



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING AGENDA

THURSDAY, APRIL 30, 2020

1:30 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), (d) security of the property of the municipality.

(3) RECONVENE

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(4) APPROVAL OF AGENDA

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Special Regular Meeting of the Cultus Lake Park Board for April 30, 2020.*

(5) ADOPTION OF MINUTES

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

(6) FINANCE

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

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- Report dated April 30, 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 rescind Third reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020, and

THAT the Cultus Lake Park Board give Third reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020 as amended by making the following amendments to the bylaw:

1. *Removing Joe Lamb, Chair and replacing it with David Renwick, Chair*
2. *Schedule A:*
 - *Increase 2020 General Administration Legal/ Professional Fees Operating Budget by \$32,675*
 - *Increase 2020 Funding from the Operating Surplus Fund by \$32,675*

3. *Schedule B:*

- *Increase 2020 Legal/Professional Fees Operating Budget by \$32,675*
- *Increase 2020 Appropriated Surplus (Reserve Allocations) by \$32,675*

THAT the Cultus Lake Park Board give final reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020.

(7) BYLAWS

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

- Report dated April 30, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Short-term Rental Bylaw No. 1174, 2020

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020.

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

- Home- Based Business Licence Bylaw No. 1175, 2020
- Commercial Business Licence Bylaw No. 1176, 2020

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020.

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief

Administrative Officer to the Cultus Lake Park Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020; and

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020, 2020.*

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

- Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020

***THAT** the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 2020; and*

***THAT** the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 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 1177, 2020.*

(8) REPORTS BY COMMISSIONERS

(9) COMMUNITY ASSOCIATION

(10) PUBLIC QUESTION PERIOD

(11) ADJOURNMENT

***THAT** the Special Regular Meeting of the Cultus Lake Park Board held on April 30, 2020 be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, APRIL 15, 2020
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

Regrets

(1) **CALL TO ORDER**

The Chair called the meeting to order at 1:30 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), (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**

The meeting reconvened at 3:00 pm.

(4) **APPROVAL OF AGENDA**

4600-20 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of April 15, 2020 by adding under Section 8, Correspondence; (b), Letter from Andrew Steunenberg, Cultus Lake Waterpark and
(c) Letter from Russel Steunenberg; Cultus Lake Waterpark and
(d), Email from Bob McCrea, Cultus Lake Business Association; and
by removing and replacing under Section 10, Staff Reports, (e), Residential Recycling Report; and

by adding under Section 11, Commissioners Reports (b), Open Burning Prohibitions – FVRD Open Fire Prohibition Regulations; and

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

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

CARRIED

(5) ADOPTION OF MINUTES

4601-20 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

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

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

- (a) **Environmental and Public Areas Planning Committees Minutes**

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

4602-20 Moved by: Commissioner Payeur Seconded by: Commissioner Renwick

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

CARRIED

(7) FINANCE

- (a) **2020-2024 Five Year Financial Plan Bylaw No. 1162, 2019, 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

4603-20 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2020-2024 Five Year Financial Plan Bylaw No. 1162, 2019, 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020.

CARRIED

(8) **CORRESPONDENCE**

(a) **Short Term Rental**

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

(b) **Bylaw No. 1176, 2020, A bylaw to regulate Commercial Business Licenses**

- Letter from Andrew Steunenbergh, Cultus Lake Waterpark Ltd.

(c) **Bylaw No. 1176, 2020, A bylaw to regulate Commercial Business Licenses**

- Letter from Russel Steunenbergh, Cultus Lake Waterpark Ltd.

(d) **Commercial Business License**

- Email dated April 14, 2020 from Bob McCrea, Administrative Officer, Cultus Lake Business Association

The Cultus Lake Park Board received the correspondence for information.

(9) **BYLAWS**

(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

4604-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

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

CARRIED

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

- Sunnyside Campground Bylaw No. 1165, 2020

4605-20 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***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.*

CARRIED

- (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

4606-20 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

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.

CARRIED

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

4607-20 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

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

CARRIED

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

4608-20 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

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.

CARRIED

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

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

4609-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

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

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

CARRIED

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

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

4610-20 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

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.

CARRIED

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

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

4611-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

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.

CARRIED

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

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement
- Public Feedback regarding Short-term Rentals, Bed & Breakfasts, Secondary Suites and Home-Based Businesses

Chair, Joe Lamb recused himself from the meeting at 3:30 pm so it is not seen as a direct pecuniary conflict of interest. Vice Chair Renwick lead the discussion.

4612-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

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.

CARRIED

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

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

Chair, Joe Lamb returned to the meeting at 3:37 pm.

4613-20 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

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

CARRIED

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

- Report dated April 15, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations & Bylaw Enforcement
- Home- Based Business License Bylaw No. 1175, 2020
- Commercial Business License Bylaw No. 1176, 2020

4614-20 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***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.*

CARRIED

4615-20 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

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

CARRIED

Commissioner Smit voted in opposition.

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

- 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

4617-20 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***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.*

CARRIED

(8) **STAFF REPORTS**

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

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

4618-20 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***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.

CARRIED

(b) **Purchase of additional lands 216C Lakeshore Drive**

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

4619-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

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 with a guarantee that there would be no parking on Lakeshore and two parking spots provided within the pins.

CARRIED

Commissioner Smit voted in opposition.

4620-20 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

THAT the Cultus Lake Park Board direct the 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.

CARRIED

(c) **Development Variance Permit 216C Lakeshore Drive**

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

4621-20 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

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 on the south side setback for the eave/gutter to the interior property line.

CARRIED

(d) **Development Variance Permit 29 Lakeshore Drive**

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

4622-20 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

Option 1

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

CARRIED

(e) **Residential Recycling Report**

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

4623-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

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.

CARRIED

4624-20 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

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.

CARRIED

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

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

4625-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

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.*

CARRIED

(g) **Proposed Designated Smoking Areas**

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

4626-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

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.

MOTION DEFEATED

(h) **COVID – 19**

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

4627-20 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

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

CARRIED

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

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

4628-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

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.

CARRIED

4629-20 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

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

CARRIED

4630-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

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

CARRIED

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

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

4631-20 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

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).

CARRIED

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

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

4632-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

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.

CARRIED

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

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

4633-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

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.

CARRIED

(m) **Open Burning Prohibitions – FVRD**

- Open Fire Prohibition Regulations, FVRD reference and poster

4634-20 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board request that staff implement a Fire Ban effective immediately and until further notice restrict all wood burning fires within Cultus Lake Park.

CARRIED

(8) REPORTS BY COMMISSIONERS

Recommendations from the Environmental and Public Areas Planning Committee

- Report dated April 15, 2020 from Darcy Bauer, Chair, Environmental and Public Areas Planning Committee

The Board discussed the items below and Acting Chief Administrative Officer, J. Lamb suggested that staff place these items on hold until an analysis of the budget has been complete. He noted that the trees have been planted at Main Beach. Commissioner Bauer requested that the Arborist report be sent to the committee members and that if they wish they can continue with blackberry removal.

(9) COMMUNITY ASSOCIATION

Question of the Month?

Colleen Rogozinski inquired if the Board will implement any restrictions on the use of short-term rentals within the Park during the Covid-19 pandemic? She noted that the Park currently has a no visitor policy and with that in mind, the guests of short-term rentals would be considered visitors to the park. The Board has closed Sunnyside Campground and its Cabins until further notice, will this apply to short term rentals for the safety of all residence. For reference, the provinces of Ontario and Quebec and several other cities throughout the world are limiting short term rentals currently.

Answer:

Chair Lamb noted that while the Park is closed to visitors, the Provincial Government has deemed accommodations (Short Term Rentals) as an essential service. Currently, the Board has no plans or the ability to enforce the shutdown of the rentals within the Park. Fraser Health has suggested that people using the rentals within the Park must follow the same directives from the province regarding Covid 19 and practice social distancing and proper hand washing. I would encourage residents to continue to contact our Cultus Lake Bylaw Enforcement and Compliance Officer as they are available to respond to any specific concerns regarding the behavior and use of any rental within the Park.

Once the Short Term Rental Bylaw is given Final Reading and is implemented, the Park will be in a better position to monitor and regulate use of these units and in fact in the future be able to suspend licenses in the event of an emergency.

(10) PUBLIC QUESTION PERIOD

Q: Email from Arlene Crowe of Park Drive, inquired on Items (j) and (k) of the Short Term Rentals, Home Based Business and Commercial Business licenses and noted that we will have a huge change in the atmosphere of the residential area of Cultus Lake since it has been written into the lease agreements for eternity that do not allow such activity. Since public input does not allow for fairness for those who oppose, why was a referendum not conducted at the beginning of the process?

A: Chair Lamb noted that it has not been written into the lease agreements. He noted that a public consultation was held and survey results of 75% were in support. All the correspondence has been included in the public agenda packages. He noted that the Board

has not historically held a referendum other than the sewer. He also noted that from now until the next meeting which will be held as a Special Meeting in April 30, 2020 at 1:00 pm and we will consider further feedback from the public.

(11) **ADJOURNMENT**

4635-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Regular Meeting of the Cultus Lake Park Board held on April 15, 2020 be adjourned at 4:50 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held April 15, 2020.

Joe Lamb,
Chair

Erica Lee,
Chief Financial Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 30, 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 on proposed changes to the 2020-2024 Financial Plan Amendment Bylaw 1173, 2020.

RECOMMENDATION:

THAT the Cultus Lake Park Board rescind Third reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020, and

THAT the Cultus Lake Park Board give Third reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020 as amended by making the following amendments to the bylaw:

1. Removing Joe Lamb, Chair and replacing it with David Renwick, Chair
2. Schedule A:
 - Increase 2020 General Administration Legal/ Professional Fees Operating Budget by \$32,675
 - Increase 2020 Funding from the Operating Surplus Fund by \$32,675
3. Schedule B:
 - Increase 2020 Legal/Professional Fees Operating Budget by \$32,675
 - Increase 2020 Appropriated Surplus (Reserve Allocations) by \$32,675

THAT the Cultus Lake Park Board give final reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020.

DISCUSSION:

The 2020-2024 Financial Plan Amendment Bylaw 1173, 2020 was given first, second and third readings on April 15, 2020. Since these readings staff have identified the following additional carryforward balance from 2019:

General administration

17. Legal Fees (GL6400)

Approximately \$32,675 of funding remains unused from the 2019. Staff are requesting to carryforward this balance to fund legal matters that remain active from 2019

Staff proposes to rescind third reading of the 2020-2024 Financial Plan Amendment Bylaw 1173, 2020 to add the above carryforward request to the former 16 carryforward balance requests that received first second and third reading at the April 15, 2020 meeting.

FINANCIAL PLAN IMPLICATION:

The additional carryforward request will have no direct impact to the budgeted surplus as the request will be funded from 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 amended 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:

Approved for submission to the Board:



Erica Lee, CPA, CA
Chief Financial Officer

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 15th day of April, 2020

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

THIRD READING TIME this 15th day of April, 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"

Acting 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	159,675	-	-	-	-	-	-	-	-	-	-	159,675	-
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	-	-	-
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	-	-	-

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
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	-
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	\$ 2,610,365	\$ 991,955	\$ 60,730	\$ 142,435	\$ 16,930	\$ 101,865	\$ 229,350	\$ 54,050	\$ 134,980	\$ 173,280	\$ 259,825	\$ 409,915	\$ 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	\$ -	\$ -	\$ 67,900	\$ 900,770	\$ 81,410	\$ 624,560	\$ -
TOTAL OPERATING EXPENSES	\$ 4,750,704	\$ 4,892,962	\$ 1,537,422	\$ 60,730	\$ 142,435	\$ 16,930	\$ 164,355	\$ 229,350	\$ 54,050	\$ 202,880	\$ 1,074,050	\$ 341,235	\$ 1,034,475	\$ 35,050
<i>Reserve Allocations</i>	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	-
<i>Internal Wage Allocations</i>	-	-	155,380	77,250	291,660	21,060	40,680	259,720	85,860	7,700	(864,430)	44,780	(119,660)	-
<i>Overhead Expense Allocations</i>	-	-	328,035	216,120	334,495	30,315	-	453,580	220,230	-	(324,620)	(384,515)	(873,640)	-
TOTAL EXPENDITURES	\$ 7,748,784	\$ 7,247,712	\$ 3,091,582	\$ 576,450	\$ 830,820	\$ 82,875	\$ 344,355	\$ 1,400,455	\$ 369,330	\$ 301,730	\$ 85,870	\$ 3,500	\$ 124,745	\$ 36,000
SURPLUS/(DEFICIT)	(2,291,162)	(1,363,368)	(94,872)	24,575	64,449	(70,925)	(76,095)	(689,955)	(324,130)	(28,300)	(85,870)	-	(82,245)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,312,915	1,382,990	695,015	63,570	-	4,570	104,425	314,805	4,190	28,300	85,870	-	82,245	-
UNAPPROPRIATED SURPLUS	\$ 21,753	\$ 19,622	\$ 600,143	\$ 88,145	\$ 64,449	\$ (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	159,675	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	\$ 2,610,365	\$ 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	\$ 4,892,962	\$ 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	\$ 7,247,712	\$ 6,426,406	\$ 6,810,766	\$ 6,613,137	\$ 6,758,979
<i>SURPLUS/(DEFICIT)</i>	(1,363,368)	(450,883)	(731,277)	(466,273)	(535,063)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,382,990)	(466,950)	(739,840)	(484,360)	(546,870)
UNAPPROPRIATED SURPLUS	\$ 19,622	\$ 16,067	\$ 8,563	\$ 18,087	\$ 11,807

	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Parking/Public Area Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	3,420	-	-	-	-	-	-	-	3,420	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 3,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,420	\$ -	\$ -	\$ -	\$ -
EXPENDITURES													
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	6,900 [1]	5,000	-	-	-	-	-	[14]	1,900	-	-	-	-
Community Policing	-	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	16,000	-	-	-	-	-	-	-	-	-	[16]	16,000	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	3,115	-	-	-	[7]	3,115	-	-	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	32,675	-	-	-	-	-	-	-	-	-	[17]	32,675	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	4,000 [2]	4,000	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 62,690	\$ 9,000	\$ -	\$ -	\$ -	\$ 3,115	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ 48,675	\$ -
WAGES & BENEFITS:													
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-

	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
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 62,690	\$ 9,000	\$ -	\$ -	\$ -	\$ 3,115	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ 48,675	\$ -
<i>Reserve Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	214,390	[3-5]	28,085	-	[6]	2,500	-	[8-13]	168,805	-	[15]	15,000	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 277,080	\$ 37,085	\$ -	\$ -	\$ 2,500	\$ 3,115	\$ 168,805	\$ -	\$ 16,900	\$ -	\$ -	\$ 48,675	\$ -
SURPLUS/(DEFICIT)	(273,660)	(37,085)	-	-	(2,500)	(3,115)	(168,805)	-	(13,480)	-	-	(48,675)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	273,660	37,085	-	-	2,500	3,115	168,805	-	13,480	-	-	48,675	-
UNAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Capital Projects [3] Fencing [4] WIFI Upgrades [5] Movie Night Equipment			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				



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 30, 2020 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Bylaw authorized signatory amendments

PURPOSE:

To present the Board the proposed amendments to current Short-term Rental, Home-based Business Licence and Commercial Business Licence Bylaws.

RECOMMENDATION:

Short-term Rental Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020.

Home-based Business Licence Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020.

Commercial Business Licence Bylaw:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020; and

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020.

Bylaw Notice Enforcement Bylaw Amendment:

THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 2020; and

THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 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 1177, 2020.

DISCUSSION:

At the April 15, 2020 Cultus Lake Park Board meeting, the following closed resolutions were released to the public:

THAT the Cultus Lake Park Board agree that Joe Lamb will temporarily step down as Board Chair and be appointed as Acting Chief Administration Officer effective immediately. Compensation for the temporary role will be at the same current hourly rate of pay as the previous Chief Administration Officer to a maximum of 35 hours per week until recruitment for the position is complete.

THAT the Cultus Lake Park Board appoint David Renwick to temporarily fill the role of Board Chair during Joe Lamb's temporary leave of absence, effective immediately.

As the above resolutions were release, the Bylaws were amended to reflect the changes.

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.

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

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 15 day of APRIL, 2020

READ A SECOND TIME this 15 day of APRIL, 2020

READ A THIRD TIME this 15 day of APRIL, 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

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 licensed or that the licensed 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 15 day of APRIL, 2020

READ A SECOND TIME this 15 day of APRIL, 2020

READ A THIRD TIME this 15 day of APRIL, 2020

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 15 day of APRIL, 2020

READ A SECOND TIME this 15 day of APRIL, 2020

READ A THIRD TIME this 15 day of APRIL, 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

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 15 day of APRIL, 2020

READ A SECOND TIME this 15 day of APRIL, 2020

READ A THIRD TIME this 15 day of APRIL, 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