



# CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

Wednesday, August 19, 2020

4:00 pm

Cultus Lake Community Hall  
4220 Columbia Valley Highway, Cultus Lake, BC

## (1) CALL TO ORDER

## (2) RESOLUTION TO PROCEED TO CLOSED MEETING (2:30 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), (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 amending the Agenda for the Regular Meeting of August 19, 2020 by adding under Section 9, Correspondence, (b), Email dated August 14, 2020 from Brenda Senft regarding Vegetation Buffer between Campsites and Trail; and*

*By removing and replacing under Section 11, Staff Reports, (b), Moorage Report; and*

*By adding under Section 11, Staff Reports item, (e), Letter of Support for Golf Cart usage;*

*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.*

## (5) DELEGATION

### (a) Declarations and Oaths of Office

- The Honourable Judge Ormiston, Provincial Court of British Columbia, to administer the Oath of Office to the Cultus Lake Park Board Bylaw and Compliance Officer, Michael Pickett
- The Honourable Judge Ormiston, Provincial Court of British Columbia, to administer the Oath of Office to the Cultus Lake Park Board Commissioner, Kirk Dzaman

### (b) Parmenter Road Mountain Bike Development

- Hamish, Co – Director, Fraser Valley Mountain Bikers Association
- Email dated July 3, 2020
- Parmenter Road Skills Park brochure

**(6) ELECTION OF VICE CHAIR**

**(7) ADOPTION OF MINUTES**

- Page 11 (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held June 17, 2020.

**(8) ADOPTION OF COMMITTEE MINUTES**

- Page 17 (a) ***THAT*** the Cultus Lake Park Board approve the May 21 ,2020 Environmental and Public Areas Planning Committee Minutes.

- Page 21 (b) ***THAT*** the Cultus Lake Park Board approve the July 22,2020 Environmental and Public Areas Planning Committee Minutes.

**(9) CORRESPONDENCE**

- Page 25 (a) **Security Concern – Request for Security Gate**
- Letter dated June 16, 2020 from resident, Scott and Paddy Carpenter, request for security gate
  - Quote from Safe & Secure Gate Ltd. DBA Gates Your Way
- Page 26

***THAT*** the Cultus Lake Park Board receive the security gate request for consideration.

- (b) **Lakeside Trail**
- Email dated June 15, 2020 from Ernie Vance Lakeside Trail Society, regarding Lakeside Trail along Sunnyside Campground
  - Supporting documents, Lakeside Trail, Sunnyside Campground to Jade Bay Report from David Urban, Manager of Outdoor Recreation Planning
  - Email dated August 14, 2020 from Brenda Senft regarding Vegetation Buffer between Campsites and Trail
- Page 27
- Page 33
- Page 51

***THAT*** the Cultus Lake Park Board receive the email and progress report for information.

- (c) **TELUS Request to Canvass**
- Email requests from Eric Nordgren, Telus Field Support Manager
- Page 53  
& 54

***THAT*** the Cultus Lake Park Board receive the emails for information and that due to COVID – 19 the Board deny the requests to canvass to ensure the safety of the community is first priority.

- (d) **Development Variance Permit Notification– 29 Lakeshore Drive**
- Development Variance Permit # 2020-03, 29 Lakeshore Drive
- Page 55

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

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(e) **Development Variance Outcome– 29 Lakeshore Drive**

- Results for Development Variance Permit # 2020-03, 29 Lakeshore Drive

*THAT the Cultus Lake Park Board receive the Development Variance Permit results for 29 Lakeshore Drive for information.*

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(f) **Traffic Concerns and Sunnyside Blvd.**

- Email dated August 10, 2020 from residents Terry and Debbie Beck regarding traffic concerns

*THAT the Cultus Lake Park Board receive the email with respect to traffic safety.*

**(10) CONSENT AGENDA**

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130

2020 Second Quarter Reports

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

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

**(11) STAFF REPORTS**

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(a) **Recruitment of Chief Administrative Officer**

- Report dated August 19, 2020 from Erica Lee, Chief Financial Officer

*THAT the Cultus Lake Park Board receive the report from the Chief Financial Officer providing an overview of the recruitment process followed to fill the vacant Chief Administrative Officer position.*

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(b) **Moorage Report**

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

*THAT the Cultus Lake Park Board direct staff to implement changes to moorage administration set out in bullets on page four below.*

1. *Prepare and mail out registration forms and invoices to all current registered moorage holders by January 28, in line with the residential lease invoices.*
2. *Payment and completed registration form must be received by March 15. An additional \$150 late payment fee will be charged to individuals who submit applications following the March 15 deadline and no payment will be accepted after April 15.*
3. *Non-registered or non-paid buoys will be removed from the foreshore following April 15.*

4. *Vacant buoy locations will be mapped and assessed for distribution to the waitlist and the requested location change list.*
5. *June 15 - Staff will notify and post notice of intent flyers of upcoming moorage compliance checks.*
6. *July 1 - All registered buoys must comply with Cultus Lake Park bylaws and Canada Shipping Act Private Buoy Regulations.*

(c) **Parking Lot B Reconfiguration**

Page 137

- Report dated August 19, 2020 from Dave Driediger, Manager of Park Operations
- Parking plan #1
- Parking plan # 2

***THAT** the Cultus Lake Park Board direct staff to bring Option 2 implementation costs, including tree replacement, back to Board during 2021 budget deliberations; and*

***THAT** the Cultus Lake Park Board direct staff to replace trees removed from Parking Lot B at a ratio of 2:1.*

(d) **Lakeshore Dr. / First Ave. Survey Report**

Page 141

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

***THAT** the Cultus Lake Park Board receive this report for information and provide staff with direction.*

(e) **Golf Cart Usage in Cultus Lake Park**

Page 145

- Report dated August 19, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- **Letters of Support**

Page 147

***THAT** the Cultus Lake Park Board direct staff to proceed with the development of a golf cart Bylaw*

**OR**

***THAT** the Cultus Lake Park Board direct staff not to proceed with the development of a golf cart Bylaw for Cultus Lake Park.*

(f) **2021 Cultus Lake Triathlon**

Page 155

- Report dated August 19, 2020 from Paul Holman, Special Events Coordinator

***THAT** the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 16 – 20, 2021, with September 16, 17 and 18 as set-up days, September 19 as race day, and September 20 as a clean-up day.*

***THAT** the Cultus Lake Park Board approve reducing one rental fee day from \$500 to \$100 on Saturday, September 18, 2021.*



***THAT** the Cultus Lake Park Board approve waiving parking fees in Parking Lot A for 20 volunteers on Sunday, September 19, 2021.*

**(12) REPORTS BY COMMISSIONERS**

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

- Report dated August 19, 2020 from Darcy Bauer, Chair Environmental and Public Areas Planning Committee

***THAT** the Cultus Lake Park Board approves that the Environmental and Public Areas Planning Committee focus for the remainder of 2020 be to prioritize the protection of the at risk, old growth trees on Main Beach.*

**(13) COMMUNITY ASSOCIATION**

**(14) PUBLIC QUESTION PERIOD**

**(15) ADJOURNMENT**

***THAT** the Regular Meeting of the Cultus Lake Park Board held on August 19, 2020 be adjourned.*



## Rachel Litchfield

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**From:** Joe Lamb  
**Sent:** July 3, 2020 9:57 AM  
**To:** Rachel Litchfield  
**Subject:** FW: Parmenter Road Mountain Bike Development  
**Attachments:** Parmenter Road Skills Park - EOI.pdf

Here is the document.

Regards,

Joe

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**From:** Hamish  
**Date:** Monday, June 29, 2020 at 8:50 PM  
**To:** Joe Lamb <joe.lamb@cultuslake.bc.ca>  
**Subject:** Parmenter Road Mountain Bike Development

Hi Joe,

Thank you for meeting with me a while back to discuss the development of a parking area and a skill development area along Parmenter Road on Vedder Mountain. I appreciate the time you spent and your suggestions to help us work towards this.

I took what we discussed to our board and it was decided that the development of a parking area beside Parmenter road in line with what the Parks Board would like would not be feasible for the FVMBA and its members at this time. Also, unfortunately, it is the boards opinion that having a paid parking option for mountain bikers at the bottom of the hill, although being very convenient, would likely not get much use from mountain bikers or trail runners when there is the current parking to use.

However, we are still very interested in the development of the skills area on the parcel of land by Parmenter Road and believe that it would be of great benefit to both the community of Cultus Lake and the broader mountain bike community,

I have attached a brief proposal outlining this in the hope that you will be able to bring it to your board and perhaps we can present our proposal in person.

Please let me know if this is possible and if you have any further questions.

Cheers,

Hamish.

Co-Director Chilliwack



# Parmenter Road Skills Park



## Mountain Biking on Vedder Mountain

Our community is well known for its mountain bike trails. The popularity of Vedder Mountain is continually growing and attracts riders from all over British Columbia. Mountain biking can be an intimidating sport, and, at times not very inclusive. New participants often find our easier trails difficult to ride which hampers the opportunity for the local community to grow. The proximity of Vedder mountain to the lake, campsites and water park makes it an ideal location to develop a place where new riders can come as family groups to hone their skills and develop confidence to take on the challenging trails in our area. Mountain biking is becoming a significant tourism driver in B.C and the FVMBA firmly believes a skills park could attract visitors while engaging a broad segment of local citizens to participate in a healthy outdoor activity.



## Skills Park

A bike skills park attracts a diverse group of riders, skill levels, and ages. This has proven to be the case in other locations across the province, the wide range of trails, obstacles and features in a skills park would attract:

- Families looking for a place where parents and/or children can ride
- Youth looking for an entertaining and exhilarating riding experience
- Novice riders or people wanting to try mountain biking for themselves



For quite some time, the FVMBA has noted the parcel of land on the south side of Parmenter Road and how well it could function as a bike skills park. Having walked this parcel of land several times, our executive is excited by the possibilities that this property offers, as the topography of this area is ideal for a bike skills park. The features to be incorporated in the design of this park could include:





- White (easiest) and green singletrack trails with alternate lines for new riders to gain experience with basic obstacles like roots and rocks. This perimeter trail system would work its way around the entire park. An example of this elsewhere is the Lost Lake trails in Whistler.
- Nature and interpretive walking trails with signage detailing local indigenous history, stories and ecology
- History of Vedder Mountain and local area (e.g. the Vedder Mountain Railway, Cultus Lake)
- A machine-built (ideally) flow trail with bermed corners and jumps - a downscaled version of Whistler's highly popular Crank It Up
- A pump/jump track for dirt jump riders (highly popular with youth)
- Skills zones for novice and intermediate riders, with bridges, skinnies, drops and other wood features with animal themes and interpretive signage



The parcel is bisected by a creek that divides the land into two areas. The eastern section is flatter and good for novice skill building, while the grades of the western section would be better suited to more advanced skill development (bermed flow trail & advanced features).

We believe that an established skills area would firmly place Vedder Mountain as an extremely desirable mountain bike destination in the province.

## A Great Opportunity

FVMBA is willing to plan and build a skills park on this parcel. The work could be done in phases, with cooperation between the FVMBA, the Chilliwack Park Society, and any other interested parties.

The FVMBA is proud to have access to highly skilled volunteer trail builders whom regularly donate their time to maintaining and improving the trails in the area, a paid full time summer trail crew currently working across the riding areas in the Fraser Valley and the funds available to hire independent contractors on special projects.

We thank you for your time and consideration in this project and look forward to presenting it in further detail to the board at your earliest convenience.





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JUNE 17, 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 2:58 pm.

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

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

Section 90 (1), (d) 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**

The meeting reconvened at 1:32 pm.

#### (4) **APPROVAL OF AGENDA**

**4653-20** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***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.*

**CARRIED**

(5) **ADOPTION OF MINUTES**

4654-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held May 20, 2020.*

**CARRIED**

(6) **FINANCE**

(a) **2019 Statement of Financial Information**

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

4655-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***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.*

**CARRIED**

(7) **CORRESPONDENCE**

(a) **Canada Emergency Response Program inquiry**

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

4656-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***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.*

**CARRIED**

(8) **BYLAWS**

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

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

4657-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***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.***

**CARRIED**

**(9) STAFF REPORTS**

The Cultus Lake Park Board announced that the Acting Chief Administrative Officer, Joe Lamb has been selected by the Board to fill the full time position of Chief Administrative Officer for the Park and staff will prepare a report on the selection process will be provided at the next Regular Board meeting.

**(a) Lakeside Beach Club request for temporary patio extension**

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

4658-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***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.***

**CARRIED**

**(b) COVID – Cultus Lake Park Reopen Plan**

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

4659-20 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

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

**CARRIED**

**(10) REPORTS BY COMMISSIONERS**

Commissioner Bauer, Chair of the Environmental and Public Areas Planning Committee thanked staff and the many volunteers with respect to the Milfoil Management Plan and wished to thank those who donated funds in order to make this project possible. He noted that to date \$4,678 was donated to help fund this project. He also noted that he would like to coordinate with staff to move the matting mid-August and have them repositioned.

**(11) COMMUNITY ASSOCIATION**

Question of the Month?

Approximately three years ago a public meeting was held to address buoy issues. Could you please advise as to the current buoy situation in regards to placement and allocation as there has been a moratorium for the last three years? Could details be provided as to the scope of the

project that is being undertaken? What has the cost of the buoy project been to date? What is the estimated cost and timeline to complete this project?

Answer:

At the August 23, 2017 Foreshore Buoy Public Information meeting the Board identified that 235 buoys were registered, paid and conforming at that time. GPS locations were gathered by staff at that time. Staff identified that the Board had 60 people on the buoy waitlist. 42 buoys were identified unregistered or nonconforming, and buoys and anchor systems were removed in April 2017. A moratorium was placed on buoy registration in early 2017.

In June of 2017 staff discussed options to have buoy owners move their buoys to locations identified by a GIS program in hopes to accommodate further registration of those on the waitlist where room may have occurred. Further to this option, it was decided that this option may harm the environment of the lake and this option did not go ahead.

In June of 2018 the Board had 235 registered buoys with the foreshore area. During this time the Board had tried to ensure and enforce changes or requirements set out by Transport Canada. In July they identified that more than 98 percent of the buoys did not comply with Transport Canada requirements. At that time staff sourced out buoy modification kits at no cost to registered buoy holders. The cost was approximately \$15.30 per buoy totalling \$3,600 for the total foreshore for this project. Kits were made available August 1, 2018.

In addition, staff have also been tasked with how the Board could deal with unauthorized boats within the foreshore area.

To date, the Board has 5 boat lifts registered, 226 registered buoys in 2019, 9 unregistered buoys, as of June 11, 2020 – all have been contacted via email either to register or remove their buoy and anchor system. Three have confirmed that these buoys will be removed. To date 186 people have been added to the waitlist. Staff will post notices of Intent to advise boat owners that compliance checks will begin following July 1<sup>st</sup>.

The Board is currently exploring other viable options presented by staff with respect to the bylaw timelines related to registration dates and compliance that could allow for options to open up the waitlist in the future.

In addition, the Board has applied for a commercial foreshore license, which is expected to take up to two years for processing. Chair Renwick requested that staff bring back a report back to the Board in July.

(12) **PUBLIC QUESTION PERIOD**

(13) **ADJOURNMENT**

**4660-20** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT the Regular Meeting of the Cultus Lake Park Board held on June 17, 2020 be adjourned 3:19 pm.***

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held June 17, 2020.

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David Renwick, Chair

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Joe Lamb, Acting Chief Administrative  
Officer





# ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE

May 21, 2020

## Meeting Minutes

### Present:

Darcy Bauer	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Steve Arnold	Public Appointee
Brenda Senft	Public Appointee
Kathie VanderHelm	Public Appointee
Joe Lamb	Acting Chief Administrative Officer
Dave Driediger	Manager of Park Operations
Katrina Craig	Cultus Lake Park Staff

### Absent: N/A

Brenda Cosgrove	Public Appointee
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The meeting was called to order by the Chair at 10:10 am

## ADOPTION OF AGENDA

Moved by: Brenda Senft

Seconded by: Commissioner Payeur

## Carried

***THAT** the agenda for the May 21, 2020 Environmental and Public Areas Planning Committee be approved as amended by including 6.b – Invasives,*

## ADOPTION OF COMMITTEE MINUTES

Moved by: Commissioner Payeur

Seconded by: Commissioner Bauer

***THAT** the minutes for the February 21, 2020 Environmental and Public Areas Planning Committee were approved via email on February 28, 2020.*

## DOUGLS FIR REMOVAL OPTIONS

- Some suggestions and pictures were sent in by a resident and the committee discussed options where the large Douglas Fir tree was removed near Main Beach Boat Rentals.
- The full plan may be too much but preserving the stump and a plaque might be nice.
- There's high value in the education part, history of the tree, the age and why the tree had to come down. Maybe plexiglass over the stump with the aging/info underneath.



- Concerns regarding the canoes and foot traffic was discussed.
- The Manager of Park Operations to find out the ramifications to leaving a potentially infected stump in the ground and if it is possible to plant a new tree in this area.
- Discussion to be brought back at the next committee meeting.

## **2020 COMMITTEE PRIORITIES – MULCH**

- The committee discussed the pros and cons of putting bark mulch around all the big trees on Main Beach.
- Exposed roots should be the priority and a plan in place prior to mulching. Brenda Senft to work with the Manager of Park Operations and the Acting CAO to identify the trees to be mulched, beginning behind the Park office where blackberries were removed.
- Some staff time to be available, with two weeks' notice.
- No mow area: Staff needs to have discussions regarding the maintenance of committee plans; suspending grounds maintenance is not an option.

## **MILFOIL UPDATE**

- Commissioner Bauer updated the committee on the West Side Milfoil mat project. They need to be removed in 2.5 months and need they need to have divers lined up. The Manager of Park Operations to look into diver options. Commissioner Bauer to give the Manager of Park Operations the dates divers are required.
- Acting CAO to confirm the money left in the Milfoil fund.
- A process for continued maintenance needs to be put in place.
- An evaluation needs to be done after the project is completed to see if it is working.
- Milfoil Management fund/budgeting to be discussed with staff and a discussion during 2021 budget to ensure the funds are properly allocated.

## **INVASIVES**

- Blackberry removal area to be managed through the summer and discuss a more permanent solution in the fall.
- Contacting FVISS to help deal with the area the proper way, re: best practices.
- Education regarding invasive plants in the Park, with pictures, problems they can cause, know what they look like and what you can do. Kathy VanderHelm to create a flyer, maybe be able to email it to residents and Sunnyside, hand outs not a good idea with COVID-19.
- Staff has a minimal budge for invasive removal.
- Committee to work with staff to identify areas and need permission from the Manager of Park Operations prior to invasive removal.

## **GEESE**

- Signage for garbage cans.
- Signs in the Park re: education/don't feed.
- Staff to be extra diligent with no garbage left near garbage cans or on the beach in the evenings.



### ITEMS FOR NEXT MEETING

- Stump viability.
- Tree/understory planting in the fall.

### NEXT MEETING DATE

- July 22, 2020 – 9:00 am

### ADJOURNMENT OF THE MEETING

Moved by: Brenda Senft

Seconded by: Commissioner Payeur

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

Meeting Adjourned at 11:20 am





# ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE

July 22, 2020

## Meeting Minutes

### **Present:**

Darcy Bauer	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Steve Arnold	Public Appointee
Brenda Senft	Public Appointee
Kathie VanderHelm	Public Appointee
Brenda Cosgrove	Public Appointee
Joe Lamb – Via Zoom	Acting Chief Administrative Officer
Dave Driediger	Manager of Park Operations
Katrina Craig	Cultus Lake Park Staff

### **Absent: N/A**

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

### **ADOPTION OF AGENDA**

Moved by: Brenda Senft

Seconded by: Commissioner Payeur

### **Carried**

***THAT** the agenda for the July 22, 2020 Environmental and Public Areas Planning Committee be approved*

### **ADOPTION OF COMMITTEE MINUTES**

Moved by: Brenda Senft

Seconded by: Commissioner Payeur

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

### **PROGRESS AND AGENDA FOR PROTECTING MAIN BEACH OLD GROWTH TREE ROOT SYSTEM:**

- Area behind the Cultus Lake Park office – was mulched where blackberries were removed
- Brian Dyck to donate more mulch for main beach tree root protection
- A discussion was had regarding the roots in the area between the rubber path and the beach. High traffic areas – beach and tree line. See attached map.
- The “pathway” will be the mulch barrier eventually, but what to do in the meantime.
  - Grass – hard to mow close
  - Planting under story

- Mulch (needs barriers to keep mulch in)
- Chief Administrative Office/Manager of Park Operations – are experimenting with genetic fertilizer that stunts the growth of grass but allows it to grow thicker
- \$6300 remaining in the Environmental Committees budget
- Soil and grass – between the Main Beach gazebo and the treeline - exposed roots. Need to continue with the irrigation.
- Rocks left over are irregular size. Rectangular rocks would work better. Manager of Park Operations – to uncover rocks to get a better look
- Should be looking at trees that the protection will help in the long run.
- Focus on clumps of trees with highly raised roots.
- Need to prioritize
- Should we seek professional advice on how to best place our efforts. What will actually help
  - Tagged trees/hazardous?
  - Un tagged trees on Main Beach – priority?
- Committee's direction – grass/ mulch/ trees?
- Can we get water for these trees?
- Manager of Park Operations – first provide irrigation to the at risk trees
- Must protect the irrigation lines.
- \$6300 identify areas
  - Estimate on getting the irrigation line to this area
  - And then decide on mulch/grass – protection

Motion:

***THAT*** the Environmental and Public Areas Planning Committee focus for 2020 be to prioritize the protection of the at risk, old growth trees on Main Beach.

Moved by: Brenda Senft

Seconded by: Commissioner Payeur

**Carried**

#### **UPDATE IN PROGRESS OF INVASIVE SPECIES REMOVAL AND AGENDA FOR SCHEDULING SPRAYING IN FALL**

- Kathie VanderHelm has removed lots of invasive species
- Public Works Yard has lots of scotch broom
- Blackberry spray should be done in the fall
  - Cost? – for herbicide
  - Keep cutting them back for now
- Staff to come back to the committee to see if there are any funds to spray the blackberry area that was previously cut back.
- Staff will cut down the scotch broom at the Public works yard



## MILFOIL UPDATE

- Divers have been scheduled for mid - August and October to remove/reposition mats – it is two weeks late
- - This will need 2-3 divers
  - Moved over or out 10 feet

## MISCELLANEOUS FROM THE MAY 21, 2020 MEETING

- Douglas fir removal area – ramifications to leaving a potentially infected stump - Manager of Park Operations – was not given a clear answer
- Foot traffic near canoes
- Plexi glass/education? Not a great place
- Possibly be able to make an educational area when a large tree has to come down
- Report says trees in from of the Main Beach Boat Rentals are not worth trying to save and the effort should be to protect ones that will benefit.
- A discussion to be had with the Main Beach Boat Rentals owner regarding the protection of 4-5 trees in front of the Main Beach deemed unsavable.

## MISCELLANEOUS

- There is root in a parking stall in lot B, can a rock be placed to protect the roots from vehicle traffic.
- In the same location the dumpsters are blocking the trees from getting water, can they be moved?

## NEXT MEETING DATE

- September 18, 2020

## ADJOURNMENT OF THE MEETING

Moved by: Commissioner Payeur

Seconded by: Brenda Senft

***THAT*** the July 22, 2020 meeting of the Environmental and Public Areas Planning Committee be adjourned

Meeting Adjourned at 10:00 am



Monday evening June 15<sup>th</sup>, cars traveling up and down Willow St late at night after park is closed obvious non residents as with similar incidents in the past couple weeks. This lead to meeting today which I thank you for.

**\*Two separate incidents during the past couple of weeks cars with kids unloaded from cars and moved in and out between homes all carrying back packs, these incidents were between 2-3am**

**\*Calls were made to Park Board Security office no calls returned as voice mail said they would or follow up calls from office.**

**\*During the strict Covid crack down with Michael on duty his follow was excellent, stationed at the front gate house during the day and night and turned away all non residents.**

**ALL OTHER AREAS OF PARK ARE GATED AT NIGHT, EG: GOLF COURSE PARKING LOTS.**

**\*GATES ACT AS DETRENT**

**\*DECREASE CARS DRIVING AROUND RESIDENTIAL .**

**\*POTENTIALLY DECREASE SECURITY COST OVER TIME.**

**\*THIS SIDE IS DIFFERENT THAN OTHER SIDE. HOMES INDIFFERENT ISSUES.**

**\*LOTS OF EMPTY HOMES IN OFF SEASON, WILL PROVIDE MORE SECURITY TO NON OCCUPIED HOMES.**

**\*RESIDENTS COULD CONTRIBUTE, VOTE ON LEVY.**

**\*IN INTERM HAVE SECURITY USE GATE HOUSE ON DAYS THEY THEY ARE HERE.**

**\*CAN SUNNYSIDE SECURITY BE USED IN PARK AS WELL.**

**\*I PROPOSE A SECURITY GATE AFTER HOURS TO BE LOCKED AS IS THE OTHER MAIN BEACH AND PARKING LOTS,**

**\*RESIDENTS NEED TO FEEL SAFE AND SECURE AT CUTLUS LAKE.**

**\*WE KNEW BUYING INTO CUTLUS THAT IT WAS A PARK DURING THE DAY BUT NOT OPEN AFTER DUSK TO DRIVE UP AND DOWN THE STREETS TO LOOK INTO HOME TO VANDALIZE AT THEIR OWN LEISURE.**

**\*LETS HAVE SECURITY AT BOTH SIDES SUNNYSIDE AND LAKESORE FOR ALL RESIDENTS.**



# Safe & Secure Gates Ltd. DBA Gates Your Way

Hamid Tazikeh (604) 991-0522  
404 - 8705 Young Road  
Chilliwack, British Columbia V2P 4P3  
hamid@gatesyourway.com

## QUOTE

Quote No.: 621  
Date: 06/21/2020  
Page: 1  
Ship Date:

Sold To:

Ship To:

Cultus Lake  
Chilliwack, BC  
Canada

Cultus Lake  
Chilliwack, BC  
Canada

Business No.: 75178 4083

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
quote for	1.0000	Each	quote requested for Security gate at Cultus Lake entrance			
barrier gate 18'	1.0000	Each	Entrance gate - barrier gate 18' single arm with post - 6" post, 3 1/2" frame , black colour	G	3,960.00	3,960.00
barrier gate 14'	1.0000	Each	Exit gate - barrier gate 14' single arm with post - 6" post, 3 1/2" frame , black color	G	3,250.00	3,250.00
coustom style Single Swing	0.0001	Each	Entrance gate - coustom style Single Swing Aluminum Gate with posts - 18' X 6' - SG Black colour	G	4,970.00	0.50
Coustom syle Single Swing	0.0001	Each	Exit gate - Coustom style Single Swing Aluminum gate with posts - 14' X 6' - SG Black colour	G	4,280.00	0.43
LM CSW24UL	2.0000	Each	LM CSW24UL -24VDC Swing gate operator	G	3,750.00	7,500.00
card reader	1.0000	Each	LM PPLX Proximity card reader	G	469.00	469.00
Radio Program	1.0000	Each	Radio Program LM PPRP proximity radio program	G	192.00	192.00
power supply 120V AC to 12 volts DC	1.0000	Each	power supply 120V AC to 12 volts, 2A DC	G	54.00	54.00
cards for card reader HID clamshell	1.0000	Each	cards for card reader HID clamshell per card	G	7.00	7.00
exit probe Cartel cP-3 100'	1.0000	Each	exit probe cartell 100' CP-3 , 5 wire with conduit	G	415.00	415.00
post for keypad	1.0000	Each	post for card reader and rain cap with installation	G	320.00	320.00
delivery of product	1.0000	Each	delivery of product	G	750.00	750.00
install card reader	1.0000	Each	install card reader interface with existing system	G	500.00	500.00
install automation and concrete	2.0000	Each	install automation, programming , and posts in concrete	G	2,500.00	5,000.00
			Subtotal:			22,417.93
			G - GST @ 5% GST			1,120.90
Shipped by Terms: 3%/2, Net 15. Due 07/06/2020. Comments Thanks for the chance to quote					Total Amount	23,538.83
Sold By:						

\_\_\_\_\_

**Subject:** Sunnyside Lakeside Trail

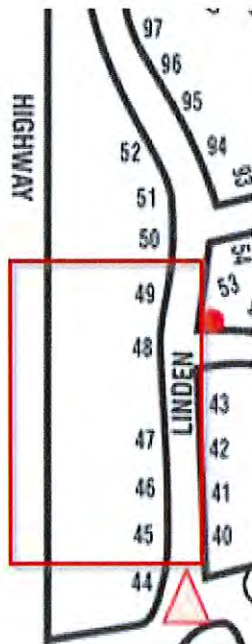
I hope that meets with your approval and expectations.

rsvp any questions and preferably approval to proceed.

thanks again for your consideration,

Ernie Vance

[ernie.vance@lakesidetrail.ca](mailto:ernie.vance@lakesidetrail.ca)















Exit from Sunnyside wher another cross walk will be painted.









---

# LAKE SIDE TRAIL: SUNNYSIDE CAMPGROUND TO JADE BAY

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*David Urban, Manager of Outdoor Recreation Planning*

*January 16, 2019*

# LAKE SIDE TRAIL

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- Concept
  - › Build the Lakeside Trail from Sunnyside Campground to Jade Bay
  - › Presentation focus on Sunnyside Campground



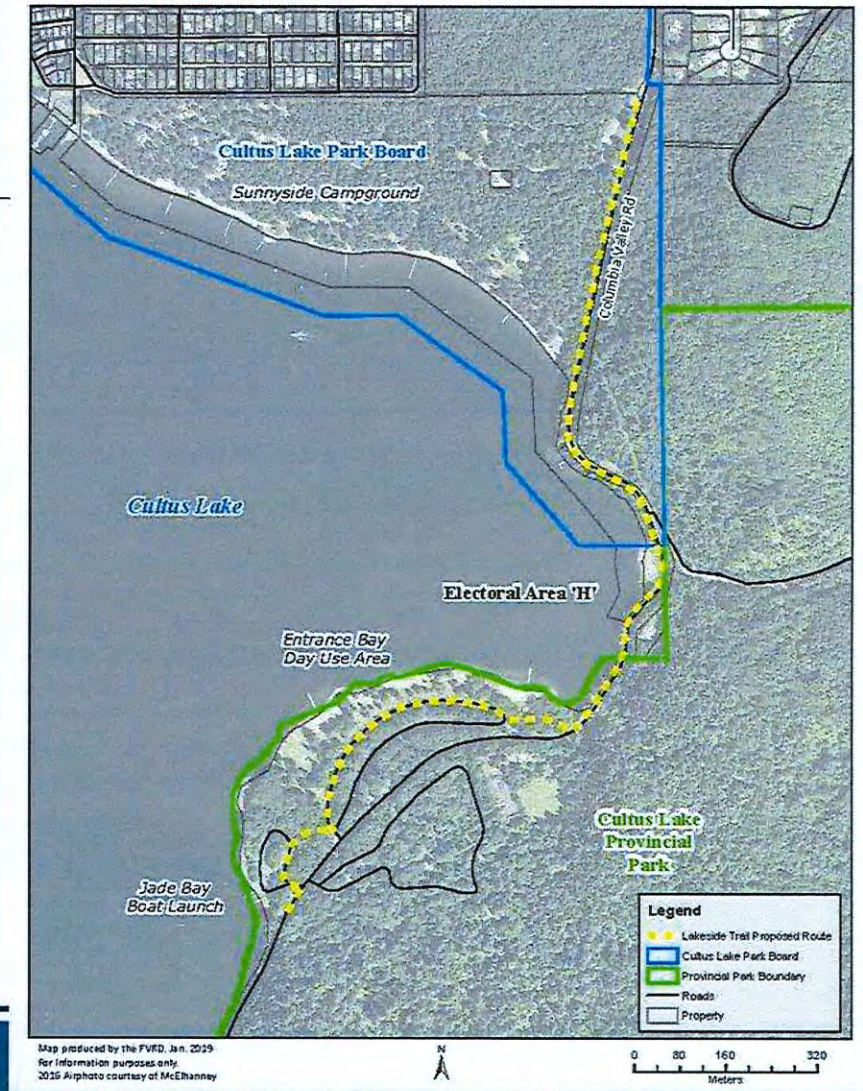


# LAKESIDE TRAIL

## □ Sunnyside Campground to Jade Bay

### › Four partners

- Cultus Lake Park Board
- Ministry of Transportation and Infrastructure
- Fraser Valley Regional District
- Ministry of Environment





# LAKESIDE TRAIL

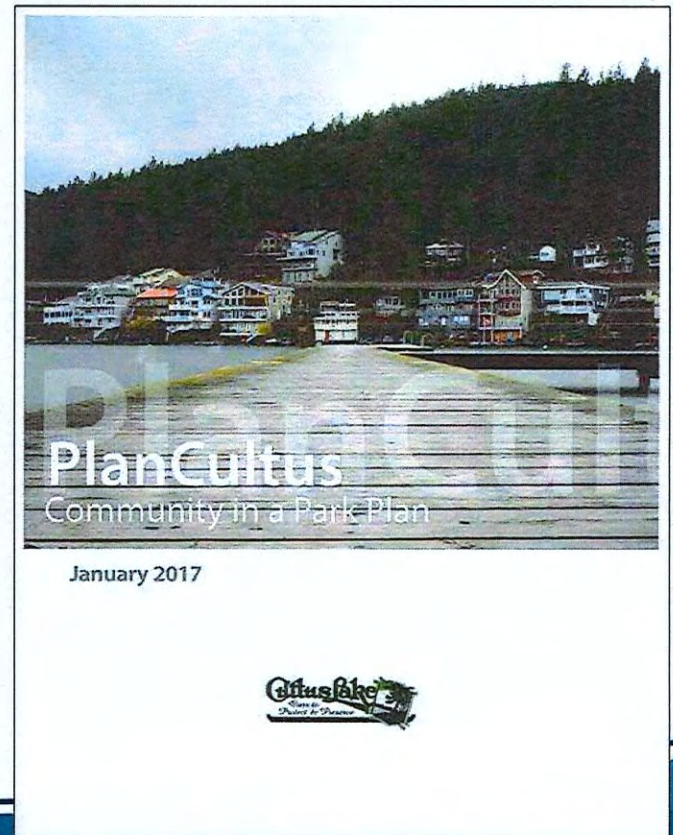
## □ PlanCultus – Themes

### › Economy

- Strengthen the local tourism based economy

### › Transportation

- Develop high quality pedestrian and cycling connections



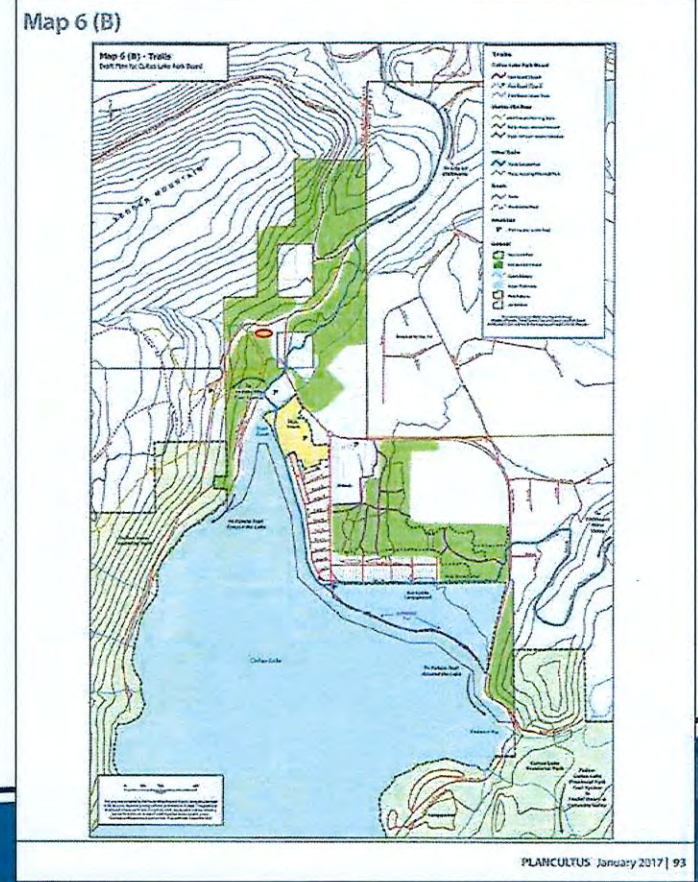


# LAKE SIDE TRAIL

## □ PlanCultus

### 8.3 Walking and Biking

8.3.1 Pursue high-quality pedestrian and cycling connections between the Village Centre and the lake, throughout Cultus Lake Park, and to connect the north and south ends of the lake, as well as to provide a connection to the City of Chilliwack.





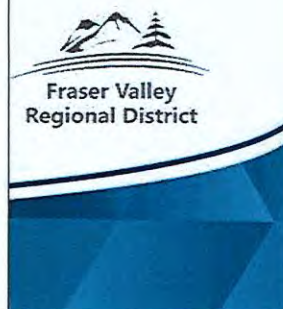
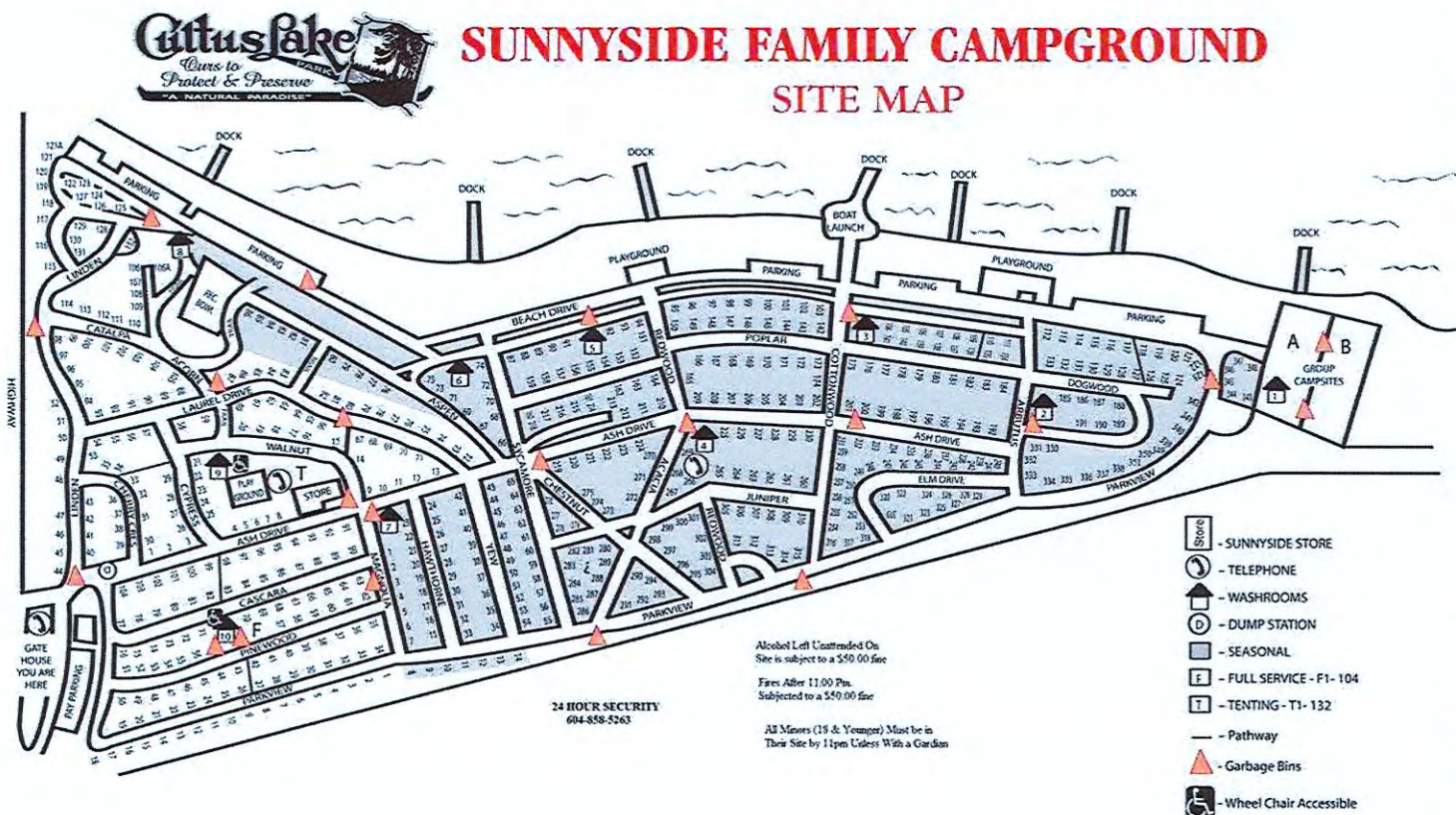
# LAKESIDE TRAIL

- The Great Trail
  - › Well established trail
  - › Favourable connection point



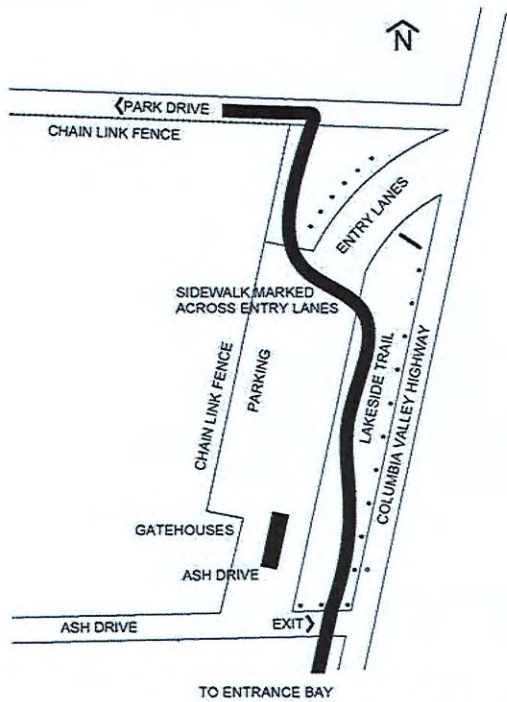


# LAKE SIDE TRAIL





# LAKESIDE TRAIL



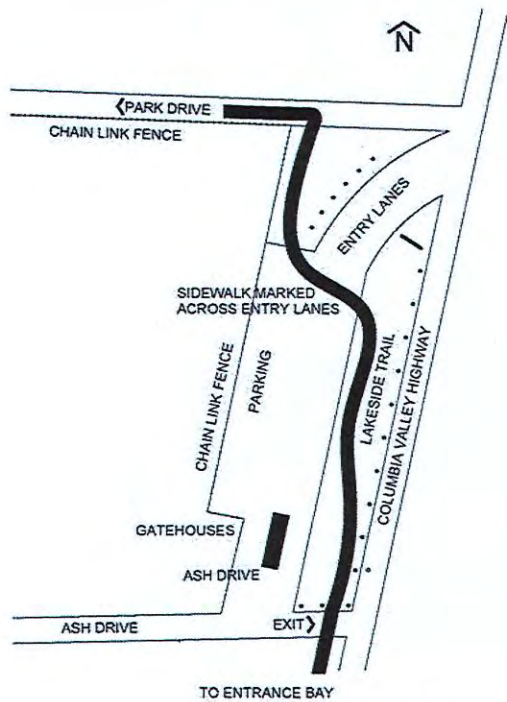
LAKESIDE TRAIL AT  
SUNNYSIDE ENTRANCE

JULY 2018  
NTS



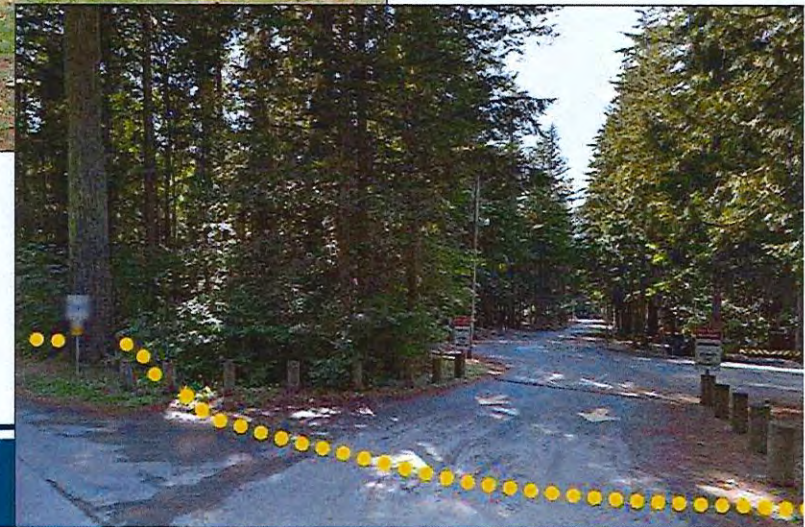


# LAKE SIDE TRAIL



## LAKE SIDE TRAIL AT SUNNYSIDE ENTRANCE

JULY 2018  
NTS





# LAKESIDE TRAIL

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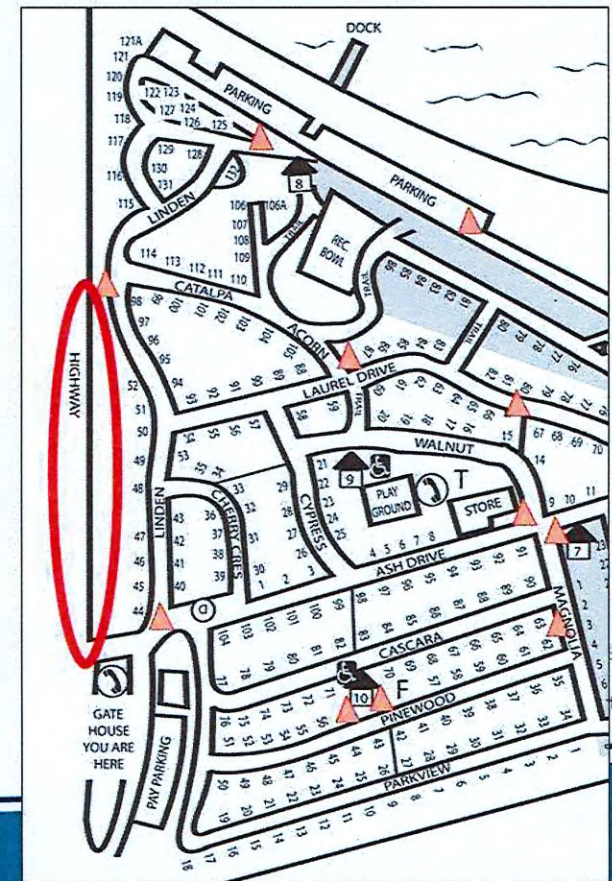
- 450 feet of Meandering Trail
  - › Weave through mature trees
  - › Maintain a minimum 20 foot vegetation buffer from end of campsites
  - › Gravel trail will be 5 to 6.5 feet wide
  - › Survey required to determine property boundaries





# LAKESIDE TRAIL

- Two Tenting Campsites of Interest
  - › Site 48 and 52
  - › Rules per site:
    - 2 adults with a maximum of 4
    - 2 tents maximum
    - 2 vehicle maximum
  - › Less desirable – noise from Columbia Valley Highway





# LAKESIDE TRAIL

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## □ Campsite 48

- › 95 feet from Linden to proposed trail
- › 14 foot vegetation buffer from edge of campsite
- › Leaves 81 foot campsite

Proposed 20 foot buffer means a 75 foot campsite





# LAKESIDE TRAIL

---

- Campsite 52
    - › 79 feet from Linden to proposed trail
    - › 6 foot vegetation buffer from edge of campsite
    - › Leaves 73 foot campsite
- Proposed 20 foot buffer means a 65 foot campsite

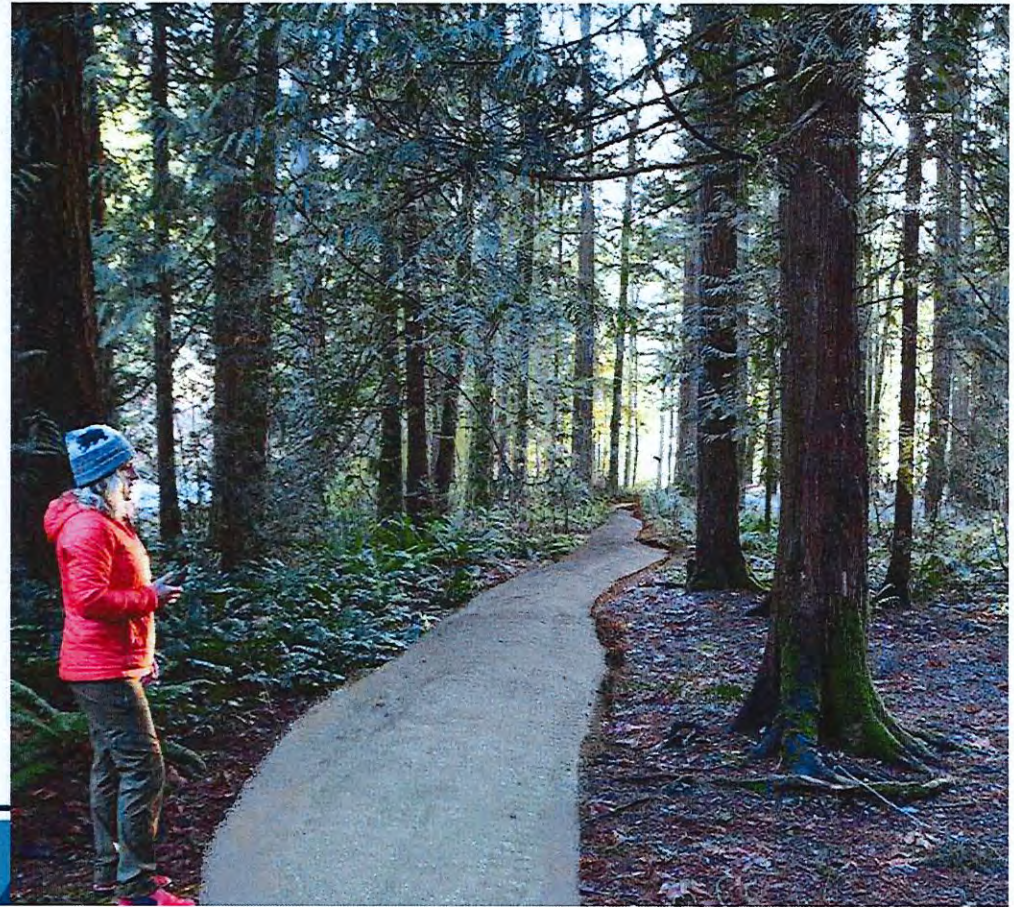




# LAKESIDE TRAIL

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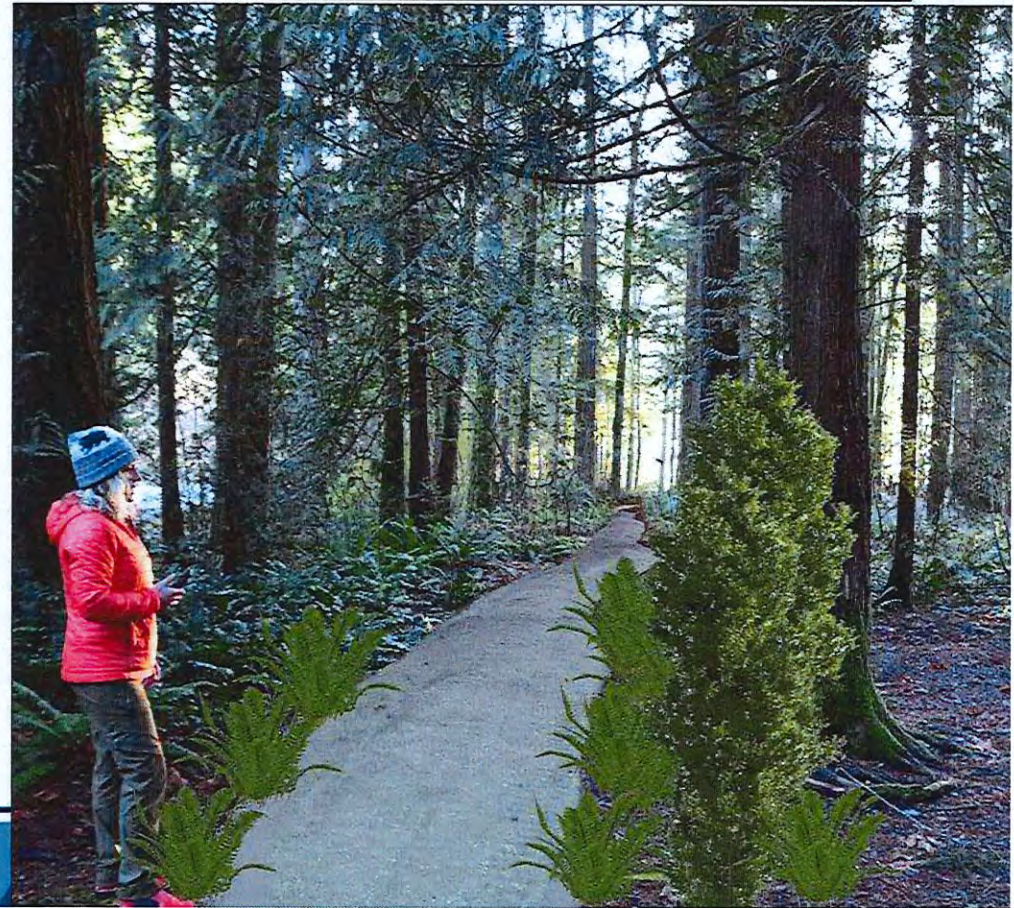
- Campsite 52
  - › Trail rendering





# LAKESIDE TRAIL

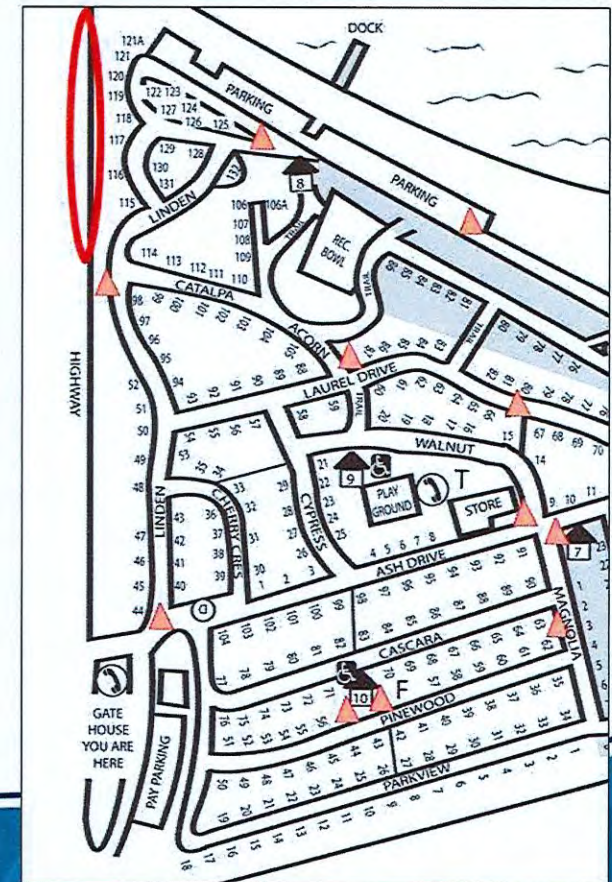
- Campsite 52
  - › Trail rendering with vegetation





# LAKESIDE TRAIL

- South end of Campground
  - › Campsites lower in elevation
  - › Trail along road shoulder





# LAKESIDE TRAIL

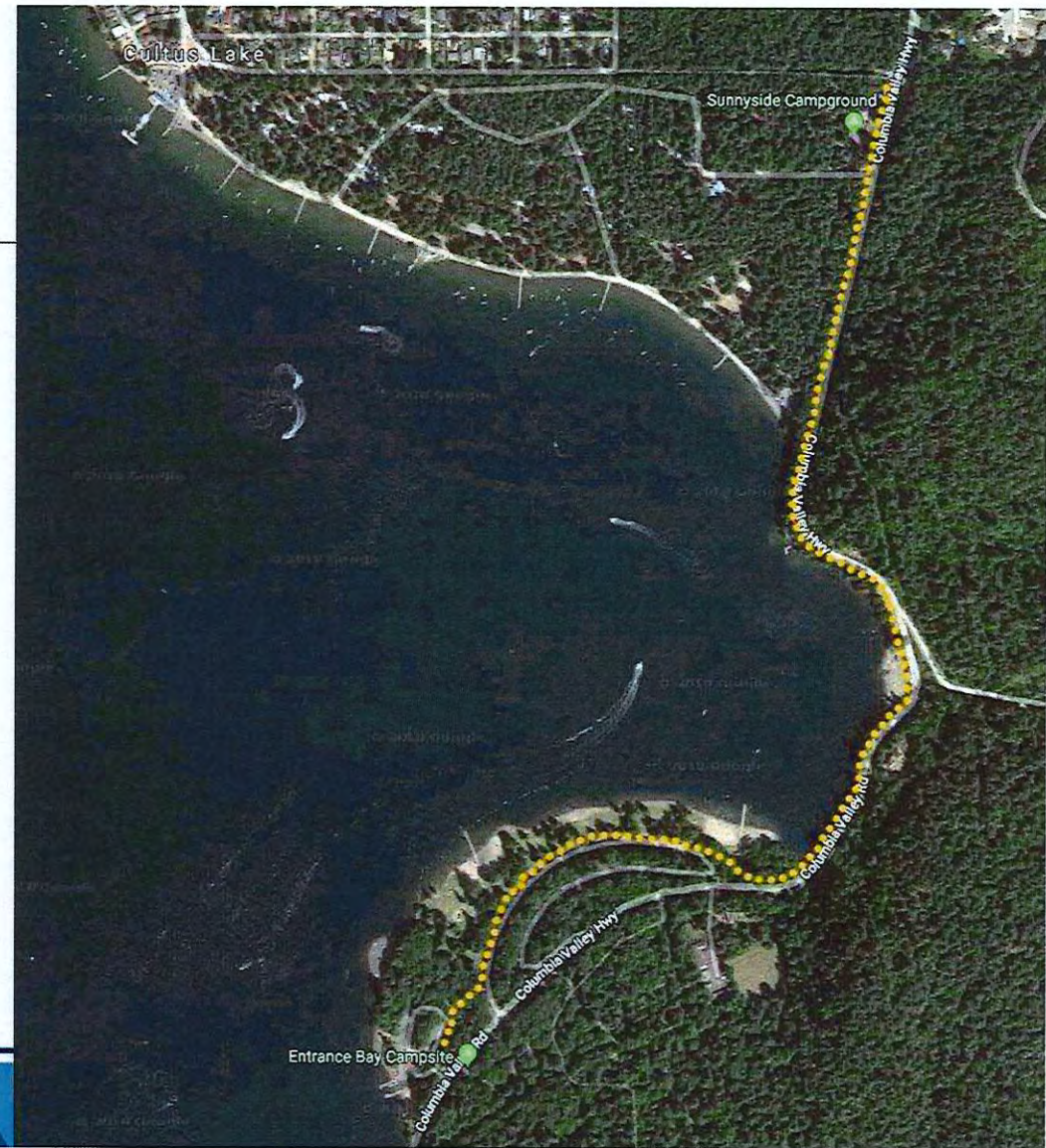
- Farther South
  - › Discussions with Ministry of Transportation and Infrastructure and BC Parks





# LAKESIDE TRAIL

## ☐ Discussion





**Rachel Litchfield**

---

**From:** Joe Lamb  
**Sent:** August 17, 2020 8:11 AM  
**To:** Rachel Litchfield  
**Subject:** FW: Aug 19 mtg Agenda item 9 b

Please add this to the Agenda package for the commissioners review.

Regards,

Joe

---

**From:** Brenda Senft  
**Date:** Friday, August 14, 2020 at 5:42 PM  
**To:** Joe Lamb <joe.lamb@cultuslake.bc.ca>  
**Subject:** Re: Aug 19 mtg Agenda item 9 b

Hello Joe

Re :Lakeside Trail - Vegetation Buffer between campsites and Trail

This presents a great opportunity to enhance the Sunnyside Forest environment by adding in some indigenous trees and plants to preserve the forest canopy and add density for the future.. The SS Forest includes a range of varieties of trees and shrubs that are easy to obtain locally [ Peels Nursery in Mission] and will be much easier to grow and much more appropriate than ornamental cultivars.[ cedar hedging] . After taking a walk through, I would recommend planting Douglas Firs [ 10 gal size] strategically through this area and fill in spaces between with Tall Oregon Grape, Thimble berry, Salmon Berry, Ninebark, snowberry, Vine Maple Sword Fern as the budget permits. This project should be done with a vision for naturalizing and enhancing this part of the forest - use of some logs would add to it. As in the photo below, this combination of trees and range of understory would provide a visual and sound buffer . Let me know if I can provide anything further. I am happy to help out.

Brenda



On Aug 14, 2020, at 12:31 PM, Joe Lamb <[joe.lamb@cultuslake.bc.ca](mailto:joe.lamb@cultuslake.bc.ca)> wrote:

Thanks Brenda, could you provide some recommendations? This is being provided by the FVRD.

Regards,

Joe

---

**From:** Brenda Senft

**Date:** Friday, August 14, 2020 at 12:30 PM

**To:** Joe Lamb <[joe.lamb@cultuslake.bc.ca](mailto:joe.lamb@cultuslake.bc.ca)>

**Subject:** Aug 19 mtg Agenda item 9 b

Hi Joe

I read in the agenda package that a Cedar Hedge is proposed as a screen between campers and the Lakeside Trail thru Sunnyside. I believe this is inappropriate. We should be planting indigenous shrubbery in this forest environment. There are lots of options. In addition a cedar hedge will not grow well in this site

My thoughts for your consideration

Btends



**From:** Eric Nordgren <  
**Sent:** July 8, 2020 1:47 PM  
**To:** Rachel Litchfield <[Rachel.Litchfield@cultuslake.bc.ca](mailto:Rachel.Litchfield@cultuslake.bc.ca)>  
**Cc:** Joe Lamb <[joe.lamb@cultuslake.bc.ca](mailto:joe.lamb@cultuslake.bc.ca)>  
**Subject:** RE: Permission to set up a TELUS tent for a few days

Hello Rachel

Sorry for delay. Yes I'd love to proceed with this request and add a secondary one to it as an alternative. (Been away hopefully not too late 😊 )

We'd like to seek permission for a one time canvas of each home that would take place in the following way due to COVID.

- A member or two of my team, wearing PPE, would hang a TELUS branded door hanger on each property.
- It would have directions for the home owner, that if the home owner would like to have someone visit their home to talk about TELUS services now available, to hang the door knocker in the opposite side indicating they would be open to a physically distanced door knock on a prescribed day of the week (as marked on the hanger)
- We'd come back on the agreed upon day and only knock on the doors of those who had agreed to it.

This would be a one-time request, as mentioned, primarily because these services have never been available and we'd like to let the home owners know that they now have an alternative choice for their TV service, and potentially increased internet speeds.

Note: This is not a fibre optic upgrade, it was an equipment upgrade in our office that allows us to enable the TV service.

Please let me know how I can get on the agenda if it's not too late. And if it requires me or my GM to attend to make the request we'd be happy to do so.

Many thanks

Eric Nordgren  
Field Support Manager  
Chilliwack, Hope and surrounding areas

**From:** Eric Nordgren <  
**Sent:** June 24, 2020 7:33 AM  
**To:** Rachel Litchfield <[Rachel.Litchfield@cultuslake.bc.ca](mailto:Rachel.Litchfield@cultuslake.bc.ca)>  
**Subject:** Permission to set up a TELUS tent for a few days

Hello Rachel

I'm the local area manager for TELUS TV/Internet and security installation crews. Thanks for the short notice meet-up on Tuesday afternoon.

TELUS is imminently going to be able to offer Optik TV service in the Cultus Lake Park area, something that we've not been able to do before. We provide internet service and have some legacy satellite installations. My team is excited for the opportunity to be able to offer more choice to the residents there, including our new Smart Home Security services.

We'd like to seek permission via a permit including any applicable fees to set up a TELUS branded tent, with 2-3 technicians and their TELUS branded vehicles to inform residents of it's availability and sign-up any who are interested. We don't know where such a tent would be permitted but we scouted three locations we'd like to try.

1. Near the triangular boulevard adjacent to the Esso station. (idea for this location being during normal events we'd offer something to those who visit the tent but with COVID handing over gifts isn't advisable so we'd like to pay for a cold beverage coffee at the Esso on a tab basis)
2. IN the parking lot near the public washrooms and lakehouse restaurant, exact location to be determined by the boards authority
3. In the clear/parking area directly south of the firehall on sunnyside boulevard.

We'd be seeking permission for probably up to 5 days, ideally before the water park opens up when obviously space would be at a premium.

Please let me know what steps we'd have to take to obtain the permission.

I also want to apologize for a misunderstanding on the part of my team yesterday. I asked them to set up entirely within our fenced compound adjacent to the waterpark just to see if any interest could be generated. They set up the tent adjacent to the roadway which we should not have done clearly.

Many thanks for considering this.

Eric Nordgren  
Field Support Manager  
Chilliwack, Hope and surrounding areas





File No. 3090-20 2020-03  
DVP01453

July 15, 2020

**NOTICE TO ADJACENT PROPERTY OWNERS**

As per Sec. 498 of the *Local Government Act*, the Regional Board of the Fraser Valley Regional District will be considering an application for Development Variance Permit 2020-03 for the lands noted below at its meeting to be held July 28, 2020 at 7:00 pm at 45950 Cheam Avenue, Chilliwack, B.C.

On March 18, 2020, the Province of British Columbia declared a state of emergency and made the Local Government Meetings and Bylaw Process (COVID-19) Order. As a result, members of the public may not be able to attend the meeting where Development Variance Permit 2020-03 will be considered.

Instead, comments regarding this Development Variance Permit must be made in writing. Please submit your comments to the FVRD via email to [planning@fvrd.ca](mailto:planning@fvrd.ca), fax at 604-792-9684, or mail to 45950 Cheam Avenue, Chilliwack, B.C. V2P 1N6. Comments must be received not later than 12 noon on July 28, 2020. All comments received by this time will be reported to the Board.

**PURPOSE OF THE PERMIT:**

To vary the height regulation for a single family dwelling from:

- 6.7m (22ft) Maximum two (2) Stories plus Basement or Crawlspace and roof; to
- 6.7m (22ft) Maximum three (3) Stories plus Basement and roof.

**LANDS SUBJECT TO THE PERMIT APPLICATION:**

29 Lakeshore Drive  
LOT 29W, NEW WESTMINSTER DISTRICT, LEASE CULTUS LAKE PARK

**INSPECTION OF THE PERMIT APPLICATION:**

A copy of draft Development Variance Permit 2020-03 is attached to this notice. You can also find information related to Development Variance Permit 2020-03 on our website under the Current Developments webpage [www.fvrd.ca/currentdevelopments](http://www.fvrd.ca/currentdevelopments) (from July 15, 2020 to July 28, 2020. For further information, you may also contact Julie Mundy at [jmundy@fvrd.ca](mailto:jmundy@fvrd.ca) or 604-702-5484.

Yours truly,

Geoffrey Genge  
Planning Assistant





FRASER VALLEY REGIONAL DISTRICT  
**DEVELOPMENT VARIANCE PERMIT**



---

**Permit No.** Development Variance Permit 2020-03      **Folio No.** 733.07000.029

---

**Issued to:** Antonio Kelly Mendonca & Shelby Mendonca

---

**Address:** 29 Lakeshore Drive, Cultus Lake, V2R 4Z9

---

**Applicant:** Antonio Kelly Mendonca & Shelby Mendonca

---

**Site Address:** 29 Lakeshore Drive, Cultus Lake, Area H

---

The lands affected by and subject to this permit are shown on Schedule "A", Location Map, attached hereto, which forms an integral part of this permit, and are legally described as:

29 LAKESHORE DRIVE,  
LOT 29W, NEW WESTMINSTER DISTRICT, LEASE CULTUS LAKE PARK  
Folio: 733.07000.029

---

**LIST OF ATTACHMENTS**

Schedule "A": Location Map

Schedule "B": Elevation Drawings

---

**AUTHORITY TO ISSUE**

1. This Development Variance Permit is issued under Part 14 - Division 9 of the *Local Government Act*.

---

**BYLAWS SUPPLEMENTED OR VARIED**

Cultus Lake Park Zoning Bylaw No. 1375, 2016 is **varied** as follows:

Section 5.3.3.3 – the maximum building/structure height is varied from

- 6.7m (22ft) Maximum two (2) Stories plus Basement or Crawlspace and roof; to
  - 6.7m (22ft) Maximum three (3) Stories plus Basement and roof.
- 

**SPECIAL TERMS AND CONDITIONS**

1. No variances other than those specifically set out in this permit are implied or to be construed.
2. If the holder of this permit does not commence the construction with respect to which the Permit was issued within two (2) years after the date of the permit, this permit shall lapse.
3. Development of the site shall be undertaken in accordance with the Site Plan attached hereto as Schedule "B".



Security Posted: (a) an irrevocable letter of credit in the amount of: \$ <N/A>.  
(b) the deposit of the following specified security: \$ <N/A>.

---

Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Variance Permit Number 2020-03. The notice shall take the form of Appendix I attached hereto.

---

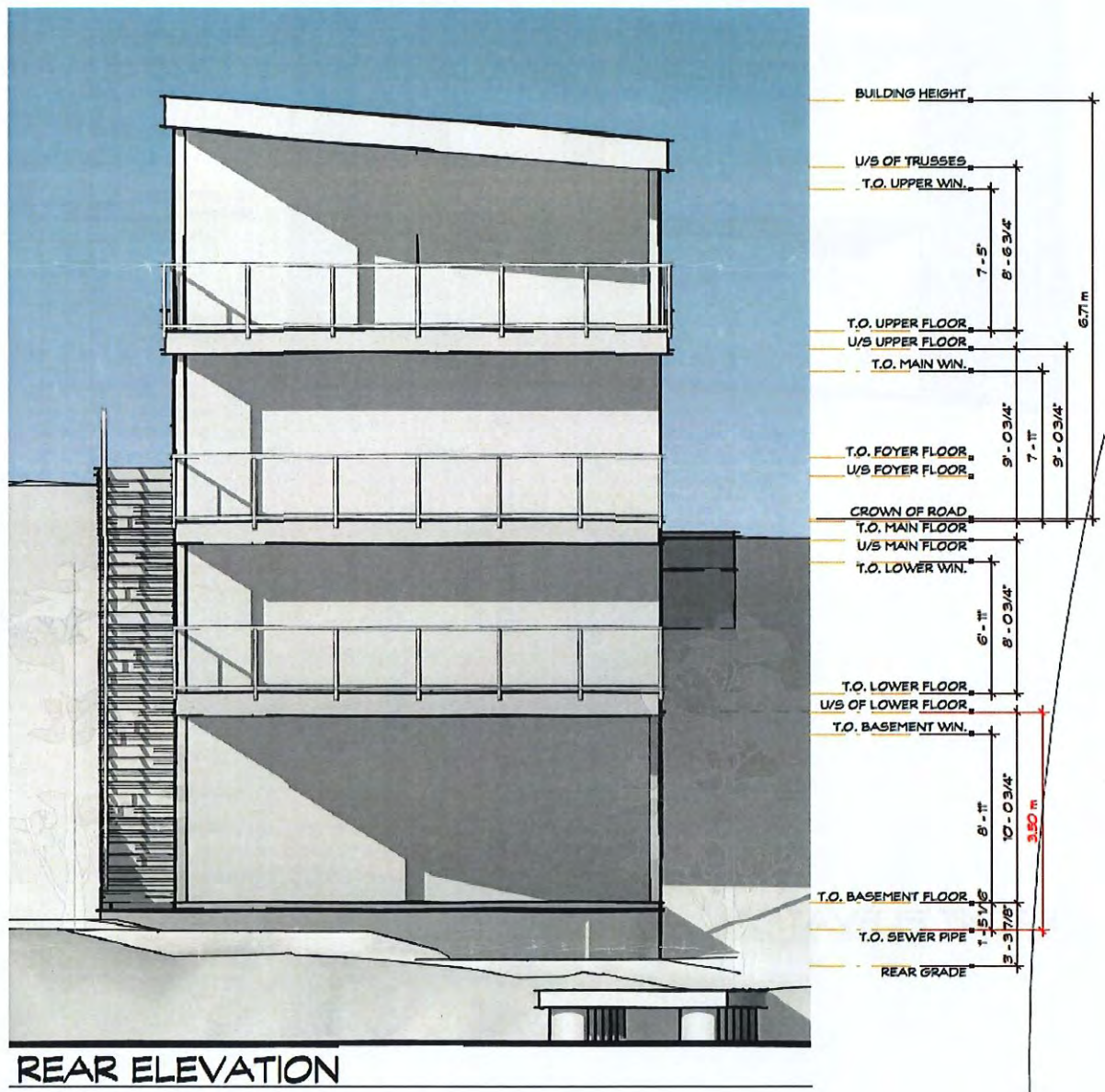
AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE <DAY> DAY OF <MONTH>, <YEAR>

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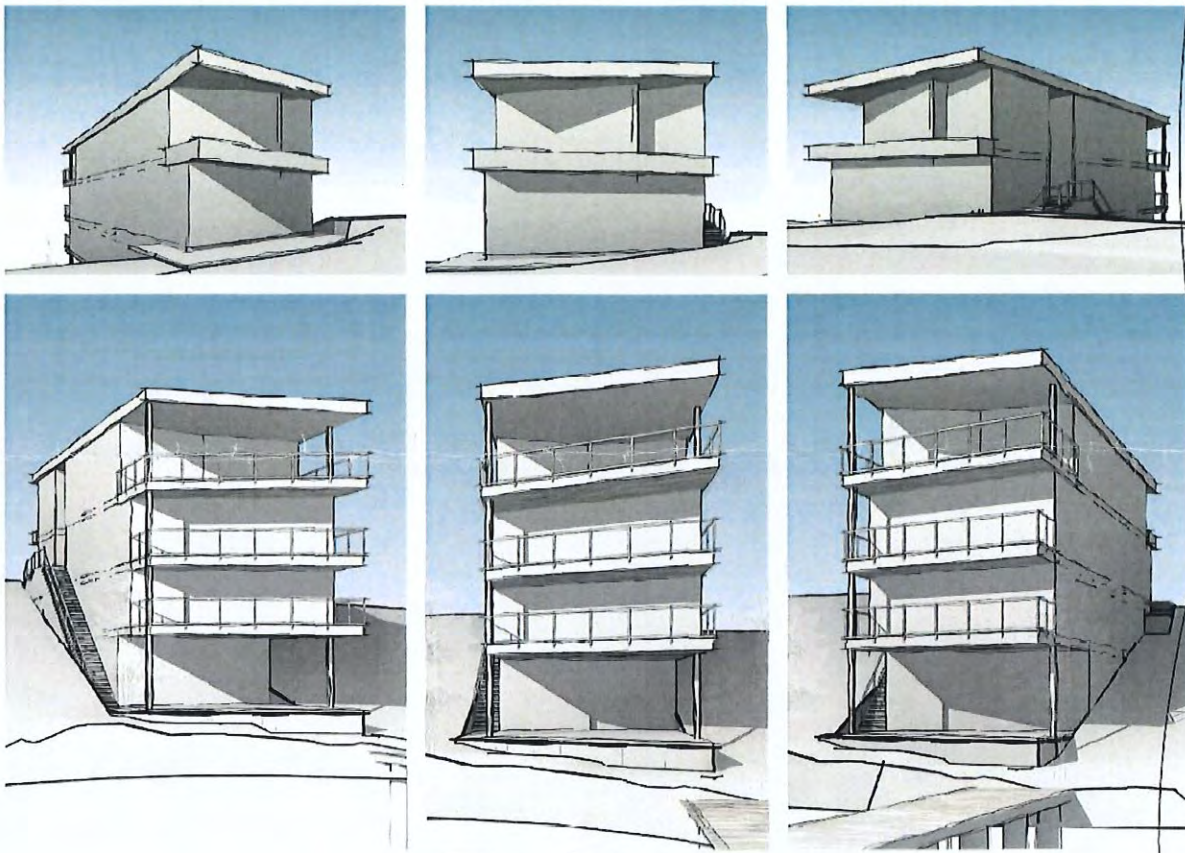
Chief Administrative Officer / Deputy

THIS IS NOT A BUILDING PERMIT

DEVELOPMENT VARIANCE PERMIT 2020-03  
SCHEDULE "B"  
Elevation Drawings











EXCERPT  
FRASER VALLEY REGIONAL DISTRICT  
DRAFT BOARD MEETING MINUTES  
July 28, 2020

**Development Variance Permit 2020-03 to vary the height regulation  
in the Waterfront Residential (R-3) zone at 29 Lakeshore Drive,  
Cultus Lake, Electoral Area H**

DIXON/ENGAR

**11.1 THAT** the Fraser Valley Regional District Board issue Development Variance Permit 2020-03 for 29 Lakeshore Drive, Cultus Lake Park, to vary the height regulation from maximum two (2) stories plus basement or crawlspace and roof to maximum three (3) stories plus basement and roof to facilitate the construction of a single-family dwelling, subject to consideration of comments or concerns raised by the public.

[BD 2020-JUL]

**CARRIED**  
**EAs/Unweighted**

I hereby certify that the foregoing is a true and correct copy of an extract of the draft minutes of the Fraser Valley Regional District Board meeting held on July 28, 2020.

Dated at Chilliwack, BC this 6<sup>th</sup> day of August, 2020.



Jaime Reilly, Corporate Officer Responsible for  
Corporate Administration



## FRASER VALLEY REGIONAL DISTRICT DEVELOPMENT VARIANCE PERMIT

---

**Permit No.** Development Variance Permit 2020-03      **Folio No.** 733.07000.029

---

**Issued to:** Antonio Kelly Mendonca & Shelby Mendonca

---

**Address:** 29 Lakeshore Drive, Cultus Lake, V2R 4Z9

---

**Applicant:** Antonio Kelly Mendonca & Shelby Mendonca

---

**Site Address:** 29 Lakeshore Drive, Cultus Lake, Area H

---

The lands affected by and subject to this permit are shown on Schedule "A", Location Map, attached hereto, which forms an integral part of this permit, and are legally described as:

29 LAKESHORE DRIVE,  
LOT 29W, NEW WESTMINSTER DISTRICT, LEASE CULTUS LAKE PARK  
Folio: 733.07000.029

---

### LIST OF ATTACHMENTS

Schedule "A": Location Map

Schedule "B": Elevation Drawings

---

### AUTHORITY TO ISSUE

1. This Development Variance Permit is issued under Part 14 - Division 9 of the *Local Government Act*.

---

### BYLAWS SUPPLEMENTED OR VARIED

Cultus Lake Park Zoning Bylaw No. 1375, 2016 is **varied** as follows:

Section 5.3.3.3 – the maximum building/structure height is varied from

- 6.7m (22ft) Maximum two (2) Stories plus Basement or Crawlspace and roof; to
  - 6.7m (22ft) Maximum three (3) Stories plus Basement and roof.
- 

### SPECIAL TERMS AND CONDITIONS

1. No variances other than those specifically set out in this permit are implied or to be construed.
2. If the holder of this permit does not commence the construction with respect to which the Permit was issued within two (2) years after the date of the permit, this permit shall lapse.
3. Development of the site shall be undertaken in accordance with the Site Plan attached hereto as Schedule "B".



4. A building permit shall be issued by the Fraser Valley Regional District prior to any construction on the property.
5. All new construction shall be generally in compliance with Schedule "B"

---

#### GENERAL TERMS AND CONDITIONS

1. This Development Variance Permit is issued Pursuant to Part 14 - Division 9 of the *Local Government Act*.
2. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524 of the *Local Government Act*.
3. Nothing in this permit shall in any way relieve the developer's obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
4. Nothing in this permit shall in any way relieve the developer's obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Public Health Act*, the *Fire Services Act*, the *Safety Standards Act*, and any other provincial statutes.
5. The Archaeology Branch of the Province of British Columbia must be contacted (phone 250-953-3334) if archaeological material is encountered on the subject property. Archaeological material may be indicated by dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artefacts such as arrowheads and other stone tools, or human remains. If such material is encountered during demolition or construction, a Heritage Conservation Act Permit may be needed before further development is undertaken. This may involve the need to hire a qualified Archaeologist to monitor the work.

---

#### SECURITY DEPOSIT

As a condition of the issuance of this Permit, and pursuant to Section 502 of the *Local Government Act*, the Regional Board is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit

Should the holder of this permit:

- a. fail to complete the works required to satisfy the landscaping conditions contained herein,
- b. contravene a condition of the permit in such a way as to create an unsafe condition,

The Regional Board may undertake and complete the works required to satisfy the landscaping conditions, or carry out any construction required to correct an unsafe condition at the cost of the holder of the permit and may apply the security in payment of the costs of the works, with any excess to be returned to the holder of the permit.

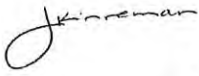
Security Posted: (a) an irrevocable letter of credit in the amount of: \$ <N/A>.  
(b) the deposit of the following specified security: \$ <N/A>.

---

Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Variance Permit Number 2020-03. The notice shall take the form of Appendix I attached hereto.

---

AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE 28<sup>th</sup> DAY OF JULY, 2020



Digitally signed by  
Jennifer Kinneman  
Date: 2020.08.06  
09:25:43 -07'00'

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Chief Administrative Officer / Deputy

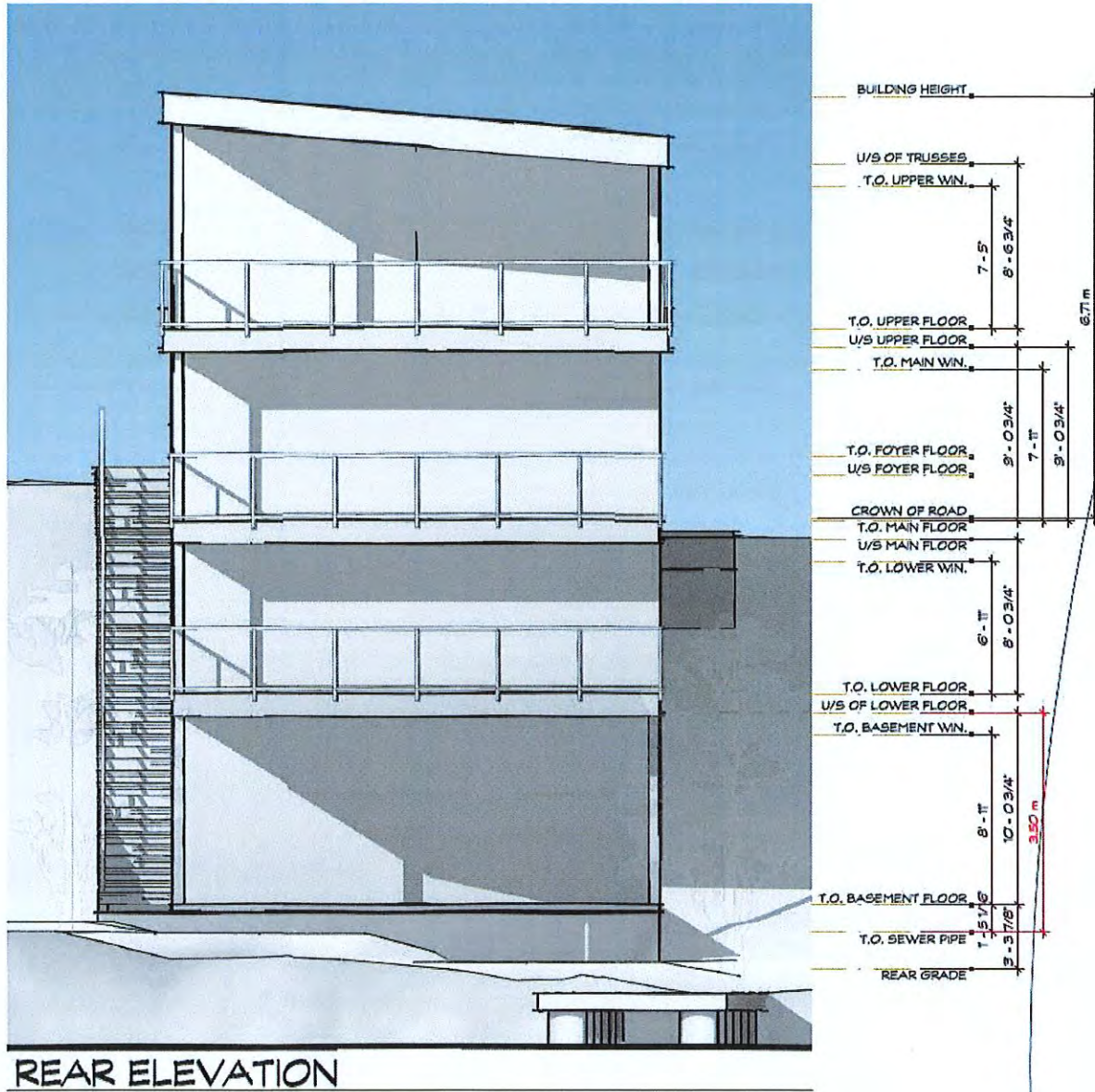
THIS IS NOT A BUILDING PERMIT



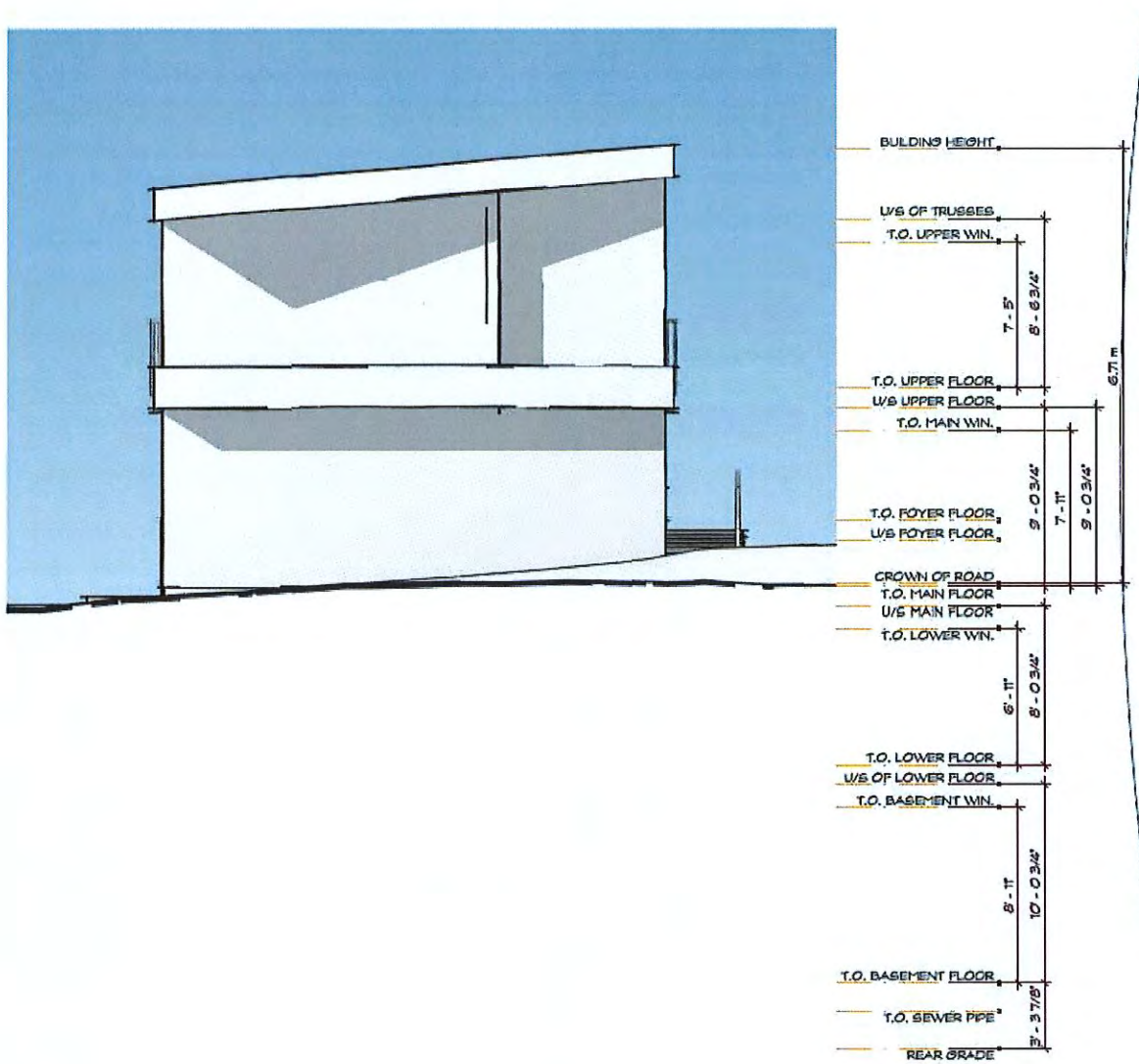
**DEVELOPMENT VARIANCE PERMIT 2020-03**  
**SCHEDULE "A"**  
**Location Map**



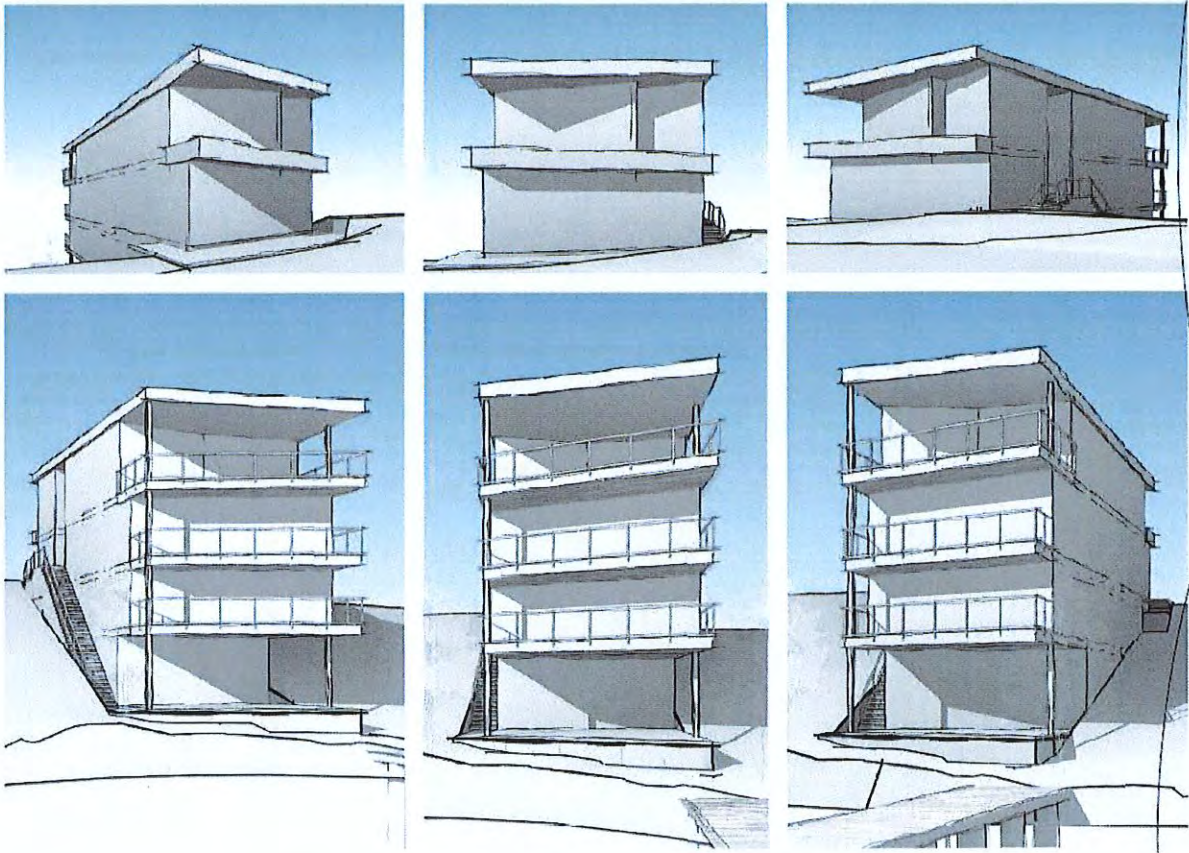
**DEVELOPMENT VARIANCE PERMIT 2020-03**  
**SCHEDULE "B"**  
**Elevation Drawings**







FRONT ELEVATION





To: Electoral Area Services Committee

Date: 2020-07-14

From: Julie Mundy, Planner 1

File No: 3090-20 2020-07

**Subject: Development Variance Permit 2020-03 to vary the height regulation in the Waterfront Residential (R-3) zone at 29 Lakeshore Drive, Cultus Lake, Electoral Area H**

## RECOMMENDATION

**THAT** the Fraser Valley Regional District Board issue Development Variance Permit 2020-03 for 29 Lakeshore Drive, Cultus Lake Park, to vary the height regulation from maximum two (2) stories plus basement or crawlspace and roof to maximum three (3) stories plus basement and roof to facilitate the construction of a single-family dwelling, subject to consideration of comments or concerns raised by the public.

## STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

## BACKGROUND

The leaseholders of 29 Lakeshore Drive (Mr. and Mrs. Mendonca) are planning to construct a new residence. The lot has a steep grade, which presents a challenge for the leaseholders to construct their desired house and to adhere to *Cultus Lake Park Zoning Bylaw No. 1375, 2016* height regulations. The leaseholders have applied for a Development Variance Permit to vary the height regulation in the Waterfront Residential (R-3) zone. The proposal would see an additional storey permitted. The maximum allowable building height will not be increased.

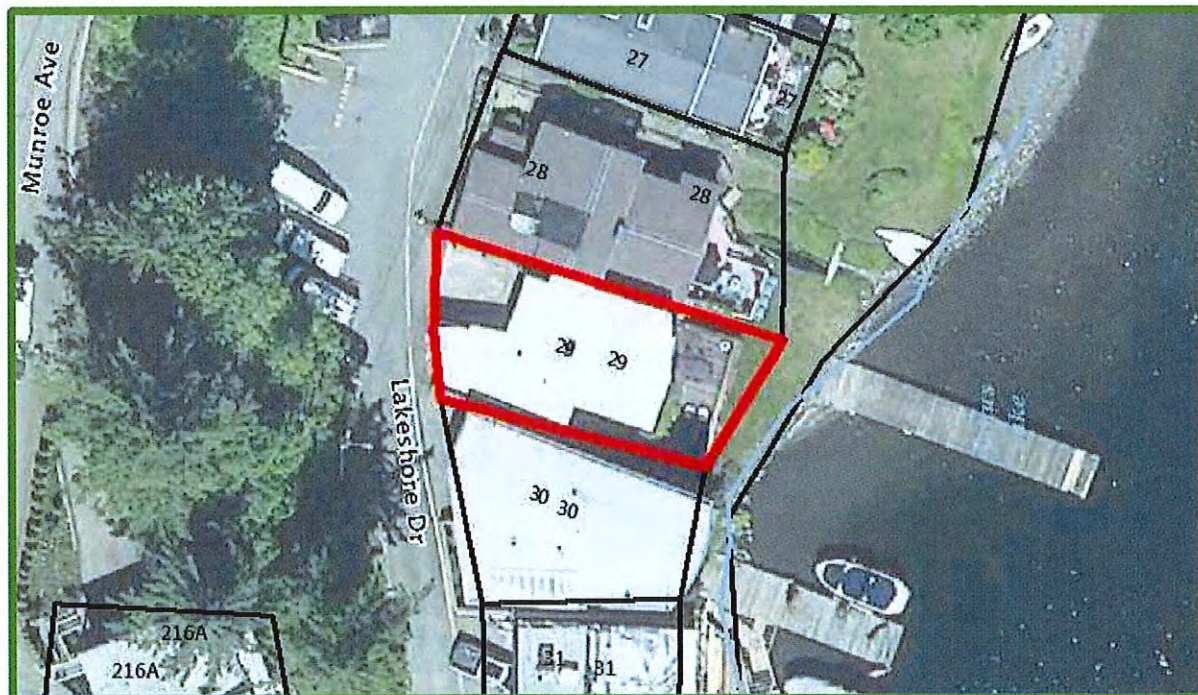
PROPERTY DETAILS			
Electoral Area	H		
Address	29 Lakeshore Drive		
PID	n/a		
Folio	733.07000.029		
Lot Size	3250 square feet		
Owner	Kelly & Shelby Mendonca	Agent	n/a
Current Zoning	Waterfront Residential (R-3)	Proposed Zoning	No change
Current Use	Residential	Proposed Use	No change



### ADJACENT ZONING & LAND USES

North	^	Waterfront Residential (R-3); Single-family Residences
East	>	Local Park & Recreation (P-1); Cultus Lake
West	<	Local Park & Recreation (P-1); Park area
South	v	Waterfront Residential (R-3); Single-family Residences

### NEIGHBOURHOOD AND PROPERTY MAPS





## DISCUSSION

### Requested Variance 2020-03

The applicants have applied to increase the number of stories permitted in the Waterfront Residential (R-3) zone in Cultus Lake Park. The request is to vary the height regulation from two (2) stories plus basement or crawlspace and roof; to three (3) stories plus basement and roof. The variance will allow for a varied configuration of internal space by permitting an additional storey. The applicants are not requesting a change to the maximum building height.

Height Requirements (R-3 zone, Cultus Lake Park)		
Permitted (zoning)	6.7 metres (22 feet)	2 stories, basement or crawlspace, roof
Proposed	6.7 metres (22 feet)	3 stories, basement, roof
Requested Variance	0 metres	<u>1 storey</u>

The applicant provides the following rationale for the variance:

1. The property is unique in that it has a steep grade which warrants special consideration
2. The proposed house will adhere to existing maximum height requirements
3. The house will appear consistent with adjacent properties and recent construction
4. The proposed house design includes two onsite parking spaces to help alleviate parking congestion on the road

The proposed house design includes a two-car garage. The applicant advises that the consequence of designing a house with a garage on a steep lot is that the house is pushed further over the steep grade. Other homeowners have been able to keep their house tight to the bank, which reduces the drop in grade, by omitting the garage.

The difference in elevation from Lakeshore Drive to the proposed basement floor is approximately 21 feet. The height regulation currently allows for a basement (with a maximum height of 9 feet) OR a crawlspace. With the steep grade, maximum basement floor height, and no crawlspace permitted, an additional solution is needed to close the gap between the elevation difference between the front and rear portion of the lot.

Alternative solutions could include:

- Allowing for a basement AND a crawlspace. This option on its own is insufficient to close the elevation gap with proposed house design
- Reducing the mass of the house to minimize the elevation difference. This would require significantly reducing the house footprint
- Keeping the house close to the road with only a single storey above Lakeshore Drive. The leaseholders feel that this option would require the removal of the onsite parking, which is currently in the prime living space at the elevation of Lakeshore Drive.

If the variance is not granted, the leaseholders would need to explore options to redesign their house with a significantly smaller floor area.

#### Related Variance 2018-30 for 309 Munroe Ave

In October 2018, a height regulation DVP was approved for 309 Munroe Ave. DVP 2018-30 altered the height regulation in the Hillside Residential (R-4) zone from two (2) stories plus basement or crawlspace and roof; to two (2) stories plus basement, parking level garage, and roof.

A consideration in the variance approval was the steep onsite terrain.

#### Referral to Cultus Lake Park (CLP)

The DVP application was referred to CLP for input on applicable CLP bylaws, policies, and technical concerns. The referral was on the agenda of the April 15, 2020, Cultus Lake Park Board meeting. The Park Board provided a recommendation supporting the variance application for 29 Lakeshore Drive, with no additional comments.

#### Engineering Requirements

There is an FVRD managed sewer line crossing the rear of the property. The FVRD Engineering department has concerns about allowing construction over a sewer line. The Mendoncas and the FVRD Engineering Department engaged in detailed discussion on how to resolve this matter. An agreement was reached to allow the residence to cantilever over the septic line provided the following requirements are met:

- 3.5m overhead clearance between the ground and the cantilevered structure
- 1.5m setback from the foundation to the concrete encasing of the sewer main
- The structures footings are at the same depth or deeper the sewer main inverts
- A sleeve is to be installed parallel to the existing sewer main
- Two posts may be used on cantilevered (lakeside) portion of the building, with established pre and post-construction monitoring

#### Building Permit

Preliminary construction drawings have been submitted to FVRD for review. All setbacks and rezoning requirements, aside from height regulations, appear to be met. Once a building permit application has been submitted, FVRD will undertake a thorough review of zoning, engineering, and building requirements.

#### **Neighbourhood Notification and Input**

All property owners within 30 metres of the property will be notified by FVRD of the Development Variance Permit application and will be given the opportunity to provide written comments on the



proposal. FVRD staff have encouraged the applicant to advise neighbouring property owners and residents of the requested variance in advance of the mail-out notification. To date, two letters of opposition from a single leaseholder have been submitted.

## **COST**

The application fee of \$1300.00 has been paid by the applicant.

## **CONCLUSION**

Staff recommend the FVRD Board issue DVP 2020-03 to vary the height regulations for 29 Lakeshore Drive. The proposed construction

- conforms to the maximum height requirement in the Zoning Bylaw,
- is consistent with new construction in the area, and
- will meet all required engineering setbacks.

### **Option 1 – Issue (Staff Recommendation)**

MOTION: THAT the FVRD Board issue Development Variance Permit 2020-03 for 29 Lakeshore Drive, Cultus Lake, Area H to vary the height regulation from maximum two (2) stories plus basement or crawlspace and roof, to maximum three (3) stories plus basement and roof to facilitate the construction of a single-family dwelling, subject to consideration of comments or concerns raised by the public.

### **Option 2 – Refuse**

MOTION: THAT the Fraser Valley Regional District Board refuse Development Variance Permit 2020-03 for 29 Lakeshore Drive, Cultus Lake, Area H

### **Option 3 – Refer to Staff**

MOTION: THAT the Fraser Valley Regional District Board refer Development Variance Permit 2020-03 for 29 Lakeshore Drive, Cultus Lake, Area H to staff.

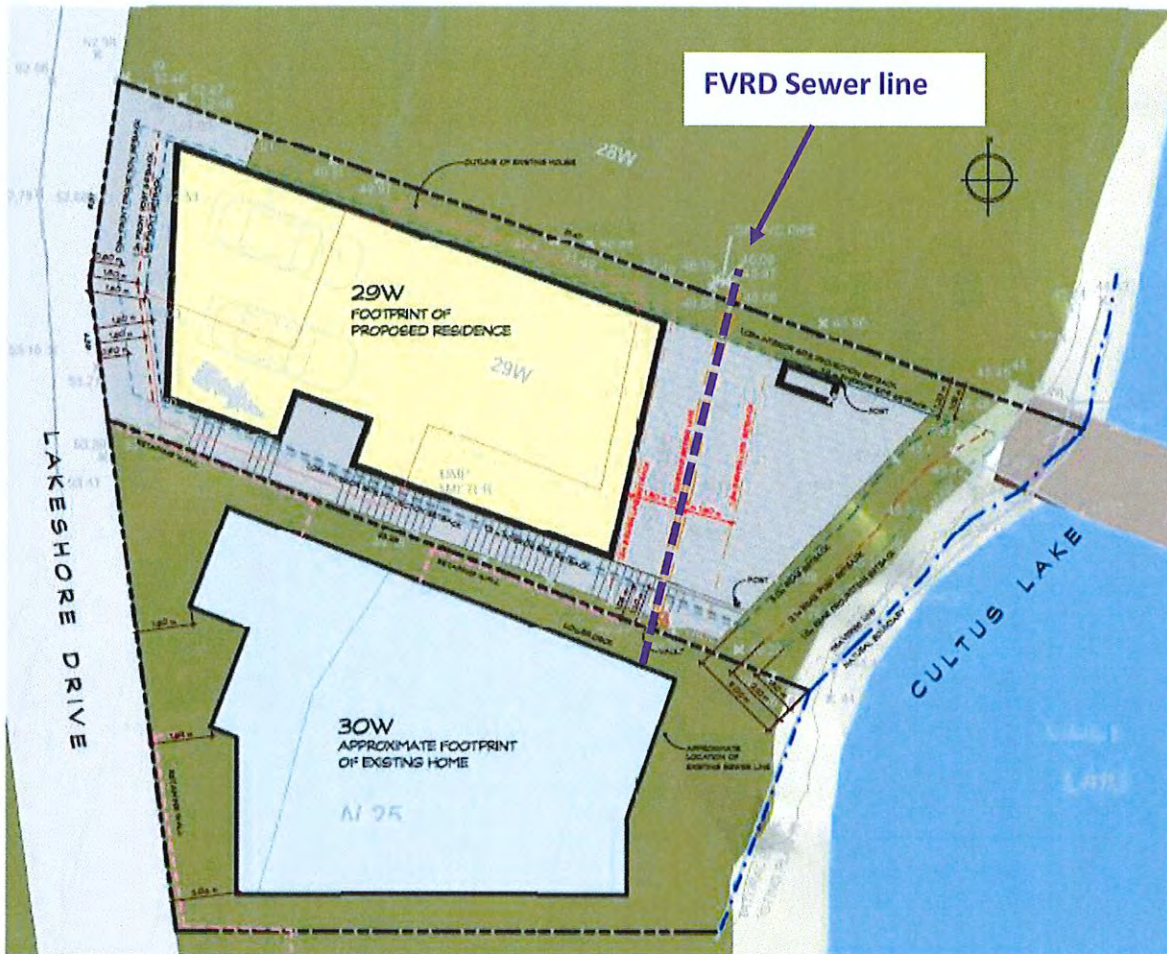
## **COMMENTS BY:**

**Graham Daneluz, Director of Planning & Development:** Reviewed and supported

**Kelly Lownsbrough, CFO/ Director of Financial Services:** Reviewed and supported.

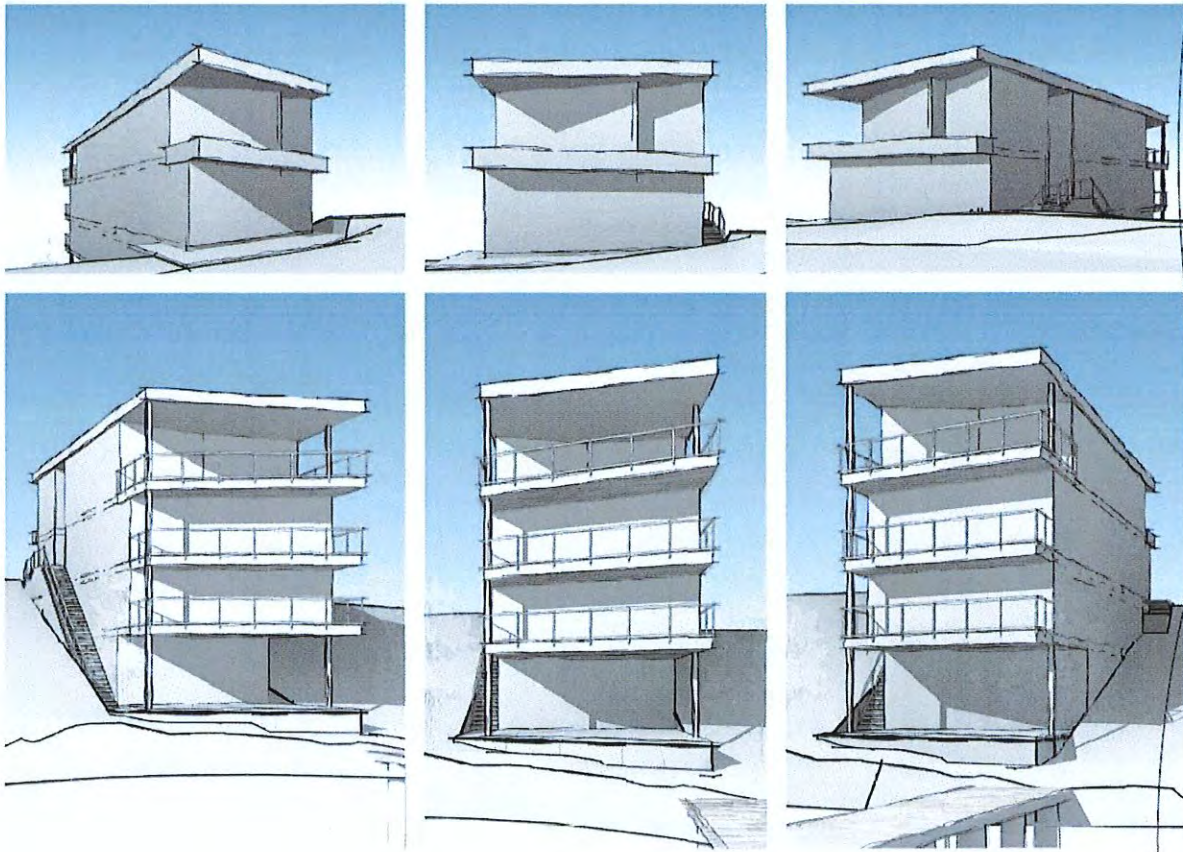
**Jennifer Kinneman, Chief Administrative Officer:** Reviewed and supported.

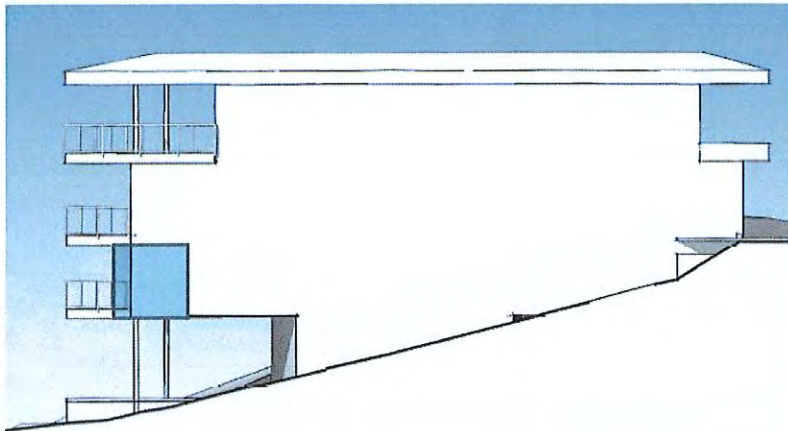
## Appendix A – Site Plan



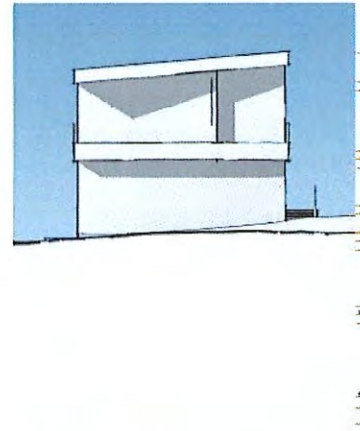


## Appendix B – Conceptual Elevation Plans

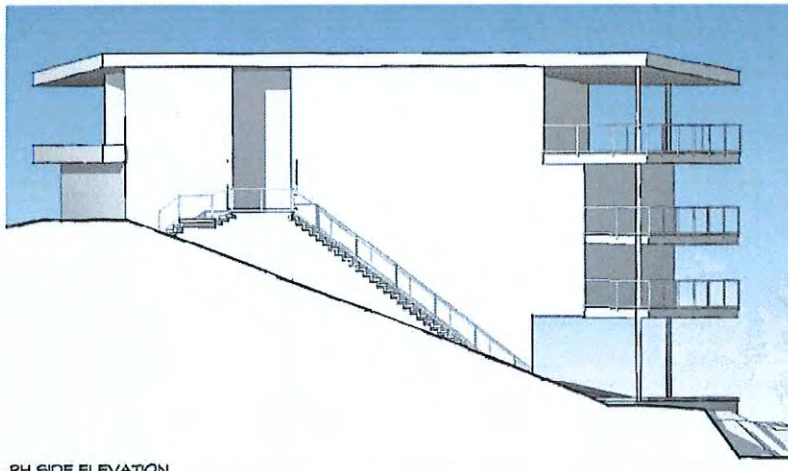




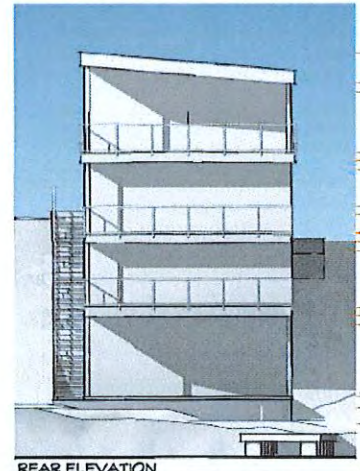
LH SIDE ELEVATION



FRONT ELEVATION



RH SIDE ELEVATION



REAR ELEVATION



## Appendix C – Existing houses



## Appendix D – Letters from the Public

**From:** [John Lee](#)  
**To:** [Planning Info](#)  
**Subject:** 29 Lakeshore  
**Date:** May 12, 2020 11:13:01 AM

---

On May the 2nd I forwarded an email to Fraser Valley Regional District regarding the proposed building at 29 Lakeshore Dr., but did not get a response.

Since then I have learned that in 1994 it was proposed that if a lot exceeded 65 feet in depth, no dwelling shall be extended so that any part thereof is more than 55 feet from rear lot line of lot upon which it is erected. [balconies not included]. This was to prevent exactly what is proposed for the building on lot 29. In the past the Parks Board refused to allow a lease owner to build to the waters edge on this lot.

There is also the numerous problems with the building of a structure over the sewer line.  
It must be kept in mind that this is a park meant for the public as well as the residence and the allowing for the building of a very large home right to the edge of the lake takes away from everyone's enjoyment of the park.

We look forward to a response to this letter.  
John and Rosemary Lee

**From:** [John Lee](#)  
**To:** [Planning Info](#)  
**Cc:**  
**Subject:** 29 Lakeshore Cultus Lake  
**Date:** May 2, 2020 3:29:07 PM

---

We are the owners of 27 Lakeshore Dr., Cultus Lake.

We wish to express our concerns regarding the proposed building at 29 Lakeshore Dr.

We understand a number of years ago, for some unknown reason, the boundaries of lot 28 and 29 were altered so that those property boundaries extended into the lake. The section of land that allowed access to the public dock, which existed at that time, was granted to those owners cutting off public access to the lake front.

We understand that the new owners of 29 Lakeshore want to build up to within 10ft of the front boundary greatly affecting the view of other properties on Lakeshore.

We and other owners on Lakeshore wish to express our objection to the impact this will have not only on our views, but also on our property values.

Thank-you for your attention to our concerns.

John and Rosemary Lee

Sent from my iPhone





## FRASER VALLEY REGIONAL DISTRICT DEVELOPMENT VARIANCE PERMIT

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**Permit No.** Development Variance Permit 2020-03      **Folio No.** 733.07000.029

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**Issued to:** Antonio Kelly Mendonca & Shelby Mendonca

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**Address:** 29 Lakeshore Drive, Cultus Lake, V2R 4Z9

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**Applicant:** Antonio Kelly Mendonca & Shelby Mendonca

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**Site Address:** 29 Lakeshore Drive, Cultus Lake, Area H

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The lands affected by and subject to this permit are shown on Schedule "A", Location Map, attached hereto, which forms an integral part of this permit, and are legally described as:

29 LAKESHORE DRIVE,  
LOT 29W, NEW WESTMINSTER DISTRICT, LEASE CULTUS LAKE PARK  
Folio: 733.07000.029

---

### LIST OF ATTACHMENTS

Schedule "A": Location Map

Schedule "B": Elevation Drawings

---

### AUTHORITY TO ISSUE

1. This Development Variance Permit is issued under Part 14 - Division 9 of the *Local Government Act*.

---

### BYLAWS SUPPLEMENTED OR VARIED

Cultus Lake Park Zoning Bylaw No. 1375, 2016 is **varied** as follows:

Section 5.3.3.3 – the maximum building/structure height is varied from

- 6.7m (22ft) Maximum two (2) Stories plus Basement or Crawlspace and roof; to
  - 6.7m (22ft) Maximum three (3) Stories plus Basement and roof.
- 

### SPECIAL TERMS AND CONDITIONS

1. No variances other than those specifically set out in this permit are implied or to be construed.
2. If the holder of this permit does not commence the construction with respect to which the Permit was issued within two (2) years after the date of the permit, this permit shall lapse.
3. Development of the site shall be undertaken in accordance with the Site Plan attached hereto as Schedule "B".

4. A building permit shall be issued by the Fraser Valley Regional District prior to any construction on the property.
5. All new construction shall be generally in compliance with Schedule "B"

---

#### GENERAL TERMS AND CONDITIONS

1. This Development Variance Permit is issued Pursuant to Part 14 - Division 9 of the *Local Government Act*.
2. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524 of the *Local Government Act*.
3. Nothing in this permit shall in any way relieve the developer's obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
4. Nothing in this permit shall in any way relieve the developer's obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Public Health Act*, the *Fire Services Act*, the *Safety Standards Act*, and any other provincial statutes.
5. The Archaeology Branch of the Province of British Columbia must be contacted (phone 250-953-3334) if archaeological material is encountered on the subject property. Archaeological material may be indicated by dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artefacts such as arrowheads and other stone tools, or human remains. If such material is encountered during demolition or construction, a Heritage Conservation Act Permit may be needed before further development is undertaken. This may involve the need to hire a qualified Archaeologist to monitor the work.

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#### SECURITY DEPOSIT

As a condition of the issuance of this Permit, and pursuant to Section 502 of the *Local Government Act*, the Regional Board is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit

Should the holder of this permit:

- a. fail to complete the works required to satisfy the landscaping conditions contained herein,
- b. contravene a condition of the permit in such a way as to create an unsafe condition,

The Regional Board may undertake and complete the works required to satisfy the landscaping conditions, or carry out any construction required to correct an unsafe condition at the cost of the holder of the permit and may apply the security in payment of the costs of the works, with any excess to be returned to the holder of the permit.



Security Posted: (a) an irrevocable letter of credit in the amount of: \$ <N/A>.  
(b) the deposit of the following specified security: \$ <N/A>.

---

Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Variance Permit Number 2020-03. The notice shall take the form of Appendix I attached hereto.

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AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE <DAY> DAY OF <MONTH>, <YEAR>

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Chief Administrative Officer / Deputy

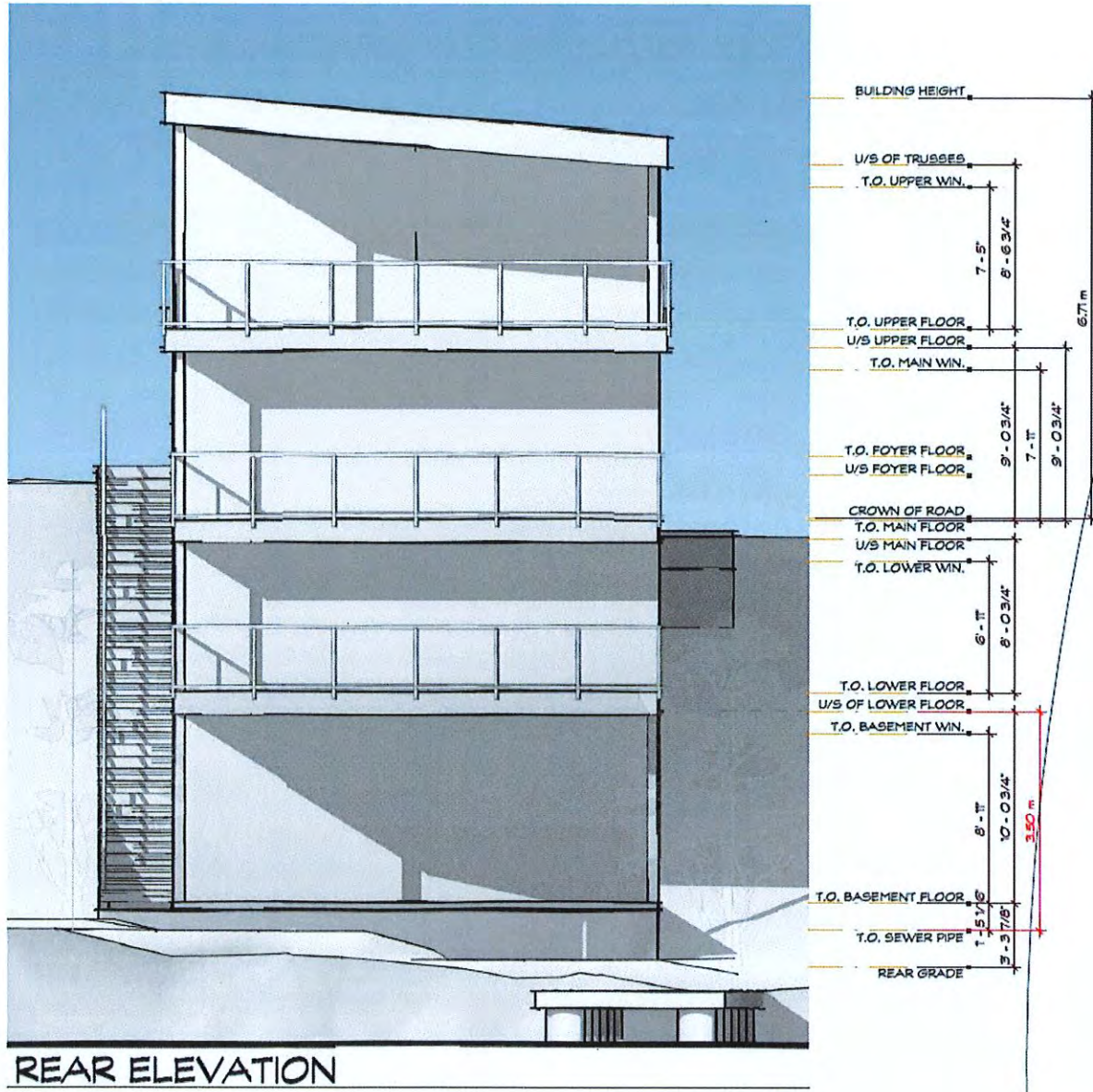
THIS IS NOT A BUILDING PERMIT

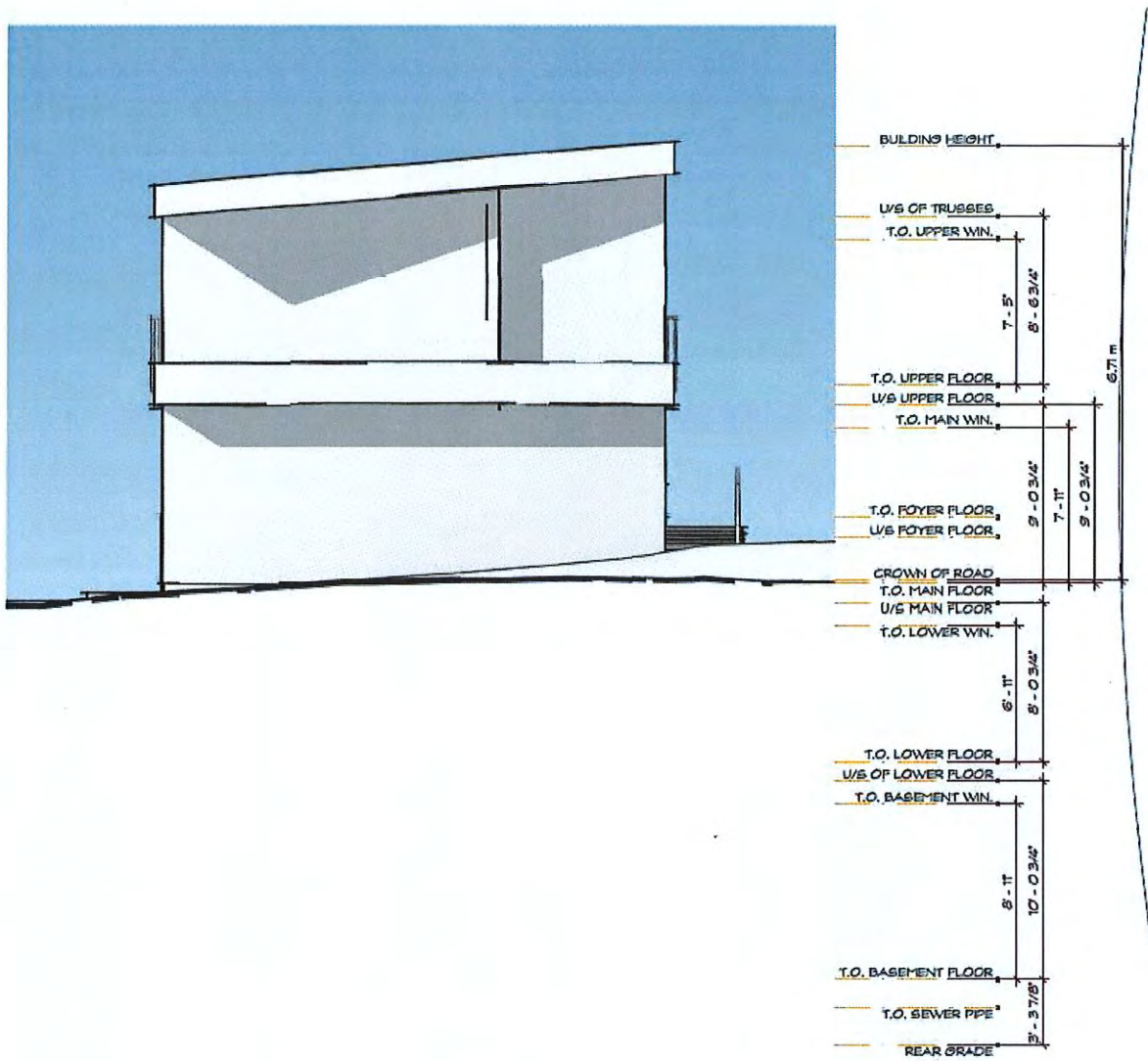
DEVELOPMENT VARIANCE PERMIT 2020-03  
SCHEDULE "A"  
Location Map





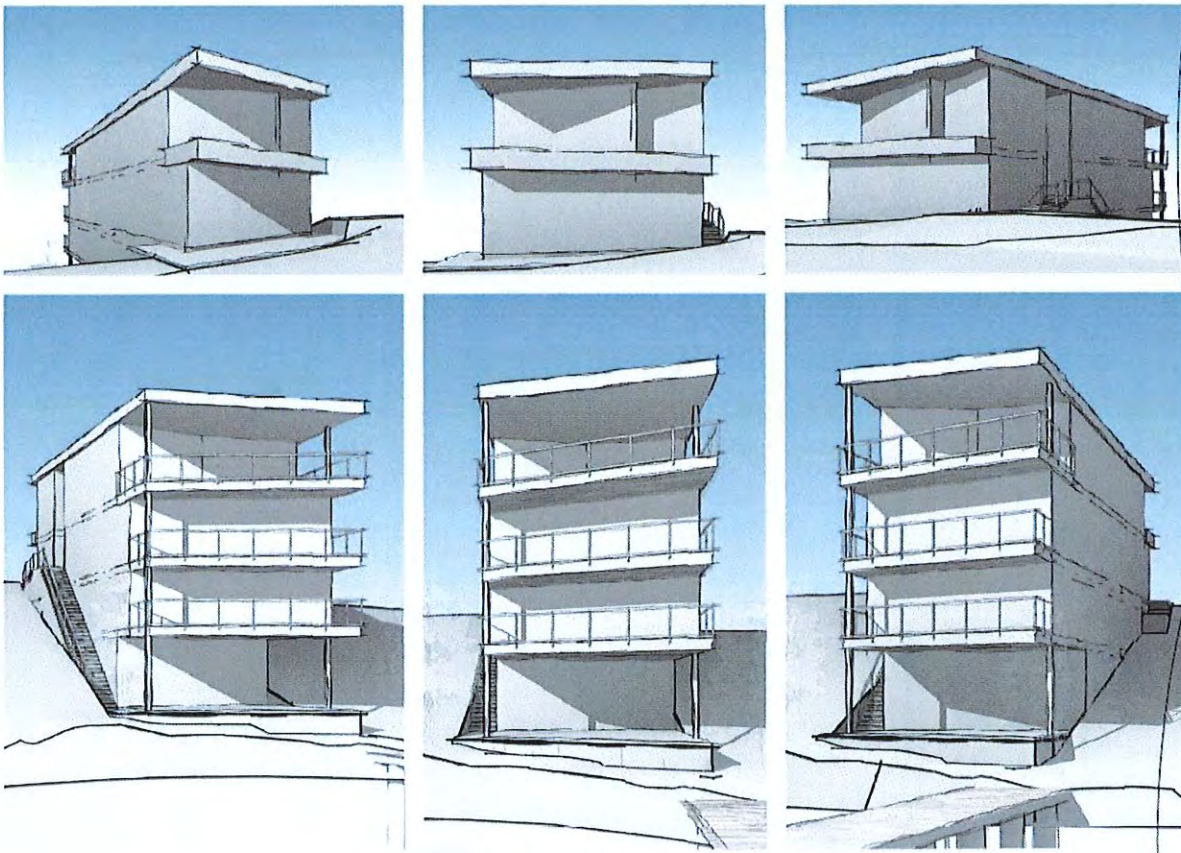
DEVELOPMENT VARIANCE PERMIT 2020-03  
SCHEDULE "B"  
Elevation Drawings





FRONT ELEVATION





DRAFT

**SCHEDULE A-4**

**Permit Application**

I / We hereby apply under Part 14 of the *Local Government Act* for a;

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit


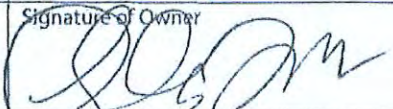
An Application Fee in the amount of \$\_\_\_\_\_ as stipulated in FVRD Application Fees Bylaw No. 1231, 2013 must be paid upon submission of this application.

Civic Address 29 lakeshore Drive, Cultus Lake PID \_\_\_\_\_

Legal Description Lot 29 Block \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Plan \_\_\_\_\_

*The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.*

Owner's  
Declaration

Name of Owner (print) Antonio Kelly Mendonca	Signature of Owner 	Date Feb. 7, 2020
Name of Owner (print) Shelby Mendonca	Signature of Owner 	Date Feb 7, 2020

Owner's  
Contact  
Information

Address		City Cultus Lake
Email		Postal Code V2R 5R3
Phone		Fax

Office Use Only	Date 2020-02-07	File No. 30910-20
	Received by Andrea	Folio No. 733 100107000.029
	Receipt No. 10633/6	Fees Paid: \$ 1300

Page: 1 of 1



Agent

I hereby give permission to \_\_\_\_\_ to act as my/our agent in all matters relating to this application.

Only complete this section if the applicant is NOT the owner.

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent		Company
Address		City
Email		Postal Code
Phone	Cell	Fax

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent	Date
--------------------	------

#### Development Details

Property Size \_\_\_\_\_ Present Zoning \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Development \_\_\_\_\_

Proposed Variation / Supplement Add Extra Basement

Variance Add Second Basement

(use separate sheet if necessary)

Reasons in Support of Application Extremely steep lot, 24ft below garage to ground.

Both existing neighbor to north & south are in support of the variance. The variance does not affect the height. Approx 10 lake front lot out of 107 have steep grades. Parking is an issue, this plan maximizes parking. Road Height & garage floor height does not work with this lot.

Page 3 of 3

## Provincial Requirements

(This is not an exhaustive list; other provincial regulations will apply)

### Riparian Areas Regulation

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes  
☐

no  
☐

30 metres of the high water mark of any water body

yes  
☐

no  
☐

a ravine or within 30 metres of the top of a ravine bank

"Water body" includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

### Contaminated Sites Profile

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed "Site Profile" for properties that are or were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes  
☐

no  
☐

the property has been used for commercial or industrial purposes.

If you responded 'yes,' you may be required to submit a Site Profile. Please contact FVRD Planning or the Ministry of Environment for further information.

### Archaeological Resources

Are there archaeological sites or resources on the subject property?

yes  
☐

no  
☐

I don't know

☐

If you responded 'yes' or 'I don't know' you may be advised to contact the Archaeology Branch of the Ministry of Tourism, Sport and the Arts for further information.



## Required Information

When providing Application Forms to the applicant, Regional District staff shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**

	Required	Received	Details
<b>Location Map</b>			Showing the parcel (s) to which this application pertains and uses on adjacent parcels
<b>Site Plan</b>			Reduced sets of metric plans
At a scale of:			North arrow and scale
1: _____			Dimensions of property lines, rights-of-ways, easements
			Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
			Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
			Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
			Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
<b>Floor Plans</b>			Uses of spaces & building dimensions
			Other:
<b>Landscape Plan</b>			Location, quantity, size & species of existing & proposed plants, trees & turf
Same scale as site plan			Contour information (_____ metre contour intervals)
			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
<b>Reports</b>			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

The personal information on this form is being collected in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to planning, land use management and related services delivered, or proposed to be delivered, by the FVRD. Questions about the use of personal information and the protection of privacy may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel: 1-800-528-0061 [FOI@fvrld.ca](mailto:FOI@fvrld.ca).

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**Cultus Lake Park Board**

4165 Columbia Valley Road

Cultus Lake, BC V2R 5B5

To Whom it May Concern,

My wife and I have recently submitted an application to the Fraser Valley Regional District for a variance at 29 Lakeshore Drive. **The variance requested is to add a second basement to the dwelling to facilitate the house reaching the existing grade;** which sits at 24 feet below the crown of the road.

We are long time residents of Cultus Lake, presently residing at 45642 Rachael Place. In October 2019 we purchased 29 Lakeshore Drive with the intent to build our forever home. **The purpose of reaching out to the Park Office is to garner the Boards support for our variance application.**

**Precision Design drafted our plan to maximize parking to alleviate some of burden from the common area parking.** (Please refer to attachment A)

The consequences of designing a house with a garage on a steep lot is that we push our house further over the steep grade, unlike lots just south of us with similar grades and no garages. (For example, lots 32,33,35,36,37,38,40,43,44) These homeowners were able to keep the house tight to the bank reducing the drop in grade; sacrificing parking in process and adding additional congestion to the street.

Please find attached (schedule B) a Topography Survey from Vector that shows our lot sloping 24 feet or 7.35 meters from the center of road to back of lot. The distance from the floor in the garage to existing grade is over 22 feet.

The plans we recently submitted to the FVRD meet the both the current height restrictions and other property setbacks. We are not planning on building our home higher than other homes in the area, simply looking for a common sense approach to get from bottom of garage floor to existing grade that maintains curb appeal for both ourselves and the neighboring properties.

Our submitted proposal, by **Precision Design**, is a combination of crawlspace and part full height basement that works well with the existing slope of the lot. The current zoning seems to work with the majority of lots, however out of the 107 lake front parcels, only about 10 have the steep terrain similar to that of lot 29 Lakeshore Drive.



With a maximum allowable basement height of 9 Ft. and no option to put in a crawl space we are tasked with looking at other options to get house up to the existing ground level.

There are several other homes on Lakeshore drive that have set a precedent for this already and the home under construction located at 309 Monroe received this variance as well. We look forward to your support on this matter.

Kind regards

Kelly Mendonca & Shelby Mendonca

Please feel free to call for any clarification or discussion

This is the road side rendering. To show how it will look from the street. It is modest. And you can see front of house is all garage. Entrance on side.





## Rachel Litchfield

---

**From:** Joe Lamb  
**Sent:** August 10, 2020 8:22 AM  
**To:** Rachel Litchfield  
**Subject:** FW: Traffic concerns and Sunnyside Beach access

Please add this to the public agenda as correspondence.

Regards,

Joe

---

**From:** Terry Beck  
**Date:** Friday, August 7, 2020 at 1:59 PM  
**To:** Joe Lamb <joe.lamb@cultuslake.bc.ca>  
**Subject:** Traffic concerns and Sunnyside Beach access

Hi Joe,

Hope you've enjoyed the long overdue recent stretch of warm weather at Cultus Lake. It's definitely our favourite time of the year.

As both Sunnyside Seasonal campers for 38 years and permanent residents of Cultus Lake we are writing to express our concerns about the dramatic increase in traffic on Sunnyside Blvd as well as public access to Sunnyside Beach. While increased activity and use of the beaches is to be expected during the summer months, this year has been unprecedented.

The traffic control measures that were implemented this past weekend, i.e. roadside cones, signage, increased RCMP presence and a highly visible tow lot appeared to greatly reduce the parking issues on the Columbia Valley Highway. Unfortunately, these measures did not have a positive impact to the traffic on Sunnyside Blvd. Over the past 4 to 5 weeks we have counted on average 250 cars per hour and between 1250 and 1500 cars per day travelling down Sunnyside Blvd to park at Lot C which has a public parking capacity of 17 and is typically full by 10 a.m. The cars are often lined up beside our home at the foot of Sunnyside, only to be redirected back up the street to other lots or provincial beaches. We have also been plagued with day use visitors driving erratically up and down Sunnyside, running stop signs and driving the wrong way on the one way section of the street. It is just a matter of time before a cyclist or pedestrian is hit by one of these radical drivers. The constant stream of traffic has increased noise and dust levels, and we are constantly subjected to exhaust fumes from idling vehicles, making it unbearable to enjoy our outside living space. We recognize, given our location, we are impacted by traffic significantly more than most, however we have been approached by many of our neighbours with similar concerns. While we have a number of suggestions we would like to put forward on how to reduce the traffic through our area, we respect that there needs to be a community consensus on how to address the traffic issues. We recommend that a special meeting be established with the park board for residents to voice their concerns and provide solutions. Please advise if this can be scheduled in the near future, recognizing that all residents would need to be notified.

We have also noticed a huge increase of beach use at Sunnyside by non-seasonals and non residents. Hundreds of day visitors that have been redirected to Lot A, B or D are walking back in to the beach area and/or group camp area, setting up "camp" with coolers, barbeques and tents. This is disrespectful to the registered group site campers as well as park staff, seasonals and residents who are constantly picking up the remains of their garbage, including hot charcoal briquettes. In our opinion, the seasonal campers, registered group campers and residents pay for the use and enjoyment of Sunnyside Beach and, accordingly, feel that access to the public should be restricted in a manner similar to that done for the residents on 1st Avenue and Lakeshore Drive, i.e. fencing and signage. We recommend that public access be restricted to the primary beach area at Main Beach or the provincial beaches. We would appreciate if this issue could be added to the agenda for the next board meeting for further discussion.

On a more positive note, we would like to take this opportunity to commend the staff at the Cultus Lake Marina for the exceptional job they have done in managing the gate at Lot C. This has not been an easy task, especially given the level of traffic. Notwithstanding, they greet each and every visitor and go out of their way to find them a parking spot, public or marina private, and if unavailable, offer solutions and directions to other lots. They also do a great job of advising drivers that they are in a residential area of Cultus and "flag" them back up Sunnyside Blvd. Unfortunately, some visitors don't always adhere, but can't say enough good about the effort the marina staff make to deal with the incoming beach traffic seeking parking.

We would very much appreciate an opportunity to discuss the above issues further at a special community meeting to establish how traffic will be managed through our community going forward.

Thank you.

Terry and Debbie Beck

Cultus Lake





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550

**SUBMITTED BY:** Erica Lee,  
Chief Financial Officer

**SUBJECT:** 2020 Second Quarter Financial Report

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#### PURPOSE:

To provide the Board with an update on the financial results for the Second Quarter of 2020.

#### RECOMMENDATION:

***THAT** the report from the Chief Financial Officer providing an update to the Board on the 2020 Second Quarter financial results be received.*

#### DISCUSSION:

The financial results for the second quarter of 2020 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liabilities of Cultus Lake Park, a consolidated income statement and income statements for each business unit with comparative figures for 2019. The income statements provide additional information for variances noted as significant or that may be of general interest to readers of this information.

With the close of the Second quarter, Cultus Lake Park is currently in an overall positive surplus position of \$838,259 as a result of residential lease fee collection & seasonal and overnight Sunnyside Campground fees received along with more limited operating expenditures. These operating expenditures will increase over the summer months as the seasonal staffing compliment is increased to complete work duties within the busy park.

The surplus of \$838,259 is larger than usual for the Second quarter despite the fact revenues are lower than budgeted as the park was closed for most of March, April and May due to Covid 19. The surplus is primarily due to staff deferring a considerable number of budgeted capital projects to preserve the Park's reserve funds while the uncertainty of Covid 19.

#### STRATEGIC PLAN:

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

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Prepared by:

Approved for submission to the Board:

Erica Lee, CPA, CA  
Chief Financial Officer

  
Joe Lamb  
Chief Administrative Officer

**CULTUS LAKE PARK****2020 Financial Report****As at June 30, 2020, with comparative figures at June 30, 2019****Balance Sheet**

	2020	2019
<b><u>ASSETS</u></b>		
Cash	\$ 2,093,095	\$ 464,038
Investments	6,026,218	7,588,320
Accounts Receivable	144,198	127,272
Prepaid Accounts and Inventory	214,210	76,096
Capital Assets (net)	<u>3,813,408</u>	<u>2,390,507</u>
 TOTAL ASSETS	 \$ 12,291,129	 \$ 10,646,233
 <b><u>LIABILITIES</u></b>		
Accounts Payable	\$ 570,920	\$ 302,077
Payroll Liabilities	30,124	13,000
Capital Lease Liability	35,226	46,741
Deferred Revenue	1,087,876	562,570
Performance Bonds & Refundable Deposits	79,198	78,185
Landfill Closure Liability	935,868	908,610
Equity in Capital Assets	3,778,182	2,343,766
Operating Fund Surplus	850,447	899,059
Restricted Reserve Funds	<u>4,085,029</u>	<u>5,040,570</u>
 TOTAL LIABILITIES	 \$ 11,452,870	 \$ 10,194,578
  CURRENT YEAR SURPLUS	  <u>\$ 838,259</u>	  <u>\$ 451,655</u>



**CULTUS LAKE PARK**
**2020 Financial Report**
*For the SIX Months Ending June 30, 2020, with comparative figures for 2019*
**CONSOLIDATED INCOME STATEMENT**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
Sunnyside Campground	\$ 1,478,001	\$ 2,996,710	\$ (1,518,709)	-50.7%	\$ 1,962,097	
Park Patrol (Bylaw Enforcement)	4,860	3,500	1,360	38.9%	200	
Visitor Services (Cabins)	26,811	268,260	(241,449)	-90.0%	51,866	
Volunteer Fire Department	185,852	273,430	(87,578)	-32.0%	180,146	
Commercial Leases	180,406	601,025	(420,619)	-70.0%	164,687	
Residential Leases	766,672	895,269	(128,597)	-14.4%	713,851	
General Administration	53,807	42,500	11,307	26.6%	65,474	
Community Hall	650	11,950	(11,300)	-94.6%	5,534	
Foreshore lease	35,500	45,200	(9,700)	-21.5%	37,658	
Public Areas	109,267	710,500	(601,233)	-84.6%	199,941	
Community Events Committee	220	36,000	(35,780)	-99.4%	48,152	
	<u>\$ 2,842,046</u>	<u>\$ 5,884,344</u>	<u>\$ (3,042,298)</u>		<u>\$ 3,429,606</u>	
<b>EXPENDITURES</b>						
Advertising and Promotion	\$ 4,524	\$ 90,970	\$ 86,446	95.0%	\$ 41,931	
Bank, Credit Card and Interest Charges	47,938	80,700	32,762	40.6%	55,961	
Commissioners Indemnities	38,543	84,000	45,457	54.1%	28,248	
Grounds Maintenance	39,804	91,415	51,611	56.5%	112,239	
Information Systems	43,290	43,900	610	1.4%	28,075	
Inspections, Permits and Fees	1,420	10,830	9,410	86.9%	3,844	
Insurance	91,043	192,265	101,222	52.6%	83,520	
Janitorial	15,053	45,500	30,447	66.9%	22,492	
Office, Telephone and Sundry	90,903	244,460	153,557	62.8%	109,019	
Professional Fees	334,333	759,345	425,012	56.0%	319,384	Legal, Accounting, Contact Services
Repairs and Maintenance	122,096	268,675	146,579	54.6%	188,429	
Roads and Parking	7,217	47,300	40,083	84.7%	22,528	
Security	3,564	4,750	1,186	25.0%	2,784	
Sewer, Septic and Water Systems	2,038	306,900	304,862	99.3%	4,210	Sewer and Water Fees - FVRD
Travel and Conferences	942	19,980	19,038	95.3%	20,965	
Utilities	46,171	206,560	160,389	77.6%	67,947	
Waste Disposal	64,801	181,815	117,014	64.4%	79,983	
Waterfront Maintenance	534	15,000	14,466	96.4%	128	
Wages and Benefits	849,317	2,198,597	1,349,280	61.4%	894,537	
<b>TOTAL OPERATING &amp; WAGES AND BENEFITS</b>	<u>\$ 1,803,531</u>	<u>\$ 4,892,962</u>	<u>\$ 3,089,431</u>		<u>\$ 2,086,224</u>	
<b>NET OPERATING INCOME</b>	<u>\$ 1,038,515</u>	<u>\$ 991,382</u>	<u>\$ (47,133)</u>		<u>\$ 1,343,382</u>	
Capital Purchases	200,256	1,387,470	1,187,214	85.6%	891,727	
Transfer from Reserve for Capital Purchases	-	(1,292,200)	(1,292,200)	100.0%	-	
Transfer from Accumulated Surplus	-	(90,790)	(90,790)	100.0%	-	
Transfer to Reserves	-	967,280	967,280	100.0%	-	
	<u>\$ 2,003,787</u>	<u>\$ 5,864,722</u>	<u>\$ 3,860,935</u>		<u>\$ 2,977,951</u>	
<b>NET CONTRIBUTION TO PARK</b>	<u>\$ 838,259</u>	<u>\$ 19,622</u>	<u>\$ (818,637)</u>		<u>\$ 451,655</u>	

**CULTUS LAKE PARK**

**2020 Financial Report**

For the SIX Months Ending June 30, 2020, with comparative figures for 2019

**SUNNYSIDE CAMPGROUND**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011004000 SS Seasonal Waterfront Lots	\$ 376,885	\$ 519,800	\$ (142,915)	-27.5%	\$ 462,769	
1011004001 SS Seasonal View Lots	132,154	185,180	(53,026)	-28.6%	170,213	
1011004002 SS Seasonal Regular Lots	689,653	981,800	(292,147)	-29.8%	908,822	
1011004003 SS Overnight Full Hook Up	96,053	478,500	(382,447)	-79.9%	154,829	
1011004004 SS Overnight No Hook Up	30,877	187,050	(156,173)	-83.5%	44,266	
1011004005 SS Overnight View Lots	12,935	77,400	(64,465)	-83.3%	18,293	
1011004006 SS Overnight Waterfront Lots	19,231	100,080	(80,849)	-80.8%	35,105	
1011004011 SS Group Area A & B	2,162	29,000	(26,838)	-92.5%	8,219	Sunnyside Campground typically opens in late March, however due to the 2020 pandemic the campground was until early in June.
1011004015 SS Pay Parking/Miscellaneous Revenue	83,834	285,000	(201,166)	-70.6%	118,517	
1011004016 SS Milfoil Revenue	-	5,600	(5,600)	-100.0%	-	
1011004017 SS WIFI	1,446	2,500	(1,054)	-42.2%	2,399	
1011004050 Sunnyside Store Sales	30,744	138,000	(107,256)	-77.7%	34,008	
1011004910 SS Laundromat	-	4,800	(4,800)	-100.0%	374	
1011004950 Promotional Items Sales	2,027	2,000	27	1.4%	4,283	
	\$ 1,478,001	\$ 2,996,710	\$ (1,518,709)		\$ 1,962,097	
<b>EXPENDITURES</b>						
1021005000 Advertising	\$ 1,094	\$ 13,450	\$ 12,356	91.9%	\$ 3,366	
1021005300 Building Maintenance/Materials	16,631	21,000	4,369	20.8%	13,524	
1021005375 Contract Services	29,969	193,000	163,031	84.5%	74,405	Security Services
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	-	
1021005500 Data Processing	19,585	22,400	2,815	12.6%	5,927	IT Services and Rez Expert Software Charges
1021005700 Education & Training	-	4,500	4,500	100.0%	-	
1021005800 Equipment Maintenance	2,982	7,500	4,518	60.2%	4,542	
1021005820 Equipment Fuel	-	475	475	100.0%	290	
1021005900 Garbage Collection & Recycling	22,149	53,500	31,351	58.6%	27,089	
1021006000 Ground Maintenance Materials	22,425	38,000	15,575	41.0%	42,270	
1021006100 Commercial Insurance	12,756	26,700	13,944	52.2%	11,668	
1021006200 Vehicle Insurance	760	1,550	790	51.0%	374	
1021006300 Janitorial Contracts/Supplies	8,690	19,500	10,810	55.4%	13,913	
1021006500 Licences & Permits	505	1,550	1,045	67.4%	142	
1021006600 Membership Dues & Subscriptions	120	180	60	33.3%	240	
1021006800 Office Supplies & Expenses	733	4,400	3,667	83.3%	2,587	
1021006810 Bank Charges/ Cash Short (Over)	(22)	950	972	102.3%	244	
1021006812 Point of Sales Fees	41,126	54,000	12,874	23.8%	43,173	
1021006817 Retail Cost of Goods Sold	21,442	69,000	47,558	68.9%	28,293	
1021006822 Office Furniture	-	500	500	100.0%	-	
1021007000 Printing Expense	2,773	5,000	2,227	44.5%	2,225	
1021007100 Public Relations	522	3,840	3,318	86.4%	443	
1021007200 Roads & Parking Maintenance	808	12,000	11,192	93.3%	2,754	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	1,330	2,000	670	33.5%	1,010	
1021007500 Septic System Maintenance	1,161	5,000	3,839	76.8%	1,533	
1021007500 Sewer	-	109,400	109,400	100.0%	-	
1021007625 Shop Supplies	91	2,500	2,409	96.4%	1,740	
1021007700 Special Events	-	12,080	12,080	100.0%	1,346	
1021007800 Telephone	8,581	12,600	4,019	31.9%	7,068	
1021007900 Travel Expense	-	1,200	1,200	100.0%	53	
1021008000 Propane & Natural Gas	1,707	12,500	10,793	86.3%	2,697	
1021008005 Hydro Consumption	8,997	100,000	91,003	91.0%	29,633	
1021008020 Water	-	170,300	170,300	100.0%	-	
1021008100 Vehicle Maintenance	-	1,300	1,300	100.0%	656	
1021008130 Vehicle Fuel	21	750	729	97.2%	129	
1021008201 Signage	-	1,000	1,000	100.0%	102	
1021008300 Water System Maintenance	877	3,000	2,123	70.8%	2,357	
1021008600 Management Salaries	37,669	70,737	33,068	46.7%	29,538	
1021008700 Staff Wages - Gatehouse	42,593	184,130	141,537	76.9%	75,316	
1021008701 Staff Wages - Custodian	3,342	91,800	88,458	96.4%	29,229	
1021008705 Staff Wages - Ground Maintenance	18,726	94,775	76,049	80.2%	33,876	
1021008710 Staff Wages - Store	3,332	30,175	26,843	89.0%	7,849	



	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
1021008800 Employee Benefits	21,208	72,150	50,942	70.6%	26,510	
1021008825 Uniforms & Clothing Allowance	55	1,700	1,645	96.8%	1,701	
TOTAL OPERATING EXPENSES	\$ 354,738	\$ 1,537,422	\$ 1,182,684		\$ 529,812	
NET OPERATING INCOME	\$ 1,123,263	\$ 1,459,288	\$ 336,025	23.0%	\$ 1,432,285	
1021009000 Capital Purchases	47,573	686,015	638,442	93.1%	93,224	
1021009800 Transfer to Reserves	-	384,730	384,730	100.0%	-	
1021009805 Transfer from Reserve Capital Purchases	-	(686,015)	(686,015)	100.0%	-	
1021009810 Transfer from Accumulated Surplus	-	(9,000)	(9,000)	100.0%	-	
1021009998 Overhead Expenses	164,018	328,035	164,017	50.0%	138,098	
1021009999 Allocated Services	77,690	155,380	77,690	50.0%	74,102	
	\$ 644,019	\$ 2,396,567	\$ 1,752,548		\$ 835,236	
NET CONTRIBUTION TO (FROM)	\$ 833,982	\$ 600,143	\$ (233,839)		\$ 1,126,861	

**CULTUS LAKE PARK**
**2020 Financial Report**
*For the SIX Months Ending June 30, 2020, with comparative figures for 2019*
**PARK PATROL-BYLAW ENFORCEMENT**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011254675 Bylaw Enforcement Fines	\$ 4,860	\$ 3,500	\$ 1,360	38.9%	\$ 200	
1011254676 Vehicle Booting Fee	-	-	-	0.0%	-	
1011254900 Miscellaneous Revenue	-	-	-	0.0%	-	
	<u>\$ 4,860</u>	<u>\$ 3,500</u>	<u>\$ 1,360</u>		<u>\$ 200</u>	
<b>EXPENDITURES</b>						
1021255300 Building Maintenance Materials	\$ 376	\$ 1,000	\$ 624	62.4%	\$ 232	
1021255375 Contract Services	111,847	237,300	125,453	52.9%	89,801	Security and Policing Contracts
1021255500 Data Processing	1,135	1,000	(135)	-13.5%	3,630	
1021255700 Education & Training	-	500	500	100.0%	-	
1021255800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1021256100 Commercial Insurance	3,450	6,950	3,500	50.4%	3,350	
1021256200 Vehicle Insurance	680	1,375	695	50.5%	335	
1021256300 Janitorial Contracts/Supplies	63	-	(63)	0.0%	-	
1021256500 Licences & Permits	-	2,400	2,400	100.0%	352	
1021256800 Office Supplies & Expenses	-	1,200	1,200	100.0%	3,199	
1021257000 Printing Expense	-	750	750	100.0%	284	
1021257100 Public Relations	64	500	436	87.2%	100	
1021257400 Security Systems & Supplies	-	500	500	100.0%	507	
1021257800 Telephone	722	2,000	1,278	63.9%	417	
1021258000 Propane & Natural Gas	549	850	301	35.4%	480	
1021258100 Vehicle Maintenance	-	1,000	1,000	100.0%	269	
1021258130 Vehicle Fuel	-	1,500	1,500	100.0%	200	
1021258700 Staff Wages - Bylaw Enforcement	15,645	65,510	49,865	76.1%	12,168	
1021258800 Employee Benefits	1,771	15,800	14,029	88.8%	1,263	
1021258825 Uniforms & Clothing Allowance	468	100	(368)	-368.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 136,770</u>	<u>\$ 341,235</u>	<u>\$ 204,465</u>		<u>\$ 116,587</u>	
NET OPERATING INCOME	<u>\$ (131,910)</u>	<u>\$ (337,735)</u>	<u>\$ (205,825)</u>	60.9%	<u>\$ (116,387)</u>	
1021259000 Capital Purchases	-	-	-	0.0%	56,116	
1021259800 Transfer to Reserves	-	2,000	2,000	100.0%	-	
1021259998 Overhead Expenses	(192,258)	(384,515)	(192,257)	50.0%	(148,878)	
1021259999 Allocated Services	22,390	44,780	22,390	50.0%	21,766	
	<u>\$ (33,098)</u>	<u>\$ 3,500</u>	<u>\$ 36,598</u>		<u>\$ 45,591</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 37,958</u>	<u>\$ -</u>	<u>\$ (37,958)</u>		<u>\$ (45,391)</u>	



CULTUS LAKE PARK

2020 Financial Report

For the SIX Months Ending June 30, 2020, with comparative figures for 2015

**VISITOR SERVICES & CABINS**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011504400 Cabin Rentals	\$ 25,682	\$ 263,260	\$ (237,578)	-90.2%	\$ 49,098	Cabins are rented in the off season at lower monthly rates, therefore limited revenues have been realized in the 1st quarter. In addition due to the pandemic, cabin rentals were limited in Q1 and Q2.
1011504900 Miscellaneous Revenue	1,129	5,000	(3,871)	-77.4%	2,768	
	\$ 26,811	\$ 268,260	\$ (241,449)		\$ 51,866	
<b>EXPENDITURES</b>						
1021505000 Advertising	\$ -	\$ 2,900	\$ 2,900	100.0%	\$ 1,482	
1021505300 Building Maintenance Materials	4,084	7,400	3,316	44.8%	2,011	
1021505500 Data Processing	244	1,500	1,256	83.7%	1,235	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	-	8,400	8,400	100.0%	5,151	
1021506000 Grounds Maintenance Materials	452	7,555	7,103	94.0%	-	
1021506100 Commercial Insurance	5,450	15,500	10,050	64.8%	4,200	
1021506300 Janitorial Contracts/Supplies	462	5,600	5,138	91.8%	413	
1021506301 Linens	527	5,400	4,873	90.2%	32	
1021506800 Office Supplies & Expenses	20	650	630	96.9%	3,225	
1021506810						
1021506812 Bank Charges/Point of Sales Fees	2,002	5,300	3,298	62.2%	3,547	
1021506817 Retail Cost of Goods Sold	-	800	800	100.0%	-	
1021507000 Printing Expense	-	250	250	100.0%	-	
1021507100 Public Relations	450	500	50	10.0%	-	
1021507200 Roads & Parking Maintenance	-	300	300	100.0%	-	
102157400 Security Systems & Supplies	443	-	(443)	0.0%	-	
1021507500 Sewer & Septic System Maintenance	-	6,650	6,650	100.0%	320	
1021507800 Telephone/Cable	1,936	6,580	4,644	70.6%	1,999	
1021508000 Propane & Natural Gas	1,144	4,940	3,796	76.8%	861	
1021508005 Hydro Consumption	4,682	14,340	9,658	67.4%	5,356	
1021508020 Water	-	6,900	6,900	100.0%	-	
1021508700 Staff Wages - Visitor Services	5,554	55,560	50,006	90.0%	14,523	
1021508800 Employee Benefits	521	6,730	6,209	92.3%	1,391	
1021508825 Uniforms	-	200	200	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 27,971	\$ 164,355	\$ 136,384		\$ 45,746	
NET OPERATING INCOME	\$ (1,160)	\$ 103,905	\$ 105,065	101.1%	\$ 6,120	
1021509000 Capital Purchases	47,490	101,310	53,820	53.1%	491,388	
1021509800 Transfer to Reserves	-	38,010	38,010	100.0%		
1021509805 Transfer from Reserve Capital Purchases	-	(101,310)	(101,310)	100.0%		
1021509810 Transfer from Accumulated Surplus	-	(3,115)	(3,115)	100.0%		
1021509999 Allocated Services	20,340	40,680	20,340	50.0%	19,696	
	\$ 95,801	\$ 239,930	\$ 144,129		\$ 556,830	
NET CONTRIBUTION TO (FROM)	\$ (68,990)	\$ 28,330	\$ 97,320		\$ (504,964)	

CULTUS LAKE PARK

2020 Financial Report

For the SIX Months Ending June 30, 2020, with comparative figures for 2019

**VOLUNTEER FIRE DEPARTMENT**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1013004600 Local Services Revenue VFD CL	\$ 12,481	\$ 39,660	\$ (27,179)	-68.5%	\$ 11,894	Recoveries will be invoiced to FVRD and Soowahlie during Q3
1013004601 Fire Protection Agreements	-	60,400	(60,400)	-100.0%	-	
1013004605 Residential Lease Revenue VFD	173,371	173,370	1	0.0%	168,252	
	<u>\$ 185,852</u>	<u>\$ 273,430</u>	<u>\$ (87,578)</u>		<u>\$ 180,146</u>	
<b>EXPENDITURES</b>						
1023005000 Advertising	\$ -	\$ 500	\$ 500	100.0%	\$ -	
1023005300 Building Maintenance Materials	4,954	6,250	1,296	20.7%	2,298	
1023005500 Data Processing	110	2,000	1,890	94.5%	473	
1023005700 Education & Training	5,818	35,000	29,182	83.4%	9,328	
1023005800 Firefighting Equipment Fuel & Maintenance	13,822	28,600	14,778	51.7%	14,049	
1023005820 Equipment Fuel	-	-	-	0.0%	225	
1023005850 Fire Protection Equip Annual Testing	2,709	10,000	7,291	72.9%	6,088	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	4,750	9,700	4,950	51.0%	4,700	
1023006200 Vehicle Insurance	2,855	5,850	2,995	51.2%	1,959	
1023006300 Janitorial Contracts/Supplies	-	1,000	1,000	100.0%	-	
1023006600 Membership Dues & Subscriptions	-	700	700	100.0%	913	
1023006800 Office Supplies & Expenses	350	1,200	850	70.8%	543	
1023007100 Public Relations	-	500	500	100.0%	48	
1023007400 Security Systems & Supplies	257	500	243	48.6%	257	
1023007500 Sewer & Septic System Maintenance	-	550	550	100.0%	-	
1023007600 Shop Supplies	514	1,000	486	48.6%	-	
1023007625 Small Tools	-	1,000	1,000	100.0%	18	
1023007655 Medical Supplies	-	3,900	3,900	100.0%	614	
1023007800 Telephone	6,678	8,250	1,572	19.1%	5,940	
1023008000 Propane & Natural Gas	1,130	1,800	670	37.2%	905	
1023008005 Hydro Consumption	1,618	3,600	1,982	55.1%	1,667	
1023008020 Water	-	580	580	100.0%	-	
1023008100 Vehicle Maintenance	10,267	10,000	(267)	-2.7%	7,500	
1023008130 Vehicle Fuel	742	2,000	1,258	62.9%	466	
1023008600 Mgmt. Salaries - Fire Chief	2,250	5,600	3,350	59.8%	2,272	
1023008700 Staff Wages - VFD	25,487	57,220	31,733	55.5%	19,300	
1023008760 WCB/EHT Expense	886	3,080	2,194	71.2%	620	
1023008825 Uniforms & Clothing Allowance	1,734	2,000	266	13.3%	2,008	
TOTAL OPERATING EXPENSES	<u>\$ 86,931</u>	<u>\$ 202,880</u>	<u>\$ 115,949</u>		<u>\$ 82,191</u>	
NET OPERATING INCOME	<u>\$ 98,921</u>	<u>\$ 70,550</u>	<u>\$ (28,371)</u>	-40.2%	<u>\$ 97,955</u>	
1023009000 Capital Purchases	1,180	33,570	32,390	96.5%	37,863	
1023009800 Transfer to Reserves	-	57,580	57,580	100.0%	-	
1023009805 Transfer from Reserve Capital Purchases	-	(28,300)	(28,300)	100.0%	-	
1023009999 Allocated Services	3,850	7,700	3,850	50.0%	4,650	
	<u>\$ 91,961</u>	<u>\$ 273,430</u>	<u>\$ 181,469</u>		<u>\$ 124,704</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 93,891</u>	<u>\$ -</u>	<u>\$ (93,891)</u>		<u>\$ 55,442</u>	



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**PUBLIC WORKS**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>EXPENDITURES</b>						
1024005300 Building Maintenance Materials	\$ 512	\$ 6,100	\$ 5,588	91.6%	\$ 3,224	
1024005375 Contract Services	-	5,000	5,000	100.0%	360	WorkSafeBC Requirement - OH&S program.
1024005400 Conferences/Meetings	-	2,450	2,450	100.0%	67	
1024005500 Data Processing	968	1,000	32	3.2%	-	
1024005700 Education & Training	-	2,050	2,050	100.0%	231	
1024005800 Equipment Maintenance	12,593	11,300	(1,293)	-11.4%	2,865	
1024005820 Equipment Fuel	945	3,640	2,695	74.0%	2,335	
1024005900 Garbage Collection & Recycling	6,520	7,000	480	6.9%	4,029	
1024006000 Grounds Maintenance Materials	-	1,560	1,560	100.0%	-	
1024006100 Commercial Insurance	6,000	12,300	6,300	51.2%	5,650	
1024006200 Vehicle Insurance	8,881	18,550	9,669	52.1%	9,175	
1024006300 Janitorial Contracts	66	-	(66)	0.0%	-	
1024006500 Licences & Permits	-	450	450	100.0%	-	
1024006600 Membership Dues & Subscriptions	-	750	750	100.0%	-	
1024006800 Office Supplies & Expenses	177	1,530	1,353	88.4%	804	
1024007200 Roads & Parking Maintenance	6,409	23,000	16,591	72.1%	10,675	Dust Control
1024007400 Security Systems & Supplies	1,091	750	(341)	-45.5%	642	
1024007500 Sewer	-	550	550	100.0%	-	
1024007600 Shop Supplies	4,465	10,400	5,935	57.1%	5,719	
1024007625 Small Tools	2,666	3,500	834	23.8%	2,611	
1024007650 Safety Supplies	1,351	3,500	2,149	61.4%	1,361	
1024007800 Telephone	3,062	3,900	838	21.5%	3,270	
1024008000 Propane & Natural Gas	4,033	6,100	2,067	33.9%	4,035	
1024008005 Hydro Consumption	1,755	4,160	2,405	57.8%	1,888	
1024008020 Water	-	580	580	100.0%	-	
1024008100 Vehicle Maintenance	9,916	24,710	14,794	59.9%	8,814	
1024008130 Vehicle Fuel	5,481	18,450	12,969	70.3%	10,095	
1024008600 Management Salaries	39,863	86,380	46,517	53.9%	40,621	
1024008700 Staff Wages - Supervisor	25,510	65,320	39,810	60.9%	33,625	
1024008701 Staff Wages - Custodian	19,957	97,510	77,553	79.5%	21,219	
1024008710 Staff Wages - Public Works	206,534	461,110	254,576	55.2%	212,702	
1024008800 Employee Benefits	74,382	188,850	114,468	60.6%	81,367	
1024008825 Uniforms & Clothing Allowance	1,440	1,600	160	10.0%	1,440	One time annual allowance
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 444,577</b>	<b>\$ 1,074,050</b>	<b>\$ 629,473</b>		<b>\$ 468,824</b>	
<b>NET OPERATING INCOME</b>	<b>\$ (444,065)</b>	<b>\$ (1,067,950)</b>	<b>\$ (623,885)</b>	<b>58.4%</b>	<b>\$ (465,600)</b>	
1024009000 Capital Purchases	15,220	85,870	70,650	82.3%	86,722	
1024009800 Transfer to Reserves	-	115,000	115,000	100.0%	-	
1024009805 Transfer from Reserve Capital Purchases	-	(85,870)	(85,870)	100.0%	-	
1024009998 Overhead Expenses	(162,310)	(324,620)	(162,310)	50.0%	(157,326)	
1024009999 Allocated Services	(432,215)	(864,430)	(432,215)	50.0%	(418,084)	
	<b>\$ (134,728)</b>	<b>\$ -</b>	<b>\$ 134,728</b>		<b>\$ (19,864)</b>	
<b>NET CONTRIBUTION TO (FROM)</b>	<b>\$ 134,728</b>	<b>\$ -</b>	<b>\$ (134,728)</b>		<b>\$ 19,864</b>	

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**COMMERCIAL LEASES**

	2020		2020		Variance	Variance	2019	
	Actual YTD	Annual Budget		\$	%		Actual YTD	Variance Comments
<b>REVENUE</b>								
1015004200 Commercial Leases	\$ 167,036	\$ 558,925	\$ (391,889)	-70.1%		\$ 146,587	The majority of commercial leaseholders are invoiced during the summer season in Q3.	
1015004201 CL- Public Works	2,609	8,300	(5,691)	-68.6%		2,559		
1015004202 CL - Bylaw Enforcement	10,761	33,800	(23,039)	-68.2%		9,239		
1015004900 Miscellaneous Revenue	-	-	-	0.0%		6,302		
	\$ 180,406	\$ 601,025	\$ (420,619)			\$ 164,687		
<b>EXPENDITURES</b>								
1025005300 Building Maintenance Materials	\$ 5,010	\$ 6,500	\$ 1,490	22.9%		46,386		
1025005900 Garbage Collection & Recycling	4,455	13,680	9,225	67.4%		6,124		
1025006000 Grounds Maintenance Materials	165	2,800	2,635	94.1%		611		
1025006100 Commercial Insurance	14,250	29,800	15,550	52.2%		13,500		
1025007500 Sewer	-	550	550	100.0%		-		
1025008000 Propane & Natural Gas	318	500	182	36.4%		425		
1025008005 Hydro Consumption	3,486	5,120	1,634	31.9%		2,493		
1025008020 Water	-	580	580	100.0%		-		
1025008201 Signage	380	1,200	820	68.3%		-		
TOTAL OPERATING EXPENSES	\$ 28,064	\$ 60,730	\$ 32,666			\$ 69,539		
NET OPERATING INCOME	\$ (28,064)	\$ (60,730)	\$ (32,666)	53.8%		\$ (69,539)		
1025009000 Capital Purchases	-	63,570	63,570	100.0%		33,700		
1025009800 Transfer to Reserves	-	158,780	158,780	100.0%		-		
1025009805 Transfer from Reserve Capital Purchases	-	(63,570)	(63,570)	100.0%		-		
1025009998 Overhead Expenses	108,060	216,120	108,060	50.0%		101,546		
1025009999 Allocated Services	38,625	77,250	38,625	50.0%		37,576		
	\$ 174,749	\$ 512,880	\$ 338,131			\$ 242,361		
NET CONTRIBUTION TO (FROM)	\$ 5,657	\$ 88,145	\$ 82,488			\$ (77,674)		



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**RESIDENTIAL LEASES**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b><u>REVENUE</u></b>						
1016004100 Residential Leases	\$ 648,365	\$ 648,569	\$ (204)	0.0%	\$ 614,660	
1016004101 RL - Bylaw Enforcement	97,330	97,300	30	0.0%	85,073	
1016004110 Delinquent Fees	2,440	5,400	(2,960)	-54.8%	2,561	
1016004700 Lease Services	10,975	25,000	(14,025)	-56.1%	11,525	
1016004900 Miscellaneous Revenue	7,562	119,000	(111,438)	-93.6%	32	Licencing
	<u>\$ 766,672</u>	<u>\$ 895,269</u>	<u>\$ (128,597)</u>		<u>\$ 713,851</u>	
<b><u>EXPENDITURES</u></b>						
1026005375 Contract Services	\$ 1,500	\$ -	1,500	0.0%	\$ -	Land Survey
1026005900 Garbage Collection & Recycling	29,763	100,535	70,772	70.4%	36,737	
1026006100 Commercial Insurance	3,000	6,000	3,000	50.0%	2,900	
1026008005 Hydro Consumption	10,125	35,900	25,775	71.8%	9,978	
TOTAL OPERATING EXPENSES	<u>\$ 44,388</u>	<u>\$ 142,435</u>	<u>\$ 98,047</u>		<u>\$ 49,615</u>	
NET OPERATING INCOME	<u>\$ 722,284</u>	<u>\$ 752,834</u>	<u>\$ 30,550</u>	4.1%	<u>\$ 664,236</u>	
1026009800 Transfer to Reserves	-	62,230	62,230	100.0%	-	Milfoil
1026009998 Overhead Expenses	167,248	334,495	167,247	50.0%	154,286	
1026009999 Allocated Services	145,830	291,660	145,830	50.0%	141,646	
	<u>\$ 357,466</u>	<u>\$ 830,820</u>	<u>\$ 473,354</u>		<u>\$ 345,547</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 409,206</u>	<u>\$ 64,449</u>	<u>\$ (344,757)</u>		<u>\$ 368,304</u>	

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**GENERAL ADMINISTRATION**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1017004800 Interest Earned	\$ 45,106	\$ 40,000	\$ 5,106	12.8%	\$ 63,672	
1017004900 Miscellaneous Revenue/Encroachment	2,455	2,000	455	22.8%	1,232	
1017004904 Donations	5,776	-	5,776	0.0%	0	Milfoil Matting
1017004915 Dog Licenses	470	500	(30)	-6.0%	570	
	<u>\$ 53,807</u>	<u>\$ 42,500</u>	<u>\$ 11,307</u>		<u>\$ 65,474</u>	
<b>EXPENDITURES</b>						
1027005000 Advertising	\$ 695	\$ 1,500	\$ 805	53.7%	\$ 2,490	
1027005100 Accounting & Auditing Fees	2,118	17,870	15,752	88.1%	1,155	
1027005175 Board Level Expenses	1,357	17,000	15,643	92.0%	1,485	
1027005300 Building Maintenance Materials	1,891	3,000	1,109	37.0%	1,829	
1027005375 Contract Services	22,278	75,900	53,622	70.6%	39,724	
1027005400 Conferences/Meetings	773	11,000	10,227	93.0%	20,194	
1027005500 Data Processing	21,249	16,000	(5,249)	-32.8%	16,810	
1027005700 Education & Training	-	5,000	5,000	100.0%	1,603	
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	200	
1027006100 Commercial Insurance	6,950	14,500	7,550	52.1%	6,152	
1027006200 Vehicle Insurance	1,049	2,040	991	48.6%	1,053	
1027006400 Legal Fees	143,603	132,675	(10,928)	-8.2%	56,131	
1027006450 Professional Fees	9,758	27,000	17,242	63.9%	28,885	
1027006600 Membership Dues & Subscriptions	795	3,700	2,905	78.5%	1,147	
1027006800 Office Supplies & Expenses	4,478	17,000	12,522	73.7%	5,442	
1027006812 Bank Charges/Point of Sale Fees	3,370	13,000	9,630	74.1%	8,002	
1027006815 Postage & Courier	3,063	4,000	937	23.4%	2,247	
1027006820 Equipment Leases	6,519	15,000	8,481	56.5%	7,288	
1027006822 Office Furniture	-	4,000	4,000	100.0%	-	
1027006900 Recruitment Expenses	759	-	(759)	0.0%	425	
1027007000 Printing Expense	259	1,000	741	74.1%	237	
1027007100 Public Relations	554	4,000	3,446	86.2%	1,118	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	368	
1027007500 Sewer & Septic System Maintenance	-	550	550	100.0%	-	
1027007700 Special Events - CWFPP	-	5,000	5,000	100.0%	-	
1027007800 Telephone	6,595	8,500	1,905	22.4%	6,040	
1027007900 Travel Expense	169	2,000	1,831	91.6%	651	
1027008000 Propane & Natural Gas	837	1,800	963	53.5%	711	
1027008005 Hydro Consumption	1,448	3,500	2,052	58.6%	1,827	
1027008020 Water	-	580	580	100.0%	-	
1027008100 Vehicle Maintenance	172	400	228	57.0%	326	
1027008130 Vehicle Fuel	167	400	233	58.3%	-	
1027008500 Commissioners Indemnity	38,543	84,000	45,457	54.1%	28,248	
1027008600 Management Salaries	111,906	119,710	7,804	6.5%	53,516	
1027008601 Finance Salaries	63,089	138,750	75,661	54.5%	62,734	
1027008710 Staff Wages - DPO	28,637	62,880	34,243	54.5%	28,611	
1027008715 Staff Wages - Admin / CSR	40,155	112,820	72,665	64.4%	46,230	
1027008800 Employee Benefits	56,602	106,400	49,798	46.8%	54,909	
TOTAL OPERATING EXPENSES	<u>\$ 580,281</u>	<u>\$ 1,034,475</u>	<u>\$ 454,194</u>		<u>\$ 487,788</u>	
NET OPERATING INCOME	<u>\$ (526,474)</u>	<u>\$ (991,975)</u>	<u>\$ (465,501)</u>	46.9%	<u>\$ (422,314)</u>	
1027009000 Capital Purchases	7,355	33,570	26,215	78.1%	3,370	
1027009800 Transfer to Reserves	-	50,000	50,000	100.0%	-	
1027009805 Transfer from Reserve Capital	-	(33,570)	(33,570)	100.0%	-	
1027009810 Transfer from Accumulated Surplus	-	(48,675)	(48,675)	100.0%	-	
1027009998 Overhead Expenses	(436,821)	(873,640)	(436,819)	50.0%	(412,972)	
1027009999 Allocated Services	(59,830)	(119,660)	(59,830)	50.0%	(58,684)	
	<u>\$ 90,985</u>	<u>\$ 42,500</u>	<u>\$ (48,485)</u>		<u>\$ 19,502</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (37,178)</u>	<u>\$ -</u>	<u>\$ 37,178</u>		<u>\$ 45,972</u>	



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**COMMUNITY HALL**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1018004920 Community Hall Rentals	\$ 650	\$ 11,950	\$ (11,300)	-94.6%	\$ 5,534	Due to the pandemic, the majority of the Hall rentals were cancelled in Q2.
<b>EXPENDITURES</b>						
1028005300 Building Maintenance Materials	\$ 275	\$ 3,500	\$ 3,225	92.1%	\$ -	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	-	
1028006100 Commercial Insurance	3,800	7,750	3,950	51.0%	3,700	
1028007500 Sewer	-	550	550	100.0%	-	
1028007800 Telephone	115	200	85	42.5%	115	
1028008000 Propane & Natural Gas	854	1,800	946	52.6%	889	
1028008005 Hydro Consumption	557	1,550	993	64.1%	647	
1028008020 Water		580	580	100.0%		
TOTAL OPERATING EXPENSES	\$ 5,601	\$ 16,930	\$ 11,329		\$ 5,351	
NET OPERATING INCOME	\$ (4,951)	\$ (4,980)	\$ (29)	0.6%	\$ 183	
1028009000 Capital Purchases	1,929	4,570	2,641	57.8%		
1028009800 Transfer to Reserves	-	10,000	10,000	100.0%		
1028009805 Transfer from Reserve Capital Purchases	-	(4,570)	(4,570)	100.0%		
1028009998 Overhead Expenses	15,158	30,315	15,157	50.0%	14,226	
1028009999 Allocated Services	10,530	21,060	10,530	50.0%	10,130	
	\$ 33,218	\$ 78,305	\$ 45,087		\$ 29,707	
NET CONTRIBUTION TO (FROM)	\$ (32,568)	\$ (66,355)	\$ (33,787)		\$ (24,173)	

**CULTUS LAKE PARK**

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**FORESHORE LEASE**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1018504900 Miscellaneous Revenue	\$ 420	\$ -	\$ 420	0.0%	\$ 510	
1018504936 Boat Mooring - Public Areas/VS	35,079	45,200	(10,121)	-22.4%	37,148	
	<u>\$ 35,499</u>	<u>\$ 45,200</u>	<u>\$ (9,701)</u>		<u>\$ 37,658</u>	
<b>EXPENDITURES</b>						
1028505800 Equipment Maintenance	\$ 55	\$ 1,500	\$ 1,445	96.3%	\$ -	
1028505820 Equipment Fuel	-	800	800	100.0%	-	
1028505850 Floats & Buoys	519	10,000	9,481	94.8%	2,500	
1028506000 Grounds Maintenance Materials	9,465	10,000	535	5.4%	26,563	
1028506100 Commercial Insurance	7,100	14,200	7,100	50.0%	7,100	
1028506200 Vehicle Insurance	62	100	38	38.0%	54	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	1,050	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance	-	200	200	100.0%	-	
1028508130 Vehicle Fuel					16	
1028508200 Foreshore Maintenance (Wharfs)	534	15,000	14,466	96.4%	128	
1028508201 Signage	58	1,000	942	94.2%	840	
TOTAL OPERATING EXPENSES	<u>\$ 17,793</u>	<u>\$ 54,050</u>	<u>\$ 36,257</u>		<u>\$ 38,251</u>	
NET OPERATING INCOME	<u>\$ 17,706</u>	<u>\$ (8,850)</u>	<u>\$ (26,556)</u>	300.1%	<u>\$ (593)</u>	
1028509000 Capital Purchases	16,898	4,190	- 12,708	-303.3%	11,013	Boat Launch Repairs required for Safety
1028509800 Transfer to Reserves	-	5,000	5,000	100.0%	-	
1028509805 Transfer from Reserve Capital Purchases	-	(4,190)	(4,190)	100.0%	-	
1028509998 Overhead Expenses	110,115	220,230	110,115	50.0%	103,540	
1028509999 Allocated Services	42,930	85,860	42,930	50.0%	41,556	
	<u>\$ 187,736</u>	<u>\$ 365,140</u>	<u>\$ 177,404</u>		<u>\$ 194,360</u>	
	<u>\$ (152,237)</u>	<u>\$ (319,940)</u>	<u>\$ (167,703)</u>		<u>\$ (156,702)</u>	



**CULTUS LAKE PARK**
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**PUBLIC AREAS**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b>REVENUE</b>						
1019004700 Tree Removal Fees	\$ -	\$ 1,500	\$ (1,500)	-100.0%	\$ 4,500	
1019004900 Miscellaneous Revenue	2,981	15,000	(12,019)	-80.1%	8,836	
1019004904 Donations					5,838	
						Due to the Pandemic -Parking lots were closed for most of March, April, and May.
1019004910 Pay Parking	106,286	694,000	(587,714)	-84.7%	180,767	
	<u>\$ 109,267</u>	<u>\$ 710,500</u>	<u>\$ (601,233)</u>		<u>\$ 199,941</u>	
<b>EXPENDITURES</b>						
1029005300 Building Maintenance Materials	\$ 205	\$ 6,100	\$ 5,895	96.6%	\$ 3,184	
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	12,000	Annual Grant to CEAC
1029005360 Commemorative Benches	669	1,900	1,231	64.8%	-	
1029005375 Contract Services	13,260	70,600	57,340	81.2%	12,572	Lions Parking/Sign Inventory
1029005800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1029005900 Garbage Collection & Recycling	1,915	7,100	5,185	73.0%	6,004	
1029006000 Grounds Maintenance Materials	7,296	30,000	22,704	75.7%	30,658	
1029006010 General Maintenance	14,550	20,000	5,450	27.3%	12,334	
1029006100 Commercial Insurance	9,250	19,400	10,150	52.3%	7,650	
1029006300 Janitorial Contracts/Supplies	5,246	14,000	8,754	62.5%	8,135	
1029006810 Bank Charges	133	450	317	70.4%	114	
1029006812 Point of Sale Fees	1,308	7,000	5,692	81.3%	1,124	
1029006820 Equipment Leases	15,486	10,200	(5,286)	-51.8%	14,456	Lions Parking Meter Lease
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	-	12,000	12,000	100.0%	9,099	
1029007300 Vandalism Repairs	113	2,500	2,387	95.5%	1,068	
1029008005 Hydro Consumption	2,931	8,100	5,169	63.8%	3,456	
1029008201 Signage	2,913	6,500	3,587	55.2%	1,054	
TOTAL OPERATING EXPENSES	<u>\$ 75,275</u>	<u>\$ 229,350</u>	<u>\$ 154,075</u>		<u>\$ 122,908</u>	
NET OPERATING INCOME	<u>\$ 33,992</u>	<u>\$ 481,150</u>	<u>\$ 447,158</u>	92.9%	<u>\$ 77,033</u>	
1029009000 Capital Purchases	62,611	374,805	312,194	83.3%	112,031	
1029009800 Transfer to Reserves	-	83,000	83,000	100.0%	-	
1029009805 Transfer from Reserve Capital Purchases	-	(284,805)	(284,805)	100.0%	-	
1029009810 Transfer from Accumulated Surplus	-	(30,000)	(30,000)	100.0%	-	
1029009998 Overhead Expenses	226,790	453,580	226,790	50.0%	207,480	
1029009999 Allocated Services	129,860	259,720	129,860	50.0%	125,646	
	<u>\$ 494,536</u>	<u>\$ 1,085,650</u>	<u>\$ 591,114</u>		<u>\$ 568,065</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (385,269)</u>	<u>\$ (375,150)</u>	<u>\$ 10,119</u>		<u>\$ (368,124)</u>	

**CULTUS LAKE PARK****2020 Financial Report**

For the SIX Months Ending June 30, 2020, with comparative figures for 2019

**Community Events Committee**

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<b><u>REVENUE</u></b>						
1018504900 Miscellaneous Revenue	\$ 220	\$ 10,000	\$ (9,780)	-97.8%	\$ 8,202	Due to Covid 19 special events at Cultus Lake Park have been suspended.
1018504901 CEAC-Sponsorship - CEAC			-	0.0%		
1018504902 Public Areas - Contribution		\$ 12,000	(12,000)	-100.0%	\$ 12,000	
1018504903 General Admin - Contribution			-	0.0%	15,000	
1018504996 Grants from other Agency's		14,000	(14,000)	-100.0%	12,950	
	<u>\$ 220</u>	<u>\$ 36,000</u>	<u>\$ (35,780)</u>		<u>\$ 48,152</u>	
<b><u>EXPENDITURES</u></b>						
1028505375 Contract Services	\$ -	\$ -	\$ -	0.0%	\$ 16,350	
1028506800 Office Supplies & Misc. Expenses		850	850	100.0%	26	
1028507700 Special Events CEAC	1,141	34,200	33,059	96.7%	19,536	
1028509800 Transfer to Reserves	-	950	950	100.0%	-	
	<u>\$ 1,141</u>	<u>\$ 36,000</u>	<u>\$ 34,859</u>		<u>\$ 35,912</u>	
	<u>\$ (921)</u>	<u>\$ -</u>	<u>\$ 921</u>		<u>\$ 12,240</u>	





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550-70  
**SUBMITTED BY:** Erica Lee  
Chief Financial Officer  
**SUBJECT:** 2020 Lions Parking Second Quarter Report

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#### PURPOSE:

To provide the Board with an overview of parking revenue for the Second Quarter of 2020.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2020 Lions Parking Second Quarter Report for information.*

#### DISCUSSION:

Parking revenue, net of GST, for the Second Quarter totaled \$72,802. This is down approximately \$74,500 from parking revenue for the Second Quarter of 2019 due to the parking lots being closed for a considerable portion of the quarter and poor weather during June. In the Second Quarter, as seen in Table 1, parking revenue totaled \$72,802 and net parking revenue totaled \$58,432. This is a decrease of just \$69,000 over net parking revenue for the Second Quarter of 2019.

Parking revenue, net of GST, Year to Date totals \$81,308 which is a decrease of \$86,305 or a 51% decrease from 2019. The tables below show the Second Quarter remittance statements (1), revenue (2), expenses (3) and net revenue (4).

#### STRATEGIC PLAN:

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

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Prepared by:

Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer

**Table 1 -**



**REMITTANCE STATEMENT**  
**Second Quarter 2020**

<b>Revenue*</b>	<b>Net of Tax</b>	<b>GST</b>	<b>TOTAL</b>
Coin Revenue	8,940.90	447.05	9,387.95
Credit Card Revenue	63,860.71	3,193.04	67,053.75
<b>Total Revenue</b>	<b>72,801.62</b>	<b>3,640.08</b>	<b>76,441.70</b>

<b>Expenses</b>	<b>Net of Tax</b>	<b>GST/PST</b>	<b>TOTAL</b>
Bank Fee's	57.00	-	57.00
CC Processing	899.70	-	899.70
Meter Supplies	-	-	-
Communication	2,490.00	298.80	2,788.80
Meter Warranty	630.00	75.60	705.60
Meter Lease	3,596.22	431.55	4,027.77
Management Fee*	4,347.44	217.37	4,564.81
Service Fee*	84.04	4.20	88.24
Miscellaneous+	2,265.00	271.80	2,536.80
<b>Total Expenses</b>	<b>14,369.39</b>	<b>1,299.32</b>	<b>15,668.71</b>

\*GST Only

<b>Net Revenue</b>	<b>58,432.23</b>	<b>2,340.76</b>	<b>60,772.99</b>
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Table 2 -

Revenues						
Mth	Revenue 2015	Revenue 2016	Revenue 2017	Revenue 2018	Revenue 2019	Revenue 2020
Jan	1,509.34	1,762.80	1,489.00	1,166.50	3,918.55	1,025.85
Feb	3,006.75	2,020.05	1,770.30	2,411.25	1,332.80	2,607.35
Mar	4,091.15	4,318.85	3,390.30	6,327.80	15,916.20	5,298.20
Apr	6,938.95	13,041.15	9,140.45	13,879.00	12,959.65	-
May	23,075.65	22,309.45	51,080.85	46,410.05	42,989.90	22,119.65
Jun	58,514.40	36,773.60	58,267.90	59,045.15	98,875.92	54,322.05
Jul	80,558.25	126,468.55	189,066.40	212,401.10	183,729.72	
Aug	83,659.65	169,123.20	187,968.95	148,324.05	218,821.40	
Sep	19,902.40	28,815.70	64,541.25	35,045.35	41,059.65	
Oct	3,445.15	5,904.00	6,446.95	6,052.80	4,497.95	
Nov	786.20	1,036.65	663.05	2,379.90	2,077.55	
Dec	694.05	525.25	1,095.55	1,791.00	1,882.00	
Total	286,181.94	412,099.25	574,920.95	535,233.95	628,061.29	85,373.10

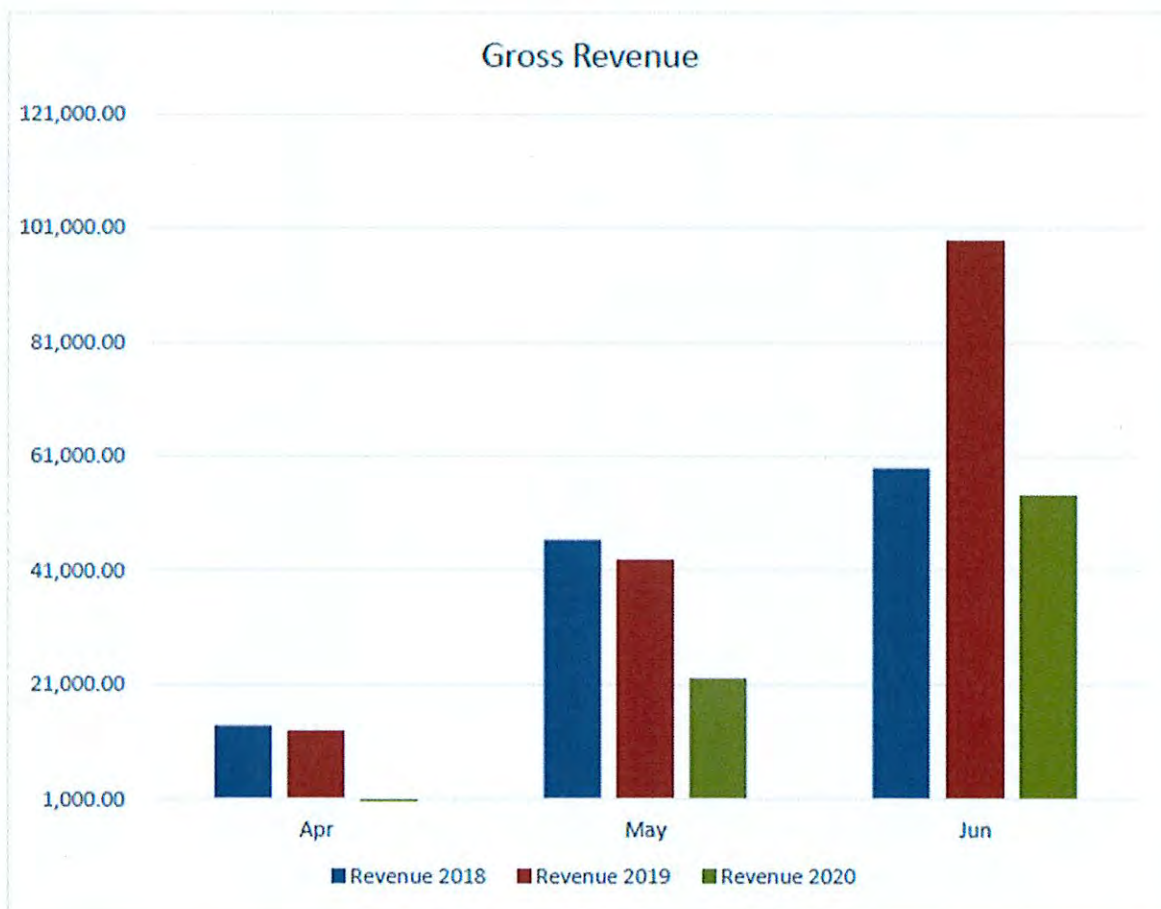


Table 3 –

Expenses						
Mth	Expense 2015	Expense 2016	Expense 2017	Expense 2018	Expense 2019	Expense 2020
Jan	2,568.48	2,593.55	904.17	2,290.07	2,871.72	2,698.58
Feb	2,731.99	2,630.86	941.07	2,369.52	2,853.60	2,773.36
Mar	2,857.34	2,867.56	1,118.62	2,663.48	3,644.02	3,150.38
Apr	3,177.56	5,565.25	1,722.73	3,640.50	4,756.79	2,738.28
May	6,727.68	4,871.93	6,264.79	5,393.68	6,578.19	4,009.69
Jun	9,778.97	4,878.78	6,733.90	6,977.74	10,201.82	8,920.75
Jul	13,082.18	18,925.36	16,018.94	21,125.57	15,219.55	
Aug	14,037.87	20,759.76	25,042.07	19,095.63	20,109.44	
Sep	6,892.82	7,892.87	15,182.08	9,070.22	10,795.71	
Oct	3,230.28	2,056.23	4,505.68	4,304.80	4,390.29	
Nov	2,552.14	976.66	2,436.78	2,937.25	2,842.27	
Dec	2,486.91	809.39	2,273.67	2,749.02	2,752.35	
Total	70,124.19	74,828.19	83,144.49	82,617.48	87,015.75	24,291.04

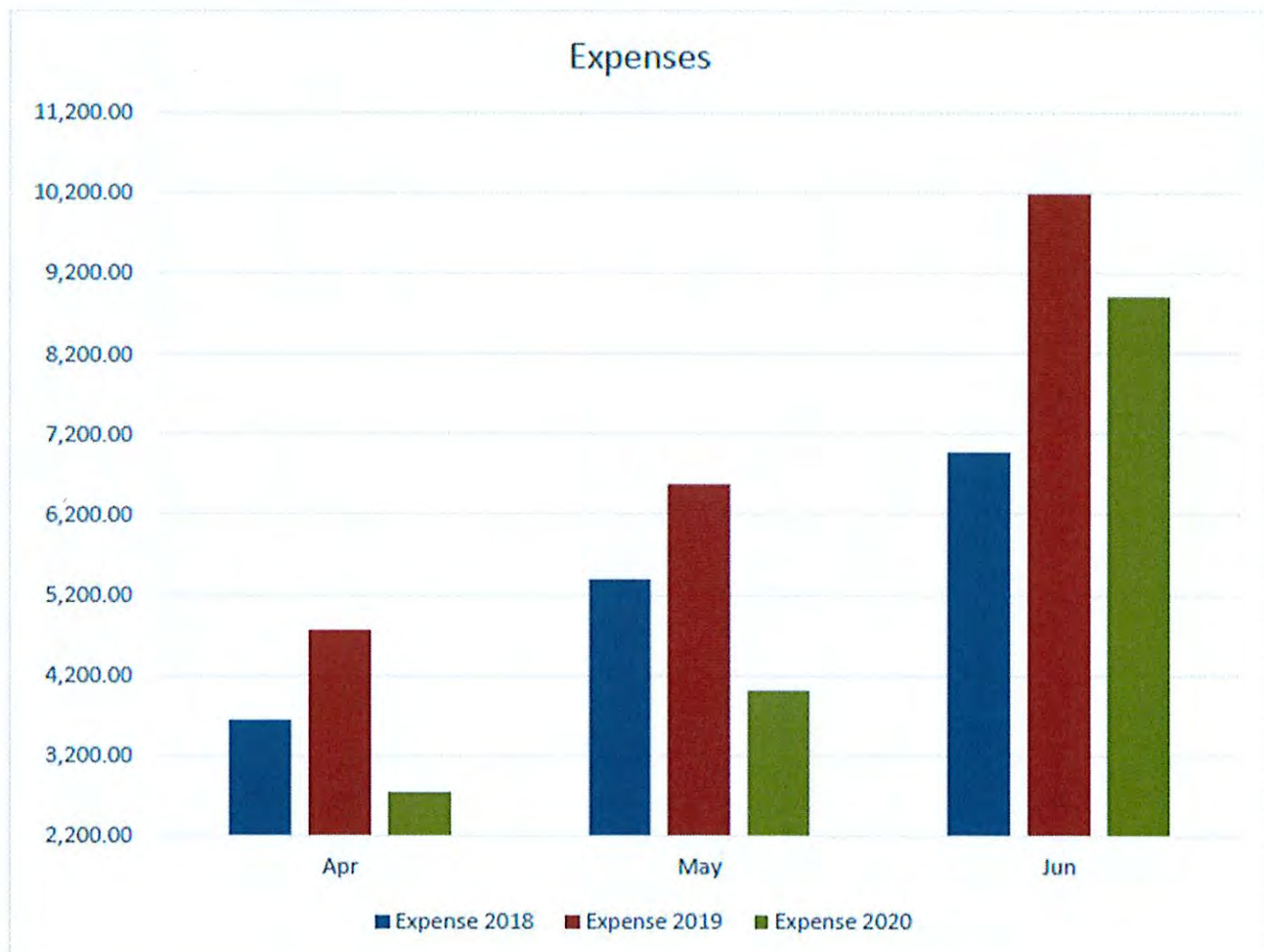
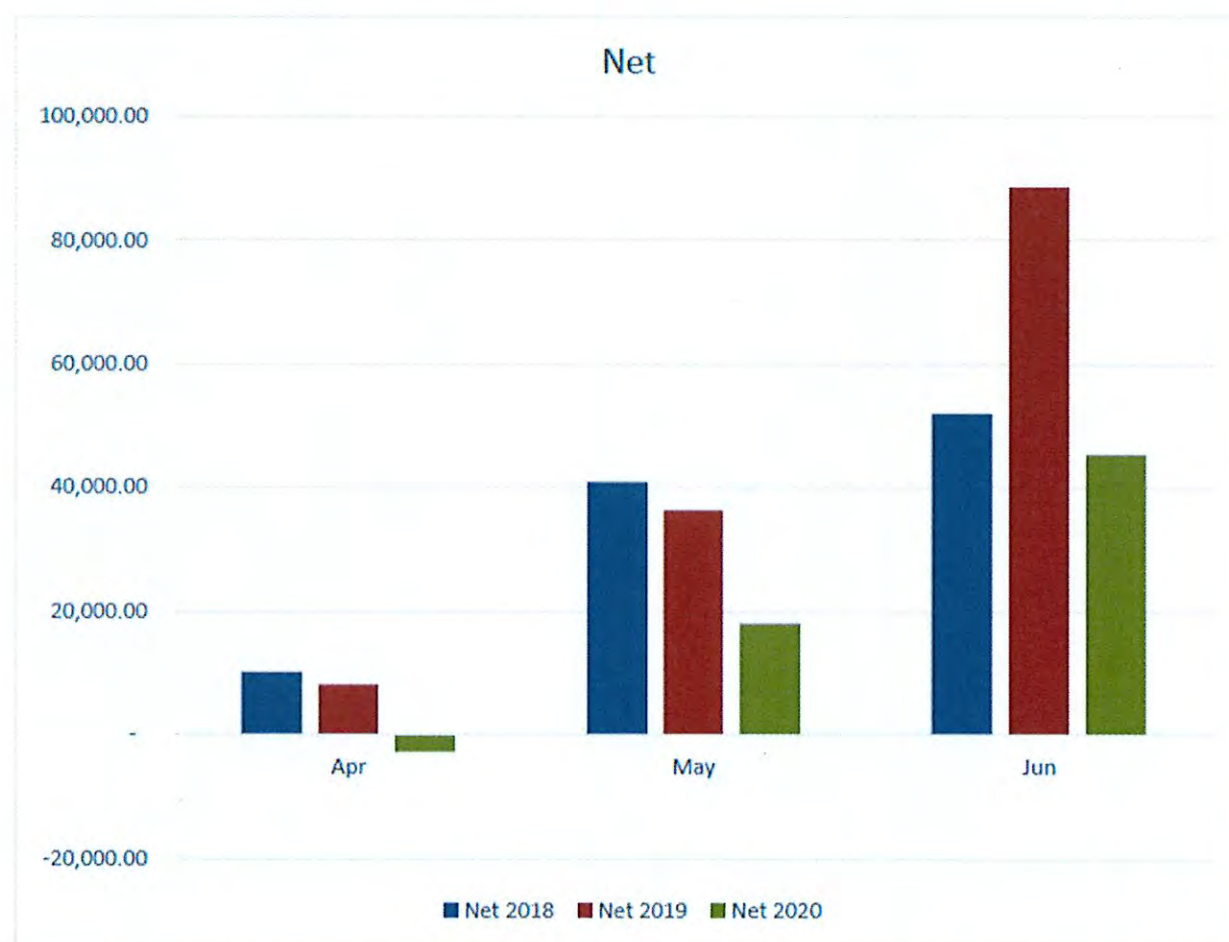




Table 4 -

Net												
Mth	Net 2015		Net 2016		Net 2017		Net 2018		Net 2019		Net 2020	
Jan	-	1,059.14	-	830.75	584.83	-	1,123.57	1,046.83	-	1,672.73		
Feb		274.76	-	610.81	829.23		41.73	-	1,520.80	-	166.01	
Mar		1,233.82		1,451.29	2,271.68		3,664.32		12,272.18		2,147.82	
Apr		3,761.40		7,475.90	7,417.72		10,238.50		8,202.86	-	2,738.28	
May		16,347.97		17,437.53	44,816.06		41,016.37		36,411.71		18,109.96	
Jun		48,735.43		31,894.82	51,534.00		52,067.41		88,674.10		45,401.30	
Jul		67,476.07		107,543.20	173,047.46		191,275.53		168,510.17		-	
Aug		69,621.78		148,363.44	162,926.88		129,228.42		198,711.96		-	
Sep		13,009.58		20,922.83	49,359.17		25,975.13		30,263.94		-	
Oct		214.88		3,847.77	1,941.27		1,748.00		107.66		-	
Nov	-	1,765.94		60.00	1,773.73	-	557.35	-	764.72		-	
Dec	-	1,792.86	-	284.14	1,178.12	-	958.02	-	870.35		-	
Total		216,057.75		337,271.07	491,776.46		452,616.47		541,045.54		61,082.06	









## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550 - 70

**SUBMITTED BY:** Dave Driediger,  
Manager of Park Operations

**SUBJECT:** 2020 Public Works Second Quarter Report

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#### PURPOSE:

To provide the Board with an update on Public Works projects completed during the Second Quarter of 2020.

#### RECOMMENDATION:

*THAT the Cultus Lake Park Board receive the 2020 Public Works Second Quarter Report for information.*

#### DISCUSSION:

The following list summarizes various tasks and projects completed by Public Works staff over the Second Quarter of 2020.

##### Commercial Leases:

- Buildings/grounds/parking lot maintenance – 25 days labour
- Litter/garbage collection/janitorial service/vandalism repairs – 30 days labour

##### Community Hall:

- Janitorial service and rental set up – 2 days labour
- Buildings/grounds/parking lot maintenance – 2 days labour

##### Foreshore:

- Wharf/weir maintenance – 18 days labour
- Swim line maintenance – 7 days labour

##### Park Office:

- Building maintenance – 2 days labour
- Grounds maintenance – 7 days labour

##### Public Areas:

- Buildings/structure maintenance – 3 days labour
- Daily litter/garbage collection – 24 days labour
- Daily parking lot opening – 5 days labour
- Environment Committee work – 5 days labour

- Grounds/tree maintenance and debris cleanup – 79 days labour
- Janitorial service – 47 days labour
- Roads/parking lots/signage/lighting maintenance – 28 days labour
- Tree work/stump removal – 2 days labour
- Vandalism repairs – 8 days
- Weekly garbage collection and inspections – 20 days labour

Public Works:

- Administration – 29 days labour
- Equipment/vehicle maintenance – 10 days labour
- Janitorial service – 8 days labour
- Training – 30 days labour
- Yard/building maintenance – 10 days labour

Fire Hall:

- Administration/emergency response/inspections – 4 days labour
- Building/equipment maintenance – 1 day labour
- Janitorial service – 2 days labour

Residential Leases:

- Grounds/tree maintenance/debris cleanup – 7 days labour
- Road maintenance – 5 days labour

Sunnyside Campground:

- Building/vandalism maintenance – 28 days labour
- Grounds/tree maintenance – 5 days labour
- Misc. maintenance work orders – 4 days labour
- Roads/parking maintenance – 12 days labour
- Site maintenance/debris clean-up/surfacing – 33 days labour
- Water/sewer maintenance – 16 days labour

Visitor Services/Cabins:

- Building maintenance – 19 days labour
- Garbage collection – 2 days labour
- Grounds/tree maintenance – 10 days labour
- Janitorial service – 10 days labour

**STRATEGIC PLAN:**

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

Prepared by:



Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020

**FILE:** 0550

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

**SUBJECT:** 2020 Sunnyside Campground and Cabins Second Quarter Report

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#### **PURPOSE:**

To provide the Board with an update on Sunnyside Campground and the Cultus Lake Cabins for the second quarter of 2020.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the Campground and Cabins second quarter report for information.*

#### **DISCUSSION:**

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the second quarter of 2020.

#### **Sunnyside Campground:**

The Campground cleanup prior to the original opening date of April 3, 2020, started at the beginning of March. On March 23, 2020, due to COVID-19, the Cultus Lake Park Board made the decision to postpone the opening of Sunnyside Campground until April 30, 2020. Due to further direction from the government and health authorities, a second delay in the opening of the campground was implemented, focusing on opening May 31, 2020.

A plan was prepared to open the campground in stages commencing with the seasonal move in from May 21-31, 2020 to ensure social distancing. Seasonal move in is usually completed over one weekend.

On June 1, 2020, the overnight areas opened to the public.

The Seasonal campers Welcome BBQ was cancelled due to COVID-19 as well as the scheduled Mother and Father's Day Pancake Breakfast.

Additional WIFI upgrades were made this Spring.

The Sunnyside Store opened just prior to the long weekend in May.

As of the end of June 2020, Sunnyside was approximately \$485,000 lower in revenue compared to the same time in 2019.

**Cultus Lake Cabins:**

Cabin reservations for April & May 2020 were cancelled due to COVID-19, in comparison to approximately 20 reservations in April & May 2019. A portion of the cabins in April & May 2019 were closed due to renovations. June 2020 reservations in comparison to June 2019 was down by 50%. Approximately one-quarter of these reservations were moved to June 2021.

Twin Alders renovations were completed, and rentals began in early June 2020.

New flooring was installed in Arbutus and Birch Cabins in April/May.

Revenue for Cabins is approximately \$25,000 less in comparison to the end of June 2019.

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Prepared by:



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Jacquie Spencer  
Manager of Visitor Services,  
Accommodations & Bylaw Enforcement

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550

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

**SUBJECT:** 2020 Bylaw Compliance & Enforcement Second Quarter Report

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#### PURPOSE:

To provide the Board with an update on Bylaw Compliance & Enforcement Operations for the months of April through June, 2020.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board receive the 2020 Bylaw Compliance & Enforcement Second Quarter report for information.

#### DISCUSSION:

The following is a breakdown of statistics relating to bylaw compliance and enforcement and security activities for the second quarter of 2020 in comparison to 2019.

Zone 1 – Sunnyside Campground gatehouse area, full hook-up, seasonal sites and group sites

Zone 2 – Sunnyside Campground overnight tenting and Sunnyside Campground beach

Zone 3 – Residential areas, Commercial areas, Park Office, Columbia Valley Highway

Zone 4 – Main Beach, Cabins, Community Hall, Parmenter Road

<b>2019 Statistics</b>	<b><u>Zones 1 &amp; 2</u></b>	<b><u>Zone 3 &amp; 4</u></b>	<b><u>Total</u></b>
Verbal Warnings	83	146	229
Written Warnings	116	140	256
Fines	5	9	14
Verbal Evictions	0	0	0
Written Evictions	2	0	2
RCMP	5	6	11
Emergency Medical Services	6	0	6
Totals	217	301	518

<b>2020 Statistics</b>	<b>Zones 1 &amp; 2</b>	<b>Zone 3 &amp; 4</b>	<b>Total</b>
Verbal Warnings	276	278	554
Written Warnings	167	43	210
Fines	32	180	212
Verbal Evictions	6	6	12
Written Evictions	3	0	3
RCMP	7	2	9
Emergency Medical Services	1	0	1
Totals	492	509	1001

<b>2020 Statistics</b>		
<b>Bylaw Number</b>	<b>Section</b>	<b>Total Tickets Issued</b>
1146	Management of Public Areas	2
1147	Noise Regulation Bylaw	1
1154	Parking and Traffic	177
1165	Sunnyside Campground	32
Totals		212

The statistics shown above for 2020 were collected from Cultus Lake Park full time Bylaw Officer who commenced in March 2020 and Griffin Security who commenced on May 15, 2020, providing two staff, seven days per week until the September Labour Day weekend.

Griffin Security started patrols in Sunnyside Campground on May 19, 2020 and will be on site until campground closure on October 12, 2020.

The Community Policing team started at Cultus Lake on May 15, 2020 and will be patrolling on a regular basis until September Labour Day weekend.

Staff reviewed and amended several Bylaws and Fines for the Cultus Lake Park Board's approval in April including:

- Sunnyside Campground Bylaw No. 1165, 2020,
- Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 Amendment Bylaw No. 1166, 2020,
- Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020,
- Cultus Lake Park Boating and Foreshore Bylaw No 1143, 2019, Amendment Bylaw No. 1168, 2020
- Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 Amendment Bylaw No. 1169, 2020,
- Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019 Amendment Bylaw No. 1170, 2020,
- Cultus Lake Pak Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1171, 2020.

The Short-Term Rental Bylaw No. 1174, 2020, the Home-Based Business Bylaw No. 1175, 2020 and the Commercial Business Licence Bylaw No. 1176, 2020 were approved by the Park Board on April 30, 2020. As of the end of June, 2020, 7 leaseholders have applied for their Short-Term Rental Permit and two leaseholders have applied and have been approved for the Home-Based Business Licence.



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Prepared by:



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Jacquie Spencer  
Manager of Visitor Services,  
Accommodations and Bylaw Enforcement

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550  
**SUBMITTED BY:** Warren Mazuren  
Fire Chief  
**SUBJECT:** 2020 Fire Department Second Quarter Report

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#### **PURPOSE:**

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of April, May and June of 2020.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2020 Fire Department Second Quarter report for information.*

#### **BACKGROUND:**

The First Quarter of 2020 was above average in call volume then last year's First Quarter.

There were 5 calls in April, 10 calls in May, and 9 calls in June of 2020.

The CLVFD continued with maintenance training as required by the Playbook. In the middle of March due to concerns surrounding Covid-19 weekly training nights were halted and we took to an online training approach with firefighters continuing with weekly theory training.

Online training continued throughout March and most of April, as we continued to deal with fallout from Covid-19.

Call volume for the Second Quarter has decreased significantly from last year due to procedures and policies put in place by the Office of the Fire Commissioners and due to risks related to exposure to COVID-19. Calls that were attended were of a more serious nature and a challenge for members with the unknowns of the pandemic.

CLVFD had a couple calls of note in the Second Quarter of 2020.

In the evening of April 15, 2020 at approximately 9:00 am, CLVFD attended at structure fire in the 3900 block of Columbia Valley Rd. Upon arrival a single unit mobile home was found to be fully involved. The mobile home was unable to be salvaged but the neighboring structures sustained minor heat damage. A big thank you to the Chilliwack Fire Department who attend to

assist with extinguishment. One civilian injury was reported and no firefighter injuries were reported.

In the late evening of May 10, 2020 at approximately 11:30pm the CLVFD attended a garage fire in the 3900 block of Columbia valley Rd. Upon arrival the garage of a structure was found to be fully involved. Thanks to the quick response we were able to prevent the spread of the fire to the home and to neighboring properties. The garage was a total loss but there were no reports of civilian or firefighter injuries.

Be Sun Smart this summer! Find shade, stay hydrated and use UV protection when possible to prevent heat related injuries and illness.

#### **STRATEGIC PLAN:**

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

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Prepared by:



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Warren Mazuren  
Fire Chief

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0870  
**SUBMITTED BY:** Katrina Craig, Lease Administrator  
**SUBJECT:** Lease Assignments | Second Quarter 2020

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#### PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of April through June, 2020.

#### DISCUSSION:

During the second quarter of 2020, the Park processed the following: (0) family assignment and (7) residential assignments: lease transfers totaling (7) for the quarter; and

(24) Requests for Title Searches for various reasons, such as: building permits, listings of houses for sale, builders draw on mortgages and personal banking or purchases; and

(6) Mortgage Refinances; and (2) Mortgage Discharges.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2020 Lease Assignments Second Quarter report for information.*

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**DATE OF ASSIGNMENT:** MAY 14, 2020  
**PROPERTY:** 417 MAPLE STREET, CULTUS LAKE BC V2R 4Z3  
**SALE PRICE:** \$510,000

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**DATE OF ASSIGNMENT:** MAY 28, 2020  
**PROPERTY:** 43 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1  
**SALE PRICE:** \$1,100,000

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DATE OF ASSIGNMENT: JUNE 17, 2020

PROPERTY: 222 FIRST AVENUE, CULTUS LAKE BC V2R 4Y5

SALE PRICE: S1,199,999

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DATE OF ASSIGNMENT: JUNE 19, 2020

PROPERTY: 301 SECOND AVENUE, CULTUS LAKE BC V2R 4Y5

SALE PRICE: \$510,000

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DATE OF ASSIGNMENT: JUNE 24, 2020

PROPERTY: 516 PARK DRIVE, CULTUS LAKE BC V2R 4Z8

SALE PRICE: \$686,000.00

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DATE OF ASSIGNMENT: JUNE 24, 2020

PROPERTY: 335 BALSAM STREET, CULTUS LAKE BC V2R 4Y8

SALE PRICE: \$530,000

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DATE OF ASSIGNMENT: JUNE 25, 2020

PROPERTY: 295 HEMLOCK STREET, CULTUS LAKE BC V2R 4Y7

SALE PRICE: \$469,000

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#### STRATEGIC PLAN:

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

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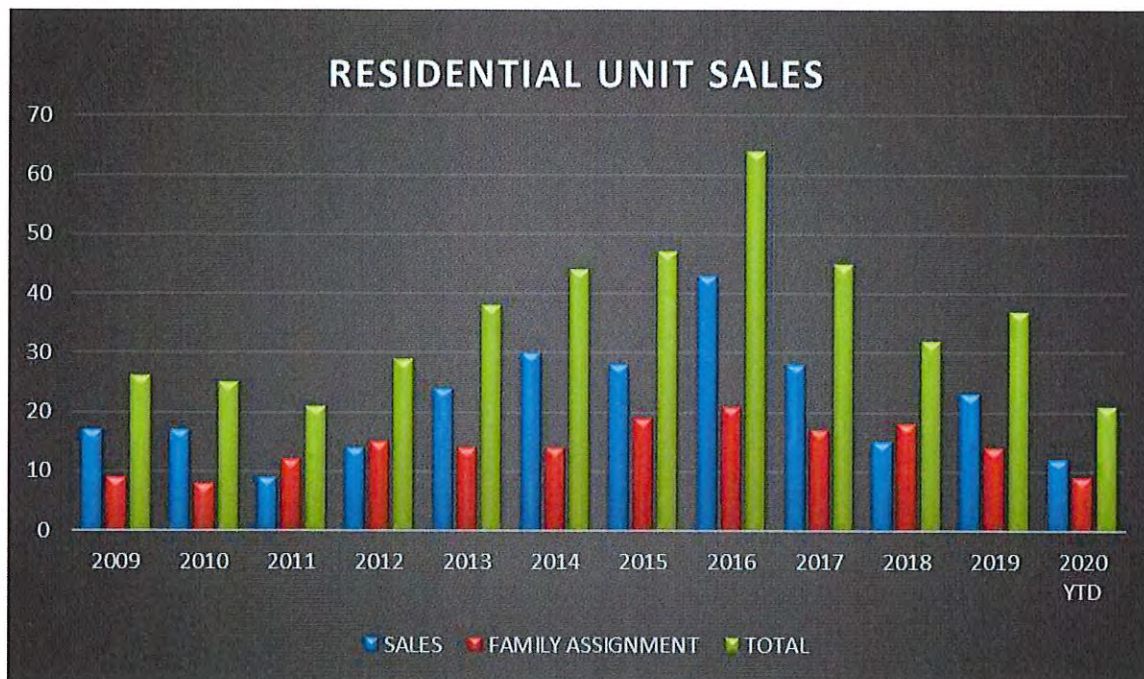
Prepared by:

  
Katrina Craig  
Lease Administrator

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer











## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550

**SUBMITTED BY:** Erica Lee,  
Chief Financial Officer

**SUBJECT:** Recruitment of Chief Administrative Officer

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#### PURPOSE:

The purpose of this report is to provide to the Cultus Lake Park Board an overview on the recruitment process followed to fill the vacant Chief Administrative Officer (CAO) position.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer providing an overview of the recruitment process followed to fill the vacant Chief Administrative Officer position.*

#### DISCUSSION:

The advertising for the vacant CAO position was posted on May 7<sup>th</sup> with a closing date of May 29<sup>th</sup>. Over this approximately three week period 48 applications were received for the CAO posting. These applications were reviewed by a committee of four members. These four committee member consisted of two Humans Resource staff from the City of Chilliwack, Lisa McClean and Heather Vegh, the Board Chair David Renwick and the CFO Erica Lee.

Shortlisting the large number of applications was achieved in two steps. First each of the committee members individually developed a list of what they believed to be the top 5 candidates. These individual lists were then brought forward for comparison and discussion with the committee and jointly the committee developed a shortlist of four candidates to have in for interviews.

These four applicants were all interviewed by Lisa McClean, Heather Vegh, David Renwick, Erica Lee, Larry Payer and Casey Smit. During each interview each applicant was provided time to let the interview panel know a little about themselves and why they were interested in working for Cultus Lake Park Board. Then each applicant was asked nine identical interview questions. The interview panel took notes during the questions period and scored each of the candidates on each of the questions. After the interviews were completed the interview panel compared notes and question scores. The collective decision by the interview panel after the interviews was to review references for Joe Lamb. Joe Lamb's reverences came back excellent, therefore, the interview panel recommending the appointment of Joe Lamb to Chief. At the June 2020 meeting the Cultus Lake Park Board voted to appoint Joe Lamb to the position of CAO.

**STRATEGIC PLAN:**

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

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Prepared by:



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Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



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David Renwick  
Board Chair





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020

**FILE:** 0550 - 70

**SUBMITTED BY:** Dave Driediger,  
Manager of Park Operations

**SUBJECT:** Moorage Report

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#### PURPOSE:

To provide the Board with a recap of information gathered at the 2017 Community Foreshore Meeting as well as potential improvements to 2021 moorage administration.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board direct staff to implement changes to moorage administration set out in bullets on page four below.*

#### DISCUSSION:

##### 2017 Community Info Session

On August 23, 2017 Cultus Lake Park Community was invited to attend an information session to discuss moorage and share perspective and suggestions. The purpose of the meeting was to open dialogue focused on solutions to buoy congestion. The Park received considerable feedback on the situation at the time, concepts for consideration and suggestions on moving forward.

What follows is a condensed list of meeting participants' comments and suggestion as presented to the Board in September of 2017. Similar suggestions submitted by two or more individuals independently of one another are listed in bold.

- **Address buoys in close proximity to docks and swim areas only.**
- **Allow each residence first choice for annual buoy registration and amend bylaw so each buoy is associated with a residence.**
- **Adjust moorage fees so non-residents pay more than residents.**
- **Change boat moorage/buoy locations to have all boats moored in deeper water removing them from the shallower areas between the docks/away from swim grids and make all docks swim areas.**
- **Extend swim lines from dock to dock so that the water in between is designated for swimming and non-motorized watersports; do not allow buoys between docks, closer to the shoreline and at the end of docks.**
- **Ensure buoy locations are close to owner's residences.**
- **Limit to the number of buoys on the foreshore.**

- **Leave as is or better organize the buoys (there may be significant liability in moving or relocating buoys as most are underweight and relocation could dislodge mooring positioning.**
- **Prohibit motorized watercraft.**
- **Remove all non-conforming and unregistered buoys to allow others to access those locations.**
- **Restrict inflatables tied to buoys creating increased congestion.**
- Allow buoy registration to transfer with the sale of a home.
- Address illegitimate use of vacant buoys by non-registration holders.
- Acknowledge compliant registration holders and if for some reason the number of buoys are reduced, consider compensation for money spent maintaining a compliant buoy.
- Clean up or remove all derelict structures such as the old ski boat on its own lift between dock 10 and Main Beach.
- Create opportunity for non-residents to have a buoy and a parking spot.
- Create swim grids across the entire foreshore.
- Create a "seniority" system for premium buoy locations.
- Clarify foreshore jurisdiction whether federal, provincial, city or park.
- Don't spend money on something that is not sustainable.
- Designate swim areas between every second dock but allow for moorage at the ends.
- Enforce bylaws on the foreshore.
- Extend each dock 20 feet to create additional swim areas.
- Ensure Park oversees professional installation of all anchoring/moorage systems; costs should be absorbed over a three-year time frame by buoy owners.
- Extend docks to allow for watercraft loading.
- Forfeit the foreshore lease and leave moorage up to individuals.
- Grandfather all current buoy owners; as leaseholders with "grandfathered" buoys sell/move out, buoys may then be moved to a different location for the new registered buoy owner.
- Implement graduated fees for specific buoy locations.
- Increase the annual moorage fee.
- Improve watercraft access to docks for loading/unloading.
- Increase registration fee to \$250 to eliminate unused buoys.
- Identify and clearly mark the high watermark.
- Identify resident and non-resident buoy holders and set up the buoys so non-residents have access to parking near their boats and residents have buoys close to their homes.
- Keep current/"grandfathered" buoys as close to where they are as possible.
- Keep swim lines where they are, do not move them closer to shore.
- Limit the number of buoys to 235.
- Make greater allowance for non-motorized watercraft.
- Make allowance for day-use buoys.
- Move buoys closer to shore.
- Map all buoy locations.
- Move some buoys into deeper water to allow for sufficient spacing.
- Make allowance for reporting bylaw contraventions.
- Move registration from April 30 to May 30 so people don't need to go into the cold water to put registration stickers on their buoys.
- Prohibit moorage on docks.
- Provide rental buoys at Sunnyside Campground.
- Prohibit moorage proximal to trees.



- Prohibit boat storage structures on the Sunnyside-Main Beach corridor.
- Relocate existing buoys as close as possible to original locations.
- Relocate buoys off old army base where there is parking for trailers.
- Require proof of liability insurance from registered buoy owners.
- Remove unused buoys.
- Require buoys in close proximity to others to be moved.
- Reallocate foreshore funds to the sewer project.
- Set time limits on watercraft proximity to docks and enforce them.
- Skirt docks to address deck over hang.
- Set anchor quality standards and enforce them.

### Questions:

- Does the Park's liability increase alongside increased moorage administration?
- Does extra "policing" mean that boats will also be checked to see that they aren't polluting and that they won't explode and burn?
- How will individuals access buoys on the West Side?
- How many boats on the lake is too many?
- How many buoys can one person/family register?
- How does the Park use moorage registration fee funds?
- Is it viable for the Park to assume liability?
- What solutions are being implemented in other similar areas?
- Where did the figure of 235 buoys come from?
- Will residential leaseholders be forced to shoulder buoy management expenses?
- Will insurance companies continue to cover claims for damage when buoys are in high risk locations?
- Why can't residents with boats moored at a correct buoy keep a small boat on the shore to enable access and fueling of their boat?
- Why is it that non-residents have buoys or are on the waiting list ahead of residents?
- Why are there a number of buoys in the water that do not have a sticker and there is no boat attached?
- Why is moorage an issue now; was there an incident?
- Why was the annual moorage registration fee increased to \$150?

### Current Status

Under the present nominal rent tenure lease, all residents of British Columbia have the right to place a buoy on the foreshore; favour may not be granted to park residents. However, application has been made for an expanded commercial foreshore lease (Attachment 1 below). Staff anticipates a commercial agreement will provide greater control over the foreshore along with increased options to resolve dock and moorage issues. Staff updated the moorage registry this past month and there are 220 registered buoys on the foreshore, 18 of which belong to non-residents.

### Opportunities

Rather than wait on the provincial application, the Park has some opportunity now to improve moorage administration. Currently, annual registration is due March 15 and buoy holders have until July 1 to affix registration stickers. As a result, staff generally follows up on the water with a moorage compliance survey the first week of July. The assessment provides for removal of unpaid/non-registered buoys, confirmation of registry updates and opportunity to provide notice of compliance.

Buoys that do not meet Transport Canada's standards set out in the *Canada Shipping Act's* Private Buoy Regulations are tagged as a courtesy and in many cases buoy holders are given another month's grace to bring buoys into compliance. Under this timeline, non-compliant and unregistered buoys often remain on the foreshore well into the summer.

The proposed timetable below establishes a firm registration deadline. Removing unpaid or unregistered buoys after April 15, rather than July, will streamline management and promote additional flexibility at the onset of the boating season. The suggested 2021 moorage administration schedule is as follows:

1. Prepare and mail out registration forms and invoices to all current registered moorage holders by January 28, in line with the residential lease invoices.
2. Payment and completed registration form must be received by March 15. An additional \$150 late payment fee will be charged to individuals who submit applications following the March 15 deadline and no payment will be accepted after April 15.
3. Non-registered or non-paid buoys will be removed from the foreshore following April 15.
4. Vacant buoy locations will be mapped and assessed for distribution to the waitlist and the requested location change list.
5. June 15 - Staff will notify and post notice of intent flyers of upcoming moorage compliance checks.
6. July 1 - All registered buoys must comply with Cultus Lake Park bylaws and *Canada Shipping Act* Private Buoy Regulations.

If the Board wishes to implement the changes above, portions of CLP Boating and Foreshore Bylaw No. 1143, 2019 require amendments to reflect changes to language, fees and dates. Staff is also prepared to develop a communication strategy outlining process changes prior to the spring of 2021.

## STRATEGIC PLAN:

This report supports the Board's Strategic Plan Initiative of Foreshore.

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Prepared by:



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Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550-70

**SUBMITTED BY:** Dave Driediger  
Manager of Park Operations

**SUBJECT:** Parking Lot B Reconfiguration

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#### PURPOSE:

The purpose of this report is to provide the Board with plans outlining the proposed reconfiguration of Parking Lot B.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board direct staff to bring Option 2 implementation costs, including tree replacement, back to the Board during 2021 budget deliberations; and

**THAT** the Cultus Lake Park Board direct staff to replace trees removed from Parking Lot B at a ratio of 2:1.

#### DISCUSSION:

At the May 20, 2020 Board meeting, the Board discussed the condition of the trees in Parking Lot B as well as the arborist's comments on their deterioration and removal. Given the tree's advanced state of decline and the increasing risk to the public, staff was directed to remove compromised trees in the fall of 2020.

Since that time, Craven Huston Powers Architects (CHPA) provided staff with a draft parking lot reconfiguration. The current parking lot lay out is congested and based largely on tree location. Along with tree replacement, opportunity exists to maximize the lot's use of space and improve both traffic flow and pedestrian access. The present parking lot accommodates approximately 295 vehicles in 2.6m wide stalls serviced by lanes ranging from 7.5m wide at Pavilion Rd. to 5m. between parking rows.

#### Option 1

CHPA's initial proposal (Attachment 1 – Parking Lot Layout Plan) provides for replacement of approximately 30 trees by capitalizing on pockets of dead space and making use of greenscaping to direct traffic and define perimeters and transitions. Consideration was given to establishing a separate entrance and exit, however, insufficient space along Columbia Valley Hwy. and Sunnyside Blvd. negate the option and routing traffic south through the residential area is not feasible. Regardless, the proposal does allow for an expanded entrance/exit at the current Sunnyside Blvd. location.

The parking lot is designed in accordance with the City of Chilliwack's standards. Stall width is increased to 2.7 and 2.75m depending on orientation and lane width stretches to 7.5m. As a result, parking capacity is reduced to 267 vehicles including nine over length stalls not shown at the present location south of Pavilion Rd.

### Option 2

If the Board wishes to improve parking lot design at no net loss to healthy trees or stalls a second option is available. The sketch in Attachment 2 shows a revised plan with allowance for 375 stalls; 15 of which are over length and seven are wheelchair accessible. The gains in parking capacity and subsequent revenue come with forgoing the proposed gravel trail, reducing 50 percent of the lot to one-way traffic and overlapping the lawn south of the tennis courts. While not reflected on the drawing, the parking lot's north perimeter provides sidewalk access between Sunnyside Blvd. and the Adventure Park entrance.

In 2019, Parking Lot B net \$379,388, 67 percent of which was generated during July and August. Based on these numbers, staff anticipates the 75 additional stalls will boost parking revenue by \$32,500 annually. Staff also plans to work with the Environmental and Public Areas Planning Committee to develop a tree replacement plan regardless of parking lot design preference.

### **STRATEGIC PLAN:**

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

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Prepared by:

Approved for submission to the Board:



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Dave Driediger  
Manager of Park Operations

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Joe Lamb  
Acting Chief Administrative Officer











## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550-70

**SUBMITTED BY:** Dave Driediger  
Manager of Park Operations

**SUBJECT:** Lakeshore Dr./First Ave. Survey Report

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#### PURPOSE:

The purpose of this report is to provide the Board with the requested survey work along Lakeshore Dr. and First Ave.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive this report for information and provide staff with direction.*

#### DISCUSSION:

In the Spring of 2020 staff was directed to survey the portion of park land on Lakeshore Dr. and First Ave. between residential pins and the road's yellow lines. This request has been completed and plans are included below in attachments one through three.

The Board originally requested this survey to be completed so that they could make an educated recommendation to the Fraser Valley Regional District regarding the current Zoning Bylaw and the requirement for every new home built on these two streets to have two parking stalls included within the property pins. Staff is looking for the next steps the Board would like to take using this information.

#### STRATEGIC PLAN:

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

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Prepared by:

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Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:

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Joe Lamb  
Chief Administrative Officer



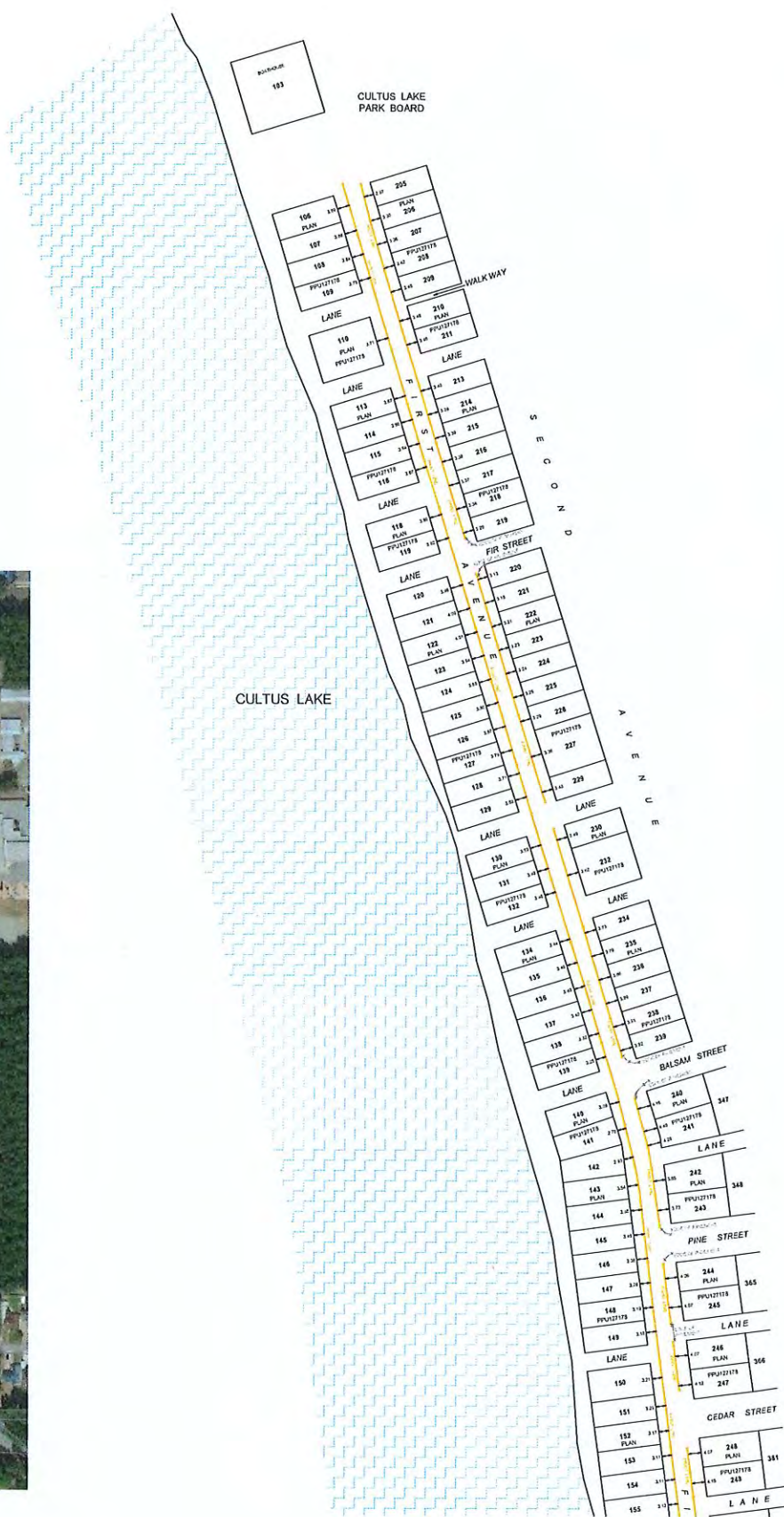
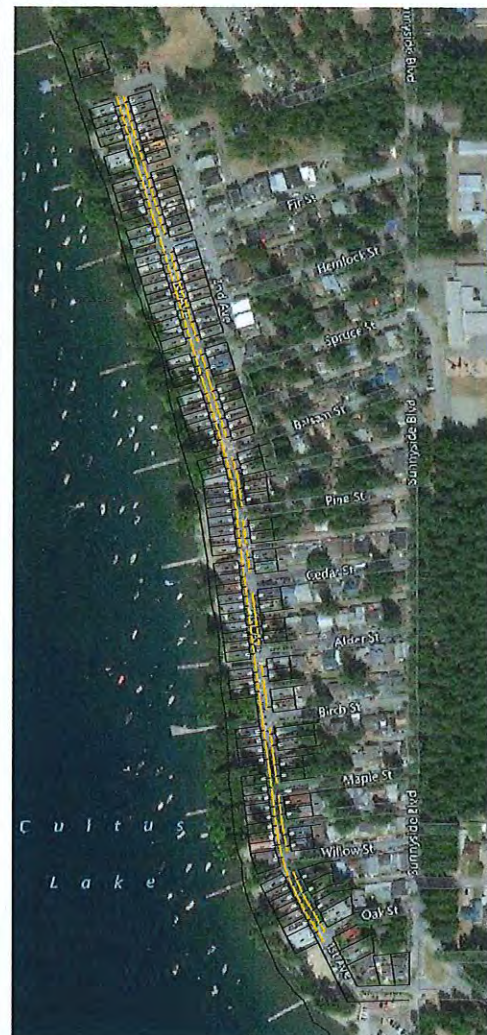
SKETCH PLAN SHOWING LOCATION OF PAINT LINES FOR DRIVING LANES WITH RESPECT  
TO FRONT PROPERTY LINES ALONG FIRST AVENUE AND LAKESHORE DRIVE, CULTUS LAKE

CLIENT: CULTUS LAKE PARK BOARD  
CENSUS ADDRESS: FIRST AVENUE, CULTUS LAKE  
DATE OF FIELD SURVEY: JUNE 8, 2023  
FS: C2023-102  
HORIZONTAL COORDINATE SYSTEM: UTM ZONE 12N NAD83/CRD 2022  
SCALE: 1:200  
ALL DIMENSIONS ARE IN METERS UNLESS NOTED IN M OR IN FEET  
THE INTRODUCED PLOT SIZE OF THIS PLAN IS 844 mm BY 1170 mm BY 1170 mm BY 1170 mm NOTED AT A SCALE OF 1:200

FIRST AVENUE - PART 1

NOTE:  
IMAGES USE ON THIS SKETCH IS FROM BV-3 MAP

KEY PLAN  
NOT TO SCALE



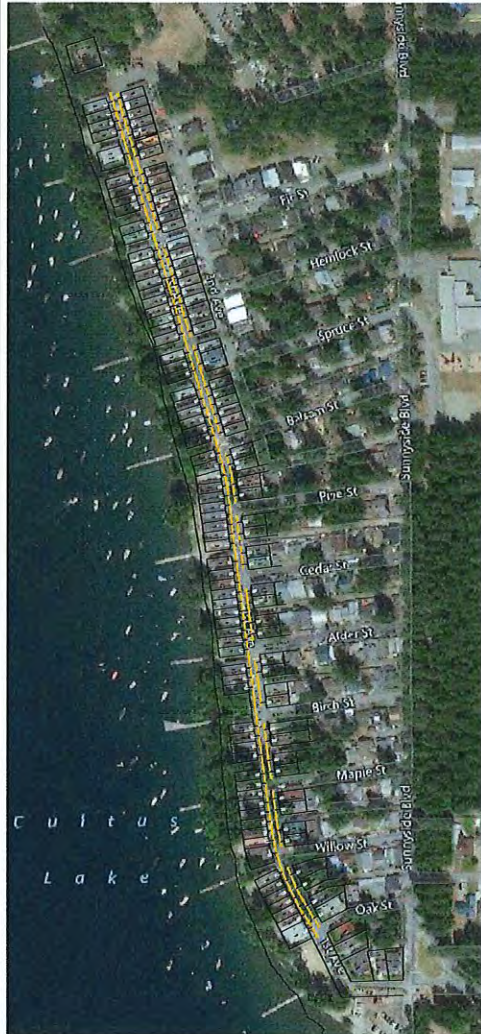
K. MITCHELL POWER SC15.173  
JULY 18, 2023



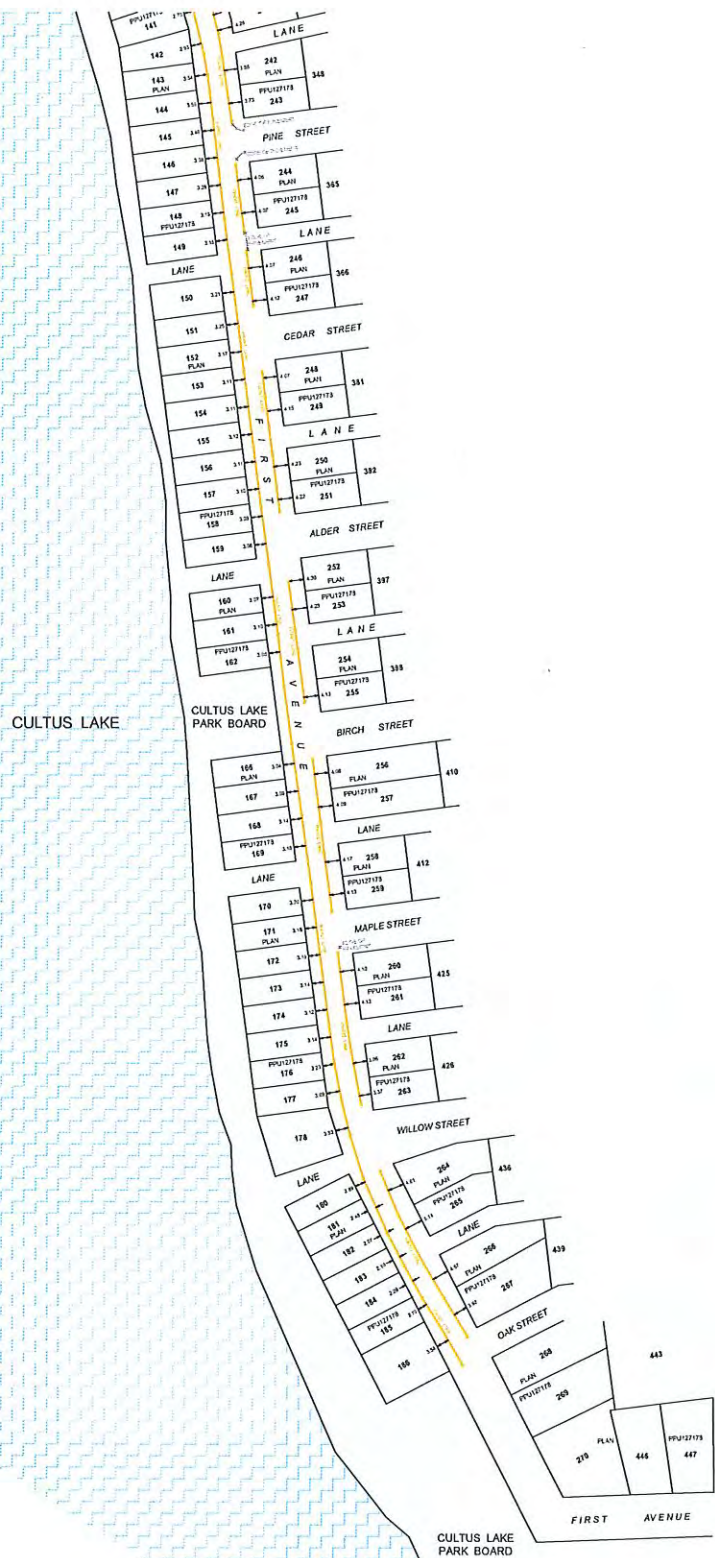
SKETCH PLAN SHOWING LOCATION OF PAINT LINES FOR DRIVING LANES WITH RESPECT  
TO FRONT PROPERTY LINES ALONG FIRST AVENUE AND LAKESHORE DRIVE, CULTUS LAKE

CURVE: CULTUS LAKE PARK BOARD  
CANC ADDRESS: FIRST AVENUE, CULTUS LAKE  
DATE OF FIELD SURVEY: APRIL 8, 2019  
FIR: C300509-102  
HORIZONTAL COORDINATE SYSTEM: UTM ZONE 18N NAD83/CSRS 2012  
SCALE: 1:500  
ALL DISTANCES MEASURED IN METERS AND ARE APPROXIMATE  
THE INTENDED PRINT SIZE OF THIS PLAN IS 841 mm IN WIDTH BY  
1120 mm IN HEIGHT (E-SEE) WHEN PLOTTED AT A SCALE OF 1:500.  
NOTES:  
IMAGES USE ON THIS SKETCH IS FROM Bing Map

KEY PLAN  
NOT TO SCALE



FIRST AVENUE - PART 2



K MITCHELL POWER, SCALE 1:500  
JULY 18, 2019



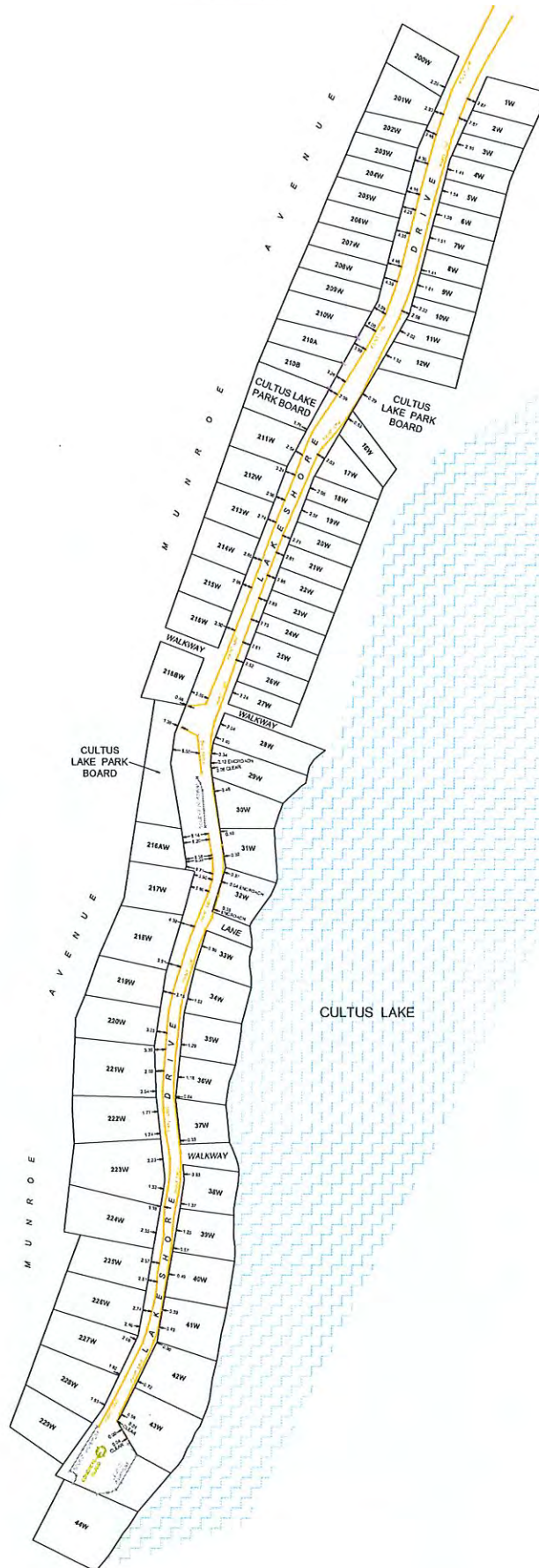
SKETCH PLAN SHOWING LOCATION OF PAINT LINES FOR DRIVING LANES WITH RESPECT  
TO FRONT PROPERTY LINES ALONG FIRST AVENUE AND LAKESHORE DRIVE, CULTUS LAKE

CURB: CULTUS LAKE PARK BOARD  
CNC ADDRESS: FIRST AVENUE, CULTUS LAKE  
DATE OF FIELD SURVEY: APR 8, 2020  
FB: 200009-102  
HORIZONTAL COORDINATE SYSTEM: UTM ZONE 10N NAD83/CRS2002  
SCALE: 1:500  
ALSO: 7/4/22 10:21 AM 10:21 AM 10:21 AM  
THE INTENDED PLOT SIZE OF THIS PLAN IS 84 mm BY 112 mm BY  
112 mm BY 112 mm WHEN PLOTTED AT A SCALE OF 1:500.

NOTE:  
IMAGES USE ON THIS SKETCH IS FROM BRG MAP

LAKESHORE DRIVE

KEY PLAN  
NOT TO SCALE







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550

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

**SUBJECT:** Golf Cart Usage in Cultus Lake Park

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#### **PURPOSE:**

To provide the Board with information relating to the use of Golf Carts within Cultus Lake Park in order to direct staff with proceeding or not proceeding with the development of a golf cart Bylaw.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board direct staff to proceed with the development of a golf cart Bylaw*

**OR**

***THAT** the Cultus Lake Park Board direct staff not to proceed with the development of a golf cart Bylaw for Cultus Lake Park.*

#### **DISCUSSION:**

A Park resident has approached staff requesting a Bylaw be developed to allow for the usage of Golf Carts within the Park. Currently, under the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019, 12.9 states, "no person will operate a golf cart on a highway, on the shoulder of the highway, on the trails or on the beach within the Park".

Staff have been researching and discussing a number of areas to consider, for the development of a Bylaw for golf cart operation. Some of these areas include the safety of driving a golf cart through the Park with high volumes of patrons, road safety and the safety of the golf cart operator and passenger and parking issues.

Staff are aware there is an aging population at Cultus Lake Park and the desire for golf cart usage is desirable for mobility purposes. In saying this however, as there are already a few golf carts owned by residents in the Park, Bylaw and Security staff have witnessed the behavior of people operating these golf carts in an unsafe manner on the streets and in the public beach areas this past summer. Bylaw has also received complaints from residents regarding the unsafe use of golf carts on Park property. In one such email a picture was attached showing 3 teen girls driving down the center of the road in a 2-seater cart with one teen standing on the back of the cart holding onto the roof. In another incident with the same teens, they were approached by Security when they arrived back at their

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leased lot. This time it was two 2-seater carts with a teen once again standing on the back of the cart as they drove around the park. These 2 incidents happened after the Bylaw Compliance and Enforcement Officer had spoken to the teens and parent on separate occasions before these events. In a third incident Security witnessed an older male in a golf cart speeding along the beach front along First Avenue. When Security tried to stop the cart along Sunnyside Blvd the driver increased speed and swerved to avoid a speed bump and slammed into a boulder on the side of the road sending the golf cart airborne. Security did not pursue the cart as they feared the driver would cause an accident and potentially harm someone. Should a Bylaw be developed, it is anticipated that we will see an increase regarding unsafe incidences within the Park.

In speaking with the RCMP, Griffin Security and the Cultus Lake Park Bylaw Compliance & Enforcement Officer, there is full consensus that allowing the use of golf carts in the Park will come with an increase of safety and parking issues.

Should the Board direct staff to proceed with the development of a golf cart Bylaw, perhaps stipulations can be added such as operators must be residents of the Park, 50+ years of age or older or provide a medical certificate, electric golf cart usage only, no beach access during high season, provide evidence that parking can be contained within the leased lot, etc.

#### **STRATEGIC PLAN:**

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

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Prepared by:



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Jacquie Spencer  
Manager of Visitor Services, Accommodations  
and Bylaw Enforcement

Approved for Submission to the Board by:



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Joe Lamb  
Chief Administrative Officer



11(e)

## Rachel Litchfield

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**From:** Joe Lamb  
**Sent:** August 17, 2020 7:44 AM  
**To:** Rachel Litchfield  
**Cc:** Jacquie Spencer  
**Subject:** FW: Golf Carts - Wednesday Meeting

Please add this to the agenda package.

Regards,

Joe

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**From:** Brad Martz  
**Date:** Sunday, August 16, 2020 at 12:48 PM  
**To:** Joe Lamb <joe.lamb@cultuslake.bc.ca>  
**Cc:** Pat Martz  
**Subject:** Re: Golf Carts - Wednesday Meeting

Hello Joe,

I am writing to you as I understand that a vote for the golf carts is taking place on Wednesday and we are unable to attend.

Our main reason for pushing for this to be passed is that some of the seniors in the park, like my mother for example, require some assistance in getting around as she cannot walk distances anymore. She loves going out and getting some fresh air and attending some events but is restricted. Now typically to fill that void are medical scooters, however there is a stigma around these medical scooters and the younger seniors will not use one. I know this as I have tried.

When debating this point I would ask any member of the board if they were unable to get around on a bike or walking for any reason would they want a medical scooter or a golf cart. I assure you the answer will be the latter.

This really is an easy decision from my point of view, as approving the use of golf carts allows these **lease paying seniors** to continue to embrace the lifestyle that they moved up here for, and the lifestyle that we all love and enjoy at the park. It allows for seniors to get out and be more active in the community, it increases socializing between neighbours a few streets over, all this as well as keeping people more active and improving mental health.

I thank you for bringing this letter to the board meeting on my behalf and I hope that you agree and vote this in.

Regards,

Brad and Tracy Martz

643 11



11(e)

## Rachel Litchfield

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**From:** Joe Lamb  
**Sent:** August 17, 2020 7:29 AM  
**To:** Rachel Litchfield  
**Cc:** Jacquie Spencer  
**Subject:** FW: Golf Carts within Cultus Lake Park

Please add this to the agenda package.

Regards,

Joe

---

**From:** Owen Skonberg  
**Date:** Sunday, August 16, 2020 at 7:27 PM  
**To:** Joe Lamb <joe.lamb@cultuslake.bc.ca>  
**Subject:** Golf Carts within Cultus Lake Park  
  
**Subject: RE: Golf Carts within Cultus Lake Park**

To the attention of the Cultus Lake Park Board,

RE: Golf carts being permitted on designated roads and pathways in Cultus Lake Park.

I was approached recently by a local resident, Owen Skonberg, and asked to review his letter and information package as you consider his request to permit golf carts on the roads of Cultus Lake.

As a resident and business operator in Cultus Lake, I support the use of golf carts in our community as they offer a quiet and slow-moving form of transportation that is environmentally friendly for our park. Additionally, parking limitations in the residential area has always been a concern, golf carts take up less space as residents travel safely around the community socializing. This form of transportation to and from the commercial plaza also reduces the parking lot congestion while supporting our local businesses. The golf course could also benefit from visitors using the trail that connects the plaza and the golf course parking lot, we would encourage this path to be upgraded and improved for easy golf cart access to our facility.

The guidelines and requirements provided by the provincial government and the success they have had in other communities in our province prove it will work here as well; Cultus Lake Park is another great example of why golf carts should be permitted as a welcome improvement to our community. Owen's suggestion is a positive move for the residents and businesses, we appreciate your consideration for approval with the understanding that some areas may need to be restricted in the park.

Best regards,

**Jeff Bahnman**

GENERAL MANAGER

604-858-9902 | 1-877-858-3673

<http://www.golfcultus.com/>





11(e)

David Renwick, Chair, Cultus Lake Park Board,  
Darcy Bauer, Vice Chair  
Larry Payeur, Commissioner  
Casey Smit, Commissioner  
Kirk Dzaman, Commissioner

August 12, 2020

Dears Sirs,

The idea of Cultus Lake being a Golf Cart Community has been discussed since my first letter in August of 2017. When I approached the previous CAO, Ms. Bonny Bryant and the Board I was told that the Ministry of Transportation had 2 pilot projects currently in Chase and Qualicum Beach and that nothing could be done until they were completed. During that time I spoke to the CAO of Chase and the a Councillor from Qualicum Beach about their pilot projects. I also spoke with Transportation Minister Trevena's assistant, Ms. Kenedee Ludvar who said that once the pilot projects were completed a decision would be made whether other jurisdictions would be allowed to have Golf Cart Zones. I contacted her a month later and was told that the Ministry would welcome more applications for Golf Cart Zones but in my case the Park Board would have to approve it first and approach the Ministry. I sent in a request to Ms. Bryant to bring it to the Board for consideration and she said that it would require a bylaw and she was too busy at that time to work on it. I then offered to write the bylaw for her and using the ones from Chase and Qualicum Beach I wrote a template for Cultus Lake. Since that time there have been many changes to the Board and I have been patiently waiting for this to be brought forward for consideration.

When I first approached the Board with this proposal I outlined the benefits of having a Golf Cart Zone at Cultus Lake. These included: easier on the environment because they are electric, less noise than conventional automobiles, one road in to the residential area which makes it easier to monitor, more beneficial to our aging population who have mobility issues and are giving up driving their automobiles and can use the cart to go to the Suprette or restaurants, less space needed for parking, especially when residents are visiting friends in the community. These are only a few of the benefits as I see it.

The question of bylaw enforcement and policing has been brought up and I have met with Ms. Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement and Mr Michael Pickett, Bylaw Enforcement and Compliance Officer. During our meeting we discussed how to enforce proper operation of the golf carts on the roads in Cultus Lake, speed concerns, age of operators, and policing. I mentioned that if each golf cart was properly licensed with the ministry of transport (driver's license required) and insurance through ICBC was mandatory that the issue of unlicensed drivers would be minimal and ticketing the offenders would be a deterrent. I am aware that there have been golf carts going around our community already without due care and children operating them but that is because we have not addressed this issue and this will most likely continue until we do. The issue of where the carts would be allowed to travel has been discussed also. If they are road registered then they must stay on the designated roadways just like an automobile. As far as the walking trails, those too would be out of bounds, except if designated as a cart access route to the golf course. I have spoken to RCMP Superintendent, Brian Massey about the possibility of a Golf Cart Zone at Cultus Lake and he was not adverse to the proposal, if the proper requirements and restrictions were established. It has also been brought to my attention that Armstrong and Harrison Hot Springs are considering allowing golf carts in their communities.

I realize that this is a lengthy letter but as you can see this has been a personal cause for me as I also have mobility issues and will one day have to stop driving a motor vehicle.

Thank you for your consideration,  
Owen Skonberg, resident

This is a quote from Transport Canada's website  
Re: Low Speed Vehicles ( LSV)

Q11: Does Transport Canada support the use of LSVs?

A11: Yes. Transport Canada welcomes new technologies that reduce smog and greenhouse gas emissions. When used as designed, LSVs can offer a safe and effective form of clean transportation.



Hi Joe,

Neighbourhood golf carts can enable seniors to continue to embrace a more active lifestyle.

Most residents are not willing to give up their sense of adventure and their love of staying active. Many walk the park as a daily routine. Cultus, in part, is an active retirement community, yet for some, activities will dwindle as disability takes away their independence.

Golf carts can foretell life changes to those retired but not disabled to the extent they require a medical mobile unit, or for those not feeling comfortable and confident enough to ride a scooter; a golf cart can be a transportation solution.

We all have learned from the COVID Pandemic just how important socializing plays in our health and sense of well-being. It is well documented how socializing speeds healing, rejuvenates the soul, and slows the progress of aging.

Imagine one cruising quietly, in the open air, unencumbered by perhaps a slow unstable gait. You stop to chat with a neighbour along the way to the grocery store or out for lunch at one of our fine restaurants, or a just a pleasant drive around the park. While taking in the beauty of nature, the sensation of driving a golf cart is peaceful, relaxing and safer, more economical and better for the environment; as well as quiet and less disturbing to wildlife.

Perhaps visiting a neighbour that is indisposed and taking them out for a ride thru the park, to refresh their day; and by doing so, you keep them involved in the community, as a valued resident.

A golf cart is the perfect means to accommodate a continued healthy lifestyle as we all move along the age scale and endeavor to keep our valued independence.

We appreciate it if you would present this letter to the Parks Board Meeting on Wednesday, regarding the Golf Cart issue.

We trust the Parks Board will give this careful consideration and vote positively on this matter,

Thank you,

Pat & Daryl Martz







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0550

**SUBMITTED BY:** Paul Holman  
Special Events Coordinator

**SUBJECT:** Special Event: 2021 Cultus Lake Triathlon

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#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Cultus Lake Triathlon 2021 Special Event.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 16 – 20, 2021, with September 16, 17 and 18 as set-up days, September 19 as race day, and September 20 as a clean-up day.

**THAT** the Cultus Lake Park Board approve reducing one rental fee day from \$500 to \$100 on Saturday, September 18, 2021.

**THAT** the Cultus Lake Park Board approve waiving parking fees in Parking Lot A for 20 volunteers on Sunday, September 19, 2021.

#### DISCUSSION:

The organizers are aware that the Special Event can only go forward upon the relaxation of the health authority order and/or if the Park is open to the public. Should the event organizer choose to cancel the event as a result of health and safety concerns because of COVID-19, the Board will review their application to refund their Application Fee.

Dynamic Race Events has put on the Cultus Lake Triathlon since 2009 (except 2020 as a result of COVID-19). They estimate 800 athletes will register for the 2021 event.

Even though part of the triathlon has a bike component, athletes will **NOT** ride their bikes in the Park. They will run along side their bikes from the transition area to the road and from the Office parking lot to the transition area. The organizers carpet the area and the athletes run beside their bikes to: a) minimize risk to the athletes; and b) to minimize damage to the Park grass. The organizers have been advised that any repairs to grass will consist of **turf replacement** (rather than over seeding). Organizers are to pay \$2,000 for the security deposit, in case there is any damage to the grass and turf needs to be replaced.



The 2021 event will NOT have the Cultus Lake to Lindell Beach portion of the race, as in previous years. This distance will be added to another portion of the race.

Dynamic Race Events fees are as follows:

- Application fee (non-refundable): \$100 (paid September 30, 2019)
- Rental fees 3 days (0-100 people – Thursday, Friday, Monday): \$300
- Rental fee 200+ people (Saturday – athletes picking up pre-race package): \$500 (*requesting this be reduced to \$100*)
- Rental fee 1-day early set-up fee: \$75 (Sunday)
- Rental fee 200+ people (Sunday – race day): \$500
- Swim line removal/replacement fee: \$500
- Security deposit (refundable): \$2,000

With the Board approval of reducing the \$500 rental fee for Saturday, September 18, 2021 to \$100, athletes will visit the Park for 10 – 30 minutes to pick up their pre-race package. This will generate parking revenue. This also keeps vehicles from being illegally parked around the Cultus Lake Community School (where the pre-race packages were picked up in previous years).

Below is the parking revenue generated on the Saturday (pre-race package pick-up) and Sunday (race day) in 2019:

- Saturday, September 14 – 326 Transactions: \$1,705.25
- Sunday, September 15 – 632 Transactions: \$6,238.75

The organizers are required to provide comprehensive general liability insurance of not less than \$5,000,000, a Ministry of Transportation permit to occupy the highway, First Aid and remove their own garbage. They will bring in their own garbage bin.

The organizers have submitted a map of Cultus Lake Park showcasing the transition area and where barricade/cones will be – guiding athletes around the Park. They have also submitted other maps for the event around the Cultus Lake area and a medical services plan.

The event will use Beethoven's Pizza as their food provider. Najib from Beethoven's is very supportive of this event.

Special Events Coordinator, Paul Holman, received an email from Main Beach Boat Rentals and Concession on July 14, 2020, and they are supportive of the event.

Paul Holman connected with Fire Chief Mazuren on July 10, 2020 and he is supportive of the race – especially given the adjustments the organizers have made to the traffic flow. He believes that this will be safer for the racers and that in an emergency, firefighters will be able to get to the Fire Hall easier than in previous years.

Below is the traffic flow that the organizers are requesting from 7:30 – 10 a.m. on Sunday, September 19, to increase safety for the athletes and ensure that the firefighters can get to the Fire Hall easily in an emergency. Organizers also believe that this change to the race route will improve access for the public into Cultus Lake and Lindell Beach, as it will simplify the congestion to motor vehicles outside of the roundabout.

#### **TRAFFIC FLOW**

- Traffic travelling from Chilliwack to Cultus Lake would go through the roundabout and turn right into the south end of the Plaza, drive through the Plaza and then turn left down Sunnyside.
- *Sunnyside will have one single alternating lane of traffic between the Plaza and the kiosk.*



- Traffic travelling from Cultus Lake to Chilliwack or Lindell Beach will travel north on Sunnyside and turn right into the Plaza and then go through the Plaza to the south exit and turn left to Chilliwack or right to Lindell Beach.

The organizers also tell racers before the race that any emergency will halt the race and the emergency and emergency vehicles take precedence. Traffic controllers will be made aware of the need to stop the race and let fire department personnel and emergency vehicles through, if an emergency was to occur.

Dynamic Race Events has submitted Special Event Applications for 2021 and 2022 Cultus Lake Triathlon events and paid the \$100 non-refundable deposits for these years. Special Events Coordinator Paul Holman has tentatively secured dates for the 2021 and 2022 dates in the staff calendar, subject to Board approval.

Given the complaints the Board has received and the challenge regarding the damage that the carpeting did to the grass from the rainy 2019 event, staff recommends approving the event for one year and presenting to the Board again after the 2021 event for the 2022 event.

#### **STRATEGIC PLAN:**

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

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Prepared by:



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Paul Holman  
Special Events Coordinator

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





# CULTUS LAKE TRANSITION MAP

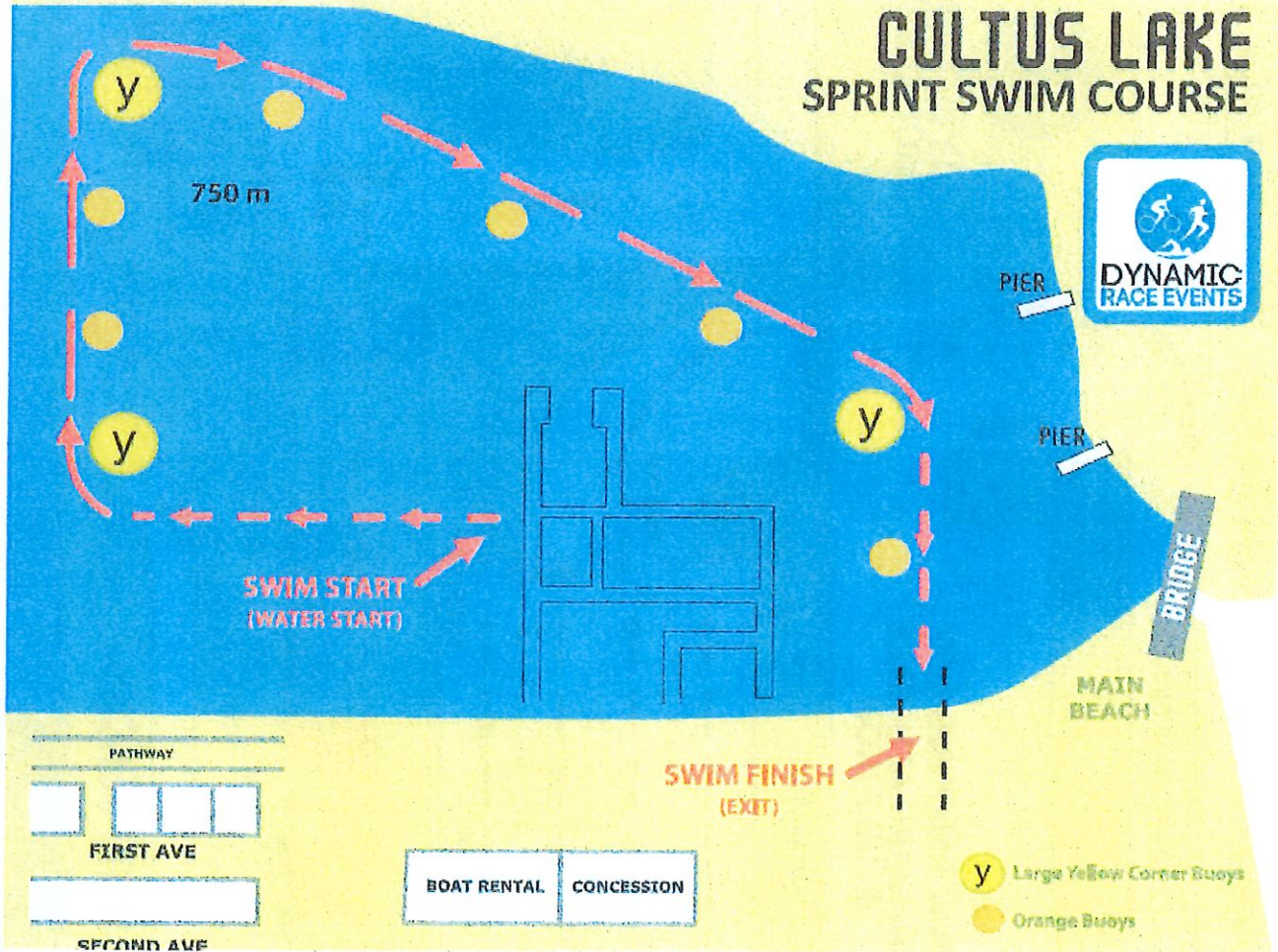
MALL

SATURDAY  
PACKAGE PICKUP  
TRANSITION AREA

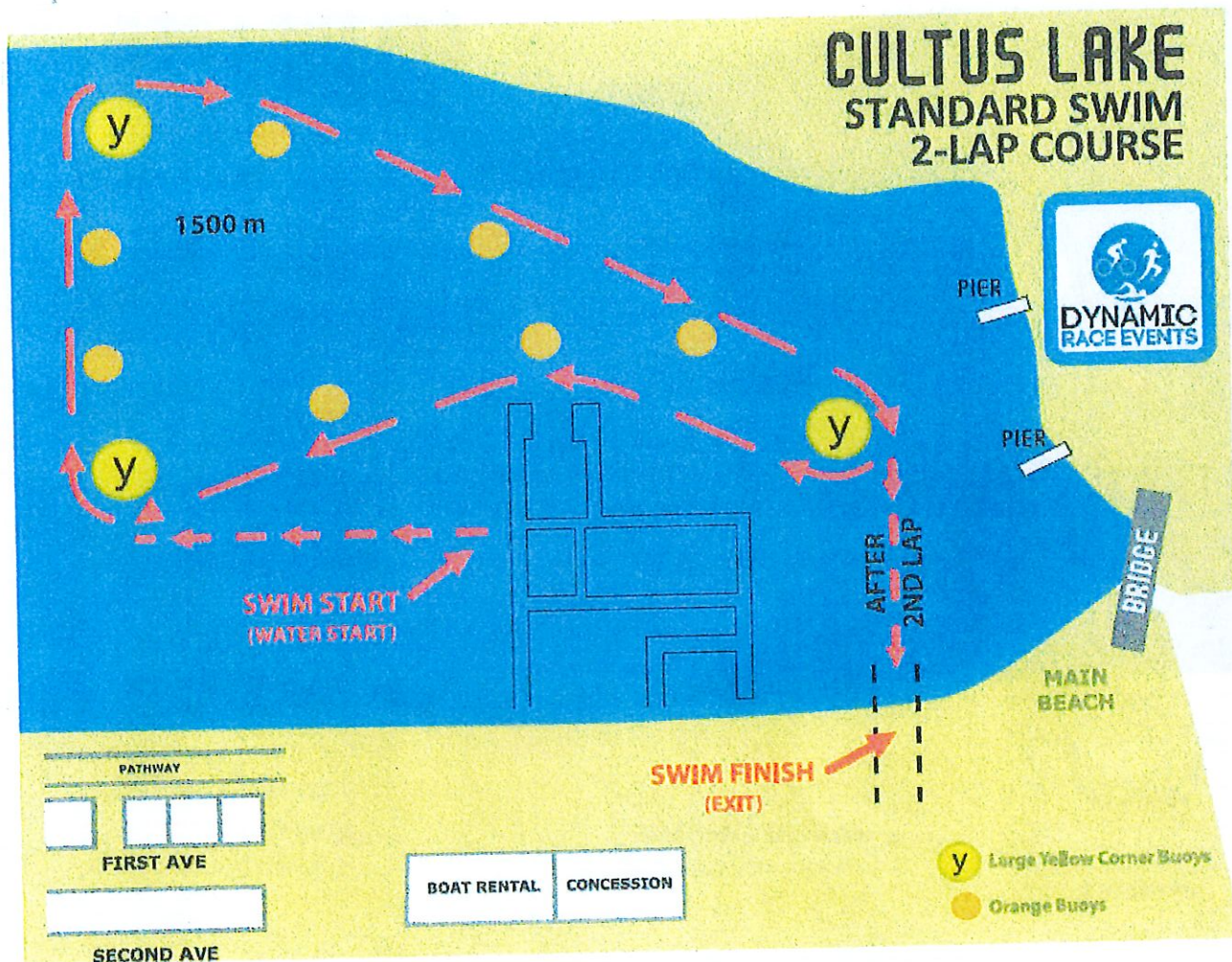


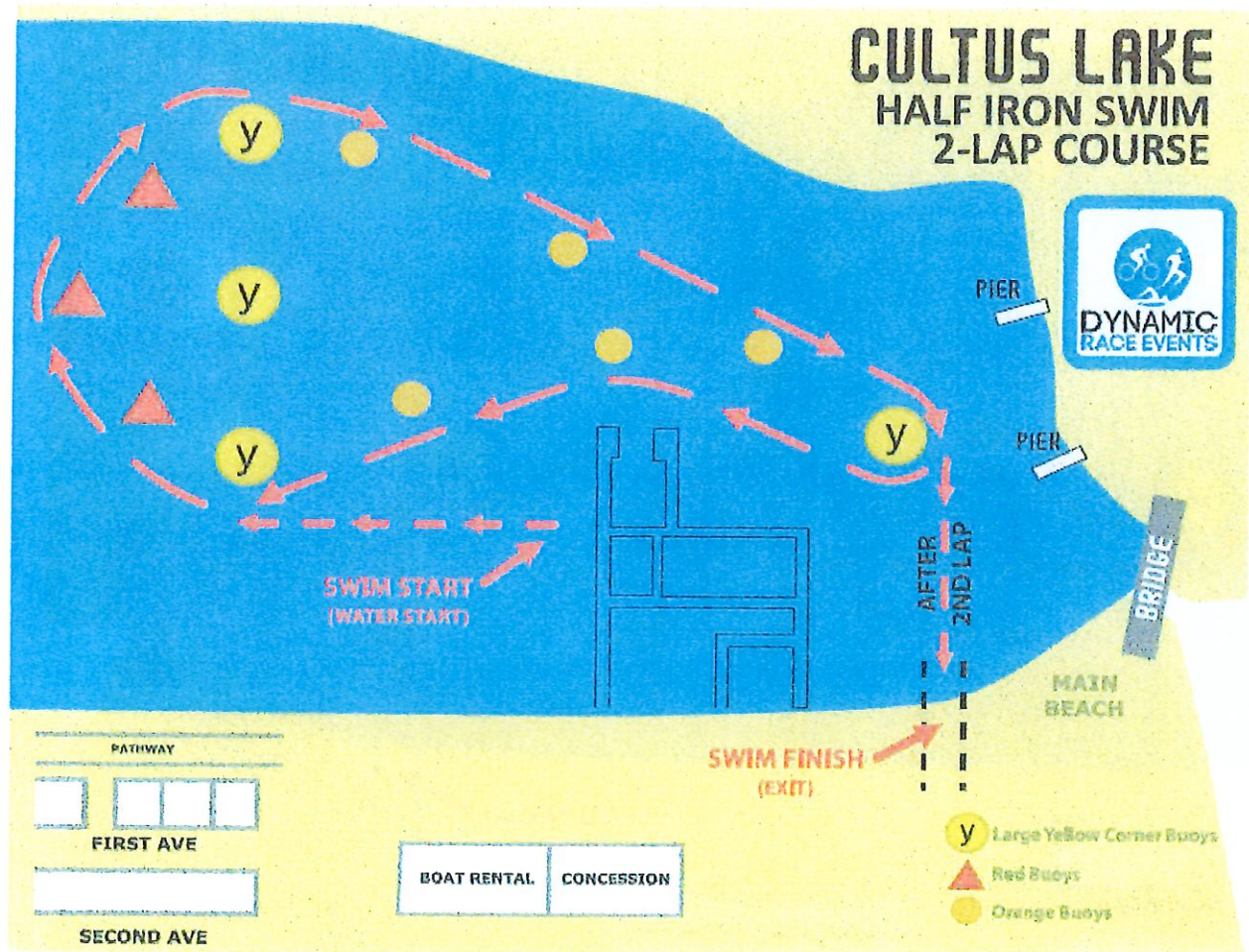


# CULTUS LAKE SPRINT SWIM COURSE





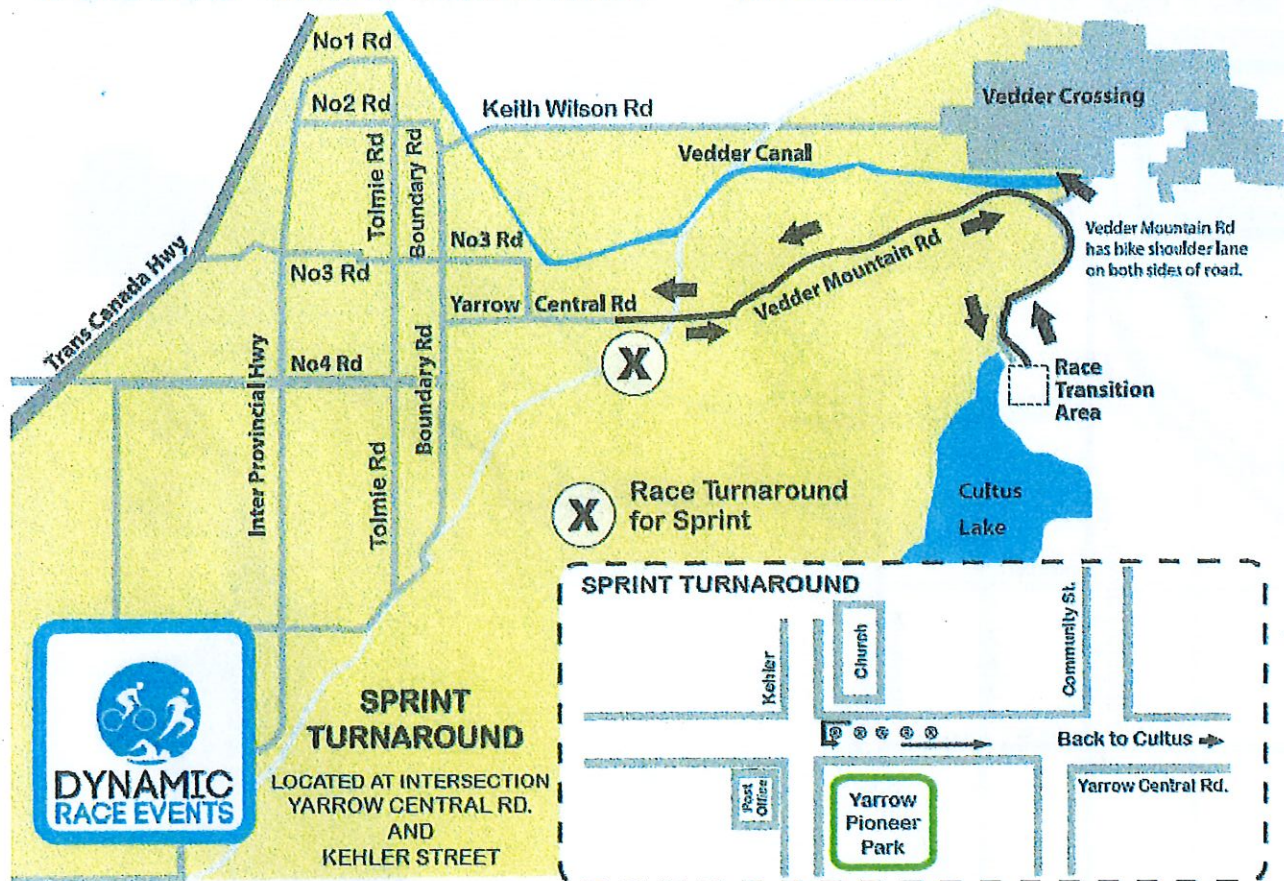




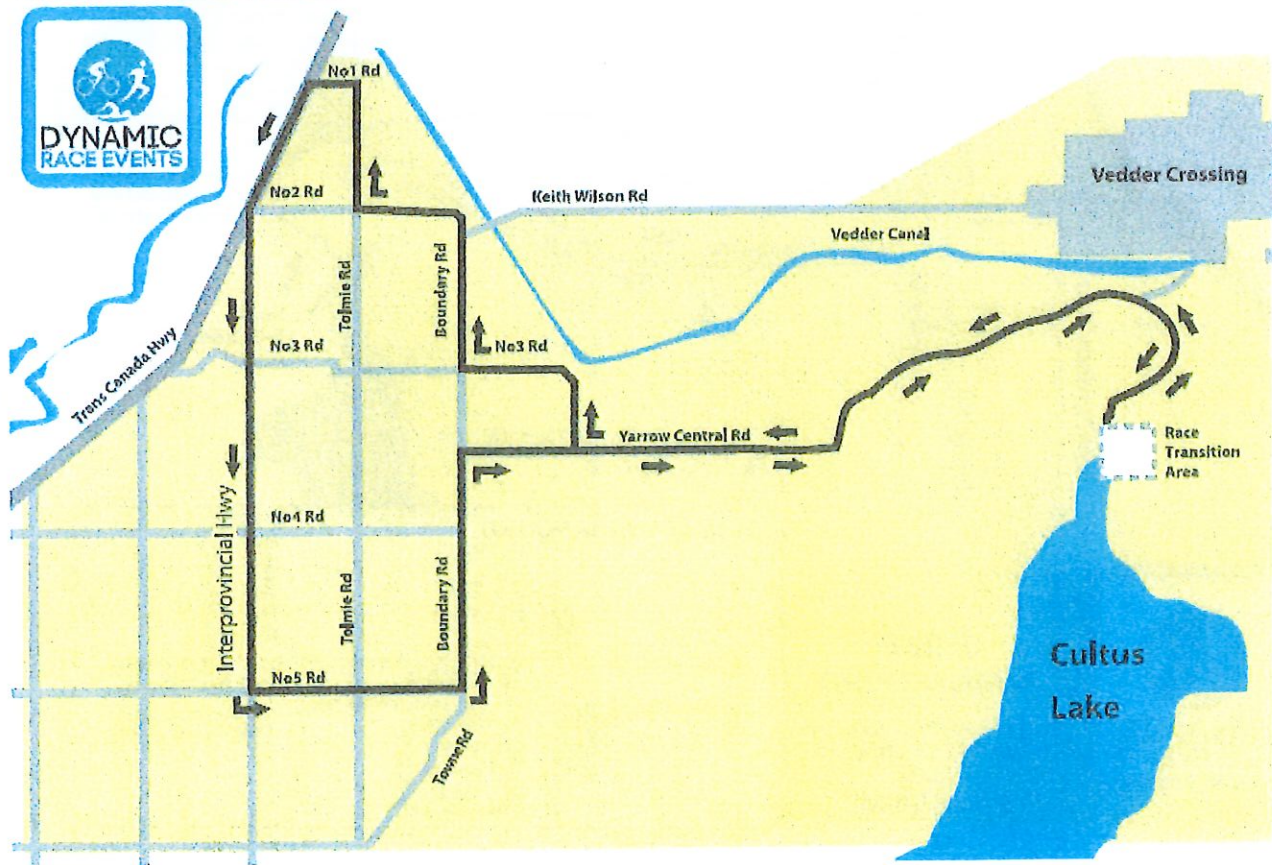


# CULTUS LAKE BIKE MAP

SPRINT COURSE  
(OUT AND BACK)



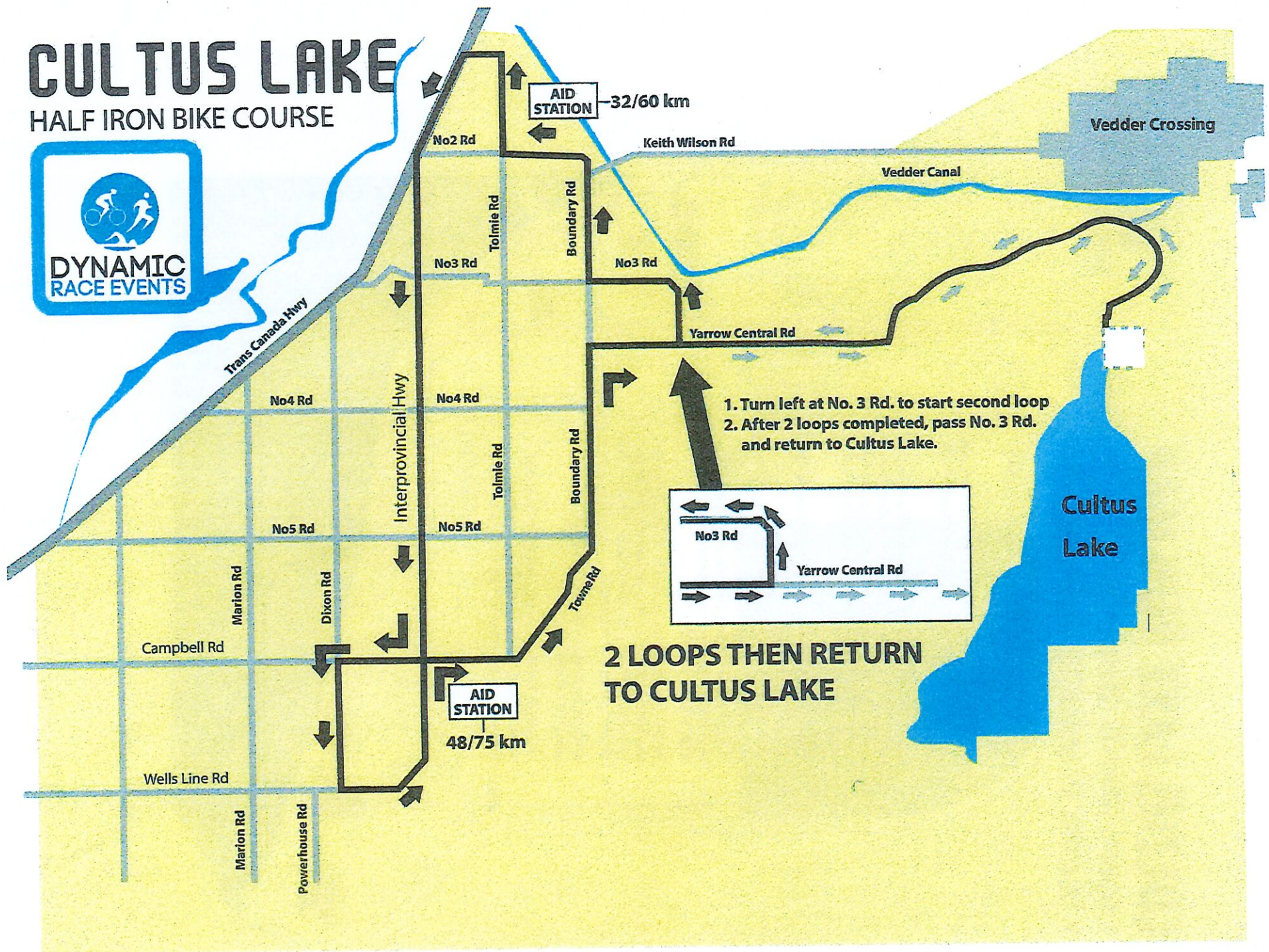
## STANDARD BIKE COURSE





# CULTUS LAKE

## HALF IRON BIKE COURSE





# CULTUS LAKE RUN MAP

1 LOOP: SPRINT RUNNERS

2 LOOPS: STANDARD RUNNERS





# CULTUS LAKE Half Iron Run Map

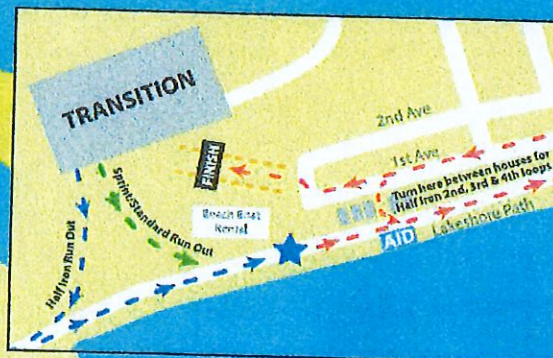
Half Iron = 4 Loops



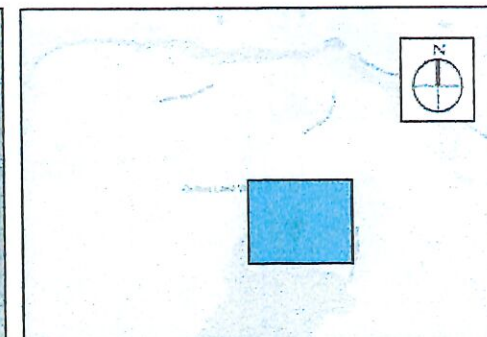
## NORTH (BLUE) SECTION

1. ONLY TO START THE FIRST LAP: Leave TRANSITION AREA and run toward the Footbridge. Go over footbridge to Lakeshore Dr and turn RIGHT.
2. Turn LEFT onto Munroe Ave; run to turnaround and then back to Lakeshore Dr.
3. Turn right onto Lakeshore Dr and run to the end of the street and then back to the Footbridge, which will be on the right.
4. Run back along the beach (Lakeshore Path) to ★ Join and stay on the Sprint & Standard course for the rest of the 4 loops; do NOT repeat the blue section again!

— = HALF IRON COURSE BEGINNING OF FIRST LOOP ONLY  
 — = SPRINT & STANDARD COURSE HALF IRON COURSE: 4 LOOPS







#### LEGEND

	TENT (10x10)		POWER
	AUDIO		FOOD
	WATER		GARBAGE/RECYCLING
	TOILETS		PARKING
	MEDICAL		FENCE
	BIKE RACK/SERVICE		BARRICADE/CONES

OPERATIONAL PERIOD:  
EVENT DAY:

CONTACT: ANGIE WOODHEAD | Owner & RD  
250-213-7885 | [angie@dynamicraceevents.com](mailto:angie@dynamicraceevents.com)

**CULTUS LAKE**  
TRIATHLON





## CULTUS LAKE- VEHICLE ACCESS DRAFT | 0730-1000



### CULTUS ACCESS CONTROL | 0730 - 1000

#### TCP #1 (Traffic Control Person-hired traffic professional)

- controls access at roundabout
- S bound vehicles (from Chilliwack) will only be allowed east/ west direction.
  - drivers that require access into Cultus Lake, they can make a right 50m east of roundabout into Plaza parking lot, drivers to Lindell will continue South
- N bound vehicles (from Lindell or Cultus Lake) will only be allowed east/ west direction.
  - Drivers that require access to Cultus Lake can make a left turn before the roundabout into the Plaza parking lot, drivers to Chilliwack will proceed through roundabout

#### TCP #2

- controls access from Lot B & plaza parking lot
- From Lot B - egress only for athletes, all attendees parking have been given instructions that no vehicles egress until 11am (same as Option #1)
- Vehicles will have a single alternating lane from the Gatehouse to Plaza Parking Lot, one way/ one lane of traffic at a time for vehicles wanting access or egress to Cultus Lake community - fire station parking lot access will be maintained & clear of any vehicles. The single lane will be on the W/S opposite of fire station. Queue of vehicles N/B on Sunnyside will be at Community School, S/B will be in Plaza parking lot

#### TCP #3

- Located at gatehouse, single alternating lane to the entrance to the Plaza Parking Lot, one way/ one lane of traffic at a time for vehicles wanting access or egress to Cultus Lake community - fire station parking lot access will be maintained & clear of any vehicles







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** August 19, 2020 **FILE:** 0540-720

**SUBMITTED BY:** Darcy Bauer,  
Chair, Environmental and Public Areas Planning Committee

**SUBJECT:** Recommendations from the Environmental and Public Areas Planning Committee

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#### PURPOSE:

The purpose of this report is to provide the recommendations from the July 22, 2020 meeting of the Environmental and Public Areas Planning Committee.

#### RECOMMENDATIONS:

**THAT** the Cultus Lake Park Board approves that the Environmental and Public Areas Planning Committee focus for the remainder of 2020 be to prioritize the protection of the at risk, old growth trees on Main Beach.

#### DISCUSSION:

At the July 22, 2020 meeting of the Environmental and Public Areas Planning Committee a discussion was had regarding the priorities of the 2020 Environmental and Public Areas Planning Committee and what the committee wants to focus on for the rest of the year.

As a result of these discussions, the above recommendation was put forward to the Cultus Lake Park Board.

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Prepared by:

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Commissioner Bauer,  
Chair, Environmental and Public  
Areas Planning Committee

Approved for submission to the Board:



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Joe Lamb,  
Chief Administrative Officer