Monroe Avenue.

Mr. Graham Daneluz, Director of Planning & Development with the FVRD was requested if the sale of additional lands on the vacant CLP unusable property adjacent to the 216C Lakeshore was allowable under the present zoning bylaw. He replied (attachment #3) that lot 216C is zoned Hillside Residential (R-4). If CLP were to sell Mr. Williams the 8 feet the entire lot would remain zoned R-4 because the zone boundary is intended to follow the lot boundary.

The land in question for this potential sale is park property that is unusable because of a number of factors such as a creek runs through it and the steepness of the slope.

Staff are recommending that a total area of 34 m² be sold and transferred to Mr. Williams to enable him to provide two parking spaces on Monroe thus ensuring that the public parking spaces on

Lakeshore Drive are preserved. The price will be set at \$1,040.70 per square meter (the same price per square meter as the previous sale) for a total \$35,383.50 (attachment #4).

In addition, I am requesting that I be approved to enter into negotiations with Mr. Williams that services in kind be used for this land sale and transfer. The in-kind services would include moving back the parking spaces into the hillside and a retaining wall be installed, the fire hydrant be moved to create more parking spaces and efficiencies in the present parking lot. In addition, Mr. Williams indicated he will beautify the area with additional trees and shrubs.

I will ask Mr. Williams to provide a drawing of the work to be completed. I will request a quote from another contractor on the cost of this work. Thus, ensuring a fair and equitable exchange for the 8 feet of property, anything below the sale price will be provided in cash by Mr. Williams.

I have included three letters of support from the August 21, 2019 Board meeting (attachment #5).

Attachment #1 – Resolutions from April 6, 2016

Attachment #2 – Property Purchase Agreement

Attachment #3 – Email dated January 30, 2020 From Graham Daneluz, Director of Planning & Development

Attachment #4 – Survey dated June 10, 2016

Attachment #5 – Letters of support

STRATEGIC PLAN:

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

Prepared by:



Joe Lamb
Acting Chief Administrative Officer

(a) **Development Variance Permit for 216B Lakeshore Drive**

- Report dated April 6, 2016 from Ian Crane, Manager of Community Services
- Emails dated March 24, 2016 from Rosemary Geddes Lee, and March 25, 2016 from Nanette Vye and Fred Granzow opposing applicant acquiring designated parking spot.

On Table submissions received after the agenda was distributed:

- Letter dated April 5, 2016 from Diane Catt and Charlie and Jeff Fortin opposed to setting a precedent for exclusive parking; and
- Email dated April 5, 2016 from Duane Lawson expressed concern with interior side setback being reduced to 0 as it may take away some of his view; and
- Email dated April 6, 2016 from Jan and Richard Cousins opposing the variance request for an exclusive parking spot.

The Manager of Community Services gave a brief description of the requested variances for the property and noted that the request for an exclusive parking spot would not be addressed in a Development Variance Permit application.

The applicant, Graham Williams advised that he was encouraged to build the house in this manner to retain 5 parking spots on Lakeshore Drive. By applying for the variance he can have parking off of Monroe rather than Lakeshore. By granting his additional building area he is able to accommodate parking for himself on Monroe. He had spoken with the FVRD and they had no objections to the proposal. The Fire Department also had no objections or concerns regarding access and turn around area. His intent is to build a two storey house with landscaping at the bottom of this property.

The Manager of Community Services clarified that if a variance is given for a 0 lot line variance, the applicant can build up to the lot line.

Public Input

Jeff Iverson – parking is very limited in the area and spoke in support of the application in order to allow for the applicant to have two parking spots off of Monroe. He requested that if he is able to get two parking spots on Monroe that the request for one exclusive parking spot be removed. The Board advised they would not deal with parking under the Development Variance Application. Mr. Lawson advised that he also submitted an email to Bonny Bryant opposing the request for an exclusive parking spot and that he would resubmit it.

Terry Woodrow - spoke in favor of the variance but did not agree with selling additional land.

Bob McCrea - spoke in support and added there is already a house on Monroe Ave. that has parking at the front and back.

Max Newhouse – asked why Cultus Lake Park did not sell a portion of property so he may have additional parking at the top.

There was no further input from the public.

The Board requested that the resolutions be dealt with separately.

3647-16 Moved by: Commissioner Bauer Seconded by: Commissioner Lamb

***THAT** the Cultus Lake Park Board authorize the issuance of a Development Variance Permit to facilitate the construction of a new single family dwelling at 216B Lakeshore Drive; and*

***THAT** the variance to reduce the rear line setbacks to Monroe Avenue from 1.83m to 0.9m (plus overhang) be approved.*

CARRIED

3648-16 Moved by: Commissioner Turcasso Seconded by: Commissioner Bauer

***THAT** the Board offer to sell 4 feet on the south side of 216B Lakeshore Drive to Graham Williams at fair market value.*

CARRIED

LT - 0815

PROPERTY PURCHASE AGREEMENT

This Property Purchase (the "Agreement") is made and effective the **December 14, 2016**.

BETWEEN: **CULTUS LAKE PARK BOARD** (the "Lessor"), a Board empowered to manage, maintain and improve Cultus Lake Park and lease building sites within Cultus Lake Park for private or public use for a period not exceeding twenty-one (21) years under the laws of the Cultus Lake Park Act, SBC Chapter 63 of British Columbia, with its head office located at:

4165 COLUMBIA VALLEY ROAD, CULTUS LAKE BC V2R 5B5

AND **GRAHAM GLYN WILLIAMS** (the "Lessee"), with their main address located at:

216B LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1

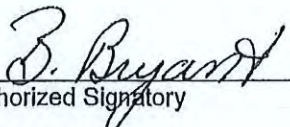
TERMS

This agreement is for the purchase and subsequent transfer of the requested 22.382 square meter parcel which borders 216B Lakeshore Drive, Cultus Lake BC V2R 5A1. Upon completion of sale and transfer, 216B will now be identified as 216C with the legal description of Lease Lot 216CW, 213.6m² (0.053 Acres) within Section 36, Township 22, New Westminster District | 216C Lakeshore Drive, Cultus Lake BC V2R 5A1

The agreed upon price for the 22.382 square meter parcel is \$1040.70 per square meter, for a total of \$23,292.95.


This agreement shall be binding upon the parties, their successors, assigns and personal representatives.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.



Authorized Signatory

BONNY BRYANT,
DIRECTOR OF PARK OPERATIONS |
CHIEF ADMINISTRATIVE OFFICER



Authorized Signatory(ies)

GRAHAM GLYN WILLIAMS

Bonny Bryant

From: Graham Daneluz <Gdaneluz@fvrd.ca>
Sent: January 30, 2020 5:06 PM
To: Bonny Bryant
Subject: Zoning of 2016B Lakeshore Drive

Hi Bonny,

Lot 2016B is zoned Hillside Residential (R-4). If there is a minor adjustment to the boundary of the lease lot, the entire lot would remain zoned R-4 because the zone boundary is intended to follow the lot boundary.

Let me know if you need anything further.

Best,

Graham Daneluz MCIP, RPP
Director of Planning & Development

1-45950 Cheam Ave, Chilliwack, BC V2P 1N6
P 604.702.5046 || W www.fvrd.ca



5.4 R-4 HILLSIDE RESIDENTIAL

Purpose: To provide *Lots* on the west side of the lake, varying in size and shape and located on very steep terrain. Building conditions and the ability to access utilities to service lots vary considerably due to rock outcropping and the significant difference in height from front and rear of the lot.

5.4.1 Permitted Uses

The following *Uses* are permitted in the R-4 Zone:

Primary Uses	
5.4.1.1	<i>Single-Detached Dwelling</i>
5.4.1.2	<i>Manufactured Home</i>
Secondary Uses	
5.4.1.3	<i>Accessory Uses</i>
5.4.1.4	<i>Boarding</i>

5.4.2 Site Specific Permitted Uses

Currently no site specific permitted uses.

5.4.3 Regulations

COLUMN I		COLUMN II
5.4.3.1	<i>Density per Lot</i>	One (1) Single-Detached <i>Dwelling Unit</i>
5.4.3.2	Maximum <i>Lot Coverage</i> for all <i>Buildings/Structure</i> for lots with a <i>lot width</i> greater than 7.6 m or a length greater than 19.8 m.	60%
Maximum <i>Building /Structure Height</i>		8.5m (28ft) Maximum two (2) <i>Stories</i> plus <i>Basement</i> or <i>Crawlspace</i> and roof. 3m (10ft) 4m (13ft)
5.4.3.3	<i>Principal Building/Structure</i>	
5.4.3.4	<i>Accessory Building/Structure</i> (less than 10m2)	
5.4.3.5	<i>Accessory Building/Structure</i> (Greater than 10m2)	
5.4.3.6	<i>Parking spaces</i>	2

5.4.4 Setbacks from Lot Lines

	Front Lot Line	Rear Lot Line	Exterior Lot Line	Interior Lot Line		
				Lot Width Equal to or less than 7.62m (25ft)	Lot width greater than 7.62m (25ft) and less than or equal to 9.144m (30ft)	Lot Width greater than 9.144m (30ft)
Single Family Dwelling ^{5.4.4.1, 5.4.4.8}	3.0 m	1.8 m	0.6 m	0.6 m	0.9 m	1.2 m
Eaves, Gutters and Sunlight Controls	1.5 m	0.9 m	0.45 m	0.45 m	0.75 m	1.05 m
Decks, Balconies, ^{5.4.4.2}	1.5 m	0.9 m	0.6 m	0.6 m	0.9 m	1.2 m
Uncovered external stairs	1.5 m	0.9 m	0.6 m	0.6 m	0.6 m	0.6 m
Supporting Posts for Decks, Balconies	2.1 m	1.5 m	0.6 m	0.6 m	0.6 m	0.6 m
Chimneys, China Cabinets, Eating Nooks ^{5.4.4.1, 5.4.4.3}	2.4 m	1.2 m	0.6 m	0.6 m	0.9 m	1.2 m
Cantilevered Bay Windows ^{5.4.4.1, 5.4.4.4}	2.4 m	1.2m	0.6m	0.6 m	0.9 m	1.2 m
In-ground structures ^{5.4.4.5}	0.3 m	0.3 m	0.3 m	0.3 m	0.3 m	0.3 m
Patios ^{5.4.4.6}	0	0	0	0	0	0
Retaining Walls, Curbs, at grade stairs ^{5.4.4.7}	0	0	0	0	0	0
Accessory Residential	3.0 m	0.6 m	0.6 m	0.6 m	0.9 m	1.2 m
Accessory Residential Eaves, Gutters	2.7 m	0.45 m	0.45 m	0.45 m	0.75 m	1.05 m

All measurements are in meters and are unobstructed and open to the sky.

- 5.4.4.1 Building cladding materials such as siding, brick, stucco, hardy-board or materials required to enhance fire resistance may project 3.0 centimetres into any required setback.
- 5.4.4.2 Decks or Balconies shall have no enclosing walls. Decks or Balconies may have guard railings and may have screening to maximum height of 1.5 metres above the floor of the Deck or Balconies.

- 5.4.4.3 Chimney, China Cabinets, Eating Nooks shall not exceed 1.8 metres in length or 0.6 metres in depth.
- 5.4.4.4 Cantilevered Bay Window shall not exceed 3.0 metres in length or 0.6 metres in depth.
- 5.4.4.5 In-ground structure means an in-ground swimming pool, in-ground stairs, or other underground structures. No portion of an in-ground structure shall extend more than 0.3 metres above grade, except for required guard railings.
- 5.4.4.6 Patios may be constructed of concrete, asphalt, rock, gravel, wood or earth and shall not exceed 0.45 metres in height.
- 5.4.4.7 At grade stairs, which are set into the natural grade, may be sited anywhere on a lot. Retaining Walls and Curbs may be constructed of concrete, wood, stone, rock or masonry and have no height restrictions. All retaining walls must be applicable BC Building Code requirements as amended from time to time.
- 5.4.4.8 All structures, required guard railings and building materials must meet BC Building Code requirements as amended from time to time.

5.4.5 Additional Regulations for this Zone

- 5.4.5.1 Notwithstanding section 5.4.3.2 of this Bylaw, if the *lot width* or length of the *Lot* is less than 7.6 metres and 19.8 metres respectively, *Lot Coverage* may be greater than 60% as long as *Setbacks* are maintained and BC Building Code requirements are met.
- 5.4.5.2 A *Manufactured Home* shall have a minimum width and length of 6 metres excluding approved additions and projections.
- 5.4.5.3 Plans for all *Retaining Walls* must be submitted to the *Chief Building Inspector* for approval prior to the issuance of a permit. The *Chief Building Inspector* will determine the need for engineering and the *Height* required.

**PLAN SHOWING THE CREATION OF LOT 216CW FROM FORMER
PARK BOARD LAND, AND FORMER LOT 216BW, SECTION 36
TOWNSHIP 22, CULTUS LAKE PARK BOARD.**

LEGEND:

BEARINGS ARE ASTRONOMIC, AND ARE
DERIVED FROM PLAN OF MARCH 4, 1992.

FOUND PLACED

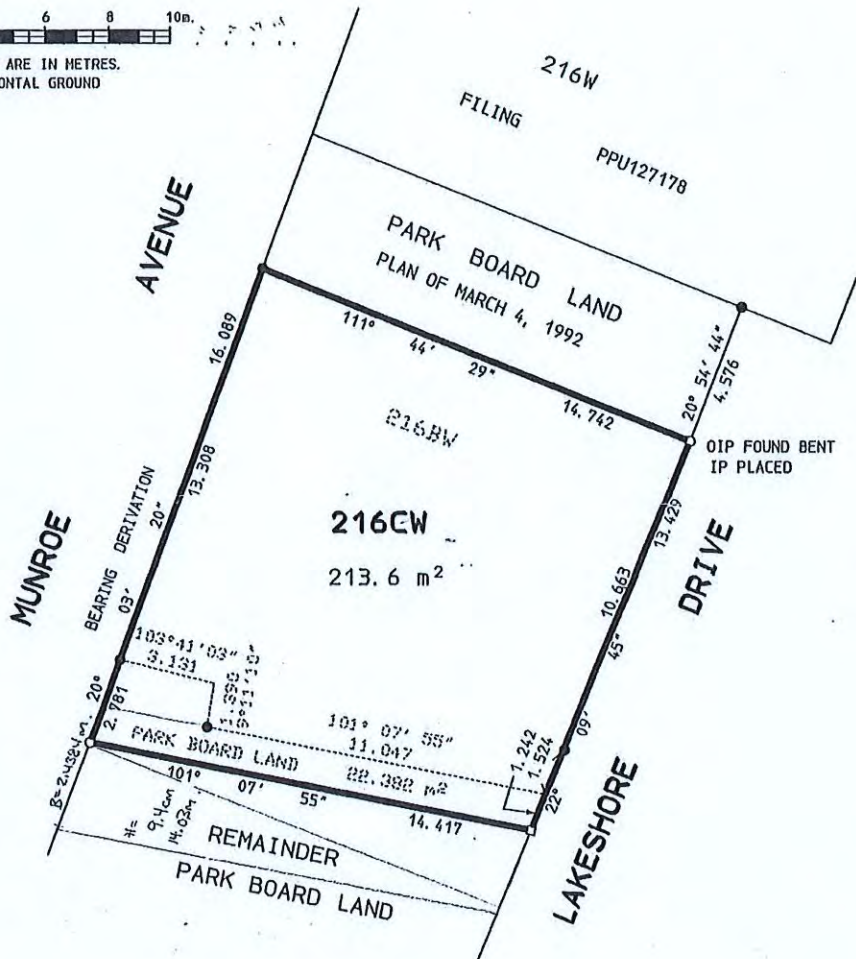
- ○ STANDARD IRON POST
- LEAD PLUG

THIS PLAN WILL NOT BE DEPOSITED
IN THE LAND TITLE OFFICE, LOT 216CW
WILL BE A LEASED LOT OF CULTUS LAKE
PARK BOARD LAND.

SCALE 1 : 150 METRIC



ALL DISTANCES ARE IN METRES,
AND ARE HORIZONTAL GROUND



ASTRONOMIC NORTH

SECTION 36 TOWNSHIP 22

Allan M. Tunbridge
ALLAN M. TUNBRIDGE BCLS 703
JUNE 30, 2016.

TUNBRIDGE & TUNBRIDGE
BRITISH COLUMBIA LAND SURVEYORS
CANADA LANDS SURVEYORS
6-7965 VENTURE PLACE, CHILLIWACK, B. C.
PHONE: 604-792-4264 ALLANT@TUNBRIDGE.CA
FILE: G044P FBC345/39-40B AWT

Reception

From: John Lee <[REDACTED]>
Sent: September-04-19 10:55 AM
To: planning@fvr.d.ca; Reception
Subject: Parking

Myself and my wife have lived at 27 Lakeshore Cultus Lake for 24 years.

Parking spots have always been very limited.

Many homes on Lakeshore Dr. only have one available parking spot on their property and no spot for a second vehicle or for family or friends.

This is a common problem at Cultus Lake and in order to help alleviate this problem it would appear it has been decided to require new construction to provide for 2 parking spots on the lease property. We support this requirement when it results in easing the parking problem.

We understand that the owner of the lot above us 215 has applied for a variance to provide for parking on Monroe for his new construction. He already arranged to purchase more land from the Parks Board.

To not allow for parking on Monroe would mean new construction would result in the losing of up to 4 of the very limited parking spots on Lakeshore. This appears to be contrary to the intent to alleviate the parking problem.

We hope a reasonable solution can be found for this problem without the loss of any parking spots on Lakeshore. Thanks for your consideration.

John and Rosemary Lee

Sent from my iPad

Rachel Litchfield

From: Reception
Sent: Tuesday, September 03, 2019 10:54 AM
To: Rachel Litchfield
Cc: Dave Driediger
Subject: FW: Parking on Lakeshore Drive

Please see below...

-----Original Message-----

From: Geoff
Sent: September-03-19 10:23 AM
To: planning@fvrd.ca
Cc: Reception
Subject: Parking on Lakeshore Drive

To the Planning Department,

I live at 23 Lakeshore Drive and must park my car in one of the parking spots opposite #27 Lakeshore as we have 2 cars and only 1 spot in front of our house to park.

Above the parking spots that I use is a lot #216 Lakeshore Drive owned by Mr. Graham Williams. Mr. Williams previously applied for and was approved for a variance to allow for parking of 2 cars on the street above called Munroe avenue. Unfortunately, as I was informed, six months passed and he had not yet started to build on his property.

In order to protect our limited number of parking spots on Lakeshore Drive, I am requesting that you approve a variance which would allow him to build his house with 2 parking spots on Munroe Avenue instead of making him use our limited parking spots on Lakeshore Drive.

Thank you for consideration of this important matter.

Sincerely,

Dr. Geoffrey W. Iverson

Curtis Luke, D.O.

Rachel Litchfield

From: Reception
Sent: Tuesday, September 03, 2019 9:19 AM
To: Rachel Litchfield
Cc: Dave Driediger
Subject: FW: Parking on Lakeshore Drive

Good morning,

Please see below...

-----Original Message-----

From: Nan Vye [mailto:
Sent: September-01-19 4:01 PM
To: Fraser Valley Reginal District
Cc: Reception
Subject: Parking on Lakeshore Drive

Attention Planning Department,

Over the 47 years we have lived on Lakeshore Drive, parking has become a problem. In particular, many of the houses on the west side of Lakeshore (200 numbers), are high above road level, must access and park on Monroe. The lot at 215? Is no exception. The owners (G. Williams) of that lot applied for a variance to accommodate parking from Monroe for that reason, as with other properties in that area. If denied, not only would it take away 4+ park spaces on Lakeshore, it would be an unnecessary challenge for the builder. Parking off Monroe on this piece of property makes good sense.

We sincerely hope you consider this lot for the variance requested, which would solve not only the parking problem on Lakeshore Drive but allow a much better parking situation for lot 215?

Sincerely

Nanette Vye
Fred Granzow

Cultus Lake B.C. V2R 4Z9

Sent from my iPad



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 216C

SUBMITTED BY: Joe Lamb
Acting Chief Administrative Officer

SUBJECT: Development Variance Permit 216C Lakeshore Drive

PURPOSE:

For the Board to consider the issuance of a Development Variance Permit to reduce an interior lot line setback which is adjacent to the Cultus Lake Park Land.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board supports the issuance of a Development Variance Permit for 216C Lakeshore Drive to reduce the setback distance 0.6m from the dwelling and a 0m setback for the eave/gutter to the interior property line.*

DISCUSSION:

Details of the variance request are summarized in the attached report received from the Fraser Valley Regional District (FVRD) Planning and Development Department. In discussion with Mr. Graham Daneluz, Director of Planning & Development FVRD if the Cultus Lake Park Board approves the sale of the additional lands to the applicant this DVP will still have to be considered. Mr. Daneluz provided the following reasons:

Mr. Graham Williams has applied to FVRD for a Development Variance Permit to:

- Reduce the interior lot line setback to the building wall on the south property line from 1.2m to 0.60m; and,
- Reduce the setback to the eaves, gutters, deck and sunlight control structures from the same lot line from 1.05m to 0m.

With respect to the construction of a new single-family dwelling on the lot at 2016B Lakeshore Drive in Cultus Lake Park.

Mr. Williams provided the following reasons in support of his application: 1) to support the provision of off-street parking off Munroe rather than off Lakeshore where existing public parking spaces prevent access to the lot; and, 2) to facilitate the desired house design. Mr. Williams feels that accessing the lot from Munroe, rather than Lakeshore, results in a reduction in usable floor area within the proposed dwelling and the variance is needed to accommodate both parking off Munroe and his desired house design. While access/parking from Lakeshore would impact only the basement level of the house, access/ parking from Monroe would impact prime floor area within level of the home that is approximately at grade with Monroe Avenue.

Prepared by:



Joe Lamb
Acting Chief Administrative Officer

February 5, 2020

File: 3090-20 - 2019-36

Bonny Bryant
Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC, V2R 5B5

Dear Ms. Bryant:

RE: DEVELOPMENT VARIANCE PERMIT APPLICATION FOR 216C LAKESHORE DRIVE, CULTUS LAKE PARK

The Fraser Valley Regional District has received a Development Variance Permit Application (DVP) related to the construction of a new single family dwelling on a residential lease lot in Cultus Lake Park. The variance request is to reduce an interior lot line setback which is adjacent to Cultus Lake Park land.

As the proposed variance relates to matters within the jurisdiction of the Park Board, we would very much appreciate comments from the Park Board on matters within the responsibility of the CLPB and the overall feasibility of the variance. Any comments the CLPB provides will be taken into account by FVRD when making a decision on the proposed variance.

Property Background and Variance Request

The lease lot at 216C Lakeshore Drive has an area of 213.6 m² (2299 sq. ft.) and an average width of 12m (39 ft.). The property has road frontage on both Munroe Avenue and Lakeshore Drive. There are currently 4 - 5 parking spaces on the CLP road between Lakeshore Drive and the subject lot. Additional property details are provided in Appendix A.

The lease lot is zoned R-4 (Hillside Residential) under *Cultus Lake Park Zoning Bylaw No. 1375, 2016*. The lease holder has requested to reduce the southern interior lot line setback for the dwelling and the eaves/gutters as follows:

Interior (South) Lot Line Setback		
	Single Family Dwelling	Eaves, Gutters
Required	1.2 metres (4 feet)	1.05 metres (3.4 feet)
Proposed	0.6 metres (2 feet)	0 metres (0 feet)
Requested Variance	0.6 metres (2 feet)	1.05 metres (3.4 feet)

The result would be a 0.6m setback from the dwelling and a 0m setback from the eave/gutter to the interior property line.

Variance Rational

The lease holder provided preliminary designs showing on-site parking and garage access from Lakeshore Drive. This design would result in the loss of existing on-street parking on Lakeshore Drive.

Subsequently, the applicant submitted a preliminary design with vehicle access and egress from Munroe Avenue. This option would provide ample on-site parking (2-3 spaces) to meet FVRD zoning requirements, and would preserve the existing parking on Lakeshore Drive. This design, with no variance, would result in a smaller area of habitable space than could be achieved with vehicle access from Lakeshore Drive. The applicant advises the variance will help to achieve a viable design with on-site parking that does not impact the parking on Lakeshore Drive. The proposed site layout is included in Appendix B.

The applicant is requesting the variance in conjunction with the potential lease of additional CLP lands. At this point in time, we are considering the variance on its own merits, regardless of any additional land purchase.

Important Considerations

In providing comments, the CLPB may wish to consider:

- Future use of the neighbouring lot. The setback variance may impact future construction on adjacent CLP lands.
- Leaseholder access to the neighbouring lot for house maintenance (gutter cleaning, etc.)
- Other relevant information

Next Steps

If possible, please consider this referral at the February 19, 2020 CLPB meeting so that the variance may be addressed by the FVRD Electoral Area Services Committee in March 2020. We request receipt of any comments by February 26, 2020 to avoid delay to the applicant.

Please contact me at 604-702-5484 or at jmundy@fvrd.ca with any questions or concerns.

Sincerely,



Julie Mundy
Planner 1

cc: Taryn Dixon, Electoral Area H

APPENDIX A – PROPERTY INFORMATION

NEIGHBOURHOOD MAP



PROPERTY MAP



PROPERTY DETAILS			
Electoral Area	H		
Address	216C Lakeshore Drive*		
PID	n/a		
Folio	733.07000.350		
Lot Size	213 m ² (2299 sq. ft.)		
Owner	Graham Williams	Agent	Graham Williams
Current Zoning	Hillside Residential (R-4)	Proposed Zoning	No change
Current OCP	n/a	Proposed OCP	n/a
Current Use	Empty Lot	Proposed Use	Residential
Agricultural Land Reserve	No		

ADJACENT ZONING & LAND USES		
North	^	Hillside Residential (R-4); Single-family Residence
East	>	Waterfront Residential (R-3); Single-family Residence
West	<	Conservation Area (P-2); Forest
South	v	Local Park (P-1); Bare land

APPENDIX B - SITE PLAN

JCR Design Ltd.

A Building Design Company

Est. 2003



512 - 45715 Hocking Ave, Chilliwack, B.C. V2P 6Z6

Ph: 604 402 0031 Email: office@jcrdesign.ca

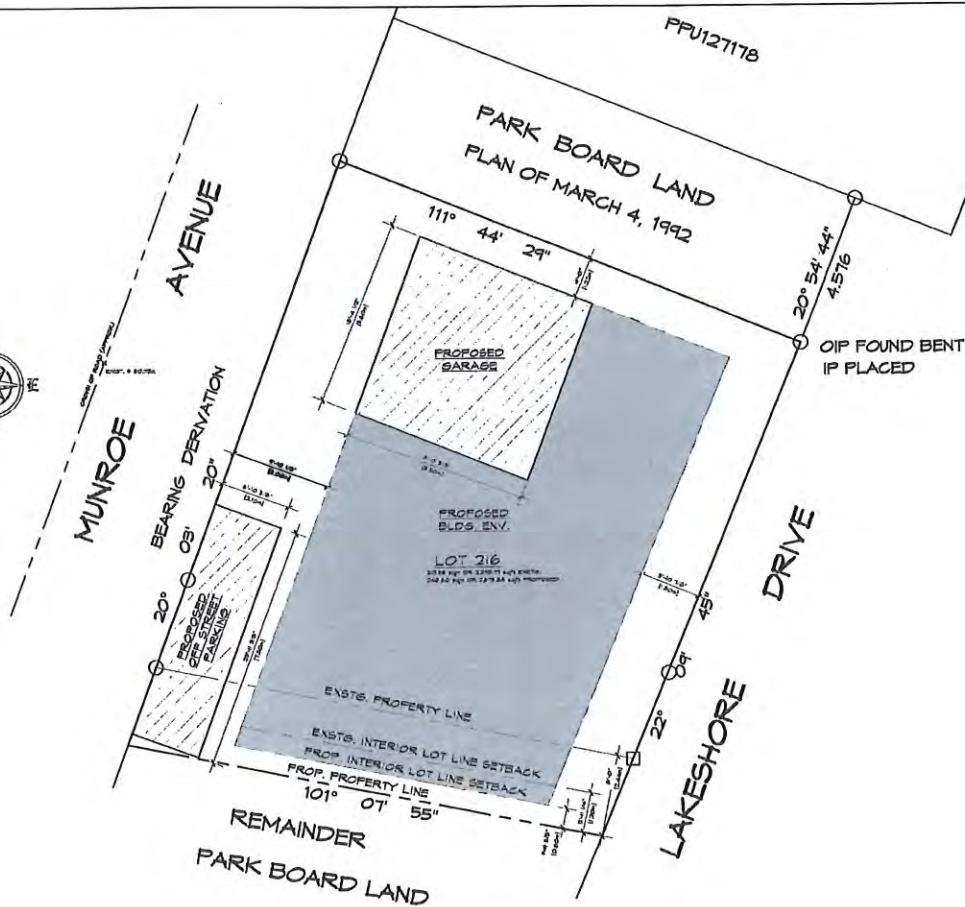
To whom it may concern;

Attached is a site plan drawing representing a proposed boundary adjustment and setback variances.

- We are proposing an 8-foot expansion of the lot to the south.
- We are proposing a reduced interior lot line setback on the south property line from 1.2m to 0.60m.
- We are proposing a reduction in the eaves, gutters and sunlight control interior lot line setback on the south side of the lot from 1.05m to 0m

The site plan is a visual representation of these variances. If you have any comments or questions, please contact us.

Regards,
Jesse Rayner
Owner
JCR Design Ltd.



LEGAL DESCRIPTION

CIVIC ADDRESS

216 LAKESHORE DRIVE, GALT, B.C.

SITE RECONCILIATION

EXIST. AREA: 22.84 ACRES ON 200' x 100' LOT.

200' x 100' ON 200' x 100' LOT.

200' x 100' ON 200' x 100' LOT.

200' x 100' ON 200' x 100' LOT.

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200' x 100' ON 200' x 100' LOT.

JCR Design Ltd.	
1. REVISION/ISSUE	DATE
1. ISSUED FOR REVIEW	10-0-00
112 - 4175 HODGKINS AVE VANCOUVER, B.C. V6N 6C2 Phone: 604-278-0001 info@jcrdesign.ca	
PROJECT NAME: WILLIAMS CUSTOM 216 LAKESHORE DRIVE GALT, B.C.	
SITE PLAN & NOTES	
DRAWN BY: J. BAKER CHECKED BY: J. BAKER DATE: 1 JAN 2000 SCALE: 1/4" = 1'-0"	A1.1



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020

SUBMITTED BY: Joe Lamb
Acting Chief Administrative Officer

SUBJECT: Development Variance Permit 29 Lakeshore Drive

PURPOSE:

For the Board to consider the issuance of a Development Variance Permit to allow for an additional story plus a basement or crawlspace.

RECOMMENDATION:

Option 1

***THAT** the Cultus Lake Park Board support the Development Variance Permit for 29 Lakeshore Drive.*

Option 2

***THAT** the Cultus Lake Park Board not support the Development Variance Permit for 29 Lakeshore Drive.*

DISCUSSION:

Details of the variance request are summarized in the attached report received from the Fraser Valley Regional District Planning and Development Department.

Prepared by:

Joe Lamb
Acting Chief Administrative Officer



File No. 3090-20 2020-03

February 27, 2020

Bonny Bryant
Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
V2R 5B5

Dear Ms. Bryant:

Re: Referral of Development Variance Permit Application for 29 Lakeshore Drive, Cultus Lake Park

The Fraser Valley Regional District has received an application for a Development Variance Permit (DVP) in Cultus Lake Park. We are inviting you to provide comments on the application.

The DVP application is to permit an additional storey for a house at 29 Lakeshore Drive. The lease lot is zoned R-3 (Waterfront Residential) under *Cultus Lake Park Zoning Bylaw No. 1375, 2016*, which allows for a building to have a maximum of 2 stories, plus a basement or a crawlspace.

The DVP application is to allow three stories, plus a basement. The proposal will adhere to the maximum permitted height in the R-3 zone. A copy of the application is attached for your review.

Please identify your organizations comments related to the following:

- Applicable Cultus Lake Park bylaws or policies,
- Technical concerns, or
- Knowledge or information useful to the proposal

If we have not heard from you by **March 25, 2020**, we will proceed with processing of the application. Please do not hesitate to contact me should you have any questions, or if you need more time to provide comments.

Sincerely,

Digitally signed by Julie
Mundy
Date: 2020.02.27 15:41:21
-08'00'

Julie Mundy
Planner 1

Enclosure: Application Package - DVP 2020-03 - 29 Lakeshore Drive

SCHEDULE A-4

Permit Application

I / We hereby apply under Part 14 of the *Local Government Act* for a;

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit

An Application Fee in the amount of \$_____ as stipulated in FVRD Application Fees Bylaw No. 1231, 2013 must be paid upon submission of this application.

Civic Address 29 lakeshore Drive, Cultus Lake PID _____

Legal Description Lot 29 Block _____ Section _____ Township _____ Range _____ Plan _____

The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.

Owner's
Declaration

Name of Owner (print) Antonio Kelly Mendonca	Signature of Owner 	Date Feb. 7, 2020
Name of Owner (print) Shelby Mendonca	Signature of Owner 	Date Feb 7, 2020

Owner's
Contact
Information

Address		City Cultus Lake
Email	Postal Code V2R 5R3	
Phone	Fax	

Office Use Only	Date <u>2020-02-07</u>	File No. <u>3090-20</u>
	Received By <u>Andrea</u>	Folio No. <u>733 100107000.029</u>
	Receipt No. <u>10633/b</u>	Fees Paid: \$ <u>1300</u>

Agent I hereby give permission to _____ to act as my/our agent in all matters relating to this application.

Only complete this section if the applicant is NOT the owner.

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent		Company
Address		City
Email		Postal Code
Phone	Cell	Fax

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent	Date
--------------------	------

Development Details

Property Size _____ Present Zoning _____

Existing Use _____

Proposed Development _____

Proposed Variation / Supplement Add Extra Basement

Variance Add Second Basement

(use separate sheet if necessary)

Reasons in Support of Application Extremely steep lot, 24ft below garage to ground.

Both existing neighbor to north & south are in support of the variance. The variance does not affect the height. Approx 10 lake front lot out of 107 have steep grades. Parking is an issue, this plan maximizes parking. Road Height & garage floor height does not work with this lot.

P. 9.12.11

Provincial Requirements

(This is not an exhaustive list; other provincial regulations will apply)

Riparian Areas Regulation

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes
☐

no
☐

30 metres of the high water mark of any water body

yes
☐

no
☐

a ravine or within 30 metres of the top of a ravine bank

"Water body" includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

Contaminated Sites Profile

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed "Site Profile" for properties that are or were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes
☐

no
☐

the property has been used for commercial or industrial purposes.

If you responded 'yes,' you may be required to submit a Site Profile. Please contact FVRD Planning or the Ministry of Environment for further information.

Archaeological Resources

Are there archaeological sites or resources on the subject property?

yes
☐

no
☐

I don't know
☐

If you responded 'yes' or 'I don't know' you may be advised to contact the Archaeology Branch of the Ministry of Tourism, Sport and the Arts for further information.

Page 3 of 4

Required Information

When providing Application Forms to the applicant, Regional District staff shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**

	Required	Received	Details
Location Map			Showing the parcel (s) to which this application pertains and uses on adjacent parcels
Site Plan			Reduced sets of metric plans
At a scale of: 1: _____			North arrow and scale
			Dimensions of property lines, rights-of-ways, easements
			Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
			Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
			Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
			Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
Floor Plans			Uses of spaces & building dimensions
			Other:
Landscape Plan			Location, quantity, size & species of existing & proposed plants, trees & turf
Same scale as site plan			Contour information (_____ metre contour intervals)
			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
Reports			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

The personal information on this form is being collected in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to planning, land use management and related services delivered, or proposed to be delivered, by the FVRD. Questions about the use of personal information and the protection of privacy may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel: 1-800-528-0061 FOI@fvrld.ca.

Cultus Lake Park Board

4165 Columbia Valley Road

Cultus Lake, BC V2R 5B5

To Whom it May Concern,

My wife and I have recently submitted an application to the Fraser Valley Regional District for a variance at 29 Lakeshore Drive. **The variance requested is to add a second basement to the dwelling to facilitate the house reaching the existing grade;** which sits at 24 feet below the crown of the road.

We are long time residents of Cultus Lake, presently residing at 45642 Rachael Place. In October 2019 we purchased 29 Lakeshore Drive with the intent to build our forever home. **The purpose of reaching out to the Park Office is to garner the Boards support for our variance application.**

Precision Design drafted our plan to maximize parking to alleviate some of burden from the common area parking. (Please refer to attachment A)

The consequences of designing a house with a garage on a steep lot is that we push our house further over the steep grade, unlike lots just south of us with similar grades and no garages. (For example, lots 32,33,35,36,37,38,40,43,44) These homeowners were able to keep the house tight to the bank reducing the drop in grade; sacrificing parking in process and adding additional congestion to the street.

Please find attached (schedule B) a Topography Survey from Vector that shows our lot sloping 24 feet or 7.35 meters from the center of road to back of lot. The distance from the floor in the garage to existing grade is over 22 feet.

The plans we recently submitted to the FVRD meet the both the current height restrictions and other property setbacks. We are not planning on building our home higher than other homes in the area, simply looking for a common sense approach to get from bottom of garage floor to existing grade that maintains curb appeal for both ourselves and the neighboring properties.

Our submitted proposal, by **Precision Design**, is a combination of crawlspace and part full height basement that works well with the existing slope of the lot. The current zoning seems to work with the majority of lots, however out of the 107 lake front parcels, only about 10 have the steep terrain similar to that of lot 29 Lakeshore Drive.

With a maximum allowable basement height of 9 Ft. and no option to put in a crawl space we are tasked with looking at other options to get house up to the existing ground level.

There are several other homes on Lakeshore drive that have set a precedent for this already and the home under construction located at 309 Monroe received this variance as well. We look forward to your support on this matter.

Kind regards

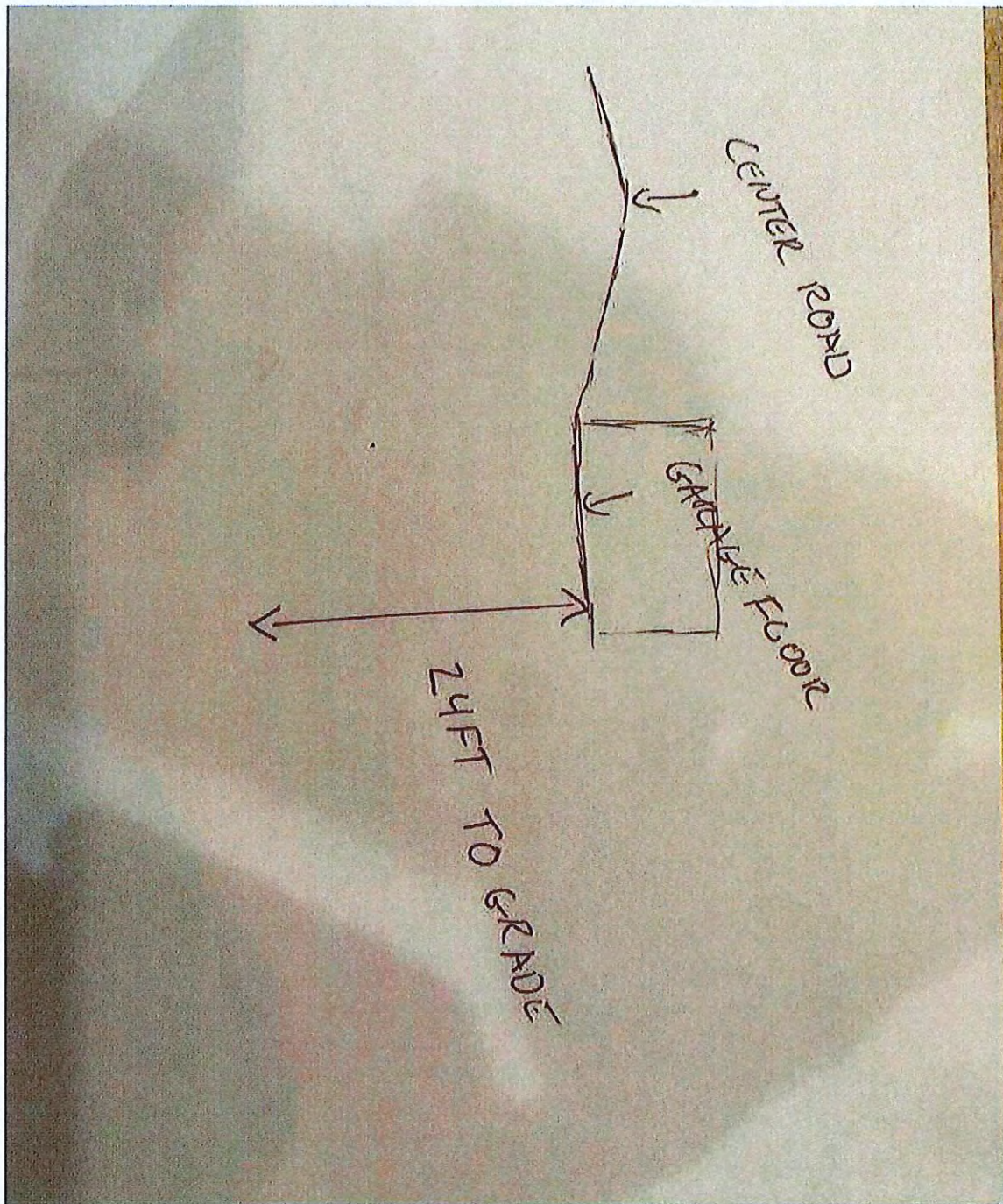
Kelly Mendonca & Shelby Mendonca

Please feel free to call for any clarification or discussion

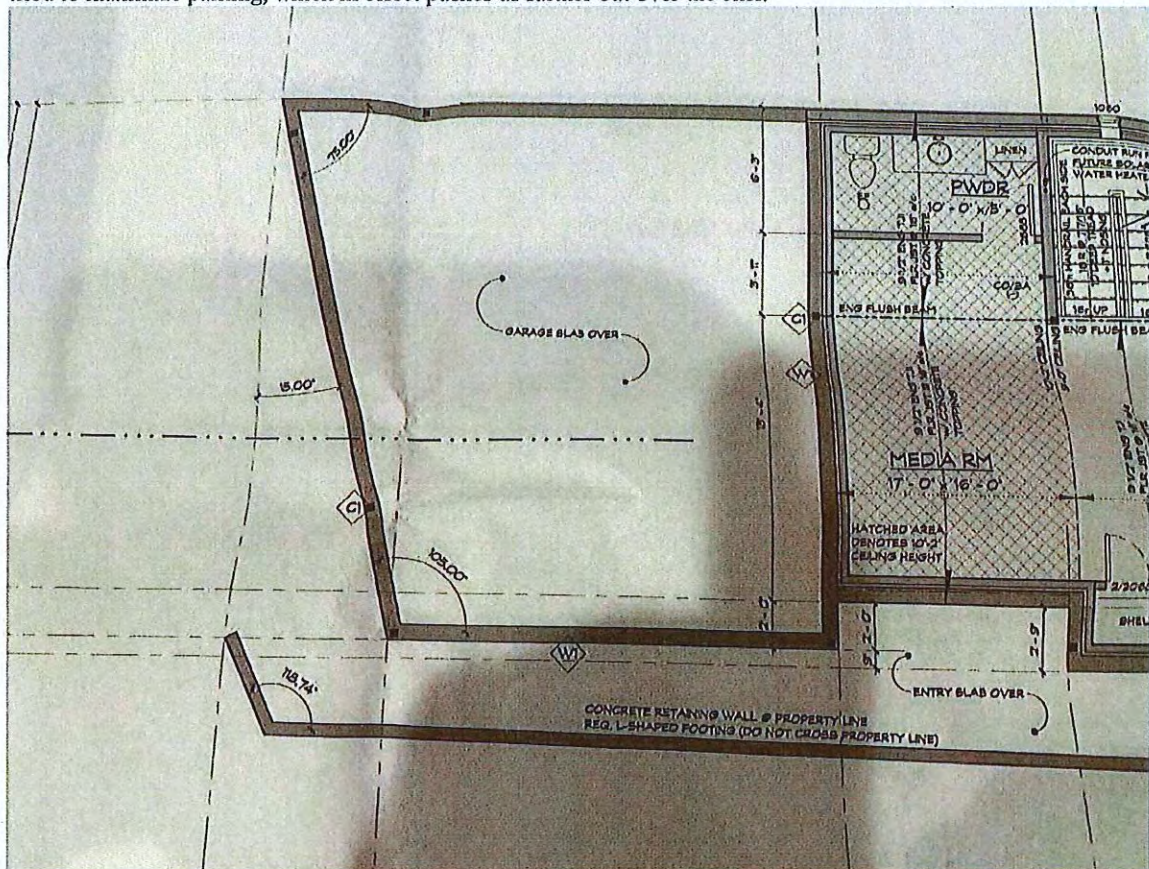
This is the road side rendering. To show how it will look from the street. It is modest. And you can see front of house is all garage. Entrance on side.



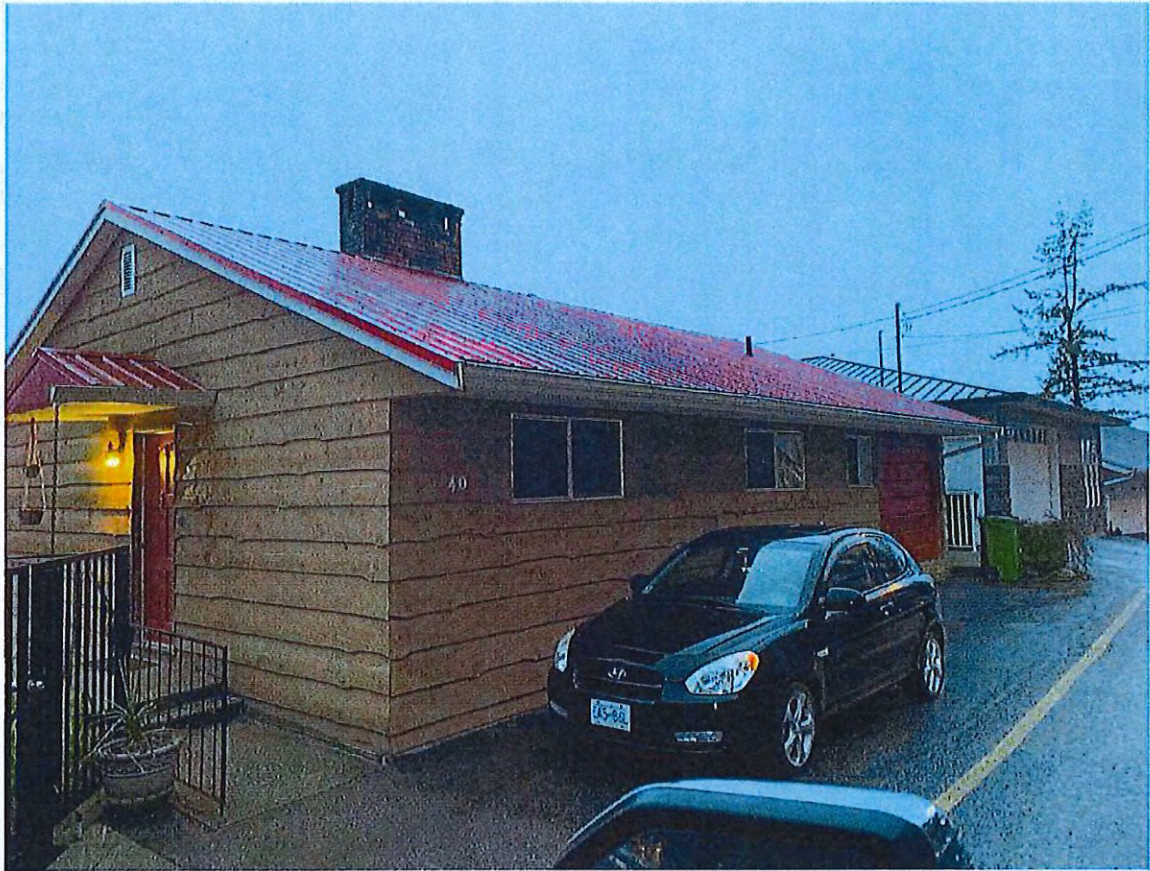
Even at 2 floors below garage. House still has steps exiting to back yard.



More pictures attached of houses without garage is on the side of the road; you can see from our design we have tried to maximize parking, which in effect pushes us further out over the cliff.







A lot of these older houses have no parking due to the steep lots. As the garage pushes the houses over steeper and steeper terrain.











Existing terrain.



PROPERTY INFORMATION

NEIGHBOURHOOD MAP



PROPERTY MAP



PROPERTY DETAILS			
Electoral Area	H		
Address	29 Lakeshore Drive		
PID	n/a		
Folio	733.07000.029		
Lot Size	3250 Square feet		
Owner	Kelly & Shelby Mendonca	Agent	n/a
Current Zoning	Waterfront Residential (R-3)	Proposed Zoning	No change
Current OCP	n/a	Proposed OCP	n/a
Current Use	Residential	Proposed Use	No change
Development Permit Areas	n/a		
Agricultural Land Reserve	No		

ADJACENT ZONING & LAND USES		
North	^	Waterfront Residential (R-3); Single-family Residences
East	>	Local Park & Recreation (P-1); Cultus Lake
West	<	Local Park & Recreation (P-1); Park area
South	v	Waterfront Residential (R-3); Single-family Residences



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: March 18, 2020 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger,
Manager of Park Operations

SUBJECT: Residential Recycling Report

PURPOSE:

To provide the Board with information on options to accommodate changes to residential recycling collection.

RECOMMENDATION:

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to provide leaseholders with a standardized recycling tote in either 120L or 240L capacity as set out in Option 3 below; and

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to fund the purchase of standardized recycling totes, \$17,000 from Operations and \$45,000 from Accumulated Surplus.

BACKGROUND:

At the February 19, 2020 Board meeting the Board discussed upcoming changes to the collection of mixed recycling as well as glass and plastic bags. Changes to regulations mandate complete separation of garbage, recycling and organics and mixed recycling may no longer include glass and plastic bags. The Sardis Bottle Depot accepts a wide range of materials (see Attachment 1) including glass and plastic. The facility is located at 45635 Lark Rd. and accepts materials free of charge seven days a week.

Given the cost of glass collection service the Board opted to leave disposal to the discretion of leaseholders contingent on community feedback. Over the past month the Cultus Lake Community Association asked leaseholders through email and social media how they would prefer to see recycling managed. In conversations with the Association Chair, staff learned that approximately 75 percent of residents indicated their preference was to recycle glass at the bottle depot rather than pay for curbside collection.

On top of the changes to recycling contents, in the future mixed recycling materials must be set out for collection in a bin. Recycling material contained in plastic bags will no longer be collected. Only garbage destined for the landfill may be bagged in plastic prior to disposal.

DISCUSSION:

The Board has a number of options available to manage the shift in recycling collection including:

1. Leaving the purchase of residential recycling bins to the discretion of leaseholders;
2. Providing leaseholders with a 120L Rubbermaid-style recycling bin and lid; or
3. Providing leaseholders with the choice of either a 120L or 240L standardized tote.

Option 1

Staff is reluctant to manage recycling through a variety of containers with or without secure lids. This past summer the BC Conservation Officer Service reported responding to a record number of bear complaints in the Lower Mainland. Like the surrounding region, the Park's rural setting affords significant opportunity for interactions with wildlife. At the January 15, 2020 Board meeting the Board discussed steps to reduce the availability of animal attractants and improve our community's health and safety and accessibility. Recent amendments to Property Maintenance Bylaw No. 1149, 2019 will provide structured garbage, recycling and organic bin set out times and ensure all containers are stored securely on leased lots rather than on park land. Regardless, recycling label stickers for containers could be made available to the community through the park office for a one time cost of \$1,200.

Option 2

As a second option, the Board may wish to consider provision of standardized, secure containers. 120L Rubbermaid-style recycling containers with lids are available at a cost of \$32 each. The \$17,000 cost to outfit the entire community can be absorbed by the 2020 residential waste collection budget (Table 1) and staff has the ability to deliver the containers to each residence.

Option 3

Staff's recommended option is to provide leaseholders with a standardized tote similar to those which house organics. The wheeled totes have secure locking lids, are capable of mechanical service and come equipped with an RF identification tag. Tags are commonly registered with the corresponding residential address at delivery and communicate with the collection truck's onboard receiver. When used in conjunction with the truck's camera, Valley Waste and Recycling (VWR) is able to reduce cross contamination and ensure that no collection sites are overlooked.

Blue recycling totes are available in two different sizes, 120L and 240L. Cost of the totes assembled, delivered and registered to the address are \$110 and \$120 respectively. Should the Board wish to pursue this option, staff will survey the community to establish desired tote size and place the order accordingly. Where leaseholders cannot be reached, delivery will default to the larger 240L tote. Individuals who wish to request a specific tote or have recycling service questions may write to: recycling@cultuslake.bc.ca.

In the past VWR collected unlimited curbside recycling; that is, no limit was placed on volume of recycling material set out at a residence. Under this option however, like organics, VWR will only collect what can be contained in the tote provided. In cases where a leaseholder may have additional recycling, totes will be made available for purchase by VWR or the material can be dropped off at the bottle depot along with glass.

Table 1. Recycling container funding options

<u>2020 Financial Impact</u>		
Residential Recycling Costs	On-Time Cost	Proposed Funding Source
Option 1 -		
Owner provided Container	\$ -	No effect to budget
Option 2 -		
120 L Rubbermaid-Style Container	\$ 17,000	Currently Budgeted Operational Funds
	45,000	Accumulated Surplus
Total	\$ 62,000	
Option 3 -		
120L/240L Blue Recycling Totes	\$ 17,000	Currently Budgeted Operational Funds

STRATEGIC PLAN:

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

Prepared by:



Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer

TIME TO BE WASTE WISE!

The Fraser Valley Regional District has adopted a waste sorting bylaw.

It applies to all owners or occupiers of residential, commercial, industrial and institutional properties in Abbotsford, Chilliwack, Harrison Hot Springs, Hope, Agassiz, Mission and all FVRD Electoral Areas.

To comply, recyclable and compostable material must be sorted out of the garbage. This means you will need different bins for recycling, compost, and garbage. These three types of material must be sorted, kept separate, and delivered to authorized facilities either by you or by a private hauler.

Many helpful resources are available at BeWasteWise.com or call 1-800-667-4321 if you have questions.

WHAT BAGS CAN I USE?



Only garbage destined for the landfill can be bagged in plastic prior to disposal.



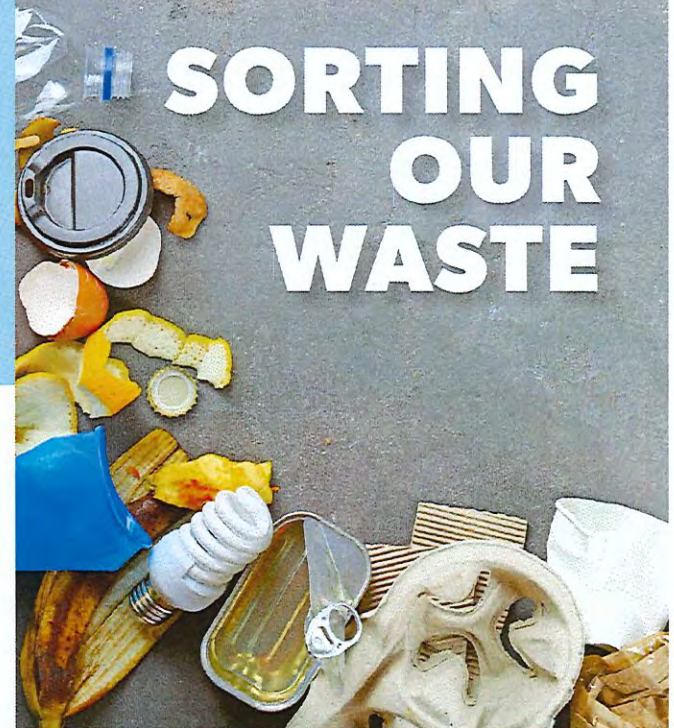
Bags will not be accepted with recyclables



Use only paper bags to line your kitchen catcher and/or compost bin. Plastic bags, even those labelled compostable or biodegradable, are not accepted with compostables.



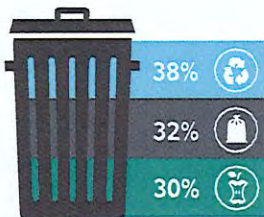
SORTING OUR WASTE



BEWASTEWISE.COM

Did you know...

Almost 2/3 of garbage currently sent to landfills in our region can be recycled or composted.



Start today. Sort it out!

TO LEARN MORE

Visit BeWasteWise.com or Call the Recycling Council of BC at 1-800-667-4321.



RECYCLING

PLASTIC PRODUCTS



- ✓ Milk Jugs
- ✓ Clamshell Packaging
- ✓ Food Tubs & Lids
- ✓ Plastic Beverage Containers

PAPER PRODUCTS



- ✓ Boxboard
- ✓ Cardboard
- ✓ Paper Cups
- ✓ Paper Egg Cartons
- ✓ Paper Food Bags
- ✓ Tetra Pak® Containers
- ✓ Magazines
- ✓ Phone Books
- ✓ Greeting Cards
- ✓ Newspapers
- ✓ Flyers
- ✓ Envelopes
- ✓ Loose Leaf Paper

METAL CONTAINERS



- ✓ Aerosol Spray Cans
- ✓ Aluminum Cans & Lids
- ✓ Aluminum Foils & Trays
- ✓ Tin Cans & Lids

COMPOST

FOOD WASTE



- ✓ Fruits & Vegetables
- ✓ Dairy Products
- ✓ Eggs & Egg Shells
- ✓ Pasta & Grains
- ✓ Baked Goods
- ✓ Chips & Crackers
- ✓ Meat, Poultry & Bones
- ✓ Fish & Seafood
- ✓ Plate Scrapings
- ✓ Salad & Dressing
- ✓ Tea Bags & Tags
- ✓ Coffee Grounds & Filters

FOOD-SOILED PAPER & WOODEN UTENSILS



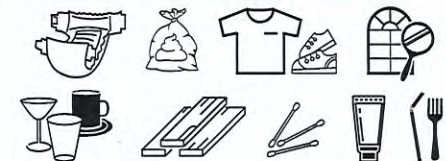
- ✓ Paper Plates
- ✓ Paper Towels
- ✓ Napkins & Tissue Paper
- ✓ Paper Takeout Containers
- ✓ Wooden Chop Sticks
- ✓ Skewers
- ✓ Stir Sticks
- ✓ Toothpicks

YARD WASTE



- ✓ Flowers & Weeds
- ✓ Grass Clippings
- ✓ Leaves & Moss
- ✓ Plants & Shrubs (No Soil or Rocks)
- ✓ Small Trimmings & Branches

LANDFILL



- ✓ Diapers
- ✓ Pet Waste
- ✓ Non-Reusable Clothing & Foot Ware
- ✓ Ceramics & Window Glass
- ✓ Painted or Treated Wood
- ✓ Personal Hygiene Products
- ✓ Plastic Squeeze Tubes
- ✓ Straws & Plastic Cutlery

TAKE THESE ITEMS TO YOUR NEAREST BOTTLE DEPOT FOR FREE RECYCLING



- ✓ Refundable Beverage Containers
- ✓ Batteries
- ✓ Electronics
- ✓ Small Electrical Appliances
- ✓ Light Bulbs
- ✓ Crinkly, Cellophane Wrappers & Bags
- ✓ Pesticides & Flammable Liquids
- ✓ Paint Cans
- ✓ Glass Containers
- ✓ Foam Packaging
- ✓ Plastic Bags & Overwrap



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Jacquie Spencer,
Manager of Visitor Services, Accommodations & Bylaw Enforcement

SUBJECT: 255 First Avenue Parking Request

PURPOSE:

To provide the Board with information on parking request at 255 First Avenue.

RECOMMENDATION:

THAT the Cultus Lake Park Board direct the Acting Chief Administrative Officer to grant the parking request at 255 First Avenue to move their designated parking area from First Avenue to Birch Street, provided;

- a) *The previously designated parking areas along First Avenue is relinquished; and*
- b) *That if a leaseholder wishes to sign their designated parking area, the cost and responsibility to do so be shouldered by the leaseholder and signage is posted on leased land.*

DISCUSSION:

In September of 2018, the leaseholders of 255 First Avenue requested permission from the Board to place parking signage along the Birch Street portion of their lot for designated parking. The matter of First Avenue parking request was brought forward at the August 21, 2019 Regular meeting of the Board. The following motion was approved:

4462-19 ***THAT*** the Cultus Lake Park Board provided staff with direction to request that the leaseholder of 255 First Ave remove all encroachments on park property; and

THAT the leaseholder be contacted to remove the hedge from around the stop sign as well as on the First Avenue sides of the property within 60 days.

The leaseholders have removed the hedge from around the stop sign as well as on the First Avenue sides of the property (pictured). The leaseholder wishes to receive permission for designated parking on the Birch Street side of the leasehold property.

Section 7.2 of the *Parking and Traffic Regulations Bylaw No. 1154, 2019* states:

“The Registered Leaseholder(s) or Current Occupant(s) in the residential areas have exclusive right to the allocated land to which the residence is addressed between lot lines detailed in the Cultus Lake Park Zoning Bylaw No. 1375, 2016 solely for the purpose of parking a motor vehicle (the “Designated Area”). Where a property borders two roadways as in the case of a corner lot, the side to which the residence is addressed will represent the Designated Area. Any consideration for additional parking at a corner lot must be submitted in writing to the Cultus Lake Park Board for approval, based on parking availability and traffic safety considerations.”

Staff have not identified any traffic safety concerns with respect to granting designated parking at the Birch Street side of the property.

STRATEGIC PLAN:

This report does not impact the Board’s Strategic Plan.

ATTACHMENTS:

Photo of 255 First Avenue taken February 27, 2020

Prepared by:



Jacquie Spencer
Manager of Visitor Services, Accommodations
and Bylaw Enforcement

Approved for Submission to the Board by:



Joe Lamb
Acting Chief Administrative Officer

255 First Avenue as of February 27, 2020





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Jacquie Spencer,
Manager of Visitor Services, Accommodations & Bylaw Enforcement

SUBJECT: Proposed Designated Smoking Areas

PURPOSE:

To explore the legitimacy and practicality of introducing designated smoking areas within Cultus Lake Park to address those that will smoke despite the *No Smoking Bylaw No. 1148, 2019* being in place.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board direct the Acting Chief Administrative Officer to bring forward a No Smoking Bylaw No. 1148, 2019 amendment for Board consideration to include designated smoking areas.*

DISCUSSION:

A *No Smoking Bylaw No. 1066, 2016* was adopted on July 13, 2016. This bylaw was then updated and a new version, the *No Smoking Bylaw No. 1148, 2019* (the "Bylaw") was adopted June 25, 2019 (attached). The Bylaw prohibits smoking in designated Park areas including public green spaces; beach and foreshore area; treed areas; trails; parking lots; playgrounds; public washrooms; off leash dog areas; volleyball and tennis courts; residential roadways; and common areas in Sunnyside Campground. Exemptions from the provisions of the bylaw include: the ceremonial burning of tobacco as part of an Aboriginal cultural activity; Sunnyside Campground individual camping sites; and residential properties

Since smoking has been prohibited at the Park, staff have continued to encounter numerous and persistent contraventions throughout the Park, even during fire bans. Smoking was the largest bylaw patrol activity for Bylaw Compliance and Enforcement Officers through the 2019 regular season:

Smoking in the Park (2019)	
Month	% of Total Enforcement and Compliance Activities
June	55
July	41
August	35
September	23

Despite the Bylaw, signage and enforcement activities in place, contraventions continue. Staff have addressed smoking contraventions where people are found in forested areas or near combustible fuel sources such as grass, trees, and other landscaping materials. This behavior and rationale is concerning as typically within the Park, a discreet place is located adjacent to or on top of combustible fuel sources. In some instances, it appears that the Bylaw drives determined smokers to put the Park at increased risk by attempting to circumvent a bylaw infraction. This unintended consequence can also be seen throughout the residential areas, with Park visiting smokers being found on private leasehold property or residential streets, affecting leaseholders and residents throughout the community.

Park maintenance staff continue to combat the significant ground pollution throughout the Park along beaches, green spaces, commercial areas, roadways and lanes, and forested areas. Community Hall grounds are often heavily littered with cigarette butts following rentals. There are considerable fuel sources at this location including ground cover, building structure, trees and bushes along the creek. Staff time to clear the cigarette butt litter is used, where their time could be more beneficial elsewhere in the Park, especially during the busy season.

By providing designated smoking areas, smokers will have safe places to do so, with receptacles equipped to extinguish embers. The amount of cigarette litter throughout the Park may be more contained to these areas.

Four designated smoking areas may be considered throughout the Park:

1. Parking lot A;
2. Parking lot B;
3. Plaza;
4. Community Hall.

The attached draft map of designated smoking areas indicates the approximate proposed areas for each location. In the parking lots, the designated smoking areas would be located on gravel and at a distance from fuel sources. At the Plaza the area would be in the far back corner away from the commercial businesses. At the Community Hall, the area would be on parking lot asphalt. Each location would have a smoking receptacle(s) in addition to signage (examples of receptacle and signage attached). A map of designated smoking areas would be made available online and at the Park Office, Visitor Services Office and Sunnyside Campground for visitor education.

Commercial leaseholders such as the Cultus Lake Golf Club have addressed the matter previously, as they had concern their golfers would at times be found smoking in the forest as they knew Cultus Lake Park is a smoke-free environment. If the Board so chooses, staff could work with concerned commercial leaseholders to develop designated smoking areas at their locations.

Bylaw amendment examples to allow for designated smoking areas in the Park include:

- 2.2 Definition of Terms "*designated smoking area means an area, other than an enclosed room, that is designated for smoking*"
- "3.2 Notwithstanding subsection (3.1), the CAO or delegate may designate a portion of Park property as a designated smoking area"; or
- "3.2 Notwithstanding subsection (3.1), the Board may designate a portion of Park property as a designated smoking area".

Bylaw Compliance and Enforcement activities will remain unchanged, with smoking being a highly patrolled infraction whether or not designated areas are created. However, creating these designated

smoking areas may alleviate some concerns and potential harmful consequences of smoking in and around fuel sources that are abundant at the Park.

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative by addressing the Preservation of the Natural Beauty of Cultus Lake Park by way of Bylaw Enforcement initiatives.

ATTACHMENTS:

No Smoking Bylaw No. 1148, 2019
Draft Designated Smoking Areas Map
Cigarette Butt Receptacle Example
Draft Designated Smoking Areas Signage

Prepared by:



Jacquie Spencer
Manager of Visitor Services,
Accommodations & Bylaw Enforcement

Approved for Submission to the Board by:



Joe Lamb
Acting Chief Administrative Officer



Cultus Lake Park

NO SMOKING BYLAW

Bylaw No. 1148, 2019

A Bylaw to regulate Smoking.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

Every person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fines and the provisions as outlined in the "Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

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

1. TITLE

This bylaw may be cited for all purposes as "Cultus Lake Park No Smoking Bylaw No. 1148, 2019".

2. INTERPRETATION

2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITION OF TERMS

"Building Inspector" means the building officials designated or appointed by the Board of Directors of Fraser Valley Regional District (FVRD).

"CAO" means the Chief Administrative Officer; a position appointed by the Board.

"E-Cigarette" means an (electronic cigarettes or personal vaporizer) that simulates the look and feel of a conventional cigarette and uses a battery to heat a liquid solution, producing a visible, vapour emission that may produce an odour depending on the flavour of the liquid used. "Vaping" is inhaling or exhaling an e-cigarette.

“Foreshore” means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations within Cultus Lake Park along the lakeshore, and 100 meters or 328 feet into the lake from the high-water mark.

“Highway” means any street, roadway, laneway, sidewalk, boulevard, place or right of way which the public is ordinarily entitled or may be permitted to use for the passage of vehicles or pedestrians and includes a structure located in any of those areas.

“Laneway” means a public thoroughfare or way which affords only a secondary means of access to a lot at the side or rear.

“Leased Lot” means land, with or without improvements, located within the Park, used for residential and/or commercial purposes.

“Leaseholder” means a person(s) having a current and valid lease with the Cultus Lake Park Board.

“Nuisance” means anything that annoys, irritates, disturbs or interferes with a person's use or enjoyment of private or public property or is offensive to the senses or causes injury to health, comfort or convenience of any person.

“Park” means the area within the Park boundaries and the foreshore assigned to the Park by the Province of British Columbia.

“Park Staff” means any person employed by the Park.

“Person” means a natural person, a company, corporation, partnership, firm, association, society or party and the heirs, executors, administrators, personal or other legal representatives of a person to whom the context can apply according to law.

“Public Address System” means a sound amplification system, either by megaphone or electronically, used outdoors to broadcast the spoken word and/or music to the public in general and includes outdoor sound amplification systems used for purposes of a performance, concert, exhibition or entertainment, but does not include systems used for internal communications in schools and businesses.

“Public Areas” means any street, laneway, avenue, way, drive, boulevard, sidewalk, driveway, beaches, wharves, school ground or such premises as the Board may from time to time designate.

“Smoke or Smoking” means to inhale, exhale, burn or carry a lighted cigarette, cigar, cigarillos, pipe, hookah pipe, electronic cigarette, vaporizing system or other smoking equipment, that burns or vaporizes, tobacco, marijuana or any other substance. A person must not use a controlled substance or other smoking equipment that burns or vaporizes tobacco, marijuana or any other substance in the areas noted below.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks or a motor assisted cycle, and for the purpose of this Bylaw will include boat or other trailers; and will include the meaning designated to a vehicle in the *British Columbia Motor Vehicle Act*.

“Wharf” means a structure on the shore extending out into the Park foreshore.

- 2.3** In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.
- 2.4** The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

- 3.** Smoke free parks and outdoor spaces contributes to a healthy and safe environment. Cultus Lake Park No Smoking Bylaw prohibits smoking, except for the exempted areas and uses in, inter alia, the following designated areas:

- Public Green spaces;
- Beach and Foreshore area;
- Treed areas;
- Trails;
- Parking lots;
- Playgrounds;
- Public washrooms;
- Off leash dog areas;
- Volley Ball and tennis courts;
- Residential roadways;
- Common areas in Sunnyside Campground

The following areas and uses are exempted from the provisions of this bylaw:

- The ceremonial burning of tobacco as part of an Aboriginal cultural activity;
- Sunnyside Campground individual camping sites; and
- Residential properties.

4. FINES

- 4.1** All leaseholders, residents, visitors, and persons are subject to the fines and provisions as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and Schedule A-8 in said bylaw.
- 4.2** Each occurrence or day that a contravention of the provisions of this Bylaw exists or is permitted to exist will constitute a separate offence.

5. SEVERABILITY

If any part of this bylaw is for any reason held invalid by a Court or competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

6. REPEAL

Cultus Lake Park No Smoking Bylaw No. 1077, 2016 is repealed.

7. EFFECTIVE DATE

This bylaw shall come into force and effect upon its adoption.

READ A FIRST TIME this 19TH day of JUNE, 2019

READ A SECOND TIME this 19TH day of JUNE, 2019

READ A THIRD TIME this 19TH day of JUNE, 2019

ADOPTED this 25th day of JUNE 2019

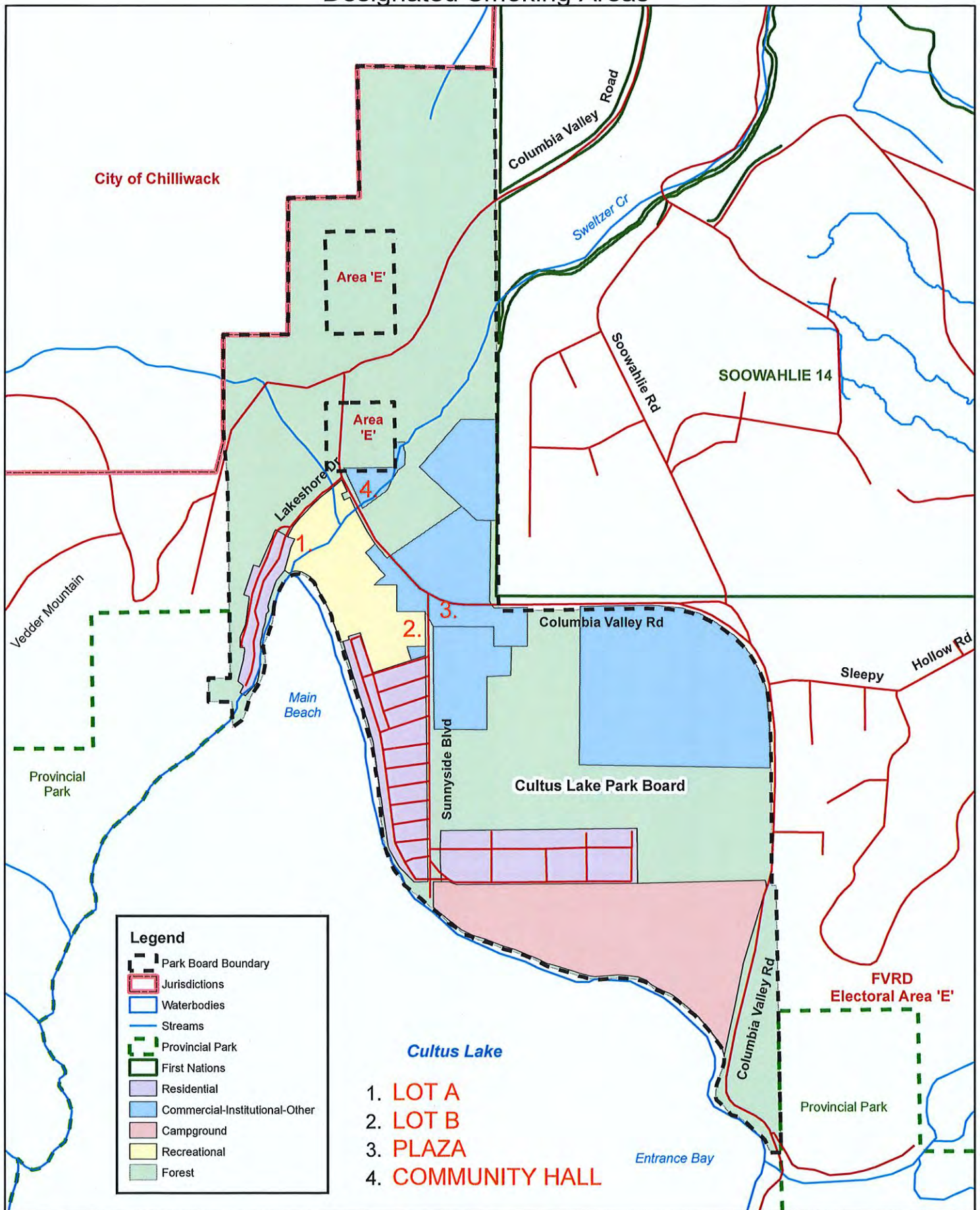
Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of "Cultus Lake Park No Smoking
Bylaw No. 1148, 2019".

Chief Administrative Officer

Cultus Lake Park Board Designated Smoking Areas









REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Rachel Litchfield,
Executive Assistant

SUBJECT: COVID – 19 Update

PURPOSE:

To provide the Cultus Lake Park Board with information on measures put into place with respect to COVID – 19.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the report on COVID – 19 for information.*

DISCUSSION:

On March 17, 2020 following the direction of the federal and provincial governments and health authorities on announcements of COVID – 19 the following measures have been put into place for the health and safety of community members, staff and Board:

- March 17, 2020, all events of more than 50 people were cancelled
- March 18, 2020, the Regular Board meeting was cancelled, agenda items to be moved to April 15, 2020 Board meeting, public facilities, including the Community Hall, Visitor Service office, public washrooms located at Main Beach, Oak St. Park, and at the Cultus Lake Plaza were closed, while porta potties were accessible
- March 18, 2020, Committee meetings were cancelled
- March 19, 2020, Cultus Lake Park office closed to the public
- March 20, 2020, closures of Main Beach docks, Main Beach and Sunnyside Campground playgrounds were also closed with snow fencing blocking access
- March 21, 2020, Cultus Lake Park Parking Lots were closed with gates locked as well as the Cultus Lake Elementary School parking lot closures
- March 21, 2020, signage and barriers were placed at both Lakeshore Drive access and Sunnyside Blvd. with notices stating "Closed to Visitors until further notice, Residents Only"
- March 23, 2020, Sunnyside Campground seasonal opening delayed until April 30, 2020 to align with Provincial direction
- March 25, 2020, Oak St. parking area was cordoned off with pylons and flagging tape
- March 31, 2020, Cultus Lake Dog Play Zone behind the plaza closed
- March 17 – 31, 2020, staff have coordinated signage throughout the Park to encourage Social Distancing

- April 2, 2020, temporary fencing was placed in the plaza parking lot to limit parking and access to the dog play zone area
- April 2, 2020, Park Drive end access at Columbia Valley Highway temporary fencing was placed with closures notices
- April 2, 2020, Sunnyside Campground entrance day parking area was closed with temporary fencing
- April 6, 2020, Volleyball and Tennis Court closure
- The Park will continue to provide communication updates on a regular basis

Office staff are now able to work from home through remote access during this time. Public Works members are continuing to practice social distancing while in all areas of the Park. Offices, buildings and porta potties, garbage cans and vehicles are being sanitized on a regular basis.

Cultus Lake Fire Department will only be following the provincial regulations, responding only to life and death, code purple call outs. Members were gifted masks to utilize while on call outs. One truck will only be used for first responder medical call outs and Wildland gear will be used and cross contamination procedures have been put into place.

Cultus Lake Park Bylaw Compliance and Enforcement Officer is working in the Park and promoting social distancing.

The Board, staff and members of the Fire Department are utilizing "Zoom Video Communication" for meetings, training, weekly check ins and conferencing.

Staff will continue to communicate with other local governments to ensure that health and safety measures are implemented in a timely manner.

A reminder, to reach out to those around you, neighbors, family and friends to keep connected while practicing social distancing and lend a helping hand.


STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:


 Rachel Litchfield
 Executive Assistant


 Joe Lamb
 Acting Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 FILE: 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Special Event: Cultus Lake Triathlon

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Cultus Lake Triathlon 2020 Special Event.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 17 – 21, 2020, with September 17, 18 and 19 as set-up days, September 20 as race day, and September 21 as a clean-up day.

THAT the Cultus Lake Park Board approve reducing one rental fee day from \$500 to \$100 for Saturday, September 19, 2020.

THAT the Cultus Lake Park Board approve waiving parking fees in Parking Lot A for 20 volunteers on Sunday, September 20, 2020.

DISCUSSION:

The organizers are aware that the Special Event can only go forward upon the relaxation of the health authority order and/or if the Park is open to the public. Should the event organizer choose to cancel the event as a result of health and safety concerns because of COVID-19, the Board will review their application to refund their Application Fee.

Dynamic Race Events has put on the Cultus Lake Triathlon since 2009. They estimate 800 athletes will register for the 2020 event.

Even though part of the triathlon has a bike component, athletes will **NOT** ride their bikes in the Park. They will run along side their bikes from the transition area to the road and from the Office parking lot to the transition area. The organizers carpet the area and the athletes run beside their bikes to: a) minimize risk to the athletes; and b) to minimize damage to the Park grass. The organizers have been advised that any repairs to grass will consist of **turf replacement** (rather than over seeding). Organizers are to pay \$2,000 for the security deposit, in case there is any damage to the grass and turf needs to be replaced.

The event this year will NOT have the Cultus Lake to Lindell Beach portion of the race, as in previous years. This distance will be added to another portion of the race.

Dynamic Race Events fees are as follows:

- Application fee (non-refundable): \$100 (paid September 30)
- Rental fees 3 days (0-100 people – Thursday, Friday, Monday): \$300
- Rental fee 200+ people (Saturday – athletes picking up pre-race package): \$500 (*requesting this be reduced to \$100*)
- Rental fee 1-day early set-up fee: \$75 (Sunday)
- Rental fee 200+ people (Sunday – race day): \$500
- Swim line removal/replacement fee: \$500
- Security deposit (refundable): \$2,000

With the Board approval of reducing the \$500 rental fee for Saturday, September 19 to \$100, athletes will visit the Park for 10 – 30 minutes to pick up their pre-race package. This will generate parking revenue.

Below is the parking revenue generated on the Saturday (pre-race package pick-up) and Sunday (race day) in 2019:

- Saturday, September 14 – 326 Transactions: \$1,705.25
- Sunday, September 15 – 632 Transactions: \$6,238.75

The organizers are required to provide comprehensive general liability insurance of not less than \$5,000,000, a Ministry of Transportation permit to occupy the highway, First Aid and remove their own garbage. They will bring in their own garbage bin.

The organizers have submitted a map of Cultus Lake Park showcasing the transition area and where barricade/cones will be – guiding athletes around the Park. They have also submitted other maps for the event around the Cultus Lake area and a medical services plan.

The event will use Beethoven's Pizza as their food provider. Najib from Beethoven's Pizza called Paul Holman on January 10, 2020 and he is very supportive of the event. He also spoke to the Board on January 15, 2020 to show his support.

Special Events Coordinator, Paul Holman, spoke with Geoff Kosub at Main Beach Boat Rentals and Concession on October 8, 2019, and he has no concerns about the event.

Paul Holman spoke with Fire Chief Warren Mazuren on October 8, 2019 as he had issues with the 2019 detour of traffic. In case of emergency, he believed that many of the volunteer firefighters may have had difficulty getting through the detour to the Fire Hall. The organizers worked over the last several months on options to assist the Fire Department.

Below is the new traffic flow that the organizers are requesting from 7:30 – 10 a.m. on Sunday, September 20, to increase safety for the athletes and ensure that the firefighters can get to the Fire Hall easily in an emergency. Organizers also believe that this change to the race route will improve access for the public into Cultus Lake and Lindell Beach, as it will simplify the congestion to motor vehicles outside of the roundabout.

NEW TRAFFIC FLOW

- Traffic travelling from Chilliwack to Cultus Lake would go through the roundabout and turn right into the south end of the Plaza, drive through the Plaza and then turn left down Sunnyside.
- *Sunnyside will have one single alternating lane of traffic between the Plaza and the kiosk.*
- Traffic travelling from Cultus Lake to Chilliwack or Lindell Beach will travel north on Sunnyside and turn right into the Plaza and then go through the Plaza to the south exit and turn left to Chilliwack or right to Lindell Beach.

Paul Holman spoke with Fire Chief Mazuren on February 7, 2020 and received an email from him dated March 2, 2020. He is very supportive of the race – especially given the adjustments the organizers have made to the traffic flow. He believes that this will be safer for the racers and that in an emergency, his firefighters will be able to get to the Fire Hall easier than in previous years.

The organizers also tell racers before the race that any emergency will halt the race and the emergency and emergency vehicles take precedence. Traffic controllers will be made aware of the need to stop the race and let fire department personnel and emergency vehicles through, if an emergency was to occur.

Dynamic Race Events has submitted Special Event Applications for 2020, 2021 and 2022 Cultus Lake Triathlon events and paid the \$100 non-refundable deposits for all three years. Special Events Coordinator Paul Holman has tentatively secured dates for the 2020, 2021 and 2022 dates in the staff calendar, subject to Board approval.

Given the complaints the Board has received and the challenge regarding the damage that the carpeting did to the grass from the rainy 2019 event, staff recommends approving the event for one year and presenting to the Board again after the 2020 event for the 2021 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:



Joe Lamb
Acting Chief Administrative Officer



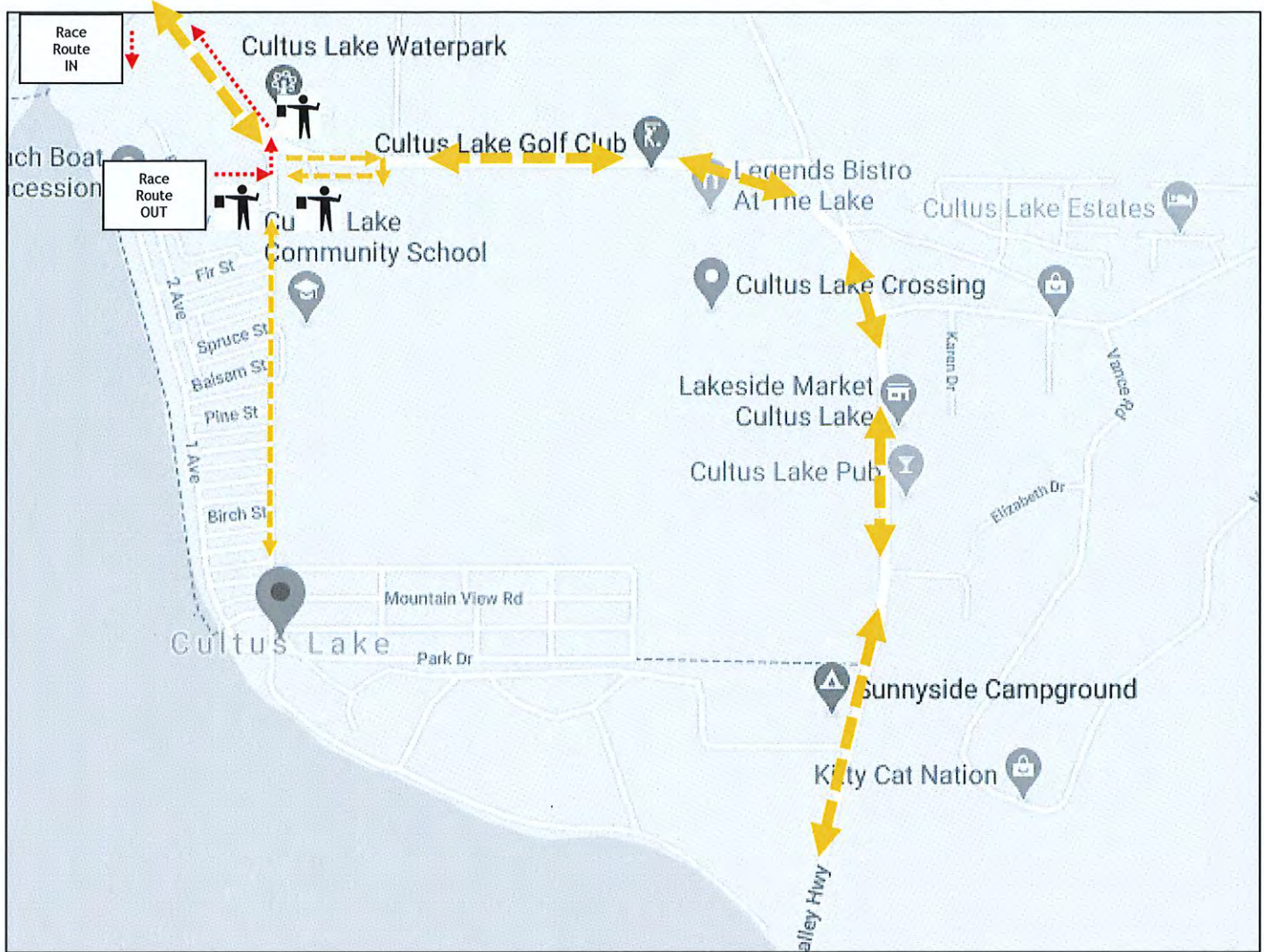
TENT (10x10')	AUDIC	WATE	TOILET	MEDIC	BIKE RA	SERVII

CULTUS I
TRIATHI

OPERATIONAL PERIOD:
EVENT DAY:

CONTACT: ANGIE WOODHEAD | Owner & RD
250-213-7885 | angie@dynamicraceevents.com

CULTUS LAKE- VEHICLE ACCESS DRAFT | 0730-1000 | SUNDAY, SEP 20



0730 - 1000

TCP #1 (Traffic Control Person-hired traffic professional)

- controls access at roundabout
- S bound vehicles (from Chilliwack) will only be allowed east/ west direction.
 - drivers that require access into Cultus Lake, they can make a right 50m east of roundabout into Plaza parking lot, drivers to Lindell will continue South
- N bound vehicles (from Lindell or Cultus Lake) will only be allowed east/ west direction.
 - Drivers that require access to Cultus Lake can make a left turn before the roundabout into the Plaza parking lot, drivers to Chilliwack will proceed through roundabout

TCP #2

- controls access from Lot B & plaza parking lot
- From Lot B - egress only for athletes, all attendees parking have been given instructions that no vehicles egress until 11am (same as Option #1)
- Vehicles will have a single alternating lane from the Gatehouse to Plaza Parking Lot, one way/ one lane of traffic at a time for vehicles wanting access or egress to Cultus Lake community - fire station parking lot access will be maintained & clear of any vehicles. The single lane will be on the W/S opposite of fire station. Queue of vehicles N/B on Sunnyside will be at Community School, S/B will be in Plaza parking lot

TCP #3

- Located at gatehouse, single alternating lane to the entrance to the Plaza Parking Lot, one way/ one lane of traffic at a time for vehicles wanting access or egress to Cultus Lake community - fire station parking lot access will be maintained & clear of any vehicles



DYNAMIC **RACE EVENTS**

Cultus Lake Triathlon

ATHLETE MAPS

CULTUS LAKE TRANSITION MAP



CULTUS LAKE

SPRINT SWIM COURSE



PIER

PIER

BRIDGE

MAIN
BEACH

SWIM START
(WATER START)

SWIM FINISH
(EXIT)

- y Large Yellow Corner Buoys
- Orange Buoys

PATHWAY

FIRST AVE

SECOND AVE

BOAT RENTAL

CONCESSION

750 m

CULTUS LAKE

STANDARD SWIM 2-LAP COURSE



PIER

PIER

BRIDGE

MAIN BEACH

1500 m

SWIM START
(WATER START)

SWIM FINISH
(EXIT)

AFTER
2ND LAP

PATHWAY

FIRST AVE

SECOND AVE

BOAT RENTAL

CONCESSION

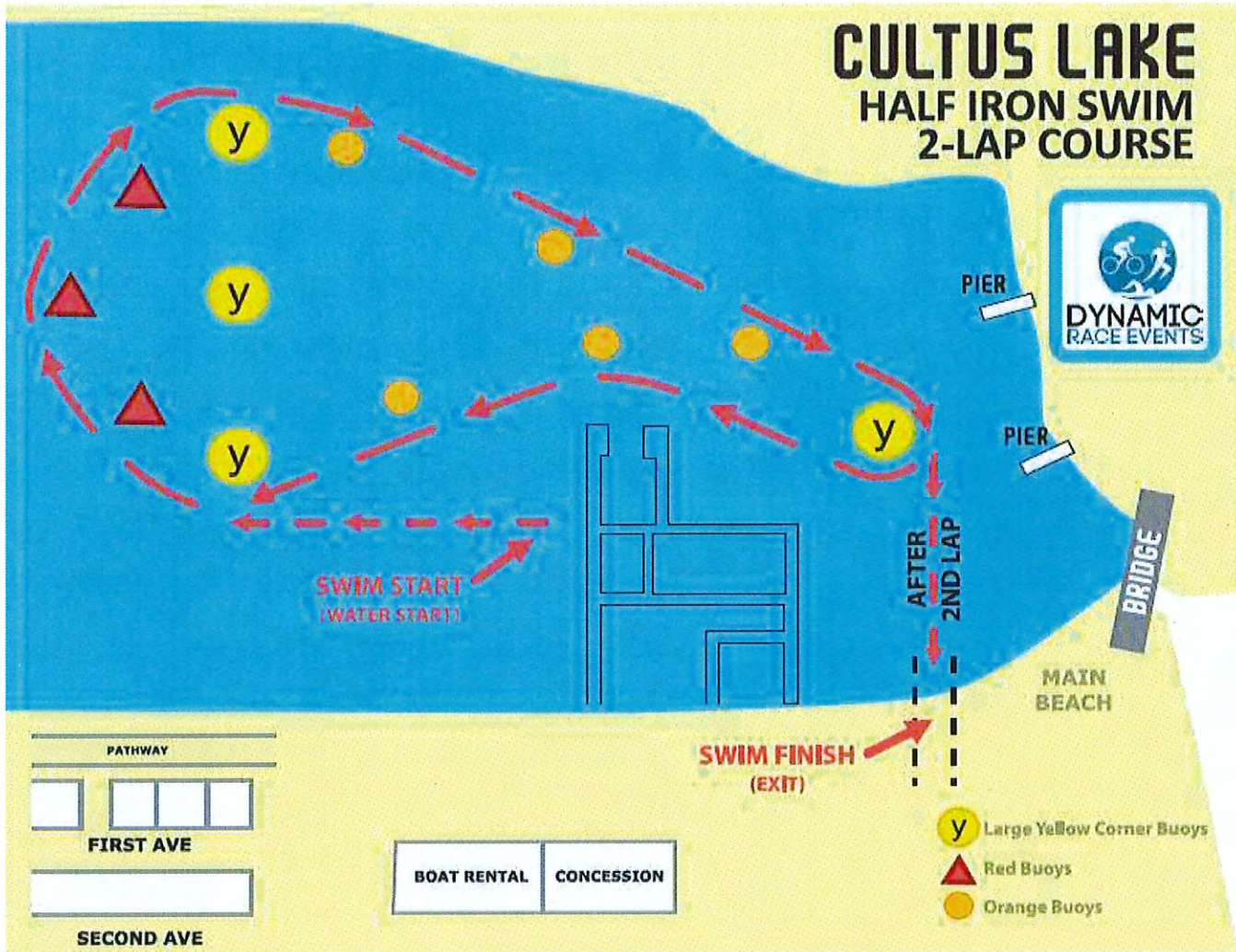
y Large Yellow Corner Buoys

Orange Buoys

CULTUS LAKE

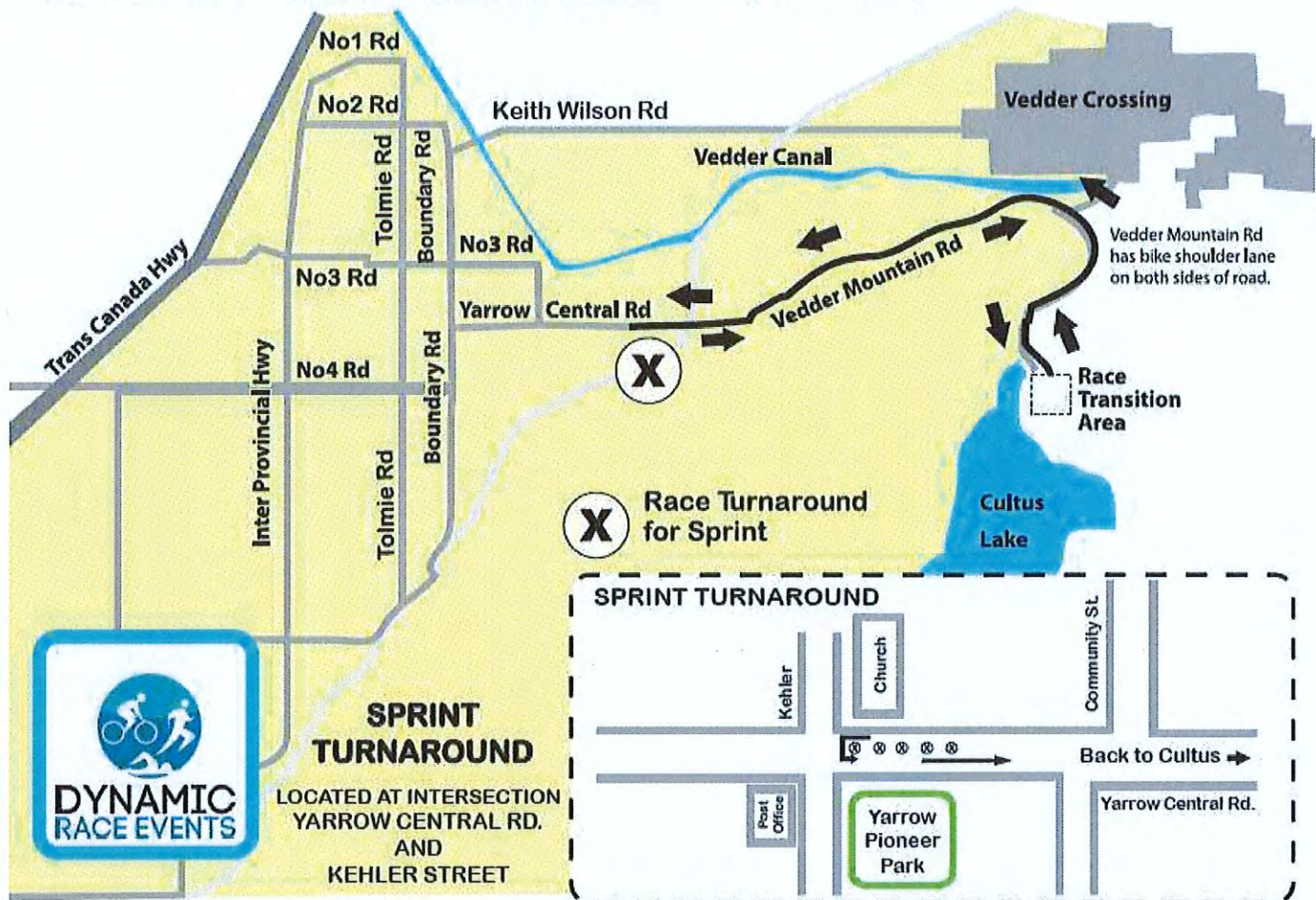
HALF IRON SWIM

2-LAP COURSE

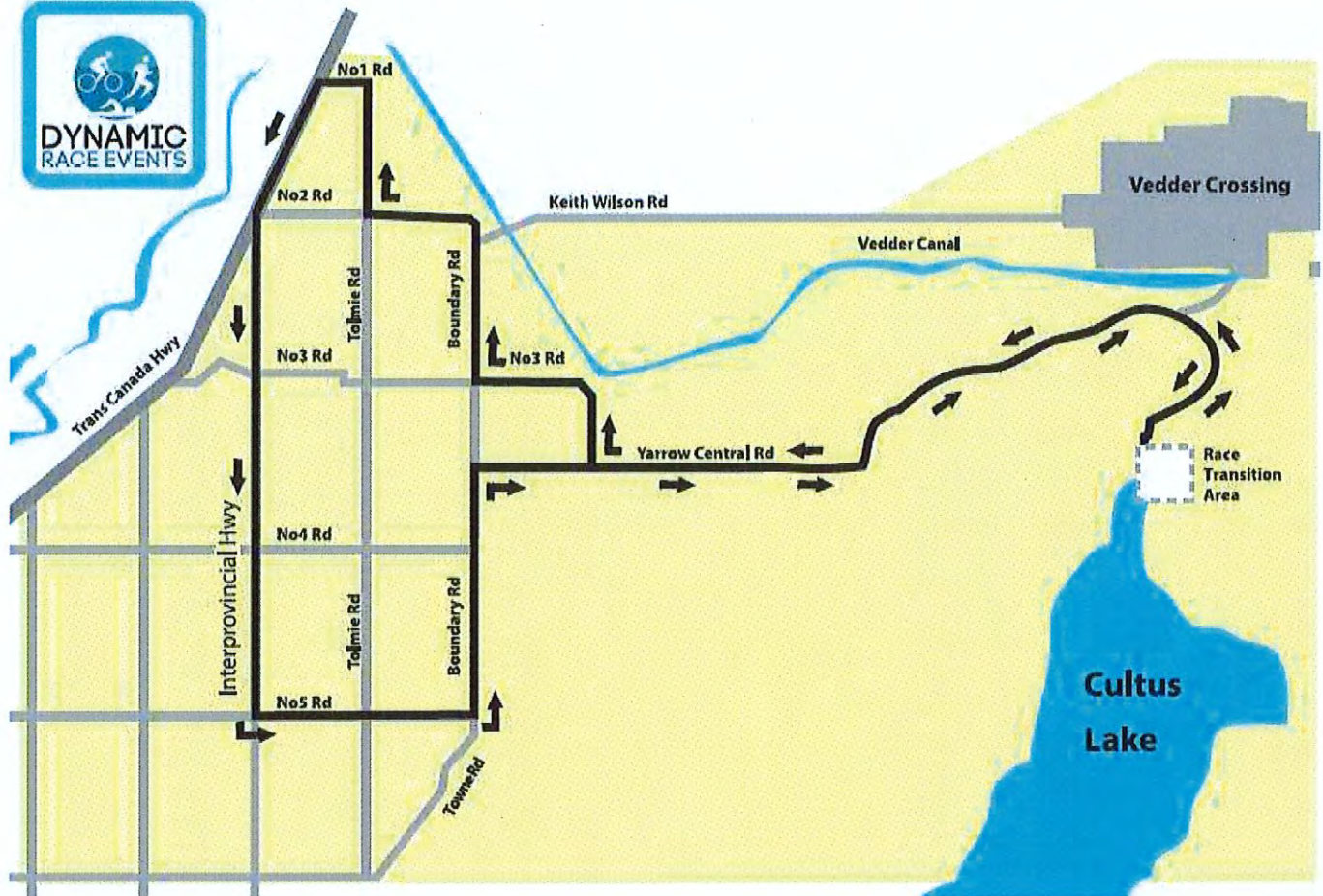


CULTUS LAKE BIKE MAP

SPRINT COURSE
(OUT AND BACK)

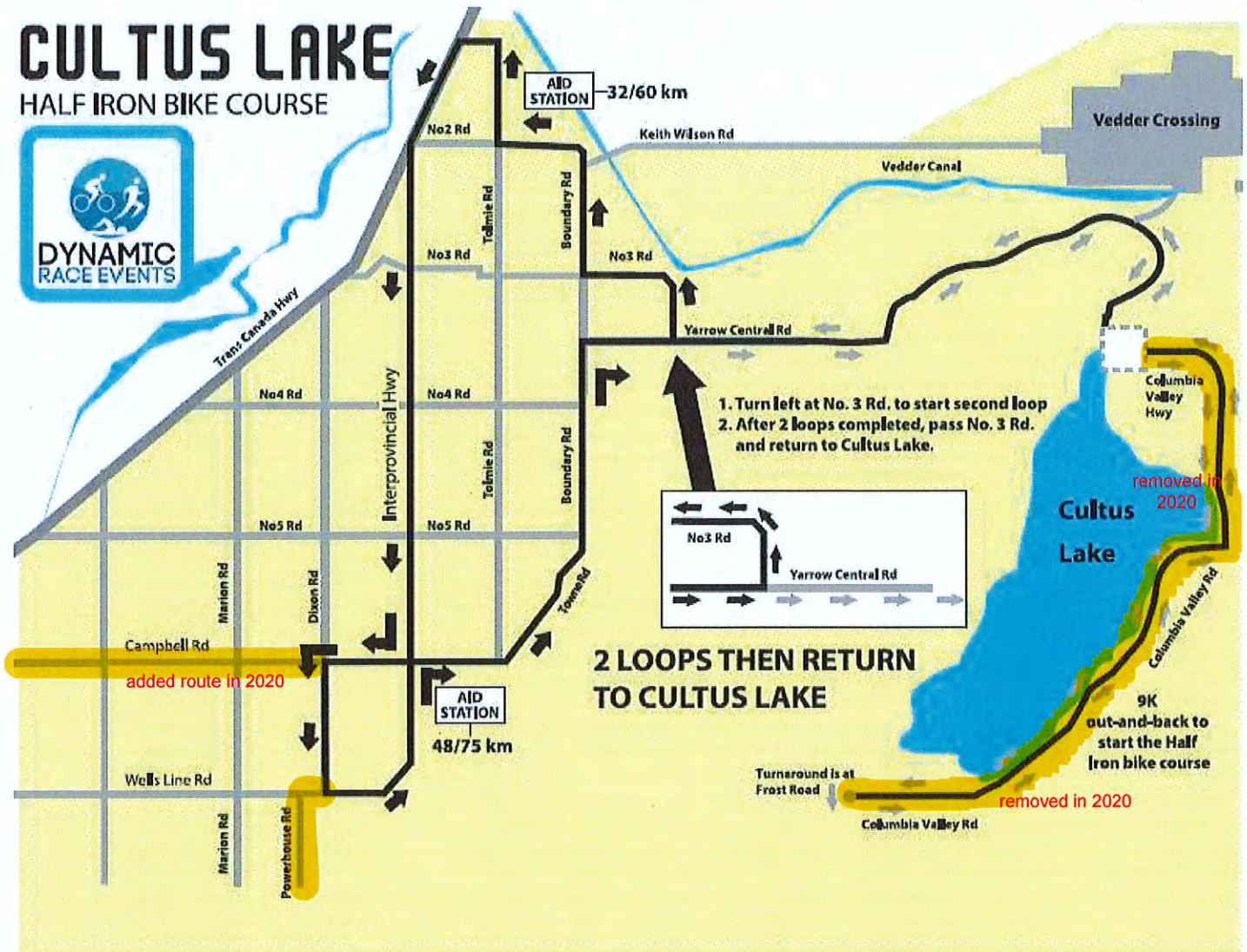


STANDARD BIKE COURSE



CULTUS LAKE

HALF IRON BIKE COURSE



CULTUS LAKE RUN MAP

1 LOOP: SPRINT RUNNERS

2 LOOPS: STANDARD RUNNERS



CULTUS LAKE Half Iron Run Map

Half Iron = 4 Loops



NORTH (BLUE) SECTION

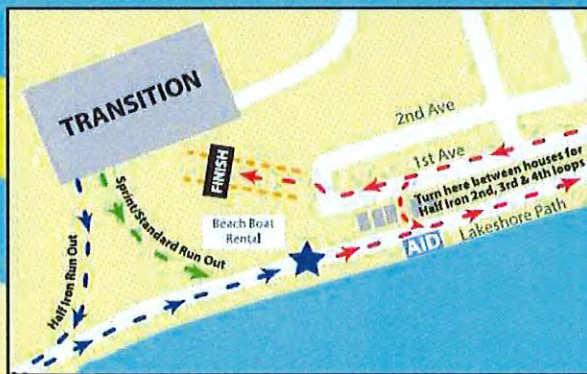
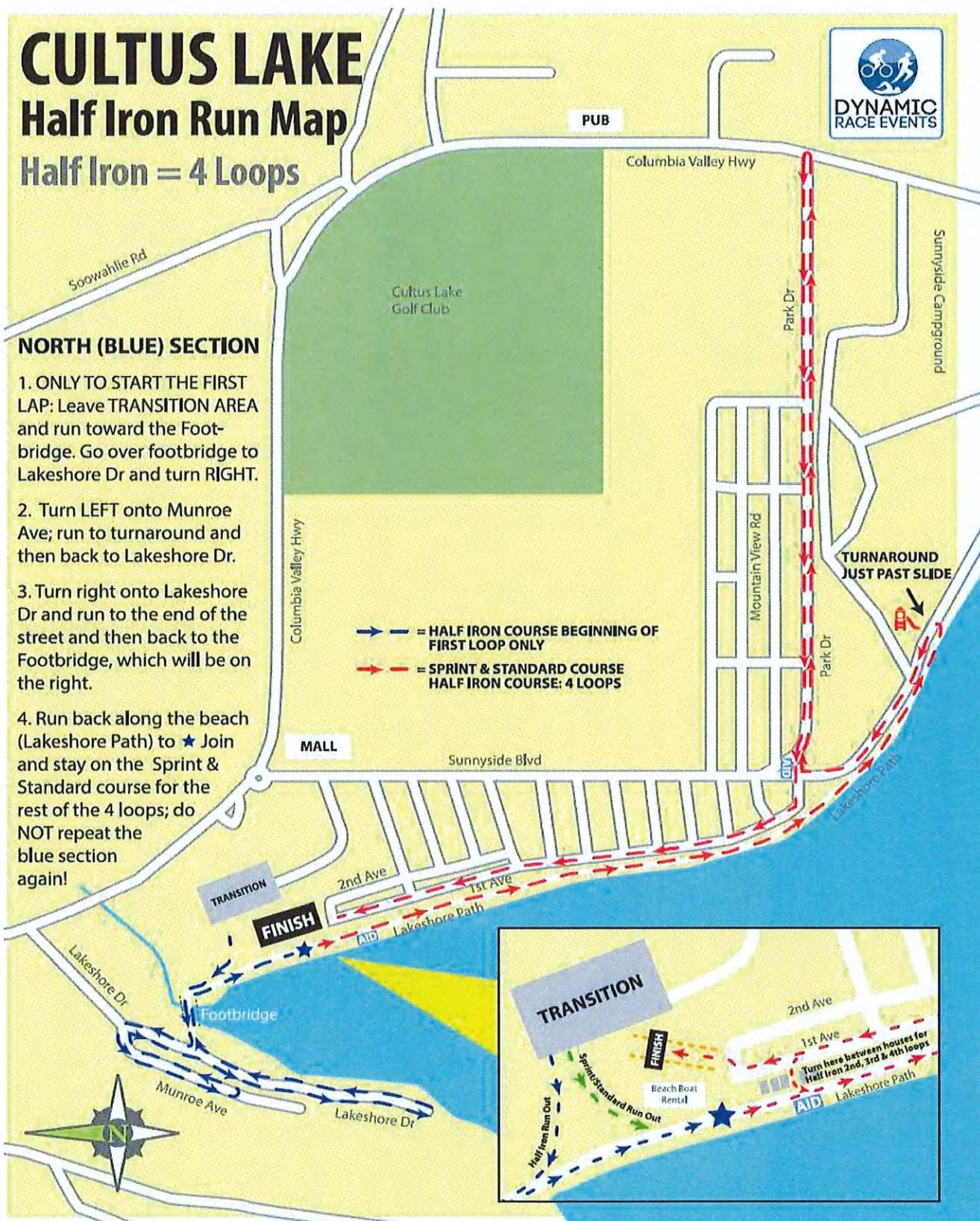
1. ONLY TO START THE FIRST LAP: Leave TRANSITION AREA and run toward the Footbridge. Go over footbridge to Lakeshore Dr and turn RIGHT.

2. Turn LEFT onto Munroe Ave; run to turnaround and then back to Lakeshore Dr.

3. Turn right onto Lakeshore Dr and run to the end of the street and then back to the Footbridge, which will be on the right.

4. Run back along the beach (Lakeshore Path) to ★ Join and stay on the Sprint & Standard course for the rest of the 4 loops; do NOT repeat the blue section again!

→ = HALF IRON COURSE BEGINNING OF FIRST LOOP ONLY
→ = SPRINT & STANDARD COURSE HALF IRON COURSE: 4 LOOPS



ATTN: CULTUS LAKE BOARD

OVERVIEW

Dynamic Race Events

- A local, Independent Series, providing crafted, professional, community race experiences in Western Canada. The series is Canadian owned & operated and a proud active member of TriBC, the provincial sporting governing body under Triathlon Canada.

Cultus Lake Triathlon

- The race has been hosted for over a decade without a major incident.
- The race partners with local businesses providing a significant boost to the local economy on an off-peak season (end of the year) weekend.
- It has been hosted the 2nd or 3rd weekend in September, weekend after Labour Day for the last 13 years.
- Dynamic promotes the Cultus Lake community over the year to a database of over 5000 athletes.

2019 Event

- Event Day had traffic issues and significant delays/ impact to the community of Lindell.
- Significant rainfall the weekend of the event for a 2nd year in a row resulted in impact to the grass on the bike exit from the parking lot for a 2nd year in a row

2019 Post Event Follow Up

- immediate follow up conversations with our traffic supplier, community stakeholders/ governing bodies were conducted.
- The traffic supplier admitted fault in the traffic issues and not executing the traffic management plan as it was designed.
- A physical notice/apology to every resident in the Lindell community was mailed
- Applications for 2020-2022 dates were submitted when notified by Cultus Lake staff that the weekend after Labour Day date would not be available

2020 Planning

PARK & GROUNDS

- **Site Layout & Participant Flow** – We are looking at options with the timing of the event and where athletes can bike in safely from the road, and what can be done to improve the grounds from the road to the transition area.

ACCESS TO THE COMMUNITIES OF CULTUS LAKE & LINDELL

- **Traffic Management** – Dynamic has been working with the Ministry of Transportation on updates since September to our existing Traffic Management Plan for the 2020 event that include the following:
 - Removal of the out and back section along Columbia Valley Rd to the community of Lindell, with addition to the race course in the Fraser Valley
 - Updates to the traffic circle plans, specifically at 1) Veddar Mountain Rd/ Columbia Valley Rd and 2) Sunnyside Blvd/ Columbia Valley Rd
- **Parking/ Shuttle** – Currently discussing with the City of Chilliwack on the timelines of the proposed parking lot at the bottom of Columbia Valley Rd & Veddar Mountain Rd and other options for parking for athletes and the introduction of a shuttle bus system to the event site, reducing traffic in the Cultus Lake area.
- **Resident Notification** – planning a more robust public notification of the event, to ensure residents are aware that Sunday morning there will be traffic delays. Working with the MOT and local stakeholders on various channels of communication that are in line with the region's other public works. Options discussed (but not limited too): newspapers, local newsletters, direct mailer, websites, social media campaign, and signage.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Special Event: Cultus Lake Water Sports
June 5 – 7, 2020

PURPOSE:

To provide the Board with information pertaining to the June 5 – 7, 2020 Cultus Lake Water Sports Special Event application.

RECOMMENDATIONS:

THAT the Special Event application fee of \$100 be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT the Special Event Rental Fees of \$1,500 be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT the requirement for the \$1,000 security deposit be reduced to \$500 for the 2020 Cultus Lake Water Sports Special Event;

THAT the Swim Line Removal and Replacement fee of \$500 be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT food vendors be permitted at the 2020 Cultus Lake Water Sports Special Event;

THAT food vendor fees of \$100 per vendor per day be waived for the 2020 Cultus Lake Water Sports Special Event;

THAT participants and spectators be permitted to camp at Main Beach from June 5 – 7 for the 2020 Cultus Lake Water Sports Special Event;

THAT the parking fees be waived in Lot B for the duration of the 2020 Cultus Lake Water Sports Special Event, from June 5 – 7, 2020;

THAT the 2020 Cultus Lake Water Sports organizers be permitted to collect parking fees at Lot B (to offset expenses) for the duration of the event from June 5 – 7, 2020; and

THAT Cultus Lake Park provides the 2020 Cultus Lake Water Sports organizers (Dan Milo Society) with all funds received in meters in Parking Lot B on June 5, June 6 and June 7, 2020 (to offset expenses).

DISCUSSION:

The organizer is aware that the Special Event can only go forward upon the relaxation of the health authority order and/or if the Park is open to the public. Should the event organizer choose to cancel the event as a result of health and safety concerns because of COVID-19, the Board will review their application to refund their Application Fee.

This will be the 63rd annual Cultus Lake Water Sports Festival at the lake. The number of participants is estimated at 100, and will welcome approximately 500 spectators and 6 volunteers.

All recommendations put forward have been approved in previous years.

The total fees paid by the event organizers in 2019 were as follows:

\$500 security deposit (refunded)

Below is a list of the potential fees for the event, if there was no waiving of any fees:

\$100 application fee

\$500 x 3-day event rental fees = \$1,500

\$500 swim line removal and replacement

\$100 x 5 food vendors x 3 days = \$1,500

\$1,000 security deposit

Total \$4,600 (approx.)

For the waiving of parking fees, Lions Parking reviewed weekend parking revenues from (Friday to Sunday) in May/June 2019. They show May 24 – 26 at \$2,081, June 7 – 9 at \$5,930 and June 14 – 16 at \$11,796. Depending on the weather, Lions estimates that lost revenue from Parking Lot B can be at a low of approximately \$2,000 to a high of \$10,000. The waiving of Parking Lot B fees has been approved in previous years and the Dan Milo Society then collect parking fees from Park visitors, which helps offset event costs.

The organizers sometimes have difficulty getting visitors in Parking Lot B to pay them directly for parking. Many people who park in Parking Lot B put money directly into the meters instead. From the 2019 event, Cultus Lake Park reimbursed the Dan Milo Society \$2,401.90 – the amount of money collected in Parking Lot B meters during the entire weekend. For the 2020 event, the organizers are again requesting that this money be paid to them to help offset costs.

Below is a list of the requirements organizers must provide at least five business days prior to the event:

- A copy of the comprehensive general liability insurance, naming Cultus Lake Park as additional insured in the amount of not less than five million (\$5,000,000) dollars;
- Confirmation of the First Aid services;
- Copy of event map, including tents, booths, stands, vendors, race routes or any other items; and
- Copy of the Fraser Health Temporary Food Premises Permit for each vendor that will serve food at the event.

During the event, the Park provides washroom maintenance, assistance from security/RCMP, 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 comprehensive general liability insurance, first aid services, and a minimum of two safety boats. They will promote a drug and alcohol-free event.

Staff will continue to work cooperatively with the organizers 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:



Joe Lamb
Acting Chief Administrative Officer

Cultus Lake Water Sports
PO Box 2496 Sardis Stn Main
Chilliwack, BC V2R1A8

Feb 5, 2020

To Parks Board Committee,

Please accept this letter as our annual request to hold the 63rd Annual Cultus Lake Water Sports at Main Beach, Cultus Lake June 5, 6 and 7th, 2020 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 reduces 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, June 5 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 at 604-819-7582. We're looking forward to another successful race!

Sincerely,



Cecilia Lockerby.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2019 **FILE:** 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Chilliwack School District Cross Country Run
May 6, 2020

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Chilliwack School District Cross Country Run on May 6, 2020 – organized by Cultus Lake Community School.

RECOMMENDATION:

THAT the Chilliwack School District Cross Country Run ***NOT*** be considered a "Special Event" and the organizer ***NOT*** be required to submit a formal 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 2:30 p.m. – 5:30 p.m. on May 6, 2020.

DISCUSSION:

The organizer is aware that the Special Event can only go forward upon the relaxation of the health authority order and/or if the Park is open to the public. Should the event organizer choose to cancel the event as a result of health and safety concerns because of COVID-19, the Board will review their application to refund their Application Fee.

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 700 student participants, 1,000 spectators and 150 volunteers. Participants will run within Cultus Lake Park, near the school. *There will be no running on or across 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, or pay the \$1,000 Security Deposit.

The school will submit a \$5,000,000 Commercial General Liability insurance memorandum of coverage, but it will not list Cultus Lake Park as an additional insured. All school districts in B.C. are covered under this insurance policy and no adjustments can be made to add an additional insured.

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:



Joe Lamb
Acting Chief Administrative Officer

February 11, 2020

For the Consideration of Paul Holman and Cultus Lake Park Board Members,

On behalf of Cheam Elementary

Grade 4 & 5 Students, teachers and families.

Dear Paul and members,

We are requesting the rental of Gazebo A on June 23, 2020 from 9:00am-7:00pm and all fees waived. Our grade four and five students are celebrating the grade five graduation as a 'pass the torch' to their grade 4 friends as a farewell to elementary and transition to middle school. Our hope is to follow out this celebration in collaboration with Cultus Lake Adventure Park and Gazebo A within the Cultus Lake Park.

We have confirmed the day with the Adventure Park and hoping to secure the Gazebo with you as well.

To give you some insight into the days events as planned:

- We are expecting eighty students to attend the first portion of the day and forty will remain for the second and final portion.
- There will be a minimum of 7 adult supervisors at any given time. There will be three teachers attending with their students along with one EA. A visit from the Principal and three parent volunteers with a high possibility of more committing closer to the date. A lifeguard will be there for the swimming portion as well.

For the second portion of the day, more parents will be arriving to share in celebrating their childrens' accomplishments of graduating elementary and moving on to middle school.

- We can confirm Four First Aid Certified adults will be on hand.
So far there will be one EA, a lifeguard and two parents attending with their First Aid Certificates. There is a high possibility we will have a couple more that are able to commit as the date approaches.
'A little perk' Over half of these students are also First Aid Certified as our school has hosted two Stay Safe Courses this February and April.

- So far, a look at the days events:

9:00-12:00 Eighty students arrive by bus and go directly to The Adventure Park (swimming available at 11:30 if chosen)

11:30-2:30 Lifeguard on Duty for those students who would like to swim

12:30 All students meet and have lunch at the beach & gazebo grounds. (packed lunch)

1:00pm (Grade four students return to school by Bus)

1:00-2:30 (Forty students remain) Beach Activities or Adventure Park – Swimming, sports etc. on the beach or return to the Adventure Park. Students can choose their activity.

With enough supervisors and the close proximity between activities, this flexibility is one great thing about the location.

2:30-4:00 With the swimming option coming to a close, students can choose to return to the Adventure Park or stay at the beach.

4:30-6:00 Grade 5 family Celebration at the Beach/Gazebo where a pizza dinner will be served.

7:00 all events will be wrapped up and cleaned up by 7:00pm

- The students are in grade 4 and 5, ranging in age from 9-11 years old.
- For lunch the students will be bringing their own packed lunches from home.
For dinner 40 students remain with any family members, that are able to attend, where a pizza dinner will be served.
- We will be offering the children an 'after school snack' around 2:00 of sliced fruit, veg and granola bars. No BBQ's or vendors will be needed or used.
- We will take out everything we bring in. All garbage will be removed, ie. Pizza boxes. All students are to have their own water bottles for refills. There shouldn't be much garbage created from their own packed lunches and any garbage from the pizza dinner will be removed from the park by parent volunteers.
- Yes, we request waiving of any parking fees. We won't be needing much parking throughout the day other than a handful of spots for teachers and/or parent volunteers. Some parents of the grade 5 students will be arriving for a pizza dinner and will only be there for a short time to enjoy pizza and a brief celebration with their children.
- We do not need the power turned on to Gazebo A
- We would like to request to have the water turned on in Gazebo A in order to provide a water bottle refill station for the children.
- We do not need the swim lines removed.
- We do not need to set up any structures or large equipment of any kind. We are still in the planning phases of the days beach activities but if anything, we may set up a volleyball net, do a scavenger hunt and/or other light beach activities.

- We will not be using a PA system.
- So far, we don't plan on setting up any tents. If the weather takes a turn for the worst and it ends up being quite rainy, we may have access to a pop-up tent for a little extra coverage for the students during the lunch break. Fingers crossed for a beautiful sunny day!
- No, we don't need to set up anything prior to our arrival at 9:00 am
- We are requesting all applicable fees to be waived. ie. \$100 Special Events Application fee, \$100 Park rental fee, \$1000 security deposit and any other fees that are subject to the rental of Gazebo A

THANK YOU FOR YOUR CONSIDERATION ON THIS!! IT IS SO APPRECIATED!

We know the kids will have an incredible time celebrating and creating lasting memories within the Park.

Talk to you soon,
Brandee Appeldoorn
Parent Organizer
Cheam Elementary PAC



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Cheam Elementary Grade 5 Celebration – June 23, 2020

PURPOSE:

The purpose of the report is to inform the Board about the Cheam Elementary Grade 5 Celebration scheduled for June 23, 2020.

RECOMMENDATION:

THAT the Cheam Elementary Grade 5 Celebration NOT be considered a “Special Event” and the organizer NOT be required to submit a formal Special Event Application;

This means:

- ***THAT*** the Special Event Application Fee of \$100 is not applicable;
- ***THAT*** the Rental Fee for 0-100 people of \$100 is not applicable;
- ***THAT*** the Refundable Security Deposit of \$1,000 is not applicable; and
- ***THAT*** the Comprehensive General Liability Insurance of \$5,000,000 is not applicable.

THAT the Cultus Lake Park Board approve waiving parking fees for 20 vehicles and one bus in Parking Lot A for the event.

DISCUSSION:

The organizer is aware that the Special Event can only go forward upon the relaxation of the health authority order and/or if the Park is open to the public.

The event will host 80 students aged 9-11, have three teachers, seven adult supervisors at any given time, and additional parent volunteers. A lifeguard will be on hand for any students swimming, as well as have at least two additional First Aid Certified adults in the Park. The event’s “home base” will be Gazebo A.

The school will submit a \$5,000,000 Commercial General Liability insurance memorandum of coverage, but it will not list Cultus Lake Park as an additional insured. All school districts in B.C. are covered under this insurance policy and no adjustments can be made to add an additional insured.

Below is a list of the activities:

- 9:00 – Eighty students arrive by bus
- 11:30-2:30 – Lifeguard on duty for those students who would like to swim
- 12:30 – All students meet and have lunch at the beach & gazebo grounds (packed lunch)
- 1:00 – Grade four students return to school by bus
- 1:00-4:00 – Forty students remain; swimming, sports, etc. on the beach
- 4:30-6:00 – Grade 5 family celebration at the beach/gazebo where a pizza dinner will be served. (Pizza will be picked up and served to the children.)
- 7:00 – All events will be wrapped up and cleaned up by 7:00 p.m.

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:



Joe Lamb
Acting Chief Administrative Officer

February 11, 2020

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On behalf of Cheam Elementary
Grade 4 & 5 Students, teachers and families.

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Talk to you soon,
Brandee Appeldoorn
Parent Organizer
Cheam Elementary PAC



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2020 **FILE:** 0540-720

SUBMITTED BY: Darcy Bauer,
Chair, Environmental and Public Areas Planning Committee

SUBJECT: Recommendations from the Environmental and Public Areas Planning Committee

PURPOSE:

The purpose of this report is to provide the recommendations from the February 21, 2020 meeting of the Environmental and Public Areas Planning Committee.

RECOMMENDATIONS:

THAT the Environmental and Public Areas Planning Committee recommend that the Cultus Lake Park Board approve that the Environmental and Public Areas Planning Committee plant up to 25 trees, from schedule B, approved tree replacement list, from the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019, including all amendments, on Main Beach at the corner of Second Avenue, on both sides of the service road and the lawned area parallel to the west portion of Parking Lot B.

THAT the Environmental and Public Areas Planning Committee recommend that the Cultus Lake Park Board approve that the Environmental and Public Areas Planning Committee plant up to ten (10) trees, from schedule B, approved tree replacement list, from the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019, including all amendments, and the placement of up to five (5) large boulders on the island between Lakeside Beach Club and Sunnyside Boulevard subject to the Chief Administrative Officer consulting with the tenants of Lakeside Beach Club.

DISCUSSION:

At the February 21, 2020 meeting of the Environmental and Public Areas Planning Committee a discussion was had regarding the priorities of the 2020 Environmental and Public Areas Planning Committee and what the committee wants to accomplish this year within the \$10,000 committee budget.

As a result of these discussions, the above recommendations were put forward to the Cultus Lake Park Board.

Prepared by:

Approved for submission to the Board:

Commissioner Bauer,
Chair, Environmental and Public
Areas Planning Committee

Joe Lamb
Acting Chief Administrative Officer