



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, JUNE 17, 2020

2:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Time Change Notice - Cultus Lake Park Board Regular Meeting will be held at 2:00 pm on June 17, 2020 instead of 7:00 pm.

Due to COVID 19 the Cultus Lake Park Board Regular Meeting will not be open to the public.

Questions for the Public Question Period may be submitted prior to 4:00 pm on Tuesday, June 16, 2020 to Rachel.litchfield@cultuslake.bc.ca

The Cultus Lake Park Board Regular Meeting video will be available to view on our website the following day at www.cultuslake.bc.ca/board-meeting-videos/



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, JUNE 17, 2020

2:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (1:30 PM)

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

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

Section 90 (1) (g) (litigation or potential litigation affecting the municipality) of the Community Charter. Should the Board wish to further pursue collection of the lease fee payable, it is anticipated that this may require some level of legal representation.

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

(3) RECONVENE

(4) APPROVAL OF AGENDA

- (a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of June 17, 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 May 20, 2020.

(6) FINANCE

(a) 2019 Statement of Financial Information

- Report dated June 17, 2020 from Erica Lee, Chief Financial Officer
- Statement of Financial Information 2019

THAT the report dated June 17, 2020 from the Chief Financial Officer regarding the 2019 Statement of Financial Information be approved and that the report be placed on the Cultus Lake Park website.

(7) CORRESPONDENCE

(a) Canada Emergency Response Program inquiry

- Page 17
- Letter dated May 14, 2020 from Bob McCrea regarding Canada Emergency Program availability for commercial leaseholders
- Page 19
- Report dated June 17, 2020 from Erica Lee, Chief Financial Officer

***THAT** the response to the Cultus Lake Business Association from the Chief Financial Officer regarding the Cultus Lake Park Board's ongoing effort to qualify for Canadian Emergency Response programs be received.*

(8) BYLAWS

(a) Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1178, 2020

- Page 21
- Report dated June 17, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Page 23
- Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1178, 2020
- Page 25
- Schedule A - 11

***THAT** the Cultus Lake Park Board give First, Second, Third and Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1178, 2020.*

(9) STAFF REPORTS

(a) Lakeside Beach Club request for temporary patio extension

- Page 29
- Report dated June 17, 2020 from Joe Lamb, Acting Chief Administrative Officer

***THAT** the Cultus Lake Park Board approve the request to expand their outdoor patio space as noted in Schedule A as attached, into their parking area as requested once they have received the appropriate approvals from the BC Liquor & Cannabis Board.*

(b) COVID – Cultus Lake Park Reopen Plan

- Page 33
- Report dated June 17, 2020 from Rachel Litchfield, Executive Assistant

***THAT** the Cultus Lake Park Board receive the Cultus Lake Park reopen plan for information.*

(10) REPORTS BY COMMISSIONERS

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

(13) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on June 17, 2020 be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, MAY 20, 2020
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

Staff Acting Chief Administrative Officer - J. Lamb
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 12:03 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;

to Section 90 (1), (j) of the Community Charter. Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and

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

(3) **RECONVENE**

The meeting reconvened at 2:03 pm.

(4) **APPROVAL OF AGENDA**

4645-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of May 20, 2020; and

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

CARRIED

(5) DELEGATION

2019 Draft Financial Statements

- Sean Reid, KPMG regarding the 2019 Audit Findings Report
- Report dated May 20, 2020 from Erica Lee, Chief Financial Officer

2019 Draft Financial Statements

- Sean Reid, KPMG regarding the 2019 Audit Findings Report (Connect Via Zoom at the end of the meeting)
- Report dated May 20, 2020 from Erica Lee, Chief Financial Officer

Sean Reid from KPMG presented the 2019 Audit Findings via conference call. He noted that they have completed their work over the audit subject to have discussion with the Commissioners and obtain a signed rep letter from management.

They focused their audit on the following key areas:

- Campground revenues
- Lease revenue
- Landfill liability
- Impact of COVID 19
- Fraud risk from management override of controls

They confirmed both in writing and verbally that we are independent of the Park Board. He noted that their audit work is focused over key areas as follows:

Campground revenues

- Significant revenue source accounting for 48% of your revenues
- Performed a substantive analytic procedure using current and prior year data and other key changes to build an expectation
- No issues were noted from our testing

Lease revenue

- Significant revenue source accounting for 27% of your revenues
- We performed a substantive analytic procedure using current and prior year data and budgets to build an expectation
- No issues were noted from our testing

Landfill liability

- This liability is the most significant accounting estimate of the Park Board dealing with its closure and post closure costs for the landfill
- Performed a substantive analytic procedure by recalculating the landfill liability and have evaluated the inputs used to ensure they remain reasonable

- No issues were noted from our testing

Impact of COVID 19

- This is a type 2 subsequent event requiring note disclosure only for 2019
- This event also required us to assess the going concern assumption for 2020 and if there would be significant impacts
- Considered the nature of the Park Board assets, revenue streams and noted that sufficient cash and investments were available to fund in excess of one year of operations
- KPMG assessed that it was not practicable to estimate the financial effect of COVID 19 and that is disclosed in the financial statements

Fraud risk from management override of controls

- This is a presumed fraud risk under professional standards. Did not identify and specific additional risks related to this audit
- Performed journal entry testing, retrospective reviews of significant estimates and evaluated business rationale for significant transactions.
- No issues were noted from our testing

4646-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the report from the Chief Financial Officer regarding the 2019 DRAFT Financial Statements be received; and

THAT the 2019 Financial Statements be approved.

CARRIED

(6) ADOPTION OF MINUTES

4647-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held April 30, 2020.

CARRIED

(7) CORRESPONDENCE

(a) **Request for clarification – Road vs. Alleyway**

- Email from resident at 656 Mountain View, request for clarification on setback distances for the purpose of building a workshop

4648-20 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board deem the area beside 656 Mountain View as an alleyway which is noted on the Tunbridge & Tunbridge survey of 1982 as Lake View Drive; and

THAT and the Cultus Lake Park Board provide the Fraser Valley Regional District with this information for the purpose of the constructing a garage at 656 Mountain View to support the setback referred to as an interior lot line setback for the parks purpose.

CARRIED

(8) **CONSENT AGENDA**

2020 First Quarter Reports

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

4648-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the 2020 First Quarter reports for information.

CARRIED

(9) **STAFF REPORTS**

(a) **Parking Lot B Tree Removal**

- Report dated May 20, 2020 from Dave Driediger, Manager of Park Operations

4649-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct staff to remove compromised trees within Parking Lot B.

CARRIED

(b) **Residential Parking Survey Cost**

- Report dated May 20, 2020 from Dave Driediger, Manager of Park Operations

4650-20 Moved by: Commissioner Seconded by: Commissioner

THAT the Cultus Lake Park Board approve the cost of completing this survey; and

THAT the Cultus Lake Park Board approve the GIS work cost.

CARRIED

(c) **Sunnyside Campground Site Holding Fee**

- Report dated May 20, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations, and Bylaw Enforcement
- Emails and letters received regarding Sunnyside Campground Reopening

4651-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the additional option for Sunnyside Seasonal Campers that are not able to come this season due to COVID-19, to pay 50% of their site fees to hold their seasonal site for the 2021 season and that these seasonal campers that do not return then forfeit their site for 2020".

CARRIED

(10) REPORTS BY COMMISSIONERS

(11) COMMUNITY ASSOCIATION

Question of the Month?

Can you please confirm if it is true that the West Side Residents and Cultus Lake Water Park require connection to the Parks existing sewer system this summer? If so, where is the funding coming from to pay for these connections and is there any concern about further loading an existing failing system?

Answer:

The Park Board does not operate the Cultus Lake Sewer System; however, we put forward your questions to the Fraser Valley Regional District. The Fraser Valley Regional District has stated that there is no current plan to connect Cultus Lake Waterpark to the existing sewer system. As you are aware, the existing system has reached the end of its life, and for the time being, the maintenance and operation of the existing system must continue. FVRD staff will typically be visible in the community performing this kind of work, as well as the operation and maintenance of the water system. Routine maintenance costs are allocated to 2020 operating budgets.

The Fraser Valley Regional District has also been able to allocate some funding from the Union of British Columbia Municipalities to perform some minor capital upgrades to the sewage collection and disposal infrastructure on the west side of the lake. This work will help to stabilize the existing sewer system overall, should the sewage disposal fields located at the Waterpark become overloaded or fail. The Fraser Valley Regional District continues to seek out infrastructure grants and federal economic stimulus opportunities to complete the proposed Cultus Lake Wastewater Treatment Plant, a project that is currently on pause.

(12) PUBLIC QUESTION PERIOD

Q: Rick Williamson, First Ave. Would you provide an update/progress report on the sewer issues.

A: The issue is before the courts and as such has been stalled do to the COVID 19. The current status of the project is still that it is on hold until 2021.

(13) **ADJOURNMENT**

4652-20 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Regular Meeting of the Cultus Lake Park Board held on May 20, 2020 be adjourned at 2:51 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held May 20, 2020.

David Renwick, Chair

Joe Lamb, Acting Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2020 **FILE:**

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2019 Statement of Financial Information

PURPOSE:

To provide the Board with the 2019 Statement of Financial Information report for approval.

DISCUSSION:

For typical local governments, Section 376 of the *Local Government Act*, Section 168 of the *Community Charter* and Section 2 of the *Financial Information Act* (FIA) require that a statement of financial information for the previous year be prepared and presented to the Board by June 30th. In addition, the 2019 amendments to The *Cultus Lake Park Act* include a revision to Section 17(3). This section now states that "Section 168 [reporting of council remuneration, expenses and contracts] of the *Community Charter*, as it applies to the council of a municipality, applies to the board. Therefore, a schedule of remuneration, allowances and expense paid to board members for the purposes of carrying out their duties in office is now required. While the remaining components of the statement are not required, historically Cultus Lake Park Board has followed these provisions in the interest of financial transparency.

The Statement of Financial Information includes a number of components:

- a schedule of guarantee and indemnity agreements entered into;
- a schedule of severance agreements initiated in the year; and
- a schedule itemizing the total employer contributions to Employment Insurance and Canada Pension Plan.
- a schedule listing all suppliers paid more than \$10,000 (lower standard than required in FIA), along with a consolidated total of all payments made to suppliers for goods and services;
- a schedule of remuneration, allowances and expenses paid to board commissioners for the purpose of carrying out the duties of office;
- a schedule of remuneration and expenses paid to employees earning more than \$75,000, along with a consolidated total of all remuneration paid to all other employees;

RECOMMENDATION:

THAT the report dated June 17, 2020 from the Chief Financial Officer regarding the 2019 Statement of Financial Information be approved and that the report be placed on the Cultus Lake Park website.

STRATEGIC PLAN:

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

Prepared by:

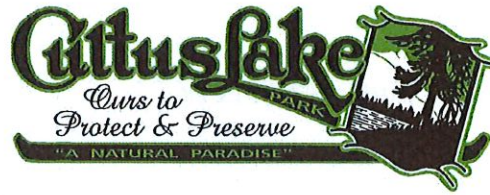


Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Acting Chief Administrative Officer



Statement of Financial Information

2019

Cultus Lake Park

Schedules of Financial Information Pursuant to the Financial Information Act for the Year Ended December 31, 2019

GUARANTEE & INDEMINITY AGREEMENTS: 2019

No agreements existed in 2019

SEVERANCE AGREEMENTS: 2019

There were no severance agreements under which payment commenced between Cultus Lake Park and its non-unionized employees in 2019.

EMPLOYER'S PORTION OF EMPLOYMENT INSURANCE AND CANADA PENSION

Employer's total CPP	\$70,900.42
total EI	\$32,757.44

Prepared pursuant to the Financial Information Regulations, Schedule 1, Sections 5 and 6 (6), (7) and (8).

CULTUS LAKE PARK

Schedule of Payments to Suppliers of Goods and Services over \$10,000 For the Fiscal Year Ended December 31, 2019

Vendor	Amount
A&G FENCING LTD	\$ 15,596.20
AHA CREATIVE STRATEGIES INC.	72,536.05
AON REED STENHOUSE INC	140,845.00
ASSOCIATED FIRE SAFETY	10,723.19
BC HYDRO	138,532.17
BRANDT TRACTOR LTD	12,684.77
CITY OF CHILLIWACK	170,723.10
COMMISSIONAIRES	20,049.76
COOL AIR RENTALS LTD.	11,739.11
CUPE LOCAL 458	17,769.37
CUSTOM TANK SERVICES LTD.	19,047.74
DENNIS PALMER	14,583.54
DIGITAL REZ SOFTWARE	11,435.49
ERICS DONE RITE RENOS	80,662.27
FARRIS LLP	104,072.40
FORTINS SUPPLY LTD	36,807.30
FORTIS BC	15,443.16
FRASER VALLEY REGIONAL DIST	668,268.29
GOLDER ASSOCIATES LTD.	22,589.57
GRIFFIN INVESTIGATION & SECURITY SERVICES LTD.	178,746.75
I C B C	26,335.00
IMPERIAL OIL	27,631.43
ITEC SYSTEMS DESIGN LTD.	13,638.37
JULIE M. CASE	13,310.60
KELLY RIDLEY CONSULTING	39,292.63
KELMOR ENTERPRISES LTD	58,823.60
KPMG LLP	18,537.75
KRAHN PLUMBING & HEATING LTD.	35,910.43
LIONS PARKING	93,392.09
MAGNUM DISTRIBUTION LTD.	12,170.53
MAGNUSON FORD SALES LTD.	31,071.04
M DICKEY & SONS LTD	40,617.17
MILLS OFFICE PRODUCTIVITY	11,330.70
MINISTER OF FINANCE	15,198.74
MINISTER OF FINANCE - MSP	13,425.00
MINISTER OF FINANCE - EHT	25,620.00
MUNICIPAL PENSION PLAN	190,846.99
MYRIAD INFORMATION TECHNOLOGY	104,137.55
PACIFIC BLUE CROSS	106,204.96
PIONEER BUILDING SUPPLIES LTD	19,000.97
PRAIRIECOAST EQUIPMENT	60,913.89
RAINBOW COUNTRY IRRIGATION LTD	11,985.05
RECEIVER GENERAL (GST)	116,156.75
RECEIVER GENERAL FOR CANADA-PAYROLL	460,192.38
RE/MAX NYDA REALTY IN TRUST	20,000.00
RIM TREE SERVICES LTD.	24,381.00
ROCKY MOUNTAIN PHOENIX	232,873.42
ROLLINS MACHINERY LIMITED	13,182.75
SARAH DICKINSON CONSULTING INC.	15,750.00
SBC FIREMASTER LTD.	23,889.60
SHAW CABLE	25,818.34
SIMPSON NOTARIES IN TRUST	450,628.90

Vendor	Amount
A&G FENCING LTD	\$ 15,596.20
STARLINE CABINETS	20,585.50
SUMMIT BROOKE CONSTRUCTION	329,257.92
SUPREME PAVING LTD.	140,437.75
TEK TRUCK SERVICES & ALIGNMENT	10,782.46
VADIM COMPUTER MANAGEMENT GROUP	14,701.72
VALLEY WASTE & RECYCLING INCORPORATED	227,483.49
VECTOR GEOMATICS LAND SURVEYING LTD.	13,309.80
WORKSAFE BC	36,008.23
WORKSAFET SOLUTIONS INC.	12,079.72
	\$ 4,919,769.45
Consolidated total of suppliers receiving \$10,000 or less	\$ 635,533.47
Total payments to suppliers of goods and services	\$ <u>5,555,302.92</u>

The schedule of payments to suppliers is reported on a cash basis and totals will therefore differ from expenses in the consolidated financial statements which are reported on an accrual basis, resulting in timing differences.

Pursuant to Financial Information Regulations, Schedule 1, Section 7

CULTUS LAKE PARK

Gross remuneration paid to Commissioners in 2019

Paid to		Amount	Other Expenses
BAUER, Darcy	January - December	\$ 11,031.36	\$ 1,690.99
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 12,231.36</u>	<u>\$ 1,690.99</u>
LAMB, Joseph	January - December	\$ 14,393.17	\$ 3,379.08
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 15,593.17</u>	<u>\$ 3,379.08</u>
PAYEUR, Lawrence	January - December	\$ 10,295.88	1,534.37
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 11,495.88</u>	<u>\$ 1,534.37</u>
RENEWICK, David	January - December	\$ 10,295.88	\$ 254.04
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 11,495.88</u>	<u>\$ 254.04</u>
SMIT, Casey	January - December	\$ 10,295.88	\$ 3,582.41
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 11,495.88</u>	<u>\$ 3,582.41</u>
Total remuneration and expenses for Commissioners		<u>\$ 50,816.29</u>	<u>\$ 10,440.89</u>

Staff salaries over \$75,000.00

		(Note 1)	
BICKLEY, Bryan	Landscaper (seconded to CUPE Union)	\$ 78,511.45	\$ -
BRYANT, Bonny	Chief Administrative Officer	122,676.55	6,691.50
DRIEDIGER, David	Manager of Park Operations	86,152.98	2,230.54
GEHMAN, Regan	Public Works - Supervisor	77,134.93	99.00
LEE, Erica	Chief Financial Officer	78,161.46	2,535.36
Subtotal		<u>\$ 442,637.37</u>	<u>\$ 11,556.40</u>
Consolidated total of other employees earning less than \$75,000		<u>\$ 1,347,125.90</u>	<u>\$ 9,093.98</u>
Total Remuneration and Expenses for Employees		<u>\$ 1,789,763.27</u>	<u>\$ 20,650.38</u>

Note 1: includes taxable benefits for MSP, Life Insurance, AD&D

Prepared pursuant to Financial Information Regulations, Schedule 1, Sections 6(2), (3), (4), (5) and (6).

Statement of Financial Information Approval

The undersigned represents the Board and Management of Cultus Lake Park, which at the June 17, 2020 meeting of the board, approved the statements and schedules included in the 2019 Statement of Financial Information, pursuant to the *Financial Information Act*.

David Renwick
Chair

Erica Lee, CPA, CA
Chief Financial Officer

Date

Date

May 14, 2020

Cultus Lake Park Board
4169 Columbia Valley Hwy,
Cultus Lake, BC V2R 4Z9

Attention: Joe Lamb
Acting CAO

Dear Joe:

On behalf of all our members we are writing to ask if the Board is looking into any of the government of Canada Emergency Response programs in order to help reduce the rent being paid by the commercial tenants this year?

Yours truly,

A handwritten signature in blue ink, appearing to read "Bob McCrea", written in a cursive style.

Bob McCrea
Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2020

FILE: 0875

SUBMITTED BY: Erica Lee – Chief Financial Officer

SUBJECT: Canada Emergency Response programs – Commercial Rent Relief

PURPOSE:

The purpose of the report is to respond to the Cultus Lake Business Association's inquiry about whether the Board is looking-into Canada Emergency Response programs in order to help reduce the rent being paid by the commercial tenants this year.

DISCUSSION:

Cultus Lake Park Board received the attached correspondence from the Cultus Lake Business Association to inquire in writing about whether the Board is looking into available Canada Emergency Response programs in order to help reduce the rent being paid by the commercial tenants this year.

Due to Cultus Lake Park Board's unique nature we are considered a public body performing a function of the government. From discussions with the Ministry this legal entity type, like municipalities, is also currently being excluded from relevant Canadian Emergency Response Programs, including the Canada Emergency Commercial Rent Assistance (CECRA) program and the Wage Subsidy programs.

Cultus Lake Park Staff have been in contact with Staff at the Province requesting they review our very unique case in light of the various relief programs available. Currently Staff is waiting for a formal response from the Ministry on our requests to qualify for various relief programs. Further correspondence will be made with the Cultus Lake Business Association once this formal response from the Ministry is received.

RECOMMENDATION:

THAT the response to the Cultus Lake Business Association from the Chief Financial Officer regarding the Cultus Lake Park Board's ongoing effort to qualify for Canadian Emergency Response programs be received.

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

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2020 **FILE:** 3900

SUBMITTED BY: Jacquie Spencer, 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. 1178, 2020.

DISCUSSION:

At the April 15, 2020 Cultus Lake Park Board meeting, the Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020 was adopted. The corresponding Schedule in the Bylaw Notice Enforcement Bylaw No. 1140, 2109 was updated to reflect the new contraventions, but the title was not changed to reflect the new bylaw number. For consistency, the title needed to be updated to Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020.

Schedule A-14 – Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 section 8 Prohibited Parking Areas was too general for proper ticketing and has been updated to include 8.1a, 8.1b, 8.1c, 8.1d, 8.1e, 8.1f, 8.1g, 8.1h, 8.1ii, 8.1hii, 8.1hiii, 8.1hiv, 8.1hv, 8.1i, 8.1j, 8.1k, 8.1l, 8.1m, 8.1n, 8.1o and 8.1p. This will help the Bylaw Compliance and Enforcement Officer write clear and specific tickets.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second, Third and Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1178, 2020.

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

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1178, 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 1178, 2020."

2. AMENDMENTS

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

- (a) The title of Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019 be removed and replaced with Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020; and
- (b) Schedule A-14 - Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 be removed and replaced with the attached A-14 - Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019.

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

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb,
Acting 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. 1178, 2020

Chief Administrative Officer

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(a)	Park on a sidewalk or boulevard	\$100	\$80	\$120	No
	8.1(b)	Park in front of a public/private driveway	\$100	\$80	\$120	No
	8.1(c)	Park within 5 meters of a fire hydrant	\$100	\$80	\$120	No
	8.1(d)	Park on a crosswalk	\$100	\$80	\$120	No
	8.1(e)	Park within 6 meters of approach side of crosswalk	\$100	\$80	\$120	No

<i>Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019</i>	8.1(f)	Park within 6 meters of approach side of stop sign	\$100	\$80	\$120	No
	8.1(g)	Park within 6 meters of entrance to public meeting place, fire-hall or playground	\$100	\$80	\$120	No
	8.1(h)(i)	Park for the purpose of displaying vehicle for sale	\$100	\$80	\$120	No
	8.1(h)(ii)	Park for the purpose of advertising	\$100	\$80	\$120	No
	8.1(h)(iii)	Park for the purpose of vehicle maintenance or repairs	\$100	\$80	\$120	No
	8.1(h)(iv)	Park for the purpose of displaying signs	\$100	\$80	\$120	No
	8.1(h)(v)	Park for the purpose of selling commodities or articles	\$100	\$80	\$120	No
	8.1(i)	Parking along or opposite street excavation causing traffic obstruction	\$100	\$80	\$120	No
	8.1(j)	Park on the roadway side of a parked vehicle	\$100	\$80	\$120	No
	8.1(k)	Park upon a bridge or elevated structure	\$100	\$80	\$120	No
	8.1(l)	Parking/stopping where prohibited by traffic control device or notice	\$100	\$80	\$120	No
	8.1(m)	Park that obstructs of traffic sign posted	\$100	\$80	\$120	No
	8.1(n)	Park on the roadway side where road surface has been painted with a solid yellow line	\$100	\$80	\$120	No
	8.1(o)	Park longer than necessary for the loading or unloading of passengers or materials	\$100	\$80	\$120	No

	8.1(p)	Park vehicle as to obstruct traffic	\$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
	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	Person(s) 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 delignated 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: June 17, 2020 **FILE:** 4020
SUBMITTED BY: Joe Lamb – Acting Chief Administrative Officer
SUBJECT: Lakeside Beach Club request for temporary patio extension

PURPOSE:

The purpose of the report is to provide the Board with information regarding a request from Chris and Christy Ovens of Lakeside Beach Club, regarding a temporary patio extension.

DISCUSSION:

On June 1, 2020 staff received a letter from Lakeside Beach Club requesting that they receive Board approval to temporarily expand their patio further into their demised lease space. Other municipalities are allowing food service establishments to expand their licensed outdoor service spaces due to Covid 19 social distancing requirements. Mr. and Mrs. Ovens are good tenants within the Park and are current with all payments and actions required by the Park. Staff recommend that the Board approve the temporary expansion till the end of September 2020.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the request to expand their outdoor patio space as noted in Schedule A as attached, into their parking area as requested once they have received the appropriate approvals from the BC Liquor & Cannabis Board.

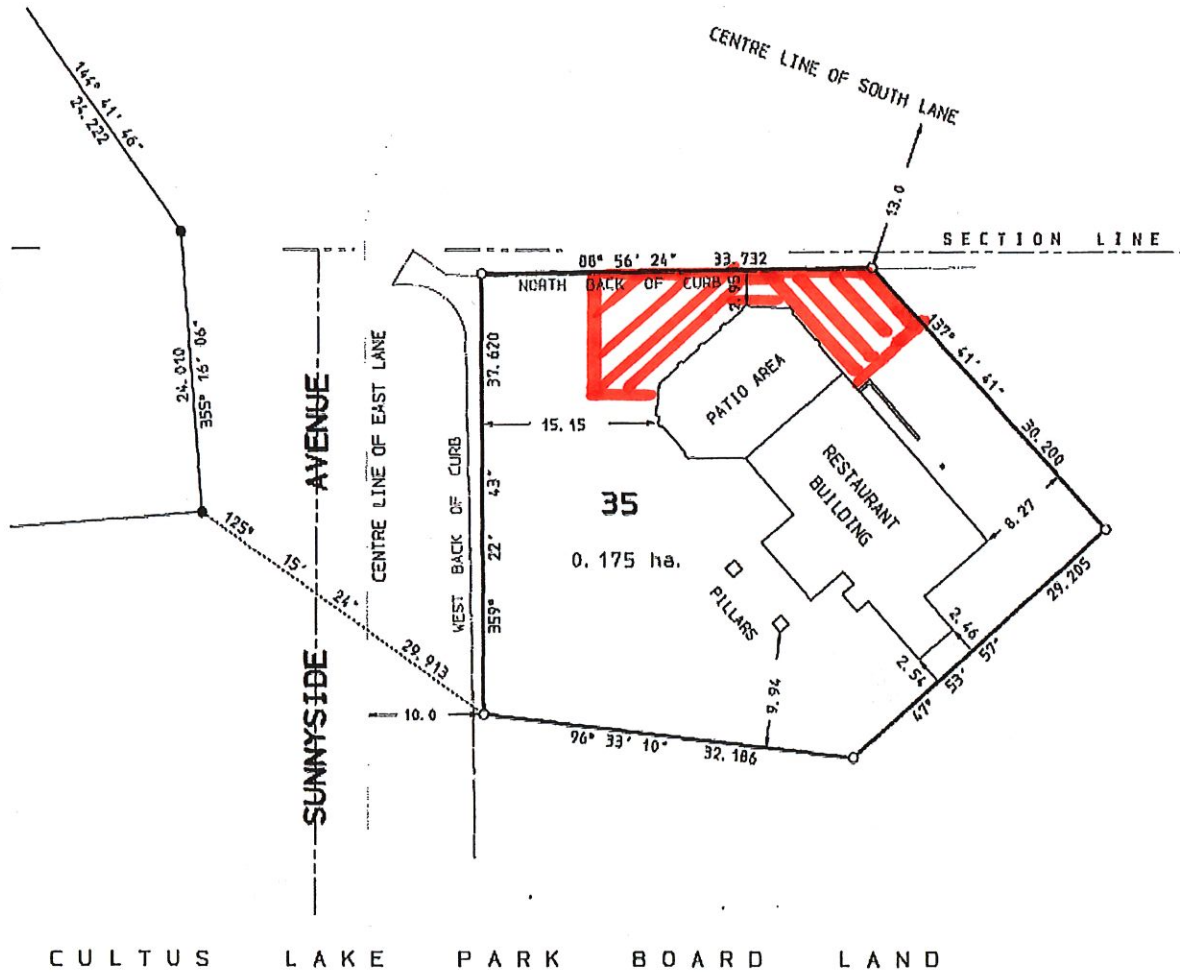
STRATEGIC PLAN:

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

Prepared by:

Joe Lamb
Acting Chief Administrative Officer

SCHEDULE "A"
PLAN OF PREMISES



LEGAL SUBDIVISION 14
SECTION 25 TOWNSHIP 22

June 1st, 2020

The Lakeside Beach Club

Christy & Chris Ovens

Cultus Lake Parks Board

To the Commissioners,

Thank-you in advance for taking the time to read our request for approval of a patio extension at the Lakeside Beach Club.

We are requesting your approval to allow us to extend our patio seating into our parking lot for the Summer 2020 season. On the NorthWest end of the building there is a small path (Fig. 1) that people use to access the plaza at times and then there is a large space (Fig. 2) which is unused on the West side of the building. There are no parking stalls present in this area, as well we see countless vehicles try to use it as a drive-thru and have witnessed many people with motorhomes and boat trailers get stuck in this area.

We will be submitting an application to the BC Liquor & Cannabis Board for a temporary patio extension as per Policy Directive 20 - 13. This extension is to allow us to gain back some of our lost seating based on the new 50% capacity and social distance spacing requirements. We have lost 115 seats due to these restrictions. The summer season is when we need every seat we have full in order to be able to maintain being a year-round business in the community. We recently signed a new 5 year lease with a rent increase and have every intention of being here long-term. We are asking for your support in helping achieve this.

We imagine the space being an inviting area for families to enjoy a quicker and more casual dining experience than our current dining room and patio. We would like to put picnic tables out in this area. We would use "boat rope" and fence posts to provide temporary fencing to ensure that guests understand the barrier for the licensed 'picnic area'. We will have full control of the area and it is intended to be an extension of our current patio seating to regain some of the lost capacity seats.

Should you have any questions about our thoughts and plans please feel free to contact us personally at
or by e-mail cultuslakesidebeachclub@gmail.com.

Sincerely,

Chris & Christy Ovens

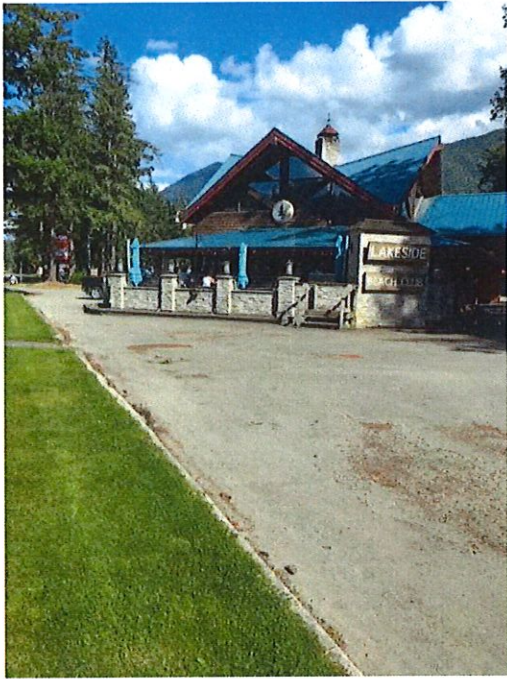


Fig. 1: A shot from the NorthWest end of the parking lot. Where we imagine tables being able to be placed with some temporary fencing while still maintaining a walkway for visitors to the plaza



Fig. 2: A shot showing the open space that is under utilized in our parking lot. We imagine running the BBQ this summer to allow an expedited experience for families who do not want to wait for a table inside.



REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2020 **FILE:** 0550

SUBMITTED BY: Rachel Litchfield,
Executive Assistant

SUBJECT: COVID – Cultus Lake Park Reopen Plan

PURPOSE:

To provide the Cultus Lake Park Board with information on Cultus Lake Park reopen plan with respect to COVID - 19.

DISCUSSION:

On May 11, 2020 following the announcement from the Province of BC of a phased approach in lessening the restrictions put into place to regulate the spread of COVID – 19. The following measures have been put into place for the health and safety of community members, staff and Board:

- May 11, 2020, the dog park has been reopened and temporary fencing taken down
- May 11, 2020, signage, and barriers were removed from both Lakeshore Drive access and Sunnyside Blvd.
- May 13, 2020, Staff ordered physically distancing and handwashing lawn signs for Public Areas and Sunnyside Campground
- May 14, 2020, Main Beach Public Area and Parking lot A and B reopened for daytime use
- May 14, 2020, Sunnyside Blvd Boat launch area and Parking Lot C reopened for daytime use
- May 14, 2020, Signage was placed throughout residential areas requesting visitors to respect the neighborhood and to stay within the public areas available
- May 11, 2020, signage, and barriers were removed from both Lakeshore Drive access and Sunnyside Blvd.
- May 20, 2020, Cultus Lake Park Board Regular Board meeting, closed to the public, meeting video was posted on the Parks website the following day
- May 21, 2020, following BC Provincial Parks reopening, Sunnyside Campground Seasonal sites were opened with a planned positioning of sites
- May 2020, Continued OH&S Meetings with discussions surrounding Social distancing, sanitization, and protection of staff & public
- June 1, 2020, Oak St. parking area reopened however, fencing remains in place through to Main Beach
- June 1, 2020, Sunnyside Campground overnight sites reopened
- June 1, 2020, Dock stencils have been ordered to promote physical distancing
- June 5, 2020, Main Beach and Sunnyside Campground playground reopening, signage reminding users to follow proper handwashing before and after use

- June 8, 2020 Cultus Lake Park office has reopened to the public with social distancing in place, a maximum occupancy of two (2) at a time and public washrooms closed to the public
- Sanitization of office three (3) to five (5) time per day
- Public washrooms facilities are sanitized on a regular basis and increased to the volume of traffic in the Park
- The Park will continue to provide communication updates 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, RCMP and Griffin Security will be working in the Park encouraging social distancing.

Staff will continue to communicate with other local governments to ensure the health and safety measures are implemented in a timely manner.

As 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.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Cultus Lake Park reopen plan for information.

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