



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, January 20, 2021

5:00 PM

Cultus Lake Park Office Boardroom
4165 Columbia Valley Highway, Cultus Lake, BC

Time Change Notice - Cultus Lake Park Board Regular Meeting will be held at 5:00 pm on January 20, 2021 instead of 7:00 pm.

Due to the recent Provincial Health Order with respect to social gatherings, the January 20, 2021 Board meeting will be closed to the public and will be available in real time via Zoom.

Please feel free to join the meeting, participants will be muted upon entry to the meeting but will be able to ask questions during question period.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84833323487?pwd=V01JU3JVdldOYnpKcis3Mjl2RU5hQT09>

Meeting ID: 848 3332 3487

Passcode: 025439

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



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, JANUARY 20, 2021

5:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (4:00 PM)

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

Section 90 (1), (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

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

(3) RECONVENE

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(4) APPROVAL OF AGENDA

- (a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of January 20, 2021; and

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

(5) ADOPTION OF MINUTES

Page 5

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held December 18, 2020.

Page 13

- (b) **THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held December 22, 2020.

(6) CORRESPONDENCE

(a) Petition – Cultus Lake Park Mooring Fees

- Page 17
- Petition submitted by resident Neil McKenzie
(A total of 399 names were received, of the 399, only 170 were applicable to Cultus Lake BC. 57 names are registered buoy holders)
- Page 37
- Email dated January 5, 2021 from resident Neil McKenzie

THAT the Cultus Lake Park Board receive the mooring fees petition and email for information.

(b) Foreshore Moorage / Management

- Page 39
- Email dated January 8, 2021 from resident Tom Moul

THAT the Cultus Lake Park Board receive the email regarding foreshore moorage and management for information.

(7) BYLAWS

(a) Cabins at Cultus Lake Park Bylaw No. 1152, 2019 Amendment Bylaw No. 1187, 2021

- Page 41
- Report dated January 20, 2021 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Page 43
- Cabins at Cultus Lake Park Bylaw No. 1152, 2019 Amendment Bylaw No. 1187, 2021

THAT the Cultus Lake Park Board give First, Second and Third readings to The Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.

(b) Sunnyside Campground Bylaw No.1188, 2021

- Page 47
- Report dated January 20, 2021 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Page 49
- Sunnyside Campground Bylaw No. 1188, 2021
- Page 71
- Sunnyside Campground Bylaw No. 1188, 2021 (Redline Version)

THAT the Cultus Lake Park Board give First, Second and Third readings to the Sunnyside Campground Bylaw No. 1188, 2021.

(8) STAFF REPORTS

(a) Covid-19 Resilience Infrastructure Stream Grant Application – Foreshore Erosion Project

- Page 95
- Report dated January 20, 2021 from Erica Lee, Chief Financial Officer
- Page 97
- Canadian-British Columbia Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream

THAT the Cultus Lake Park Board direct staff to submit an application for grant funding for the Foreshore Erosion (No. 92) project through the Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream; and

THAT the Cultus Lake Park Board supports the Foreshore Erosion (No. 92) project and commits to any associated ineligible costs and cost overruns to be funded from the Foreshore Area General Reserve Fund (1085-17).

(9) REPORTS BY COMMISSIONERS

(10) PUBLIC QUESTION PERIOD

(11) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on January 20, 2021 be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 16, 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
Commissioner K. Dzaman

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

(1) CALL TO ORDER

The Chair called the meeting to order at 5:00 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

THAT the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:
Section 90 (1), (d) the security of the property of the municipality.

(3) RECONVENE

The meeting reconvened at 4:31 pm.

(4) APPROVAL OF AGENDA

4705-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 16, 2020; and

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

CARRIED

(5) ADOPTION OF MINUTES

4706-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 18, 2020 as amended.***

CARRIED

(6) COMMITTEE MINUTES

4707-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) ***THAT the Cultus Lake Park Board receive the September 18, 2020 Environmental and Public Areas Planning Committee minutes.***

CARRIED

4708-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board receive the November 20, 2020 Environmental and Public Areas Planning Committee minutes.

CARRIED

4709-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board receive the November 12, 2020 Operational and Financial Core Review Committee.

CARRIED

Vice Chair Bauer thanked the Committees and staff for their participation and hard work this past year and he looks forward to the Environmental Committee continuing their work next year.

(7) ELECTION OF THE CHAIR

Joe Lamb, Chief Administrative Officer proceeded with the process for electing the Cultus Lake Park Board Chair.

Nomination forms for the position of Chair were distributed to the Board members. The Executive Assistant collected the nomination forms and the Chief Administrative Officer read aloud the results. Five (5) nomination forms were received in favor of Commissioner Renwick. Commissioner Renwick accepted the nomination for the position of Cultus Lake Park Board Chair. The Chief Administrative Officer closed the nominations and declared that there will not be an election and confirmed that Chair Renwick has been elected and will assume the position as the Chair of the Cultus Lake Park Board.

(8) ELECTION OF THE VICE CHAIR

Chair Renwick asked that Joe Lamb, Chief Administrative Officer continue with the election for the position of Cultus Lake Park Board Vice Chair.

Nomination forms for the position of Chair were distributed to the Board members to fill in. The Executive Assistant collected the nomination forms and the Chief Administrative Officer read aloud the results. Four (4) nomination forms were received in favor for Commissioner Bauer. One (1) nomination form was received in favor of Commissioner Smit. Commissioner Smit accepted the nomination for Vice Chair.

Staff proceeded with the election for Vice Chair and ballots were distributed to the Board. Ballots were conducted by secret ballot for Commissioner Bauer or Commissioner Smit.

Ballots were collected and five (5) ballots were read out loud and in favor of Commissioner Bauer.

Commissioner Bauer accepted the nomination for the position of Cultus Lake Park Board Vice Chair and confirmed that Commissioner Bauer has been elected and will assume the position as the Vice Chair of the Cultus Lake Park Board.

(9) BYLAWS

(a) 2021 - 2025 Cultus Lake Park DRAFT Financial Plan

- 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020

4710-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give Third reading to the Cultus Lake Park Board 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020.*

CARRIED

(b) Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020

4711-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third Reading to Levying of Rates Bylaw No. 118, 2020.*

CARRIED

(c) Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020

- Report dated December 16, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations, and Bylaw Enforcement
- Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020

4712-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third reading as amended to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020.*

CARRIED

(d) **Cultus Lake Park Board Infrastructure Reserve Bylaw No. 1184, 2020**
Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Infrastructure Reserve Bylaw No. 1184, 2020
- Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020

4713-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Capital Infrastructure Reserve Fund Bylaw No. 1184, 2020.*

CARRIED

4714-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third reading to the Residential Areas Capital Reserve Fund Bylaw No. 1185, 2020.*

CARRIED

(e) **Cultus Lake Park Board 2020-2024 Financial Amendment Bylaw No.1186, 2020**

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- 2020-2024 Financial Amendment Bylaw No.1186, 2020

4715-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake 2020-2024 Financial Amendment Bylaw No.1186, 2020.*

CARRIED

(10) STAFF REPORTS

(a) **Parking Lot B Layout Plan Revisions**

- Report dated December 16, 2020 from Dave Driediger, Manager of Park Operations

4716-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct staff to move forward with Parking Lot B reconfiguration as illustrated in the attached Parking Lot B Layout Plan.*

CARRIED

(11) COMMISSIONERS REPORTS

(b) Appointments of Chair and Vice Chair to Standing and Select Committees

- Report dated December 16, 2020 from Chair Renwick
- Terms of Reference Community Events and Engagement Committee
- Terms of Reference Village Center Planning and Development Committee
- Terms of Reference Environmental and Public Area's Planning Committee
- Terms of Reference Foreshore Fundraising and Improvement Committee

4717-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve the Standing Committee and the Chair and Vice Chair appointments:*

Commercial Leaseholder Committee

Chair – Commissioner Smit

Vice Chair - Commissioner Payeur

2 appointed members of the Commercial Leaseholders

CARRIED

4718-20 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board approve the following Select Committee appointments:*

Community Events and Engagement Committee

Chair - Commissioner Dzaman

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee

Chair - Commissioner Dzaman

Vice Chair – Commissioner Bauer

Environmental and Public Area's Planning Committee

Chair – Commissioner Bauer

Vice Chair – Commissioner Payeur

Foreshore Fundraising and Improvement Committee

Chair – Commissioner Smit

Vice Chair – Commissioner Payeur

CARRIED

4719-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the following external committee appointments:*

Cultus Lake Aquatic Stewardship Strategy (CLASS)

Commissioner Bauer

Tourism Chilliwack

Commissioner Bauer

Fraser Valley Aboriginal Relations

Commissioner Renwick

Cultus Lake Community School

Commissioner Payeur

Internal Planning and Execution

Sunnyside Seasonal communication and relationship management – Commissioner Dzaman

CARRIED

4720-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to post notice that the Park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 20, 2021.

CARRIED

Chair Renwick noted that it is important to have community involvement and the Board tries to arrange to have the community members involved. He also urged those to get involved for community input. He also noted that as being on many of the committees provides the Board with direction and suggested that the community members put their names forward and get involved.

(12) COMMUNITY ASSOCIATION

Question of the Month:

Colleen Rogozinski inquired on how much did the Park receive with the sale of the logs or the trees from parking lot B? She also inquired when the work is to be scheduled in parking lot B?

Answer:

Dave Driediger, Manager of Park Operations noted that we have not yet received the funds for the trees however, we anticipate approximately \$4500.

Joe Lamb, Chief Administrative Officer noted that with respect to the construction, there is currently an RFP review at this time however, the hope to begin construction no later than the first of February with a expected completion date of April 1st.

(13) PUBLIC QUESTION PERIOD

Q: Ernie Vance, Mountain View inquired on the appointments to the committees and noted that he did not see the finance committee. He recognized that the Board has created a Village Centre Committee and asked why the finance committee was not continuing? He further inquired on the bylaws being reviewed by the committee.

- A: Chair Renwick noted that based on the role of that committee he feels the financial affairs are well managed and the items that had been discussed have been taken care of. Joe Lamb, Chief Administrative Officer noted that things that need to be reviewed will be in open discussion and will not necessarily need to go through a committee process for staff to sit down and bring things forward to the Board. He noted that the Core Review Committee role is to provide recommendations, they cannot bind the Board. He noted that with respect to the finances we can take a different approach and if staff identify issues, we will bring those to the Board. He further noted that staff only have so many hours to manage the committees.
- Q: Brent Shirley, Park Drive, noted that he understood the leases would be revised to allow home based business operate in the Park in conjunction with new bylaws and wondered if this was completed?
- A: Chair Renwick noted that the Board approved version 5 Residential Building Site Lease to allow for this usage and have set protocols to do so. He noted that if you have lease version 1 & 2, these leases do not allow for the usage. It was also clarified that version 3, 4 and/or 5 allow for the use, pending the lease the leaseholder assumed.

(14) ADJOURNMENT

4721-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Regular Meeting of the Cultus Lake Park Board held on December 16, 2020 be adjourned at 5:44 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held December 16, 2020.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING MINUTES

TUESDAY, DECEMBER 22, 2020

9:00 AM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner D. Renwick – Chair
Commissioner L. Payeur
Commissioner C. Smit
Commissioner K. Dzaman

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

Regrets Commissioner D. Bauer – Vice Chair

(1) CALL TO ORDER

The Chair called the meeting to order at 9:01 am.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

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

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

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

(3) APPROVAL OF AGENDA

4722-20 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve the amending the Agenda for the Special Regular Meeting of December 22, 2020 by adding under the Order of Business, Section 2, Resolution to Proceed to Closed Meeting; and
by adding under the Order of Business, Section 3, Reconvene; and

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

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

CARRIED

(4) BYLAWS

(a) 2021 - 2025 Cultus Lake Park DRAFT Financial Plan

- 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020

4723-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020.*

CARRIED

(b) Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020

4724-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to Levying of Rates Bylaw No. 1182, 2020.*

CARRIED

(c) Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020

- Report dated December 16, 2020 from Jackie Spencer, Manager of Visitor Services, Accommodations, and Bylaw Enforcement
- Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020

4725-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final reading to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020.*

CARRIED

**(d) Cultus Lake Park Board Infrastructure Reserve Bylaw No. 1184, 2020
Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020**

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Infrastructure Reserve Bylaw No. 1184, 2020
- Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020

4726-20 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Capital Infrastructure Reserve Fund Bylaw No. 1184, 2020.*

CARRIED

4727-20 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Residential Areas Capital Reserve Fund Bylaw No. 1185, 2020.*

CARRIED

(e) **Cultus Lake Park Board 2020-2024 Financial Amendment Bylaw No.1186, 2020**

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- 2020-2024 Financial Amendment Bylaw No.1186, 2020

4728-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake 2020-2024 Financial Amendment Bylaw No.1186, 2020.*

CARRIED

(5) STAFF REPORTS

(6) COMMISSIONERS REPORTS

Chair Renwick thanked staff for their efforts this year and for keeping operations going during the pandemic and wished everyone a Merry Christmas and Happy New Year.

(7) COMMUNITY ASSOCIATION

(8) PUBLIC QUESTION PERIOD

(9) ADJOURNMENT

4729-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Special Regular Meeting of the Cultus Lake Park Board held on December 22, 2020 be adjourned at 9:11 am.*

CARRIED

I hereby certify the preceding to be a true and correct account of the Special meeting of the Cultus Lake Park Board held December 22, 2020.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer

change.org

Recipient: Cultus Lake Park Board

Letter: Greetings,

Do you oppose the \$350/year increase in mooring buoy fees?

Signatures

| Name | Location | Date |
|-----------------|---------------------------------------|------------|
| Neil McKenzie | Canada | 2020-12-07 |
| Michael Rodde | Abbotsford, British Columbia, Canada | 2020-12-07 |
| Tanya Rowlands | Surrey, British Columbia, Canada | 2020-12-07 |
| Jackie Hadden | Delta, British Columbia, Canada | 2020-12-07 |
| Jim Parrett | Delta, British Columbia, Canada | 2020-12-07 |
| Steve Whiteside | Cultus lake, British Columbia, Canada | 2020-12-07 |
| Neil Russell | Kelowna, British Columbia, Canada | 2020-12-07 |
| Glenn Charles | Chilliwack, British Columbia, Canada | 2020-12-07 |
| John Rogozinski | Chilliwack, British Columbia, Canada | 2020-12-07 |
| Allan PARRISH | Chilliwack, British Columbia, Canada | 2020-12-07 |
| Brad Martz | Chilliwack, Canada | 2020-12-07 |
| Nadine Norris | Chilliwack, British Columbia, Canada | 2020-12-07 |
| Joe Hafner | Chilliwack, Canada | 2020-12-07 |
| Brooke Koffas | Surrey, British Columbia, Canada | 2020-12-07 |
| Rod Ross | Langley, British Columbia, Canada | 2020-12-07 |
| Tessa Shumey | Chilliwack, Canada | 2020-12-07 |
| Patrick Mason | Chilliwack, Canada | 2020-12-07 |
| Cam Wells | Coquitlam, British Columbia, Canada | 2020-12-07 |
| Tony Opdendries | Langley, British Columbia, Canada | 2020-12-07 |
| gwen meyers | Langley, Canada | 2020-12-07 |

| Name | Location | Date |
|-------------------|---|------------|
| Seth Morton | Abbotsford, British Columbia, Canada | 2020-12-07 |
| Dude Dude | Brampton, Canada | 2020-12-07 |
| Ranjit Jhutti | Surrey, Canada | 2020-12-07 |
| Judy Bruce | Collingwood, Canada | 2020-12-07 |
| Shane Stoneson | Chilliwack, Canada | 2020-12-07 |
| _ Aveyonn _ | Vancouver, Canada | 2020-12-07 |
| Vic Gamboa | Chilliwack, British Columbia, Canada | 2020-12-07 |
| Jack kaila | New Westminster, British Columbia, Canada | 2020-12-07 |
| John Rogozinski | Chilliwack, British Columbia, Canada | 2020-12-07 |
| Jocelyn Pickering | Calgary, Canada | 2020-12-07 |
| Roger Keepenve | North Saanich, British Columbia, Canada | 2020-12-07 |
| Kathy Tull | Richmond, British Columbia, Canada | 2020-12-07 |
| Nancy Gauthier | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Bryce Stewart | Victoria, Canada | 2020-12-08 |
| Peter McDonald | Langley, British Columbia, Canada | 2020-12-08 |
| Liz Cote | Windsor, Canada | 2020-12-08 |
| Luke McDonald | Surrey, British Columbia, Canada | 2020-12-08 |
| Rick Williamson | Delta, British Columbia, Canada | 2020-12-08 |
| Doug Williams | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Sarah Fisher | Elmira, Canada | 2020-12-08 |
| David Mitchell | Chilliwack, British Columbia, Canada | 2020-12-08 |

| Name | Location | Date |
|--------------------|--------------------------------------|-------------|
| Wendy Neumann | Victoria, British Columbia, Canada | 2020-12-08 |
| Tyler Keepence | Victoria, Quebec, Canada | 2020-12-08 |
| Mark Tole | Vancouver, British Columbia, Canada | 2020-12-08 |
| Bruce Duff | Chilliwack, Canada | 2020-12-08 |
| Barry Williams | Richmond, British Columbia, Canada | 2020-12-08 |
| Scott Allinottt | Victoria, British Columbia, Canada | 2020-12-08 |
| Dallas Allinott | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Theresa Maria Duff | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Susan Bakes | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Steve Kerr | Delta, British Columbia, Canada | 2020-12-08 |
| Raymond Lallier | Indio, California, US | 2020-12-08 |
| Boyd Rupp | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Kim Kane | Woodstock, Canada | 2020-12-08 |
| Cathy Hoy | Port Coquitlam, BC, Canada | 2020-12-08 |
| Jeremy Watson | Chilliwack, Canada | 2020-12-08 |
| Karl Motz | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Vicky Rooke | Abbotsford, Canada | 2020-12-08 |
| Tim Keepence | Vancouver, Canada | 2020-12-08 |
| Cody Helmer | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Harley Gauthier | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Myles Andrew | Abbotsford, British Columbia, Canada | 2020-12-08 |

| Name | Location | Date |
|--------------------|---|-------------|
| Matthew Meehan | New Westminster, British Columbia, Canada | 2020-12-08 |
| Jennifer Mackenzie | Cultus lake, British Columbia, Canada | 2020-12-08 |
| Chris Martz | Abbotsford, British Columbia, Canada | 2020-12-08 |
| David Sawyer | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Rick Shevernoha | Delta, British Columbia, Canada | 2020-12-08 |
| Samuel Hicks | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Gwen McKenzie | Cultus Lake, British Columbia, Canada | 2020-12-08 |
| Erika Jartved | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Kevin Batstone | Delta, British Columbia, Canada | 2020-12-08 |
| Lorraine Deverall | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Ernie Vance | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Mike Mcphail | Langley, British Columbia, Canada | 2020-12-08 |
| Maura Hearn | Langley, British Columbia, Canada | 2020-12-08 |
| Steve Arnold | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Craig Philbrook | Cultus Lake, Canada | 2020-12-08 |
| Carlo Elstak | Cultus Lake, Canada | 2020-12-08 |
| STEVE MOWAT | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Ken Dosen | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Cole Philbrook | Chilliwack, Canada | 2020-12-08 |
| Eric Ellemo | Chilliwack, British Columbia, Canada | 2020-12-08 |
| Chris White | Abbotsford, Canada | 2020-12-09 |

| Name | Location | Date |
|--------------------|--|------------|
| Oly Eichstadt | Chilliwack, Canada | 2020-12-09 |
| Kim Keepence | North Saanich, British Columbia, Canada | 2020-12-09 |
| Beverly Parrish | Courtenay, British Columbia, Canada | 2020-12-09 |
| Karim Mohan | Coquitlam, British Columbia, Canada | 2020-12-09 |
| Joyce Ehlert | Cultus Lake, British Columbia, Canada | 2020-12-09 |
| Angela Hinton | Chilliwack, British Columbia, Canada | 2020-12-09 |
| florence TREBOUTTE | Paris, France | 2020-12-09 |
| Margie Matiets | Canada | 2020-12-09 |
| Ryan Cardinal | British Columbia, Canada | 2020-12-09 |
| Jonathan Triance | Surrey, British Columbia, Canada | 2020-12-10 |
| Wade Cotie | Chilliwack, British Columbia, Canada | 2020-12-10 |
| Sharon Thomas | Canada | 2020-12-10 |
| NEIL THOMAS | Vancouver, British Columbia, Canada | 2020-12-10 |
| john thomas | Vancouver, British Columbia, Canada | 2020-12-10 |
| Nelly ♦ .. | Washington, US | 2020-12-10 |
| Siqi Zhang | Flushing, US | 2020-12-10 |
| Keira Caster | Melbourne, US | 2020-12-10 |
| Penny Nicholas | Port Coquitlam, British Columbia, Canada | 2020-12-10 |
| Tracy Carter | Surrey, Canada | 2020-12-10 |
| Janice Fleming | New Westminster, Canada | 2020-12-10 |
| stacy timms | Chilliwack, British Columbia, Canada | 2020-12-10 |

| Name | Location | Date |
|-----------------------------|---------------------------------------|-------------|
| Pat and Jim Warnock Warnock | Chilliwack, British Columbia, Canada | 2020-12-10 |
| Ian Thomas | Vancouver, British Columbia, Canada | 2020-12-11 |
| Guy Charney | Vancouver, British Columbia, Canada | 2020-12-11 |
| Robert Miller | Chilliwack, Canada | 2020-12-11 |
| Hemantha Weligalle | Chilliwack, Canada | 2020-12-11 |
| Kyle de Montigny | Chilliwack, Canada | 2020-12-11 |
| Anne Fleming | Chilliwack, Canada | 2020-12-11 |
| Richard Holmes | Chilliwack, Canada | 2020-12-11 |
| Nik jillings Jillings | Chilliwack, British Columbia, Canada | 2020-12-11 |
| Darin Elliott | Vancouver, British Columbia, Canada | 2020-12-11 |
| Darlene De Girolamo | Chilliwack, Canada | 2020-12-11 |
| Tammy Spiller | Mission, Canada | 2020-12-11 |
| Barbara Bettles | Langley, Canada | 2020-12-11 |
| Ed Dyck | Chilliwack, Canada | 2020-12-11 |
| Bruce Williams | Surrey, Canada | 2020-12-11 |
| Carol Elliott | Cultus Lake, British Columbia, Canada | 2020-12-11 |
| Carol Brubaker | Chilliwack, Canada | 2020-12-11 |
| Joanne Powley | Chilliwack, British Columbia, Canada | 2020-12-11 |
| Chad Hipwell | Chilliwack, Canada | 2020-12-11 |
| Billy Joe Gunn | Cultus Lake, British Columbia, Canada | 2020-12-11 |
| M Nichols | Chilliwack, British Columbia, Canada | 2020-12-11 |
| Dorothy Elliott | Chilliwack, British Columbia, Canada | 2020-12-11 |

| Name | Location | Date |
|-------------------|--------------------------------------|------------|
| David Varcoe | Penticton, Canada | 2020-12-11 |
| Beverly Chevelday | Chilliwack, Canada | 2020-12-11 |
| dawn loewen-motz | chilliwack, BC, Canada | 2020-12-11 |
| Rafielle Corcione | new westminster, Canada | 2020-12-11 |
| Christine Patmore | Vancouver, Canada | 2020-12-11 |
| Monika Curkovic | Burnaby, British Columbia, Canada | 2020-12-12 |
| Darren Chapman | CHILLIWACK, British Columbia, Canada | 2020-12-12 |
| Allison Arnold | Chilliwack, British Columbia, Canada | 2020-12-12 |
| Gary Mutcher | Chilliwack, British Columbia, Canada | 2020-12-12 |
| Peter Barbera | Surrey, British Columbia, Canada | 2020-12-12 |
| Ron Colson | Langley, British Columbia, Canada | 2020-12-12 |
| Meredith Barbera | Surrey, British Columbia, Canada | 2020-12-12 |
| Liz Firth | Langley, British Columbia, Canada | 2020-12-12 |
| Sophie Stecha | Verona, US | 2020-12-12 |
| Katie Willow | Wilmington, US | 2020-12-12 |
| Tara Kenoff | Fanwood, US | 2020-12-12 |
| Yaa Otoo | Irvington, US | 2020-12-12 |
| maeve gray | La Puente, US | 2020-12-12 |
| Jaineris Leyva | Louisville, US | 2020-12-12 |
| Sarah Kang | Silver Spring, US | 2020-12-12 |
| Deciree Otero | Brooklyn, US | 2020-12-12 |
| kennedy thornton | Byron Center, US | 2020-12-12 |

| Name | Location | Date | |
|----------------------|-----------------------|------------|---|
| Joshua Leonard | Richmond Hill, Canada | 2020-12-12 | ✓ |
| Destiney Banke | Glenmoore, US | 2020-12-12 | ✓ |
| Caydee Alakai Cabico | Wailuku, US | 2020-12-12 | ✓ |
| Suranale Harushimana | Providence, US | 2020-12-12 | ✓ |
| Alique Haserjian | watertown, US | 2020-12-12 | ✓ |
| Emmi Heywood | San Francisco, US | 2020-12-12 | ✓ |
| Brooke Blanchard | Delray Beach, US | 2020-12-12 | ✓ |
| Alyssa Grant | Conyers, US | 2020-12-12 | ✓ |
| Sara Frost | Venice, US | 2020-12-12 | ✓ |
| Dillila Palacios | Peoria, US | 2020-12-12 | ✓ |
| Emely Sanchez | Santa Ana, US | 2020-12-12 | ✓ |
| Aaron Barnes | Louisville, US | 2020-12-12 | ✓ |
| Kyanna Cox | San Antonio, US | 2020-12-12 | ✓ |
| Anna Lindsey | Coraopolis, US | 2020-12-12 | ✓ |
| ◆ ##### | Winchester, US | 2020-12-12 | ✓ |
| Ally Zyskowski | Monroe, US | 2020-12-12 | ✓ |
| Ryan Grimes | Saint Louis, US | 2020-12-12 | ✓ |
| Giselle Velazquez | Dallas, US | 2020-12-12 | ✓ |
| Kasim Turner | Mount Vernon, US | 2020-12-12 | ✓ |
| Thara M | Somerset, US | 2020-12-12 | ✓ |
| Eric Verdugo | Garfield, US | 2020-12-12 | ✓ |
| Jarriatou Ceesay | Bessemer, US | 2020-12-12 | ✓ |

| Name | Location | Date | |
|---------------------|---------------------|------------|---|
| sarah Applewhite | New York, US | 2020-12-12 | — |
| sophia brown | Minneapolis, US | 2020-12-12 | ✓ |
| Gigi Kaur | San Jose, US | 2020-12-12 | ✓ |
| Jaiden Weber | Grampian, US | 2020-12-12 | ✓ |
| Natalie Signoriello | Oklahoma City, US | 2020-12-12 | ✓ |
| emilia Strugala | Brooklyn, US | 2020-12-12 | ✓ |
| Devina Misir | Etobicoke, Canada | 2020-12-12 | ✓ |
| Natalia Rosa | Randolph, US | 2020-12-12 | ✓ |
| Rosemary Richardson | Santa Rosa, US | 2020-12-12 | ✓ |
| Emma P | Chicago, US | 2020-12-12 | ✓ |
| Giselle Santiago | Houston, US | 2020-12-12 | ✓ |
| Britney Biegaing | US | 2020-12-12 | ✓ |
| Hi HESHHEEH | Baldwinsville, US | 2020-12-12 | ✓ |
| Lyn Morrison | Atlanta, US | 2020-12-12 | ✓ |
| Sophie Williams | Minneapolis, US | 2020-12-12 | ✓ |
| Carissa Adams | New Lenox, US | 2020-12-12 | ✓ |
| Sandy Andrade | Fort Lauderdale, US | 2020-12-12 | ✓ |
| Najib Adan | Columbus, US | 2020-12-12 | ✓ |
| Izzy Anderson | Washington, US | 2020-12-12 | ✓ |
| Rylee Cassidy | Burlington, US | 2020-12-12 | ✓ |
| Adi Shinolt | Columbus, US | 2020-12-12 | ✓ |
| Lily Petersen | Lawrenceville, US | 2020-12-12 | ✓ |

| Name | Location | Date | |
|------------------|---------------------|------------|---|
| Isabelle Alberto | Woodstock, US | 2020-12-12 | ✓ |
| Beatriz Rivera | Los Angeles, US | 2020-12-12 | ✓ |
| Val C | Reno, US | 2020-12-12 | ✓ |
| Brianna Warren | Mckeesport, US | 2020-12-12 | ✓ |
| Claris Martin | Cedar Rapids, US | 2020-12-12 | ✓ |
| Sanhita Perkari | Frisco, US | 2020-12-12 | ✓ |
| Mia Irvine | Tulsa, US | 2020-12-12 | ✓ |
| Emily Navarro | Wilmington, US | 2020-12-12 | ✓ |
| reona h | US | 2020-12-12 | ✓ |
| Haylie Superti | West Palm Beach, US | 2020-12-12 | ✓ |
| Kelly Wong | Honolulu, US | 2020-12-12 | ✓ |
| Christina Cohns | Mount Prospect, US | 2020-12-12 | ✓ |
| Paola Lopez | Hampton, US | 2020-12-12 | ✓ |
| Phoebe Laufik | Hopkinton, US | 2020-12-12 | ✓ |
| BIG JUICY | New York, US | 2020-12-12 | ✓ |
| Mia Galvan | San Jose, US | 2020-12-12 | ✓ |
| Devansya Knowles | Philadelphia, US | 2020-12-12 | ✓ |
| McKayla Martin | Lawrenceville, US | 2020-12-12 | ✓ |
| madalyn coco | Marquette, US | 2020-12-12 | ✓ |
| Clarissa Perez | Houston, US | 2020-12-12 | ✓ |
| Elma Linares | Lithonia, US | 2020-12-12 | ✓ |
| Mia Cabrera | Orlando, US | 2020-12-12 | ✓ |

| Name | Location | Date | |
|------------------|------------------|------------|---|
| Samira Pelegrine | Denver, US | 2020-12-12 | ✓ |
| Ainsley Fincher | Santa Cruz, US | 2020-12-12 | ✓ |
| Amanda Morton | Winooski, US | 2020-12-12 | ✓ |
| Angi Khalil | Collierville, US | 2020-12-12 | ✓ |
| Ava Rivera | Cleveland, US | 2020-12-12 | ✓ |
| Lydia McAuliffe | Lake City, US | 2020-12-12 | ✓ |
| Charity Reid | New Haven, US | 2020-12-12 | ✓ |
| Kylie Kharazi | Toronto, Canada | 2020-12-12 | ✓ |
| Jada Smith | Charlotte, US | 2020-12-12 | ✓ |
| Meekyla Capati | Norwalk, US | 2020-12-12 | ✓ |
| Lorah B | Bedford, US | 2020-12-12 | ✓ |
| Angela Reyes | Toronto, Canada | 2020-12-12 | ✓ |
| Matyson Foley | Secaucus, US | 2020-12-12 | ✓ |
| Susan Anderson | Manvel, US | 2020-12-12 | ✓ |
| max lost | US | 2020-12-12 | ✓ |
| Kanani Ho | stockton, US | 2020-12-12 | ✓ |
| emily pangborn | Hampstead, US | 2020-12-12 | ✓ |
| Trinity . | US | 2020-12-12 | ✓ |
| Jayleen black ♦ | Savannah, US | 2020-12-12 | ✓ |
| aubrey sok | Columbus, US | 2020-12-12 | ✓ |
| ren anderson | Aberdeen, US | 2020-12-12 | ✓ |
| Wesley Berridge | Watsonville, US | 2020-12-12 | ✓ |

| Name | Location | Date | |
|--------------------|-----------------------|------------|---|
| Alyssa Hall | Alamogordo, US | 2020-12-12 | ✓ |
| Leaotos Martin | San Francisco, US | 2020-12-12 | ✓ |
| Brii yes | Brandywine, US | 2020-12-12 | ✓ |
| Vena Alqassab | Springfield, US | 2020-12-12 | ✓ |
| Maeren Jellison | Fort Wayne, US | 2020-12-12 | ✓ |
| m s | Elk Grove Village, US | 2020-12-12 | ✓ |
| Olivia Lassner | New York, US | 2020-12-12 | ✓ |
| summer lowder | Lexington, US | 2020-12-12 | ✓ |
| Jesabel Poblano | San Jose, US | 2020-12-12 | ✓ |
| Reagan Cubin | Casper, US | 2020-12-12 | ✓ |
| Noelia Lizarraga | Riverbank, US | 2020-12-12 | ✓ |
| Elijah Newbold | Pompano Beach, US | 2020-12-12 | ✓ |
| Joseluis Medina | Los Angeles, US | 2020-12-12 | ✓ |
| Tamia Campbell | Dolton, US | 2020-12-12 | ✓ |
| Jacquelinne Castro | Aspen, US | 2020-12-12 | ✓ |
| madison mier | Elizabeth, US | 2020-12-12 | ✓ |
| Carleny Cabreja | Paterson, US | 2020-12-12 | ✓ |
| Julio Sanchez | Spring, US | 2020-12-12 | ✓ |
| Citlali Martinez | El Dorado, US | 2020-12-12 | ✓ |
| Aiden Goodman | Woodland, US | 2020-12-12 | ✓ |
| Nicco Bartone | Boston, US | 2020-12-12 | ✓ |
| Huma Pate | Chicago, US | 2020-12-12 | ✓ |

| Name | Location | Date | |
|-------------------|-------------------------|------------|---|
| jesenia wolfhard | Fresno, US | 2020-12-12 | ✓ |
| Isabella Hussey | Wingo, US | 2020-12-12 | ✓ |
| Serene F | Macedonia, US | 2020-12-12 | ✓ |
| Hailz Mar | Hempstead, US | 2020-12-12 | ✓ |
| Tristen Mastin | Saint George, US | 2020-12-12 | ✓ |
| Evelyn Sanchez | Thornton, US | 2020-12-12 | ✓ |
| Mazzie Malcolm | Greenbrier, US | 2020-12-12 | ✓ |
| summer agha | los angeles, US | 2020-12-12 | ✓ |
| Mari Acosta-Lopez | Sundown, US | 2020-12-12 | ✓ |
| Nikki Ryali | Tracy, US | 2020-12-12 | ✓ |
| Noemi M | Washington, US | 2020-12-12 | ✓ |
| Eden Gonzalez | Batesville, US | 2020-12-12 | ✓ |
| Jacob Figueroa | Fresno, US | 2020-12-12 | ✓ |
| Gabriela Gomes | Los Angeles, US | 2020-12-12 | ✓ |
| Iymani Edouard | Springfield Gardens, US | 2020-12-12 | ✓ |
| Nylah Smith | Orlando, US | 2020-12-12 | ✓ |
| Natalee Bellow | New Orleans, US | 2020-12-12 | ✓ |
| Lipny Lemus | Port Arthur, US | 2020-12-12 | ✓ |
| Hannah Seitz | Skokie, US | 2020-12-12 | ✓ |
| haylie hong | Saint Louis, US | 2020-12-12 | ✓ |
| Jamila Al-Qasim | Rhome, US | 2020-12-12 | ✓ |
| danica ordonez | Reisterstown, US | 2020-12-12 | ✓ |

| Name | Location | Date |
|-----------------------|------------------------|------------|
| christina krnich | Milwaukee, US | 2020-12-12 |
| Jacob Alyasin | Forth Worth, US | 2020-12-12 |
| Andrea A | Houston, US | 2020-12-12 |
| Bridget Lingga | US | 2020-12-12 |
| Angelia Humphreys | Rosendale, US | 2020-12-12 |
| Brittany Ayres | Myrtle Beach, US | 2020-12-12 |
| Zhyrea Foster | Jonesboro, US | 2020-12-12 |
| Tiffany Le | Anaheim, US | 2020-12-12 |
| Angel Trinidad | Glenview, US | 2020-12-12 |
| Genesis Lopez | Phoenix, US | 2020-12-12 |
| ella brady | Ardmore, US | 2020-12-12 |
| ruby sanchez | Houston, US | 2020-12-12 |
| Kiran Sandhu | Fresno, California, US | 2020-12-12 |
| Kaylene Lickteig | Romulus, US | 2020-12-12 |
| Shania Winstead | Laurel, US | 2020-12-12 |
| Alexis Talksdifferent | Billings, US | 2020-12-12 |
| Sabrina Akhter | Allen, US | 2020-12-12 |
| Samara Sabin | Lincoln, US | 2020-12-12 |
| Tamyla Cash | Smyrna, US | 2020-12-12 |
| Alyssa Diaz | Stoughton, US | 2020-12-12 |
| Zoey Lorenzo | Somerdale, US | 2020-12-12 |
| Angelis Leon | Miami, US | 2020-12-12 |

| Name | Location | Date | |
|---------------------|--|------------|---|
| Breana Hoffman | Imperial, US | 2020-12-12 | ✓ |
| Jim Thatcher | Chilliwack, British Columbia, Canada <i>fellow door security side</i> | 2020-12-12 | ✓ |
| emma propps | Monument, US | 2020-12-12 | ✓ |
| noah wright | waldorf, US | 2020-12-12 | ✓ |
| Chloe Noblejas | Chula Vista, US | 2020-12-12 | ✓ |
| Arlene Erdmann | Monroe, New York, US | 2020-12-12 | ✓ |
| loren diana | Brooklyn, US | 2020-12-12 | ✓ |
| Michelle Rivera | Yakima, US | 2020-12-12 | ✓ |
| larissa watson | Lake Mills, US | 2020-12-12 | ✓ |
| Bianca V | Springfield, US | 2020-12-12 | ✓ |
| rach h | clifton, US | 2020-12-12 | ✓ |
| Shamy Reyes | Stratford, US | 2020-12-12 | ✓ |
| Charli Damelio | Atlanta, US | 2020-12-12 | ✓ |
| Shiloh Flores | Waipahu, US | 2020-12-12 | ✓ |
| jay lvr | Carson, US | 2020-12-12 | ✓ |
| Melissa Trujillo | Katy, US | 2020-12-12 | ✓ |
| Tava Grey Bull | Bismarck, US | 2020-12-12 | ✓ |
| Rhoda Alves-Packard | Warner, US | 2020-12-12 | ✓ |
| Danya Abuelezz | Ann Arbor, US | 2020-12-12 | ✓ |
| Jessica Noble | Summit, US | 2020-12-12 | ✓ |
| Sarai Sanchez | Concord, US | 2020-12-12 | ✓ |
| Andrea Ramirez | Torrance, US | 2020-12-12 | ✓ |

| Name | Location | Date |
|---------------------|--------------------|------------|
| Julianna Perez | Omaha, US | 2020-12-12 |
| Raina Raphy | Portland, US | 2020-12-12 |
| Londynn Owens | Beachwood, US | 2020-12-12 |
| Tessica Ho | Beaver, US | 2020-12-12 |
| Ieyla Carbonell | Pawtucket, US | 2020-12-12 |
| Nicolasa Cervantes | Porterville, US | 2020-12-12 |
| Lauren David | Bronx, US | 2020-12-12 |
| Evangelica Navarro | Oak Lawn, US | 2020-12-12 |
| Audrey Elliot | Citrus Heights, US | 2020-12-12 |
| Danelia Gutierrez | Hialeah, US | 2020-12-12 |
| Davian Andrade | Phoenix, US | 2020-12-12 |
| Victoria Blaher | Holbrook, US | 2020-12-12 |
| Ashton Ketchup | Lewisburg, US | 2020-12-12 |
| Kimberly Nieves | Milwaukee, US | 2020-12-12 |
| Charlie West | Aliso Viejo, US | 2020-12-12 |
| Mariah Romain | Tampa, US | 2020-12-12 |
| Anastasia Pasternak | Philadelphia, US | 2020-12-12 |
| Adriana Ramirez | US | 2020-12-12 |
| Sophia Vazquez | Riverside, US | 2020-12-12 |
| Olivia Schpeiser | Newton Center, US | 2020-12-12 |
| Darryk Lee | lander, US | 2020-12-12 |
| Lelicia Booker | San Diego, US | 2020-12-12 |

| Name | Location | Date | |
|-------------------------|--------------------------------------|------------|---|
| Angelina Doan | Savannah, US | 2020-12-12 | ✓ |
| Yisel Ambriz | Colusa, US | 2020-12-12 | ✓ |
| Lena Cava | Milwaukee, US | 2020-12-12 | ✓ |
| Rashea Mymfb | Augusta, US | 2020-12-12 | ✓ |
| Irais Dominguez | Chicago, US | 2020-12-12 | ✓ |
| melanie ocampo | Chicago, US | 2020-12-12 | ✓ |
| b b | Tampa, US | 2020-12-12 | ✓ |
| Dayana Mejia Villalobos | Seattle, US | 2020-12-12 | ✓ |
| Jesica Najera | Lake Worth, US | 2020-12-12 | ✓ |
| Tanya Luján | San Antonio, US | 2020-12-12 | ✓ |
| Pedro Roman | Orlando, US | 2020-12-12 | ✓ |
| Thomas Murphy ✓ | Delta, British Columbia, Canada | 2020-12-12 | |
| Steve Poitras | Surrey, British Columbia, Canada | 2020-12-12 | |
| Jasmine Schwab | Langley, British Columbia, Canada | 2020-12-12 | |
| Pam Cannon | Langley, Canada | 2020-12-12 | |
| Maggie Boyd | Coquitlam, Canada | 2020-12-12 | |
| Derrick Milley | Delta, Canada | 2020-12-12 | |
| Elvira Zampieri | Coquitlam, British Columbia, Canada | 2020-12-12 | |
| Christian Mitchell | Chilliwack, British Columbia, Canada | 2020-12-12 | |
| Avee Purohit | Mumbai, India | 2020-12-12 | ✓ |
| Kristina Rowse | Coquitlam, Canada | 2020-12-12 | |
| Jenn Mcdonald | Langley, British Columbia, Canada | 2020-12-12 | |

| Name | Location | Date |
|-------------------|--------------------------------------|------------|
| Shaun Salmon | Vancouver, Canada | 2020-12-12 |
| Bonnie Dow | Palm Desert, California, US | 2020-12-12 |
| Beryl Taylor | Chilliwack, Canada | 2020-12-12 |
| Desjanee Mclean | Coquitlam, British Columbia, Canada | 2020-12-12 |
| Bernard Rowlands | Surrey, British Columbia, Canada | 2020-12-12 |
| Chace Barnett | Abbotsford, British Columbia, Canada | 2020-12-12 |
| Cindy roberts | Surrey, Canada | 2020-12-12 |
| Judy Den Hertog | Rosedale, Canada | 2020-12-12 |
| Erin Enneddam | Chilliwack, Canada | 2020-12-12 |
| Enid Miller | Chilliwack, Canada | 2020-12-12 |
| Patrick Stevens | Chilliwack, Canada | 2020-12-12 |
| Doug Parrett | Canada | 2020-12-12 |
| Hardeep Dhaliwal | Surrey, British Columbia, Canada | 2020-12-12 |
| Patti Carpenter | Chilliwack, British Columbia, Canada | 2020-12-12 |
| Julia McKenzie | Chilliwack, British Columbia, Canada | 2020-12-13 |
| Rick Taron | Langley, British Columbia, Canada | 2020-12-13 |
| Charmaine Guthrie | Sureey, Canada | 2020-12-13 |
| mike firth | Chilliwack, Canada | 2020-12-13 |
| Lawrence Duval | Chilliwack, Canada | 2020-12-13 |
| D Perrin | Canada | 2020-12-14 |
| Jaret Larson | Chilliwack, Canada | 2020-12-14 |
| Lalani Pearson | Ontario, US | 2020-12-14 |

| Name | Location | Date |
|-------------------|---|--------------|
| Mary-Ann Andrew | Abbotsford, British Columbia, Canada | 2020-12-14 |
| Carley Favell | Calgary, Canada | 2020-12-14 |
| Chris Rickaby | New Westminster, British Columbia, Canada | 2020-12-14 |
| Gord Stevens | Delta, Canada | 2020-12-14 |
| Gohar Hamid | Scarborough, Canada | 2020-12-16 |
| Kanaizumi Daisuke | Japan | 2020-12-16 ✓ |
| Brian Packer | Welland, Canada | 2020-12-16 |
| John Iouladakis | Thessaloniki, Greece | 2020-12-17 ✓ |
| Bhuvan Rohith | Windsor, Canada | 2020-12-20 ✓ |

229

399
229
170
approximate
Real number
+

Rachel Litchfield

From: Reception
Sent: January 5, 2021 10:37 AM
To: Rachel Litchfield; Joe Lamb; Dave Driediger; Katrina Craig
Subject: FW: Comment re commercial foreshore lease

Please see below.

Thanks,

Gabija

-----Original Message-----

From: Neil McKenzie <
Sent: January 5, 2021 10:29 AM
To: Reception <reception@cultuslake.bc.ca>
Subject: Comment re commercial foreshore lease

CLPB
2 comments
1. It is unrealistic to expect buoy owners to pay for more than 10% if the dock replacement since fishermen, swimmers, sunbathers and passers by all use the docks the most. Some boaters always walk out to their boats and never use the docks. If necessary all could. In most boats everyone in the boat is getting wet regardless.
2. It is unrealistic to expect buoy owners to pay more than 10% of the foreshore erosion costs since in the foreshore survey conducted, the conclusion was that 90% of the erosion is due to storms. 10% is high because less than 50% of the boats on the lake are moored on buoys in the park. 5% would be more appropriate.
Every boat owner is eager to pay their share but resents being financially abused because we are in a list.

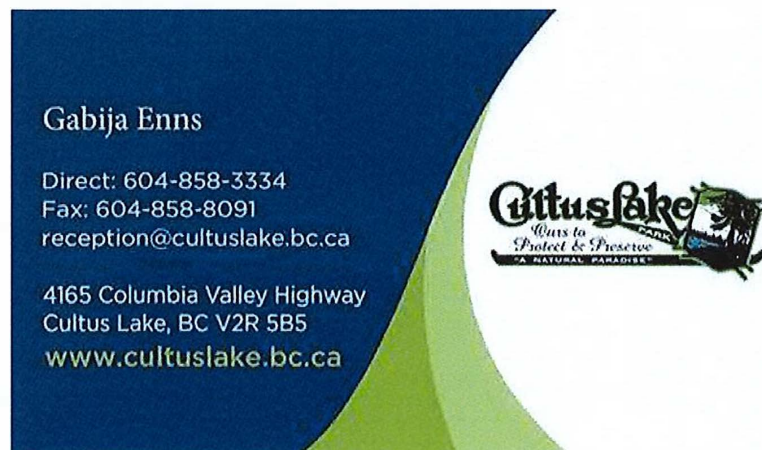
Neil T. McKenzie

Rachel Litchfield

From: Joe Lamb
Sent: January 11, 2021 9:01 AM
To: Rachel Litchfield
Subject: FW: Foreshore Management Plan Application

From: Reception <reception@cultuslake.bc.ca>
Date: Monday, January 11, 2021 at 8:55 AM
To: Rachel Litchfield <Rachel.Litchfield@cultuslake.bc.ca>, Joe Lamb <joe.lamb@cultuslake.bc.ca>, Dave Driediger <dave.driediger@cultuslake.bc.ca>, Katrina Craig <katrina.craig@cultuslake.bc.ca>
Subject: FW: Foreshore Management Plan Application

Please read below!
Thank you.



From: Tom Moul
Sent: January 8, 2021 6:53 PM
To: Reception <reception@cultuslake.bc.ca>
Subject: Foreshore Management Plan Application

Cultus Lake Park Board

Please consider the following in your discussion regarding the above noted issue:
In years past, as you are no doubt aware the "Boat float" issue was done much more informally. The area of the lake in front of the houses was used by residents only, and

by Sunnyside Campground Customers, in front of Sunnyside. People from outside the community would use the Lakeside marina.

With the closure and re-development of the Marina into Condo's, this has put added pressure on the area in front of the houses.

Initially this was done on a "residents first" basis with the surplus being made available to outside visitors. A nominal fee was charged to help cover the cost of administration. This is typical, and is the way this is handled on every lake that I can think of in BC, and all made easier when there is a Marina such as at Harrison Lake.

In recent years the Park Board has decided to bump the fees to \$150/yr and more recently \$500/yr..

More importantly, residents are required to go on a waiting list for years and quite often are behind people from nowhere near our community. I have been told at the park office that this is a BC law and the Board has no control over this. This of course raises the question that if this is true, were all previous Boards in Violation of the law? Or perhaps is it the fact that the current Board is applying for a change in the foreshore that is triggering it this requirement ? If so, is it wise to proceed?

I think you can imagine that many in the community are seeing this as a very negative move by the Board against the residents of our community, and a change that we can see no others similar to, anywhere in the province. Are there members of the Board who have the intention to take from the community to give to others? Is all of this being inspired by a financial grab by the Board?

As a long-time resident who has had several Boats moored in the area over the last 50 years, this change is being received as a definite loss to anyone living in our community. We wonder if perhaps next, the Board will decide they are going to take all of our car parking spots, and sell them to the highest bidder, and make us walk to our houses? No one at the lake is opposed to others enjoying the area. Ideally another Marina or commercial boat moorage area would be set up, perhaps at the far east end of Sunnyside (calm waters), or if that is not possible, then in some area not right in front of the houses. To interspace the non-resident boats amongst the others would cause many problems of car and trailer parking and access.

Boat fuel also needs to be made available for the 200+ boats moored at the Lake. Filling by Gerry-can, or by taking the boat out of the Lake every day to a land station is very ill conceived, and obviously envisioned by someone who does not own a boat. Although all of this is related to the whole subject of a new marina, the boat fuel part is a subject for another day.

These are important changes. I am left wondering if any of it was ever discussed with anyone from the community for input? What is the whole plan here?

Sincerely Tom Moul



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 20, 2021 **FILE:** 3900

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

SUBJECT: The Cabins at Cultus Lake Bylaw Amendment

PURPOSE:

To present the Board the Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to The Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.

DISCUSSION:

At the December 22, 2020 Cultus Lake Park Board meeting the 2021 budget was approved, and this included rate fee changes for the Cabins at Cultus Lake. As the fees are in Schedule A of the Bylaw, the Bylaw needs to be amended to reflect these changes.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:

Jacquie Spencer
Manager of Visitor Services,
Accommodations and Bylaw Enforcement

Joe Lamb
Chief Administrative Officer



Cultus Lake Park

THE CABINS AT CULTUS LAKE PARK BYLAW NO. 1152, 2019

Amendment Bylaw No. 1187, 2021

A Bylaw to amend The Cabins at Cultus Lake Park Bylaw No. 1152, 2019

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

The Board for Cultus Lake Park did enact a bylaw cited as The Cabins at Cultus Lake Park Bylaw No. 1152, 2019.

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

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

1. TITLE

This Bylaw may be cited as “The Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.”

2. AMENDMENTS

The Cabins at Cultus Lake Park Bylaw No. 1152, 2019 is amended as follows:

- 2.1 That Schedule A attached to and forming part of this bylaw be removed and replaced with Schedule A below:

Schedule A

Fees

(The fees below do not include applicable taxes)

| | |
|---|-----------|
| Administrative fee | \$26.55 |
| Arbutus nightly low season | \$146.90 |
| Arbutus nightly high season | \$292.00 |
| Arbutus weekly low season | \$881.40 |
| Arbutus weekly high season | \$1755.80 |
| Birch nightly low season | \$123.90 |
| Birch nightly high season | \$226.50 |
| Birch weekly low season | \$746.00 |
| Birch weekly high season | \$1358.40 |
| Cancellation fee (if cancelled 7 days prior to arrival) | \$13.25 |
| Cedar or Fir nightly low season | \$103.50 |
| Cedar or Fir nightly high season | \$147.80 |
| Cedar or Fir weekly low season | \$618.60 |
| Cedar or Fir weekly high season | \$886.70 |
| Dogwood or Elm nightly low season | \$111.50 |
| Dogwood or Elm nightly high season | \$164.60 |
| Dogwood or Elm weekly low season | \$672.60 |
| Dogwood or Elm weekly high season | \$985.00 |
| Forestview nightly low season | \$178.80 |
| Forestview nightly high season | \$360.20 |
| Forestview weekly low season | \$1070.80 |
| Forestview weekly high season | \$2160.20 |
| Lakeview nightly low season | \$170.80 |
| Lakeview nightly high season | \$360.20 |

| | |
|---|---|
| Lakeview weekly low season | \$1070.80 |
| Lakeview weekly high season | \$2160.20 |
| Replacement cabin key | \$50.00 |
| Reservation fee | \$13.25 |
| Cabin damage or replacement of broken item(s) | actual cost plus 25% overhead |
| Cost of cleaning and deodorizing a cabin due to smoking | actual cost plus 25% overhead |
| Cost of replacement tree..... | actual cost of mature tree of up to 14 feet in height plus 25% overhead + costs |

3. EFFECTIVE DATE

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

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

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

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

ADOPTED this XX day of XXXXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb,
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of The Cabins at Cultus Lake
Park Bylaw No. 1152, 2019, Amendment Bylaw
1187, 2021.

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 20, 2021 **FILE:** 3900

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

SUBJECT: Sunnyside Campground Bylaw No. 1188, 2021

PURPOSE:

To present the Board with opportunity to read Sunnyside Campground Bylaw No. 1188, 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to Sunnyside Campground Bylaw 1188, 2021.

DISCUSSION:

At the December 22, 2020 Special Cultus Lake Park Board meeting, the Board approved the Sunnyside Campground fee changes. Given the fees' inclusion in Schedule A of the bylaw, amendments are required to solidify improvements.

Staff noted many changes required, to be consistent and for ease of reference, Staff will repeal, rewrite, and present the new Sunnyside Campground Bylaw to include the following changes:

Throughout the Bylaw, "Campground Administrator" is changed to "Campground Manager" with the addition of "designate" included on 4.3, 6.4, 12.3, 15, 19.1 b), and 20.6.

2.2 Definition of Terms – definitions were added:

"Gazebo" means a free-standing structure open on all sides

"Trailer" means an unpowered vehicle towed by another, used for transporting a boat, or equipped for living in recreationally, open cart or a container used for storage

4.2 d) Added "Fireworks are not permitted to be used within Sunnyside Campground or Cultus Lake Park, without written permission from the CAO"

5.1 Added "Seasonal campers will not share or lend the Gate Swipe Card to any other person(s)"

6.2 Added the word "Overnight" to "Adult occupancy is not permitted overnight to exceed four (4 adults) per campsite"

8.0 The word "Trailer" added

- 8.10 Added "Seasonal Trailer Insurance must be provided to the Gatehouse upon check in"
- 8.11 Added "Seasonal Trailers must remain insured at all times while on Cultus Lake Park property including Sunnyside Campground"
- 10.0 Added "Who will remain responsible for all bylaw contraventions and guest actions on the site during the entirety of stay"
- 13.6 Each seasonal site has been provided a single 30A 115VAC receptacle. This receptacle and the electrical infrastructure are the sole property of Cultus lake Park. No alterations or tampering is permitted. Fines or eviction may be enforced for any abuse or misuse of Park property.
- 13.7 No person will perform any electrical work within the Park, besides Cultus Lake Park Staff, without written permission from the CAO.
- 13.8 No personal will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, etc.
- 13.9 No splitter, break out / tap boxes, may be used to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.
- 13.10 Only CSA, or recognized equivalent, devices and equipment will be permitted to be connected, powered, or used within the Park. RV's that have undergone non factory alterations will be required to show proof of inspection and recertification.
- 17.7 Added "Propane campfire pits permitted up to 11:00 pm"
- 22.8 Added "Departure time for day use camping sites is no later that 11:00 a.m. on the date of check out
- 23.1d) Added "and the Manager of Visitor Services, Accommodations & Bylaw Enforcement"
- 25.3 Added "Any and all outstanding fees and fines must be paid in full before renewal or bookings are permitted"

Schedule A was updated to reflect the fees as set out in the 2021 budget

Schedule B was removed as it was administrative and not relevant to bylaw contraventions.

As new contraventions were added to the Bylaw, Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 will be amended to reflect the changes.

STRATEGIC PLAN:

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

Prepared by:



Jacquie Spencer
Manager of Visitor Services,
Accommodations and Bylaw Enforcement

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW

Bylaw No. 1188, 2021

A Bylaw to regulate Sunnyside Campground.

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

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

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021.”

2. INTERPRETATION

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

2.2 DEFINITIONS OF TERMS

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

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

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

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

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

“Camper” means any person included in site occupancy.

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

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

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

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

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

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

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

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

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

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

“Gazebo” means a free-standing structure open on all sides.

“Guest” means any person included in site occupancy.

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

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

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

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

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

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

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

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

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

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

“Trailer” means an unpowered vehicle towed by another, used for transporting a boat, or equipped for living in recreationally, open cart or a container used for storage.

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

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

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

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

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

“Visitor” means any person visiting a registered camper.

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

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

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

3. RULES AND REGULATIONS

All campers and visitors in Sunnyside Campground are subject to the provisions as outlined in the Sunnyside Campground Bylaw No. 1188, 2021 and all other Cultus Lake Park Bylaws.

4. NOISE REGULATION

Exemptions

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

4.2 General Prohibitions

- a) No person will make, cause, or permit to be made or caused, any noise in or on any public area in the campground which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the vicinity of that place.
- b) No person being the registered camper of a campsite will allow or permit such campsite to be used so that noise or sound which occurs on or emanates from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons on the same site or in the neighborhood or vicinity of that site.
- c) In terms of this Bylaw, quiet hours will be maintained between 11:00 pm and 7:00 am when the campground will be free of any excessive noise that could disrupt the peaceful enjoyment of the campground. No person will make unnecessary or continuous noise during these quiet hours.
- d) Fireworks are not permitted to be used within Sunnyside Campground or Cultus Lake Park without written permission from the CAO.

4.3 Public Address Systems

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

4.4 Motor Vehicle Noise

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

4.5 Vehicles Idling and Air Quality

- a) It will be an offence to idle or otherwise run continuously for more than three (3) minutes at the same location, except:

- i. a vehicle containing equipment that must be operated inside or in association with a vehicle;
- ii. a vehicle serving as a facility for taking measurements or making observations by or on behalf of the campground, public utility, police, fire or ambulance.

4.6 Specific Prohibitions

Without limiting the generality of subsection 4.2 herein:

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

5. GATE CLOSURE AND VISITOR DEPARTURE

- 5.1** Seasonal campers will have the option of card-swipe entry for the electronic gate outside of gatehouse operational hours. Seasonal campers will not share or lend the swipe card to any other person(s).
- 5.2** Day visitors will be required to leave the campground by 11:00 pm every day.
- 5.3** Overnight visitors will be required to leave the campground by 11:00 am on the date of visitor pass expiry.
- 5.4** No visitors are permitted entry after 10:00 pm.

6. CAMPERS AND VISITORS

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

7. PUBLIC AREAS

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

8. VEHICLES & TRAILERS

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

by Park signage.

- 8.4** Operation of all vehicles in the campground must comply with the *Motor Vehicle Act*.
- 8.5** Motorcycles are considered vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the campground.
- 8.6** All vehicles must obey all posted speed limits.
- 8.7** Unlicensed vehicles or low powered vehicles are prohibited in the campground which include but are not limited to electric bikes, mopeds and scooters, pocket bikes, mini bikes, children-sized ride-on vehicles, human transporters, motorized scooters and skateboard, dirt bikes, all-terrain vehicles and golf carts, without prior written permission of the Campground Manager or designate.
- 8.8** All registered campers and visitors are subject to sections 184 and 194 of the *Motor Vehicle Act* with regard to wearing protective helmets.
- 8.9** Vehicles must be parked in such a way as to not impede the flow of traffic on any road or laneway.
- 8.10** Seasonal Trailer insurance must be provided to the gatehouse upon check in.
- 8.11** Seasonal Trailers must remain insured at all time while on Cultus Lake Park property including Sunnyside Campground.

9. LIQUOR

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

Open liquor and/or alcoholic beverages are prohibited in all public areas, beaches, campground buildings, playgrounds, roadways and green spaces. Fines will be levied per attendance.

10. AGE RESTRICTION

Persons under 21 years of age may not be permitted to occupy any campsite unless accompanied by the registered camper, aged 21 years of age or older, who will remain responsible for all bylaw contraventions and guest actions on the site during the entirety of stay.

11. PETS

11.1 Pets must always be secured or leashed and under the control of the handler.

11.2 Pets must not be left unattended.

- 11.3** Pet(s) that repeatedly disturb the quiet enjoyment of campers may be required to be removed from the campground by their custodian and/or the registered occupant of the site the pet(s) is associated with and will be subject to fines per attendance.
- 11.4** All pets must have ID tags including owner or custodial contact information attached to collars.
- 11.5** Seasonal pets must have ID tags including the registered campsite number(s).
- 11.6** Refer to Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019 Schedule "C" for off-leash areas and dog swim areas.
- 11.7** Pets are not allowed on the beaches, on the wharves, in the water, (except for in the dog swim areas) or in the playground areas.
- 11.8** Handlers of pets will be responsible for all clean-up and disposal of their pet's feces into a garbage receptacle.
- 11.9** It is prohibited for any person to own, keep or harbor any dangerous animal, snakes, lizards or crocodilians within Sunnyside Campground.

12. PLANTS AND TREES

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

13. ELECTRICITY

- 13.1** All lights are required to be turned off during daylight hours and when retiring for the night.
- 13.2** Air conditioners are required to be turned off when the site is not occupied for twelve (12) hours or more.
- 13.3** One string of Energy Efficient exterior lights, 15m/50' is permitted per site and is to be turned off overnight and/or when the site is not occupied.

13.4 One Energy Efficient 5.0 cubic feet exterior refrigerator displaying Energy Guide rating sticker is permitted per seasonal site. The refrigerator must be child-proofed with an appropriate locking device. Seasonal campers must pay for a decal at time of registration which must be clearly displayed on the outside of the refrigerator.

13.5 Freezers, electric ranges and generators are not permitted.

13.6 Each seasonal site has been provided a single 30A 115VAC receptacle. This receptacle and the electrical infrastructure are the sole property of Cultus lake Park. No alterations or tampering is permitted. Fines or eviction may be enforced for any abuse or misuse of Park property.

13.7 No person will perform any electrical work within the Park, besides Cultus Lake Park Staff, without written permission from the CAO.

13.8 No personal will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, etc.

13.9 No splitter, break out / tap boxes, may be used to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.

13.10 Only CSA, or recognized equivalent, devices and equipment will be permitted to be connected, powered, or used within the Park. RV's that have undergone non factory alterations will be required to show proof of inspection and recertification.

14. GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES

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

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

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

15. SITE CONDITION

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

16. INFORMATION

16.1 To protect the privacy of campers, staff will not release any information about Sunnyside Campground registered customers. If campers expect guests, it is

required that they ensure that the guests know the seasonal campers' site number and the name of the person under which it is registered, or entry will be denied.

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

17. CAMPFIRES AND FIRE BANS

17.1 Open burning wood fires are prohibited in the campground except on registered sites. Fires must be in a container, apparatus or physical construct that is capable of controlling the spread of the fire such as the fire rings provided by the campground and must not be left unattended and an adult must be present at all time. The only material permitted to be burned in fire pits, except for those units as approved in 17.2, is untreated wood.

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

17.3 Smoker units are prohibited in the campground.

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

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

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

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

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

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

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

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

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

18. WATERCRAFT

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

19. SEASONAL OCCUPANCY

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

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

19.2 Site Usage

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

19.3 Vehicle Passes

- a) Two (2) seasonal vehicle passes are provided at no additional cost for each site. It is the responsibility of the seasonal camper to ensure adequate parking is available on site in consideration of the recreational vehicle unit or trailer size and any other tent(s), boat trailer, shed or utility trailer the seasonal camper place on site.
- b) A maximum of two (2) extra seasonal vehicle passes may be purchased; the recipient(s) of which must be authorized, in writing, by the registered seasonal camper, who assumes responsibility for the authorized pass holder's conduct. Each seasonal vehicle pass includes one adult and children. Additional adults must register at the gatehouse and pay applicable fees overnight visiting.
- c) Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, camperized van or recreational vehicle.
- d) Limited parking spaces may be available for rent by the campground and may be purchased for additional fees and will be subject to availability at the discretion of the Campground Manager.
- e) A motorcycle is considered a vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the vehicles are parked on the seasonal site or in the additional parking space(s) as provided by section 19.3 (a) and 19.3 (d).

- f) In order to obtain passes, proper identification (e.g. driver's license) and registered seasonal camper's signature will be required at the time such passes are issued and are to be affixed on the vehicle windshield immediately.
- g) It is prohibited to affix passes to unregistered vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly vehicle fees.
- h) In the situation of a registered vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.
- i) Seasonal camper entry after gate closure is permitted via keycard swipe system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to September 30 at 12:00 pm. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and deposit amounts are outlined in Schedule A of this Bylaw.

20. SITE SET-UP AND ALTERATIONS

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

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

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

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

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

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

- a) fences along a roadway will not be outside of the campsite property lines and must be setback two (2) feet from the roadway;
- b) picket fences with pointed tops are prohibited;
- c) fencing contiguous to campground washrooms may be solid and 6 feet tall;
- d) all fencing must allow persons from outside the campsite to be able to clearly see into the campsite without an obstructed view;
- e) no solid fencing is permitted and
 - i. must be a non-permanent and removable wooden, wire, plastic or Plexiglas barrier that is one type with a width of less than six inches and a height of no greater than 4 feet.

20.7 All portable carport, gazebo and metal structures must be secured and/or anchored to the ground.

20.8 No landscape or construction materials will be allowed into the campground without an approved Site Set-up / Alteration form signed by the Campground Manager and/or Manager of Visitor Services, Accommodations and Bylaw Enforcement.

20.9 One (1) picnic table per site is supplied and must not be damaged or altered in any way (including painting). Any coverings protecting or attached to the table must be removed upon departure.

20.10 It is the sole responsibility of the seasonal camper or registered occupant to ensure that any deck built on-site meets the current British Columbia Building Code and has been approved by the Campground Manager.

20.11 On-site inspection by Bylaw Compliance Enforcement and Park staff may occur to ensure Bylaw and Building Code Compliance.

20.12 A person will not add any structure to or beside any recreational vehicle, travel trailer or camper other than a deck.

20.13 No accessory buildings or structures are permitted on a campsite or within the campground unless approved by the Campground Manager.

20.14 No person will interfere with the operations of the campground, including but not limited to, tampering with electrical, water, sewer or site boundary lines.

21. SATELLITE DISH/ANTENNAE

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

22. DEPARTURE PROCEDURES

- 22.1** Sites and fire pits must be cleaned before departure.
- 22.2** Ropes and other tying devices which are attached to trees must be removed before departure.
- 22.3** All building materials, furniture, appliances and any other large items must be removed from the campground at the expense of the seasonal camper. None of these items are to be left at or within waste removal bins.
- 22.4** Any unsecured items such as, but not limited to, cement blocks and bricks must be removed from sites prior to the departure date. All costs incurred by Sunnyside Campground for the removal and disposal of items will be charged to the registered site occupant, plus 25 percent for overhead costs.
- 22.5** Departure time for seasonal camping is no later than 12:00 noon on September 30.
- 22.6** Failure to comply with these procedures may jeopardize future site occupancy.
- 22.7** A clean-up fee will be applied to registered campers whose site is not cleaned on departure. The clean-up fee will be added as a site charge levied in the following year to the returning seasonal camper.
- 22.8** Departure time for day use camping sites is no later than 11:00 am on the date of check out.

23. EVICTIONS

23.1 In the event a camper fails to abide by any section of this Bylaw, the camper may be subject to the following:

- a) Seasonal camper: be evicted from the campground and given forty-eight (48) hours to remove all personal property.
- b) For a seasonal camper who is evicted, any refund will be calculated by using the overnight full hook-up rates currently in effect applied to the total number of registered nights prior to the eviction departure date and is subject to a two week period for campground staff to find seasonal occupancy for the site. The number of unregistered nights, to a maximum of 14, will be added to the number of registered nights of the evicted seasonal prior to calculating the refund.
- c) Overnight campers will be required to leave the campground and remove all personal property immediately.
- d) A seasonal or daily camper who has been evicted will not be permitted back to Sunnyside Campground for two (2) years and only with approval of the Campground Manager and the Manager of Visitor Services, Accommodations & Bylaw Enforcement. If the Campground Manager and the Manager of Visitor Services, Accommodations & Bylaw Enforcement grants approval for a seasonal camper to return to the Campground, the individual will be placed on the wait list.
- e) Evictions will be at the sole discretion of the Campground Manager and Manager of Visitor Services, Accommodations, and Bylaw Enforcement in consultation with the CAO.

24. SEASONAL NON-RENEWAL

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

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

- c) Abusive/disrespectful or threatening behavior or language towards campground staff.
- d) Nonpayment of campground fees, by the applicable deadline.

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

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

25. FEES AND FINES

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

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

25.3 Any and all outstanding fees and fines must be paid in full before renewal or bookings are permitted.

26. SEVERABILITY

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

27. REPEAL

Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2019 and all amendments are repealed upon adoption.

28. EFFECTIVE DATE

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

READ A FIRST TIME THIS XX DAY OF XXXX, 20XX

READ A SECOND TIME THIS XX DAY OF XXXX, 20XX

READ A THIRD TIME THIS XX DAY OF XXXX, 20XX

ADOPTED this XX day of XXXX, 2020

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Sunnyside
Campground Bylaw No. 1188, 2021

Chief Administrative Officer

Schedule A

Fees

(The fees below do not include applicable taxes)

| | |
|---|--------------------------|
| Administration fee (charged to seasonal and waitlist refunds)..... | \$28.60 |
| Annual on-site refrigerator fee: up to 5.0 cu ft. | \$47.60 |
| Annual on-site refrigerator fee: over 5.0 cu ft. | \$95.25 |
| Boat charge seasonal campers..... | \$71.45 |
| Boat charge overnight campers..... | \$23.80 |
| Boat charge visitor..... | \$23.80 |
| Buoy rental (Weekly)..... | \$71.45 |
| Buoy rental (Daily)..... | \$23.80 |
| Cancellation fee (if cancelled 7 days prior to arrival)..... (+ the reservation fee) | \$14.30 |
| Cancellation fee (if cancelled within 7 days of arrival date)..... (+ the cost of first night) | \$33.35 |
| Cost of rectifying non-approved site alterations overhead + materials + other related costs | Actual Hourly rate + 25% |
| Cost of removal of unauthorized items disposed of..... overhead + materials | Actual Hourly rate + 25% |
| Cost of replacement tree due to willful damage..... overhead + materials (mature tree up to 14 feet in height) | Actual Hourly rate + 25% |
| Cost of seasonal site clean-up..... overhead + other related costs | Actual Hourly rate + 25% |
| Day visitor..... | \$14.30 |
| Extra seasonal parking spot and/or boat storage..... | \$142.85 per season |
| Extra seasonal vehicle pass (maximum 2)..... | \$57.15 each |

| | |
|---|---|
| Full hookup – daily – Sunday to Thursday low season | \$47.60 |
| Full hookup – daily Friday and Saturday – low season..... | \$49.50 |
| Full hookup – daily long weekend – low season | \$59.05 |
| Full hookup – daily Sunday through Thursday – high season..... | \$53.35 |
| Full hookup – daily Friday and Saturday – high season..... | \$61.90 |
| Full hookup – daily long weekend – high season..... | \$63.80 |
| Group site day use – low season | \$157.15 |
| Group site day use – high season..... | \$209.50 |
| Group site overnight – low season..... | \$285.70 |
| Group site overnight – high season..... | \$330.10 |
| Late night entry keycard deposit | \$25.00 |
| Late night entry keycard fee for lost, stolen or damaged cards..... | \$25.00 |
| Late payment fee (per day) | \$4.75 |
| Overnight full hook-up April monthly camping fee..... | \$900.00/month |
| Overnight full hook-up May monthly camping fee..... | \$900.00/month |
| Overnight full hook-up June monthly camping fee..... | \$900.00/month |
| Overnight full hook-up September monthly camping fee..... | \$900.00/month |
| Overnight visitor – no vehicle – extra adult on site (maximum - 2 extra adults per site)..... | \$11.45 |
| Overnight visitor – vehicle – (maximum – 1 extra vehicle per site)..... | \$11.45 |
| Overnight guest boat launch | \$20.00 |
| Overnight campers with pets | \$5.70 daily per pet or max \$20.80 if stay is over 4 days, per pet |
| Picnic fee (extended campsite time – low season only)..... | \$19.05 |
| Reservation fee | \$19.05 |
| Telephone reservation fee..... | \$4.80 |
| Tenting – double Site – daily Sunday through Thursday – low season..... | \$66.65 |

| | |
|--|---------|
| Tenting – double Site – daily Friday and Saturday – low season..... | \$68.55 |
| Tenting – double Site – daily long weekends – low season..... | \$69.50 |
| Tenting – double Site – daily Sunday through Thursday – high season..... | \$76.20 |
| Tenting – double Site – daily Friday and Saturday – high season..... | \$80.95 |
| Tenting – double Site – daily long weekends – high season..... | \$85.70 |
| Tenting – regular – daily Sunday through Thursday – low season..... | \$33.35 |
| Tenting – regular – daily Friday and Saturday – low season..... | \$34.30 |
| Tenting – regular – daily long weekend – low season..... | \$35.25 |
| Tenting – regular – daily Sunday through Thursday – high season..... | \$40.00 |
| Tenting – regular – daily Friday and Saturday – high season..... | \$47.60 |
| Tenting – regular – daily long weekend – high season..... | \$49.50 |
| Tenting – view – daily Sunday through Thursday – low season..... | \$37.15 |
| Tenting – view – daily Friday and Saturday – low season..... | \$38.10 |
| Tenting – view – daily long weekend – low season..... | \$39.05 |
| Tenting – view – daily Sunday through Thursday – high season..... | \$43.80 |
| Tenting – view – daily Friday and Saturday – high season..... | \$51.45 |
| Tenting – view – daily long weekend – high season..... | \$53.35 |
| Tenting – waterfront – daily Sunday through Thursday – low season..... | \$46.65 |
| Tenting – waterfront – daily Friday and Saturday – low season..... | \$47.60 |
| Tenting – waterfront – daily long weekend – low season..... | \$56.20 |
| Tenting – waterfront – daily Sunday through Thursday – high season..... | \$52.40 |
| Tenting – waterfront – daily Friday and Saturday – high season..... | \$60.00 |
| Tenting – waterfront – daily long weekend – high season..... | \$61.90 |
| Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – low season..... | \$47.60 |
| Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – low season..... | \$49.50 |

| | |
|---|------------|
| Tenting – preferred beachfront sites A, B, C and D – daily long weekend – low season..... | \$59.05 |
| Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – high season..... | \$53.35 |
| Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – high season..... | \$61.90 |
| Tenting – preferred beachfront sites A, B, C and D – daily long weekend – high season..... | \$63.80 |
| Sani-dump non-camper..... | \$14.30 |
| Seasonal deposit..... | \$250.00 |
| Seasonal non-refundable prepayment..... | \$1,000.00 |
| Seasonal regular site | \$4817.15 |
| Seasonal view site..... | \$5255.25 |
| Seasonal waterfront site..... | \$5626.65 |
| Seasonal waitlist | \$100.00 |
| Unrequired early positioning - application fee..... | \$95.25 |



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW

Bylaw No. 1165, 2020

A Bylaw to regulate Sunnyside Campground.

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

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

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

1. TITLE

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

2. INTERPRETATION

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

2.2 DEFINITIONS OF TERMS

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

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

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

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

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

“Camper” means any person included in site occupancy.

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

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

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

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

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

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

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

“Designate” means a person appointed by the Campground [Manager Administrator](#).

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

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

[“Gazebo” means a free-standing structure open on all sides.](#)

“Guest” means any person included in site occupancy.

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

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

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

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

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

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

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

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

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

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

“Trailer” means an unpowered vehicle towed by another, used for transporting a boat, or equipped for living in recreationally, open cart or a container used for storage.

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

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

- (a) the storage, location or accumulation visible to a person standing on a public highway or on nearby property, or in a building or structure situated on a public highway or nearby property, of filth, rubbish, graffiti or any other discarded

materials;

- (b) the untidy storage, location or placement of building materials on a site where construction is not taking place, except where they cannot be seen from a public highway or from nearby property, or from a building or structure situated on a public highway or nearby property;
- (c) landscaping or vegetation that is dead or characterized by uncontrolled growth or lack of maintenance, or is damaged;
- (d) any other similar conditions of disrepair, dilapidation, or deterioration;
- (e) any unlicensed or unregistered vehicles in a state of disrepair or disassembly.

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

“Visitor” means any person visiting a registered camper.

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

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

3. RULES AND REGULATIONS

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

4. NOISE REGULATION

Exemptions

- 4.1** Notwithstanding anything contained herein, no person will be guilty of an infraction of this Bylaw while:
 - a) operating or in charge of Fire Department, Police, Ambulance and Park Staff vehicles while in the execution of their duties.
 - b) operating any motor vehicle, machinery or other apparatus or thing during an emergency or for a public purpose or in furtherance of the public interest including, without limiting the generality of the foregoing, water main and sewer main break repairs.

- c) performing works of an emergency nature for the preservation or protection of life, health or property, provided that, the responsibility will be on the person performing the work to show cause that the work was of an emergency nature.

4.2 General Prohibitions

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

e)d) Fireworks are not permitted to be used within Sunnyside Campground or Cultus Lake Park, without written permission from the CAO.

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4.3 Public Address Systems

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

4.4 Motor Vehicle Noise

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

- v. the sound of a horn or other warning device on a motor vehicle used for any purpose other than as an audible warning incidental to the safe operation of the motor vehicle.

4.5 Vehicles Idling and Air Quality

- a) It will be an offence to idle or otherwise run continuously for more than three (3) minutes at the same location, except:
 - i. a vehicle containing equipment that must be operated inside or in association with a vehicle;
 - ii. a vehicle serving as a facility for taking measurements or making observations by or on behalf of the campground, public utility, police, fire or ambulance.

4.6 Specific Prohibitions

Without limiting the generality of subsection 4.2 herein:

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

5. GATE CLOSURE AND VISITOR DEPARTURE

- 5.1** Seasonal campers will have the option of card-swipe entry for the electronic gate

outside of gatehouse operational hours. Seasonal campers will not share or lend the swipe card to any other person(s).

5.2 Day visitors will be required to leave the campground by 11:00 pm every day.

5.3 Overnight visitors will be required to leave the campground by 11:00 am on the date of visitor pass expiry.

5.4 No visitors are permitted entry after 10:00 pm.

6. **CAMPERS AND VISITORS**

6.1 Campsite fees include two adults and multiple children.

6.2 Extra guests 19 years and older will be considered adults and charged an additional fee. Adult occupancy is not permitted overnight to exceed four (4) per campsite.

6.3 It is the responsibility of the registered camper to ensure that their visitor(s) comply with all requirements of this Bylaw.

6.4 The registered camper will be held responsible and accountable for their conduct and the conduct of their guest(s) and visitor(s). Unacceptable conduct will be subject to section 23 [Evictions] of this Bylaw at the discretion of the Campground Manager/Administrator or designate and/or Manager of Visitor Services, Accommodations and Bylaw Enforcement and in consultation with the CAO.

6.5 In the event that a registered camper refuses to pay any outstanding charges, campground staff will prohibit the removal of camping materials or unit from the campground and/or be subject to eviction.

6.6 Belligerent or disrespectful behavior will not be tolerated anywhere in the campground. Violators will be subject to fines and/or eviction.

6.7 The Manager of Visitor Services, Accommodations and Bylaw ~~Compliance~~ Enforcement, Officers, Sunnyside Campground Manager/Administrator or designate, and Sunnyside Campground Bylaw Compliance and Enforcement Officers reserve the right to refuse admittance to any person.

7. **PUBLIC AREAS**

7.1 It is prohibited for any person to operate an Unmanned Aerial Vehicle (commonly known as a Drone) within the campground.

7.2 Persons 18 years and under must be accompanied by an adult when off their site after 11:00 pm. Fines will be applied per attendance and may result in eviction.

7.3 All Playgrounds close at dusk.

8. **VEHICLES & TRAILERS**

- 8.1 Day Visitor Vehicles: There is a limit of two (2) day visitor vehicles per site. Each vehicle may be occupied by two (2) adult visitor(s) and children. Additional fees will apply.
- 8.2 Overnight Camping Visitor Vehicles: There is a limit of one (1) overnight camping visitor vehicles per site, providing that the maximum overnight site occupancy of four (4) adults will not be exceeded. Additional fees will apply.
- 8.3 Parking is prohibited on the Beach Drive Boulevard, unless as designated otherwise by Park signage.
- 8.4 Operation of all vehicles in the campground must comply with the *Motor Vehicle Act*.
- 8.5 Motorcycles are considered vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the campground.
- 8.6 All vehicles must obey all posted speed limits.
- 8.7 Unlicensed vehicles or low powered vehicles are prohibited in the campground which include but are not limited to electric bikes, mopeds and scooters, pocket bikes, mini bikes, children-sized ride-on vehicles, human transporters, motorized scooters and skateboard, dirt bikes, all-terrain vehicles and golf carts, without prior written permission of the Campground Administrator.
- 8.8 All registered campers and visitors are subject to sections 184 and 194 of the *Motor Vehicle Act* with regard to wearing protective helmets.
- 8.9 Vehicles must be parked in such a way as to not impede the flow of traffic on any road or laneway.

8.10 Seasonal Trailer insurance must be provided to the gatehouse upon check in.
8.9.11 Seasonal Trailers must remain insured at all time while on Cultus Lake Park property including Sunnyside Campground.

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9. LIQUOR

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

- 9.1 Open liquor and/or alcoholic beverages are prohibited in all public areas, beaches, campground buildings, playgrounds, road ways and green spaces. Fines will be levied per attendance.

~~Open liquor and/or alcoholic beverages may only be consumed on individual campsites.~~

~~9.2 It is prohibited to leave alcohol out in the open and unattended on your site.~~

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10. AGE RESTRICTION

Persons under 21 years of age may not be permitted to occupy any campsite unless accompanied by the registered camper, aged 21 years of age or older, who will remain responsible for all bylaw contraventions and guest actions on the site during the entirety of stay.

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11. PETS

11.1 Pets must always be secured or leashed and under the control of the handler.

11.2 Pets must not be left unattended.

11.3 Pet(s) that repeatedly disturb the quiet enjoyment of campers may be required to be removed from the campground by their custodian and/or the registered occupant of the site the pet(s) is associated with and will be subject to fines per attendance.

11.4 All pets must have ID tags including owner or custodial contact information attached to collars.

11.5 Seasonal pets must have ID tags including the registered campsite number(s).

11.6 Refer to Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019 Schedule "C" for off-leash areas and dog swim areas.

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11.7 Pets are not allowed on the beaches, on the wharves, in the water, (except for in the dog swim areas) or in the playground areas.

11.8 Handlers of pets will be responsible for all clean-up and disposal of their pet's feces into a garbage receptacle.

11.9 It is prohibited for any person to own, keep or harbor any dangerous animal, snakes, lizards or crocodilians within Sunnyside Campground.

12. PLANTS AND TREES

12.1 It is prohibited to cut, trim or damage plants and/or trees, including fallen trees.

12.2 Use of nails, screws or any material which could damage a tree is prohibited.

12.3 No person will plant any tree, plant or flower in the ground within the campground, excluding planter boxes and raised garden beds that had been approved by the Park in 2010. Replacement of these previously approved planter boxes and raised garden beds are not allowed without written permission from the Campground Manager or designate Administrator.

12.4 No person will place or store any planter or planting pots outside of the property pins of their seasonal camping site.

12.5 Violators will be subject to fines and/or eviction.

13. ELECTRICITY

13.1 All lights are required to be turned off during daylight hours and when retiring for the night.

13.2 Air conditioners are required to be turned off when the site is not occupied for twelve (12) hours or more.

13.3 One string of Energy Efficient exterior lights, 15m/50' is permitted per site and is to be turned off overnight and/or when the site is not occupied.

13.4 One Energy Efficient 5.0 cubic feet exterior refrigerator displaying Energy Guide rating sticker is permitted per seasonal site. The refrigerator must be child-proofed with an appropriate locking device. Seasonal campers must pay for a decal at time of registration which must be clearly displayed on the outside of the refrigerator.

13.5 Freezers, electric ranges and generators are not permitted.

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

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

~~13.6 No person will block access to a breaker box.~~

13.7 Each seasonal site has been provided a single 30A 115VAC receptacle. This receptacle and the electrical infrastructure is the sole property of Cultus lake Park. No alterations or tampering is permitted. Fines or eviction may be enforced for any abuse or misuse of Park property.

13.8 No person will perform any electrical work within the Park, besides Cultus Lake Park Staff, without written permission from the CAO.

13.9 No person will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, etc.

13.10 No splitter, break out / tap boxes, may be used to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.

13.11 No splitter, break out / tap boxes, may be used to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.

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14. GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES

- 14.1 No person will remove any recycling or waste from any disposal or recycling receptacle or remove any recyclable item from any site other than their own or any Campground area, except for campground staff.
- 14.2 No person is permitted to solicit any recycling material from any other person in the Campground.
- 14.3 All campers are required to remove all used or unused propane bottles (white and green) upon departure from the campground. It is prohibited to deposit or discard any propane bottles anywhere in Sunnyside Campground, including trash bins.

15. SITE CONDITION

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

16. INFORMATION

- 16.1 To protect the privacy of campers, staff will not release any information about Sunnyside Campground registered customers. If campers expect guests, it is required that they ensure that the guests know the seasonal campers' site number and the name of the person under which it is registered, or entry will be denied.
- 16.2 Phone Messages: Only messages of extreme urgency will be delivered to individual sites.

17. CAMPFIRES AND FIRE BANS

- 17.1 Open burning wood fires are prohibited in the campground except on registered sites. Fires must be in a container, apparatus or physical construct that is capable of controlling the spread of the fire such as the fire rings provided by the campground and must not be left unattended and an adult must be present at all time. The only material permitted to be burned in fire pits, except for those units as approved in 17.2, is untreated wood.
- 17.2 CSA-approved free-standing propane and natural gas fire pits, barbeques and camp stoves are permitted on registered sites.
- 17.3 Smoker units are prohibited in the campground.
- 17.4 Flames must be kept low six (6) inches (15 cm) in height and a safe distance from any tree, building, vehicle and combustible structure or any type of material

that may be subject to combustion.

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

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

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

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

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

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

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

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

18. WATERCRAFT

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

19. SEASONAL OCCUPANCY

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

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

19.2 Site Usage

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

19.3 Vehicle Passes

- a) Two (2) seasonal vehicle passes are provided at no additional cost for each site. It is the responsibility of the seasonal camper to ensure adequate parking is available on site in consideration of the recreational vehicle unit or trailer size and any other tent(s), boat trailer, shed or utility trailer the seasonal camper place on site.
- b) A maximum of two (2) extra seasonal vehicle passes may be purchased; the recipient(s) of which must be authorized, in writing, by the registered seasonal camper, who assumes responsibility for the authorized pass holder's conduct. Each seasonal vehicle pass includes one adult and children. Additional adults must register at the gatehouse and pay applicable fees overnight visiting.
- c) Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, camperized van or recreational vehicle.
- d) Limited parking spaces may be available for rent by the campground and may be purchased for additional fees and will be subject to availability at the discretion of the Campground Administrator.
- e) A motorcycle is considered a vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the vehicles are parked on the seasonal site or in the additional parking space(s) as provided by section 19.3 (a) and 19.3 (d).
- f) In order to obtain passes, proper identification (e.g. driver's license) and registered seasonal camper's signature will be required at the time such passes are issued and are to be affixed on the vehicle windshield immediately.
- g) It is prohibited to affix passes to unregistered vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly vehicle fees.
- h) In the situation of a registered vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.
- i) Seasonal camper entry after gate closure is permitted via keycard swipe system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to September 30 at 12:00 pm. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and deposit amounts are outlined in Schedule A of this Bylaw.

20. SITE SET-UP AND ALTERATIONS

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

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

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

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

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

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

- a) fences along a roadway will not be outside of the campsite property lines and must be setback two (2) feet from the roadway;
- b) picket fences with pointed tops are prohibited;
- c) fencing contiguous to campground washrooms may be solid and 6 feet tall;
- d) all fencing must allow persons from outside the campsite to be able to clearly see into the campsite without an obstructed view;
- e) no solid fencing is permitted and
 - i. must be a non-permanent and removable wooden, wire, plastic or Plexiglas barrier that is one type with a width of less than six inches and a height of no greater than 4 feet.

20.7 All portable carport, gazebo and metal structures must be secured and/or anchored to the ground.

20.8 No landscape or construction materials will be allowed into the campground without

an approved Site Set-up / Alteration form signed by the Campground Administrator and/or Manager of Visitor Services, Accommodations and Bylaw Enforcement.

- 20.9** One (1) picnic table per site is supplied and must not be damaged or altered in any way (including painting). Any coverings protecting or attached to the table must be removed upon departure.
- 20.10** It is the sole responsibility of the seasonal camper or registered occupant to ensure that any deck built on-site meets the current British Columbia Building Code and has been approved by the Campground Administrator.
- 20.11** On-site inspection by Bylaw Compliance Enforcement and Park staff may occur to ensure Bylaw and Building Code Compliance.
- 20.12** A person will not add any structure to or beside any recreational vehicle, travel trailer or camper other than a deck.
- 20.13** No accessory buildings or structures are permitted on a campsite or within the campground unless approved by the Campground Administrator.
- 20.14** No person will interfere with the operations of the campground, including but not limited to, tampering with electrical, water, sewer or site boundary lines.

21. SATELLITE DISH/ANTENNAE

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

22. DEPARTURE PROCEDURES

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

~~22.7~~ 22.8 Departure time for day use camping sites is no later than 11:00 am on the date of check out.

23. EVICTIONS

- 23.1 In the event a camper fails to abide by any section of this Bylaw, the camper may be subject to the following:
- Seasonal camper: be evicted from the campground and given forty-eight (48) hours to remove all personal property.
 - For a seasonal camper who is evicted, any refund will be calculated by using the overnight full hook-up rates currently in effect applied to the total number of registered nights prior to the eviction departure date and is subject to a two week period for campground staff to find seasonal occupancy for the site. The number of unregistered nights, to a maximum of 14, will be added to the number of registered nights of the evicted seasonal prior to calculating the refund.
 - Overnight campers will be required to leave the campground and remove all personal property immediately.
 - A seasonal or daily camper who has been evicted will not be permitted back to Sunnyside Campground for two (2) years and only with approval of the Campground Manager and the Manager of Visitor Services, Accommodations & Bylaw Enforcement..Administrator. If the Campground Manager and the Manager of Visitor Services, Accommodations & Bylaw Enforcement

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Administrator grants approval for a seasonal camper to return to the Campground, the individual will be placed on the wait list.

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

24. SEASONAL NON-RENEWAL

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

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

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

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

25. FEES AND FINES

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

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

25.3 Any and all outstanding fees and fines must be paid in full before renewal or bookings are permitted.

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26. SEVERABILITY

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

27. REPEAL

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

28. EFFECTIVE DATE

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

READ A FIRST TIME THIS XX DAY OF XXXX, 2020

READ A SECOND TIME THIS XX DAY OF XXXX, 2020

READ A THIRD TIME THIS XX DAY OF XXXX, 2020

ADOPTED this XX day of XXXX, 2020

~~David Renwick~~~~Joe Lamb~~, Chair
Cultus Lake Park Board

~~Joe Lamb~~~~Bonny Bryant~~
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true and correct copy of Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2020

Schedule A

Fees

| | |
|---|---------------------|
| Administration fee (charged to seasonal and waitlist refunds)..... | \$30.00 |
| Annual on-site refrigerator fee: up to 5.0 cu ft. | \$45.00 |
| Annual on-site refrigerator fee: over 5.0 cu ft. (grandfathered)..... | \$90.00 |
| Buoy rental (Weekly)..... | \$75.00 |
| Buoy rental (Daily)..... | \$15.00 |
| Cancellation fee (if cancelled 7 days prior to arrival)..... | \$13.00 |
| Cost of rectifying non-approved site alterationsActual Hourly rate + 25% overhead + materials + other related costs | |
| Cost of removal of unauthorized items disposed of.....Actual Hourly rate + 25% overhead + materials | |
| Cost of replacement tree due to willful damage.....Actual Hourly rate + 25% overhead + materials (mature tree up to 14 feet in height) | |
| Cost of seasonal site clean-up.....Actual Hourly rate + 25% overhead + other related costs | |
| Day visitor..... | \$11.00 |
| Extra seasonal parking spot and/or boat storage..... | \$100.00 per season |
| Extra seasonal vehicle pass (maximum 2)..... | \$50.00 each |
| Full hookup – daily – Sunday to Thursday low season | \$46.00 |
| Full hookup – daily Friday and Saturday – low season..... | \$47.00 |
| Full hookup – daily long weekend – low season | \$55.00 |
| Full hookup – daily Sunday through Thursday – high season..... | \$51.00 |

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| Full hookup – daily Friday and Saturday – high season..... | \$58.00 |
| Full hookup – daily long weekend – high season..... | \$60.00 |
| Group site day use – low season | \$150.00 |
| Group site day use – high season..... | \$200.00 |
| Group site overnight – low season..... | \$275.00 |
| Group site overnight – high season..... | \$320.00 |
| Late night entry keycard deposit | \$25.00 |
| Late night entry keycard fee for lost, stolen or damaged cards..... | \$25.00 |
| Late payment fee (per day) | \$5.00 |
| Overnight full hook-up April monthly camping fee..... | \$900.00/month |
| Overnight full hook-up May monthly camping fee..... | \$900.00/month |
| Overnight full hook-up June monthly camping fee..... | \$900.00/month |
| Overnight full hook-up September monthly camping fee..... | \$900.00/month |
| Overnight visitor – no vehicle – extra adult on site (maximum - 4 adults per site)..... | \$11.00 |
| Overnight guest boat launch..... | \$20.00 |
| Overnight Camping visitor vehicles (maximum 1 per site, includes driver)..... | \$20.00 |
| Overnight family vehicle (must be from same address and may be required to show proof of address)..... | \$11.00 |
| Overnight campers with pets | \$5.00 daily per pet or max \$20.00 per week per pet |
| Picnic fee (extended campsite time – low season only)..... | \$20.00 |
| Reservation fee..... | \$12.00 |
| Tenting – double Site – daily Sunday through Thursday – low season..... | \$65.00 |
| Tenting – double Site – daily Friday and Saturday – low season..... | \$66.00 |
| Tenting – double Site – daily long weekends – low season..... | \$66.00 |
| Tenting – double Site – daily Sunday through Thursday – high season..... | \$73.00 |
| Tenting – double Site – daily Friday and Saturday – high season..... | \$77.00 |

| | |
|---|---------|
| Tenting – double Site – daily long weekends – high season..... | \$82.00 |
| Tenting – regular – daily Sunday through Thursday – low season..... | \$33.00 |
| Tenting – regular – daily Friday and Saturday – low season..... | \$34.00 |
| Tenting – regular – daily long weekend – low season..... | \$34.00 |
| Tenting – regular – daily Sunday through Thursday – high season..... | \$38.00 |
| Tenting – regular – daily Friday and Saturday – high season..... | \$45.00 |
| Tenting – regular – daily long weekend – high season..... | \$47.00 |
| Tenting – view – daily Sunday through Thursday – low season..... | \$36.00 |
| Tenting – view – daily Friday and Saturday – low season..... | \$37.00 |
| Tenting – view – daily long weekend – low season..... | \$37.00 |
| Tenting – view – daily Sunday through Thursday – high season..... | \$42.00 |
| Tenting – view – daily Friday and Saturday – high season..... | \$49.00 |
| Tenting – view – daily long weekend – high season..... | \$51.00 |
| Tenting – waterfront – daily Sunday through Thursday – low season..... | \$45.00 |
| Tenting – waterfront – daily Friday and Saturday – low season..... | \$46.00 |
| Tenting – waterfront – daily long weekend – low season..... | \$54.00 |
| Tenting – waterfront – daily Sunday through Thursday – high season..... | \$50.00 |
| Tenting – waterfront – daily Friday and Saturday – high season..... | \$57.00 |
| Tenting – waterfront – daily long weekend – high season..... | \$59.00 |
| Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – low season..... | \$46.00 |
| Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – low season..... | \$47.00 |
| Tenting – preferred beachfront sites A, B, C and D – daily long weekend – low season..... | \$58.00 |
| Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – high season..... | \$51.00 |
| Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – high season..... | |

| | |
|--|------------|
| season..... | \$59.00 |
| Tenting – preferred beachfront sites A, B, C and D – daily long weekend – high season..... | \$61.00 |
| Sani-dump non-camper..... | \$10.00 |
| Seasonal deposit..... | \$250.00 |
| Seasonal non-refundable prepayment..... | \$1,000.00 |
| Seasonal regular site | \$4,817.00 |
| Seasonal view site..... | \$5,255.00 |
| Seasonal waterfront site..... | \$5,627.00 |
| Seasonal waitlist | \$100.00 |
| Unrequired early positioning - application fee..... | \$100.00 |

Schedule B

Seasonal Calendar

| | |
|---------------------------------|---|
| Second Friday in January | Deadline for refunds on seasonal site deposit. No refund given after this date. |
| First Monday in February | Partial non-refundable site payment due date. |
| Second Monday in March | Final seasonal site payment is due. If payment not received in full a \$5.00 penalty charge will be added each day to a maximum of 30 days. After 30 days your site will be considered forfeited and no refunds will be issued. |
| Second Sunday in April | Seasonal move-in day. |
| September 15 | Deadline for seasonal deposit. If payment not received in full a \$5.00 penalty charge will be added each day to a maximum of 30 days. After 30 days your site will be considered forfeited and no refunds will be issued. |
| September 30, 12:00 pm | End of seasonal camping season. |



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 20, 2021 **FILE:**

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: Covid-19 Resilience Infrastructure Stream Grant Application – Foreshore Erosion Project.

PURPOSE:

To provide the Board with information regarding the Covid-19 Resilience Infrastructure Stream Grant as well as to gain support in applying for the grant in hopes of providing funds for the Foreshore Erosion project.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board direct staff to submit an application for grant funding for the Foreshore Erosion (No. 92) project through the Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream; and*

***THAT** the Cultus Lake Park Board supports the Foreshore Erosion (No. 92) project and commits to any associated ineligible costs and cost overruns to be funded from the Foreshore Area General Reserve Fund (1085-17).*

DISCUSSION:

On December 1, 2020 the Province of British Columbia and Canada have committed up to \$80.29 million to develop the Covid-19 Resilience Infrastructure Stream (CVRIS). CVRIS is a component of the over-arching Investing in Canada Infrastructure Program (ICIP) which provides funding through a Integrated Bilateral Agreement between Canada and British Columbia for capital projects. The CVRIS stream was developed in response to the effects of Covid-19 on communities across the province.

The CVRIS was developed to support infrastructure projects that cover one of the four outcomes:

- 1) Provide retrofits, repairs and upgrades to local government buildings
- 2) Support development of active transportation networks
- 3) Allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19 including protective screens and measures to support physical distancing
- 4) Complete disaster mitigation and adaptation infrastructure projects.

Eligible projects are also required to improve or create infrastructure, specifically tangible capital assets, that are primarily for public use and benefit.

Staff have reviewed the capital projects planned as part of the Cultus Lake Park Board's 2021-2025 Financial Plan and compared them to the above project outcomes as well as the example projects provided for in the CVRIS Program Guide (Attachment A) and are recommending an application for funding is made to assist in the Foreshore Erosion project which falls under outcome four – disaster mitigation and adaption infrastructure projects.

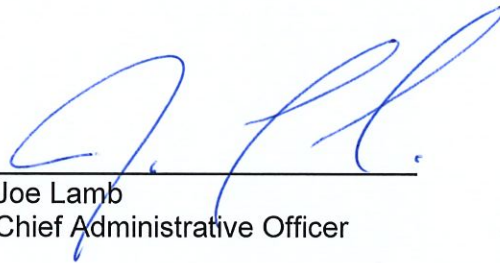
The funding provided towards CVRIS projects is cost shared 80% by the Federal Government, and 20% by the Province of BC for eligible program costs. The proponent is not expected to contribute any funding, however must be prepared to finance project construction and ineligible costs, as well as, cover any cost over-runs. Consequently, one of the project requirements is to provide a resolution or bylaw endorsing the project by the appropriate authorized governing body of the applicant committing the proponent to contributing its share of the eligible costs, ineligible costs and potential overruns related to the project as well as identify the source of the proponent's share of the project costs.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



***Canada-British Columbia
Investing in Canada Infrastructure Program
COVID-19 Resilience Infrastructure Stream
Program Guide***

Foreword

This Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream (CVRIS) requirements for British Columbia. This guide has been developed to provide information to assist in preparing an application to this funding stream.

The goals of ICIP are to create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. Under ICIP, the CVRIS funding is focused on building infrastructure that will help British Columbians with the significant health and socio-economic challenges brought on by the COVID-19 pandemic by responding to the specific needs of communities. Investments in British Columbia's infrastructure will help build stronger, more inclusive communities, help safeguard the environment and the health of residents, and help support local, low-carbon green economies, as well as work towards reconciliation with Indigenous communities, both on and off-reserve.

The CVRIS targets capital infrastructure projects in communities that will increase the safety and resiliency of British Columbians, as well as, improve active transportation in communities. Eligible applicants are Local Governments, Indigenous Ultimate Recipients (both on and off reserve) and Not-for-Profit organizations.

The CVRIS is focused on infrastructure that will: upgrade local government and indigenous buildings, improve health and educational facilities; increase access to active transportation; and increase resilience/adaptation to natural disaster events.

Once approved, construction of projects must be able to start before September 30, 2021 and be completed by Dec. 31, 2021. Project design should be completed or nearly completed at the time of application. Final design work can be included as part of the capital grant applications and are required to be at an advanced stage of planning or "shovel-ready". Remote communities will have an extended period with work completed by December 31, 2022.

Projects must meet related federal outcomes to be eligible. Eligible projects will support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and benefit.

The Program Guide contains references to the Canada-British Columbia ICIP Integrated Bilateral Agreement (the Agreement) which can be found at: <http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html>. In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

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1. INTRODUCTION

1.1 ABOUT THE PROGRAM

The COVID -19 Resilience Infrastructure Stream (CVRIS) is a component of the over-arching Investing in Canada Infrastructure Program (ICIP) which provides funding through an Integrated Bilateral Agreement (IBA) between Canada and British Columbia (BC) for capital projects. The CVRIS stream was created in response to the effects of the COVID-19 pandemic on communities across the country.

The CVRIS (or funding stream) will support infrastructure projects that provide retrofits, repairs and upgrades to local government and indigenous buildings; support development of active transportation networks, allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19 including protective screens and measures to support physical distancing; and, complete disaster mitigation and adaptation infrastructure projects.

The governments of Canada and British Columbia are investing in CVRIS to support infrastructure projects in communities across the province. Funding represents a commitment of up to \$80.29 million by the Canadian and BC governments, for this stream, and must not exceed \$10M of total costs per project.

Local Governments, Indigenous Ultimate Recipients and Not-for-Profit applicants (under some outcomes) are eligible to apply for this merit-based funding. *See Section 2.1 on Eligible Applicants for details.* Eligible projects will improve or create infrastructure, specifically tangible capital assets, as defined by the General Accepted Accounting Principles (GAAP), that are primarily for public use and benefit.

In order to be eligible to apply for the CVRIS, a project must meet one of the following federal outcomes listed below.

COVID-19 Resilience Infrastructure Stream Outcomes

- Retrofits, Repairs and Upgrades for local government and indigenous government buildings, health infrastructure and educational infrastructure;
- COVID-19 Response Infrastructure, including measures to support physical distancing;
- Active Transportation Infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster Mitigation and Adaptation, including natural infrastructure, flood* and fire mitigation, tree planting and related infrastructure.

*Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC (EMBC) through the Adaptation, Resilience and Disaster Mitigation (ARDM) program.

Infrastructure grant funding programs are often over-subscribed, and it is anticipated that there will be more projects that qualify for CVRIS funding than there are funds available. Eligible projects will be subject to technical evaluation and ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

The size of funding requests should be reasonable as compared to the funding envelope. Project applications under CVRIS represent standalone projects funded solely under the funding stream. **Please note:** because 100% of eligible costs are covered by the CVRIS, financial stacking with any other funding sources, including but not limited to Provincial and Federal government sources, is not allowed. In addition, phasing and sole sourcing will not be allowable under CVRIS, In-kind works are also not be eligible under this funding stream.

Approved projects will be subject to reporting requirements as the projects progress. Applicants are encouraged to familiarize themselves with the reporting requirements described in Section 9.6 of this guide.

This funding stream supports projects that can be completed by Dec 31, 2021. Because of the short time until the program end date, design work can be included as part of the capital grant, however, the program supports projects at an advanced stage of planning and close to “shovel-ready”. Projects in Remote Communities* are able to extend projects a further year and must be completed by December 31, 2022.

An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the Agreement.

***Remote Community or Remote Communities** - means a permanent community with a population less than 10,000 that is approximately greater than 4 hours ground travel under normal conditions from an urban service centre, with limited access, whether by road, air, or water, resulting in unreliable or lack of year-round service delivery of internet and telecommunications, grid-tied electricity or natural gas, contributing to increased costs or delay of goods and services such as healthcare, fuel, food, and construction materials. Urban service centres include Prince George, Fort. St. John, Dawson Creek, Kamloops, Kelowna, Nanaimo, Capital Regional District, and Lower Mainland. Please contact Ministry Staff to discuss if you are a Remote Community

1.2 PURPOSE

The CVRIS will develop funding partnerships between the Federal Government, Provincial Government and ultimate recipients including: Local Governments, Indigenous Ultimate Recipients (both on and off-reserve) and Not-for-Profit organizations.

This funding stream is focused on projects that that provide retrofits, repairs and upgrades to community buildings, support development of active transportation networks, allow communities to improve their infrastructure to increase the resiliency and efficiency in

preventing the spread of COVID-19 including protective screens and ability to physically distance, and complete disaster mitigation and adaptation infrastructure projects.

1.3 APPLICATION INTAKE TIMELINE

The deadline for the intake is **January 27, 2021 (2:00pm PST)**.

The program will utilize a rolling intake. Applications will be reviewed as soon as they are received by Municipal Affairs.

Application materials for the CVRIS intake are now available. Staff are pleased to discuss potential applications. Please call 250-387-4060 or email Infra@gov.bc.ca

A Business BCeID credential and password are required to access the online application system and we encourage you to set this up now. See [Accessing the Online Application](#) on the website for details. Business BCeID requests are required to have been submitted up to 2 weeks prior to the program intake closing date. After receiving your Business BCeID credentials, you must request access to the online application system (the Local Government Information System).

Applicants are strongly advised to initiate the process of obtaining their Business BCeID and LGIS access as soon as possible.

In order to be able to complete your online application you must have two accesses:

- a Business BCeID, and
- access to the Local Government Information System (LGIS).

Important! The two-step authorizations must be obtained several weeks in advance, to allow you time to complete and submit the grant application before the program intake deadline listed on the website. A Business BCeID allows you to WORK on your application and to SUBMIT your application through LGIS. Your organization must be registered with BCeID and have a Business BCeID account, and you (as an individual or consultant) must have a user ID from your organization's Account/Profile Manager. Once you have your Business BCeID user account and a password, you can then request access to the Ministry's online LGIS. Instructions to obtain the two accesses are provided below:

1. Obtain a Business BCeID and individual user account; and
2. Request access to the Ministry's online Local Government Information System (LGIS).

1.3.1 Obtain A Business BCeID

- Organizations must be registered with BCeID and have a Business BCeID account.

- A Business BCeID account provides secure access to online government services.
- Each organization will have a person authorized to act (an Account/Profile Manager) for the organization by BCeID.
- The organization's authorized contact (an Account/Profile Manager) assigns a unique user account and password to individuals/consultants within their Business BCeID registered organization.
- Consultants acting on behalf of multiple organizations must acquire a unique user account from each organization.
- If you do not have the required Business BCeID account or need to verify that your organization is already registered with a Business BCeID, please search for your organization at <https://www.bceid.ca/directories/whitepages/>

If the name of your organization appears in the results list, then:

- Click on the hyperlink for your organization in the Legal Name column.
- Type in the Security Control text when prompted and click "Continue".
- Business BCeID details will be displayed for all users and will indicate those who have been assigned the Account or Profile Manager roles.
- Contact the Account or Profile Manager within your organization to request creation of a unique Business BCeID for you to use.
- When you have been provided with a BCeID user account and password, you can then request access to the Ministry's LGIS online application.

If the name of your organization does not appear, and an Account/Profile Manager does not exist, then a person authorized to act for the organization must complete the following steps:

- The authorized person must only register their organization once.
- Visit: <https://www.bceid.ca/register/> and select "Register for a Business BCeID"
- Complete all 5 steps of the application process. Registration can take approximately 2 weeks once all steps are completed correctly.
- Once the organization's registration has been confirmed, BCeID accounts will be created and Account Manager and Profile Manager roles can be assigned.
- Go to <https://www.bceid.ca/directories/whitepages/> and search for your organization to confirm that the registration process has been completed.

Once an Account/Profile Manager is in place for the organization, this person can assign individual BCeID user IDs for the organization by completing the following steps:

1. The account/profile manager must edit the BCeID business preferences to allow users access. To edit the sharing preferences:
 - Log in to <https://www.bceid.ca/> . (The login button is in the top right corner.)
 - Click "Manage Account".
 - Select "Business Preferences" under Manage Business.

- Select "I consent to BCeID sharing my business contact information with Online Services registered with BCeID."
- 2. When registration completion has been confirmed and the above steps have been completed, Business BCeIDs can be assigned to individual users.

1.3.2 Request Access to the Local Government Information System (LGIS)

You must already have a Business BCeID account, and a BCeID user ID assigned by the organization on whose behalf you wish to submit a grant application.

If your access to LGIS is not in place for the organization wishing to submit a grant application, then

navigate to LGIS at: <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/>

- Complete and submit the Request Access form.
- This process requires verification; it is not instant. LGIS set up can take up to 2 business days. Please note that requests submitted close to the application deadline may take longer to process and will be processed in the order in which they are received.
- Ministry staff will notify you once LGIS access has been granted.

If your access to LGIS is already in place for the organization wishing to submit a grant application, then navigate to <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/> to create, complete and submit your grant application. For detailed Step by Step instructions of how to navigate in LGIS to create, save and submit the application form please go to the LGIS Learning Training Centre.

1.4 LIMIT ON NUMBER OF APPLICATIONS

1.4.1 Application Limits

- Local Governments
 - Municipalities may submit **one** application.
 - Regional Districts may submit **one** application for each Electoral Area, in addition to, one application from the Regional District for a sub-regional or regional service.
- Indigenous Ultimate Recipients may submit **one** application (i.e. from either the Nation **or** an Economic Development Corporation which has the Nation as shareholders, but not from both). Please see Section 2.1.3 for the definition of Indigenous Ultimate recipients.

- Not-for-Profit entities may submit one application. Please see Section 2.1.2 for the definition of Not-for-Profit organization.

Please see section 2.1 for definitions of eligible applicants.

1.4.2 Application Parameters

CVRIS is a funding stream under ICIP. An applicant may apply to more than one ICIP program for the same project, however, the project will only be funded through one program. If an application submitted to more than one program (for the same project) is successful, it will be funded under the program that is determined by the Ministry. This decision is final and not subject to appeal.

If a project is approved under one ICIP Program, it becomes ineligible for funding under another ICIP Program. For example, if a project is approved for funding under the Rural and Northern Communities Program, the same project will become ineligible for funding in CVRIS.

ICIP programs have different funding shares and eligibility considerations. Applicants are welcome to seek advice from program staff on where to best target application efforts according to community needs and alignment with program criteria.

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The funding provided towards CVRIS projects is cost shared by the Federal Government, and the Province of BC (with the exception of Indigenous Ultimate Recipients which are funded 100% federally). Applicants must be prepared to finance project construction and ineligible costs, as well as, cover any cost over-runs. Projects can not exceed \$10 million in total costs and must be completed within the program timelines. The program is claims based. please see **Section 9.7 Claims** for additional details. The levels of federal and provincial contributions towards eligible program costs are provided below in Table 1.

Table 1: Covid-19 Resilience Infrastructure Stream Funding Splits

| <i>Ultimate Recipient</i> | <i>Government of Canada Contribution (up to)</i> | <i>Province of British Columbia Contribution (up to)</i> | <i>Total Senior Government Contribution (up to)</i> | <i>Ultimate Recipient Contribution (up to)</i> |
|---|---|---|--|---|
| Local government | 80% | 20% | 100% | 0% |
| Not-for-Profit | 80% | 20% | 100% | 0% |
| Indigenous Ultimate Recipient on/off-reserve | 100% | 0% | 100% | 0% |

Funding splits apply to costs eligible under the program only (not ineligible costs).

The remaining ineligible project costs and cost overruns are the responsibility of the applicant. Eligible costs are listed in Section 4.1 of this guide.

As projects are funded at 100% and timelines are short for project completion, stacking of any other grants or funding streams is not allowed (i.e. Gas Tax Community Works Funds would count towards the federal contribution for these purposes and would not be eligible to be utilized for the ultimate recipient's funding contribution).

- No more than 100% of project costs will be funded.
- Project applications under ICIP should represent a standalone project funded solely under the program (scope distinctly separate from projects approved under other senior government programs) to avoid stacking, timeline and conflicts with funding rules from other programs.

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

Please see below for eligible applicant information outcome. A full list of outcomes is found in section 3.1 for reference.

Table 2: Eligible Applicants by Outcome (table is continued on the next page)

| <i>Outcome</i> | <i>Subcategory</i> | <i>Local Governments *</i> | <i>Indigenous Ultimate Recipients</i> | <i>Not-for-Profit</i> |
|---|--|----------------------------|---------------------------------------|-----------------------|
| 1. The project will provide retrofits, repairs and upgrades to local government and indigenous buildings. | a) Local and Regional Governments and Indigenous Government buildings | ✓ | ✓ | |
| | b) Health Infrastructure | ✓ | ✓ | ✓ |
| | c) Education Infrastructure | ✓ | ✓ | ✓ |
| 2. The project will help communities to improve their COVID-19 infrastructure, such as protective screens and physical distancing in public facilities. | a) Any public infrastructure asset* where the purpose of the project is to build, modify and/or reconfigure the asset to respond to the COVID-19 pandemic. This includes temporary infrastructure. | ✓ | ✓ | ✓ |
| 3. The project will support development of active transportation networks. | a) Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths | ✓ | ✓ | ✓ |

| <i>Outcome</i> | <i>Subcategory</i> | <i>Local Governments *</i> | <i>Indigenous Ultimate Recipients</i> | <i>Not-for-Profit</i> |
|---|--|----------------------------|---------------------------------------|-----------------------|
| 4. The project will complete disaster mitigation and adaptation infrastructure projects | a) Any public infrastructure asset including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather events) | ✓ | ✓ | ✓ |
| | b) Any public infrastructure asset* including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against fires. | ✓ | ✓ | ✓ |
| | c) Assets associated with afforestation and reforestation | ✓ | ✓ | ✓ |

*For the purpose of this project category, public infrastructure asset includes Not-for-Profit infrastructure projects where the project is for public use and/or benefit.

Applications from improvement districts must be made by the sponsoring regional district or municipality. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring regional district or municipality. Please contact program staff to discuss the eligibility of your project.

2.1.1 Local Governments

A local government established by or under British Columbia statute that is:

- A Local or Regional Government established by or under provincial statute;

2.1.2 Not-for-Profit

To be considered a Not-for-Profit organization, the applicant must be:

- An organization incorporated as a Not-for-Profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.
- An organization that operates and provides programs for the benefit of the community and not solely the interests of its members.
- An organization with a location in British Columbia and be active within the province.

2.1.3 Indigenous Ultimate Recipient

To be considered an Indigenous Ultimate Recipient, the applicant must be an Indigenous Governing Body, including but not limited to:

- A band council within the meaning of section 2 of the *Indian Act*.
- A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation.
- A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure.
- An Indigenous Economic Development Corporation where the Nation is the shareholder.
- A Not-for-Profit organization whose central mandate is to improve Indigenous outcomes.

Ineligible applicants are:

- Federal entities, including federal Crown Corporations.
- For-Profit applicants
- School Districts
- Post-Secondary Institutions
- Health Authorities
- Applicants not defined in Section 2.1.
- Applicants not operating within the Province of British Columbia.

3. PROJECTS

3.1 ELIGIBLE OUTCOMES

Projects submitted under the CVRIS must clearly demonstrate that they are for public use and benefit. Project eligibility is based on its ability to meet the following outcomes set out by Canada. A project must meet at least one of the following outcomes to be considered eligible.

The outcomes specific to the CVRIS funding stream are:

- Retrofits, repairs and upgrades to local government and indigenous buildings, health infrastructure and educational infrastructure
 - Local government and Indigenous government buildings
 - Health infrastructure
 - Educational Infrastructure
- COVID-19 Resilience Infrastructure
 - Any public infrastructure asset* where the purpose of the project is to build, modify and/or reconfigure the asset to respond to the COVID-19 pandemic. This includes temporary infrastructure.
- Active transportation infrastructure
 - Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths
- Disaster mitigation and, adaptation infrastructure**
 - Any public infrastructure asset*, including natural infrastructure***, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather events.
 - Any public infrastructure asset* including natural infrastructure***, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against fires.
 - Assets associated with afforestation and reforestation

Please see Appendix A for examples of potential project types.

** For the purpose of this project category, public infrastructure asset includes not-for-profit infrastructure projects where the project is for public use and/or benefit.

* Flood mitigation excluded, as these projects will be administered separately by Emergency Management BC through the ARDM program.

*** Natural infrastructure means the use of naturally occurring resources (e.g. aquifer, wetland, forest, shoreline vegetation, etc.) or the engineered use of natural resources (e.g. green roofs, bioswales/rain gardens, tree-lined streets, etc.) to provide adaptation or mitigation services to the gradual and/or sudden impacts of climate change or natural hazards.

3.2 ELIGIBLE PROJECTS

3.2.1 All Projects

CVRIS must support public infrastructure, which is defined as “tangible capital assets in British Columbia primarily for public use or benefit, including temporary infrastructure related to pandemic response”. To be eligible for funding under all outcomes, a project must:

- a) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- b) meet one or more of the Program outcomes (see Section 3.1);
- c) be for the construction, renewal, rehabilitation, retrofit or material enhancement of infrastructure, excluding normal maintenance or operation;
- d) be supported by all requirements outlined in Section 5 – General Requirements;
- e) include an application and supporting documents that are comprehensive, credible, and feasible;
- f) stipulate a construction completion date of no later than December 31, 2021 or for remote communities December 31, 2022;
- g) be duly authorized or endorsed by a resolution from the appropriate governing body of the applicant's organization, including but not limited to:
 - in the case of a local government applicant, a resolution from its council/board.
 - in the case of an Indigenous Ultimate Recipient, a resolution from its appropriate council/board or band council.
 - in the case of a Not for Profit organization, a resolution from its board of directors;
- h) be for broad public use or benefit and clearly demonstrate this within the application;
- i) Meet or exceed the applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework;
- j) for publicly accessible building(s), meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial building codes and relevant local government bylaws;
- k) ensure that the principles underlining the federal government's policies to promote linguistic duality and promote the development of official language minority communities are reflected;
- l) be in the Province of British Columbia; and,
- m) meet all the Program criteria identified in this Guide.

3.3 INELIGIBLE PROJECTS

3.3.1 All projects

A project will be deemed ineligible for all outcomes submitted under the CVRIS if:

- the construction began or a tender has been awarded prior to the date of approval into the Program;
- the project will be completed after December 31, 2021 or for remote communities December 31, 2022;
- the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- it does not meet the program outcomes outlined in Section 3.1;
- it involves relocation of whole communities;
- it is housing;
- it involves tourism infrastructure;
- it is a planning project;
- are costs associated with land acquisition;
- is a sports facility that serves as a home facility for a professional sport team;
- is a religious site that serves as a place of assembly for religious purposes, which includes among others, a site, church, mosque, synagogue, temple, chapel (e.g., within a convent or seminary), shrine or meeting house.

3.3.2 Disaster Mitigation and Adaptation

- is disaster response infrastructure that is focussed on Flood Disaster Mitigation and Adaptation (separate program managed by Emergency Management BC through the ARDM program).

3.3.3 Other Ineligibility Criteria Considered

The government endeavors to support projects through the program which are well planned, support local and provincial priorities, and will continue to provide community benefits over the long term supported by sustainable infrastructure management. Projects may not be funded if they present risks to program funders, for example if any of the following are deemed likely:

- a high probability of the project not being able to be completed within the program timeline;
- potential for the project to not proceed due to applicant funding difficulties;
- a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application;
- the project may not provide the level of service identified;
- the project does not have public support;

- the project has the potential to cause environmental or social issues; or,
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term.

The applicant should clearly demonstrate within the application that risks related to the project have been considered and include mitigation measures for these.

Note: this does not preclude the consideration of innovative concepts and technology, and inclusion of these will be viewed positively where they are suitable for the purpose.

3.4 PROJECT EXAMPLES

Examples of projects which may meet the outcomes in Section 3.1 are found in Appendix A of this guide. This is not an exhaustive list and is intended as a sampling only. Projects that support the listed outcomes and align with other eligibility criteria will be considered for funding.

3.5 PROJECT SIZE AND SCOPE

Projects should provide the best value for the estimated project expenditures and be sized appropriately to their location and the directly benefitting. Projects must be able to be completed by December 31, 2021 or for remote communities by December 31, 2022

The CVRIS funding decision takes into consideration multiple factors including alignment with program criteria, funding distribution, and program oversubscription.

Appropriately sized and scoped project applications are strongly encouraged.

4. COSTS

Projects **can not** exceed \$10 million in total costs. *See Appendix C for examples of eligible and ineligible costs.*

4.1 ELIGIBLE COSTS

Eligible costs allowed for approved projects will include the following:

- a) costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement.
- b) costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and British Columbia, excluding those identified under Section 4.2 (Ineligible Costs);

- c) the capital costs of constructing, retrofitting or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- d) all planning (including plans and specifications), assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award;
- e) costs related to meeting specific Program requirements;
- f) the costs of engineering and environmental reviews, including environmental assessments and follow-up, as defined in the, 2019 and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- g) the costs of Indigenous consultation, and where appropriate, accommodation (for approved projects only, costs associated with Aboriginal consultation and engagement activities, are retroactively eligible from February 15, 2018.
- h) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage;
- i) unless otherwise specified in the IBA, eligible expenditures may include capital costs, design and site preparation directly linked to the development of natural infrastructure.

4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to the approval of the project and any and all expenditures related to contracts signed prior to project approval, with the exception for expenditures associated with Indigenous consultation and engagement activities;
- b) all capital costs, including site preparation and construction costs, are ineligible until INFC has confirmed that environment/impact assessment and Indigenous consultation obligations have been met and continue to be met;
- c) costs incurred for projects that start construction after September 30, 2021;
- d) costs incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- e) costs incurred after December 31, 2021 for projects in non-remote locations in the provinces and costs incurred in the territories or remote locations after December 31, 2022
- f) costs related to developing a funding application and application supporting documentation;
- g) costs incurred for cancelled projects;

- h) costs of relocating entire communities;
- i) land acquisition;
- j) real estate and other fees related to purchasing land and buildings;
- k) financing charges, legal fees and interest payments on loans, including those related to easements (e.g. associated surveys);
- l) costs associated with operating expenses and regularly scheduled maintenance work;
- m) leasing land, buildings and other facilities;
- n) leasing of equipment other than equipment directly related to the construction of the project;
- o) overhead costs, including salaries and other employment benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;
- p) costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project, with the exception of temporary infrastructure funded under the COVID-19 resilience infrastructure stream, as approved by Canada;
- q) any goods and services costs which are received through donations or in kind;
- r) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;
- s) all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the Impact Assessment Act, 2019, other applicable federal environmental assessment legislation that is or may come into force during the term of the Agreement, and other applicable agreements between Canada and Indigenous groups have been met to the extent possible and continue to be met; and
- t) all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Indigenous groups or other federal consultation requirement, has been met and continues to be met.

5. GENERAL REQUIREMENTS

5.1 REQUIRED INFORMATION

Please ensure that your application addresses the following:

- Application form and mandatory documents have been filled out in full and submitted online using the Local Government Information System (LGIS).

- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the applicant share of the ineligible costs and ongoing (operating and other) costs associated with the project.
- Project is consistent with applicable provincial, regional, municipal, or band plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.

5.2 FUNDING

The applicant must demonstrate that a plan is in place to cover any cost overruns beyond budgeted contingencies. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. Also see the “Evidence of Secured Funds” and “Council/Board Resolution” sub-sections under Section 6.

Applicants must be prepared to finance project construction. Please see Section 9.7 for additional details.

5.2.1 Local Government Recipients

Local governments are eligible to receive 100% funding towards eligible costs.

A financial analysis will be completed as part of the application review. This will include a review of information submitted within the application and in addition, for local governments, a review of the periodic financial information submitted to the Ministry of Municipal Affairs (the Ministry). This required periodic financial reporting information is available on Ministry files, and thus does not need to be submitted with an application. However, local government applicants should recognize that the ranking of applications may reflect the extent to which applicants have met financial criteria such as having:

- met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI);
- submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter for municipalities and Section 374 of the [Local Government Act](#) for regional districts; and
- measures of financial stability and sustainability which include property tax structures and development costs charge structure.

Also see the “Evidence of Secured Funds”, and “Council/Board Resolution” sections under Section 6.

5.2.2 Indigenous Ultimate Recipients

Indigenous Ultimate Recipient applicants are eligible to receive 100% funding towards eligible costs.

The applicant must demonstrate that a plan is in place to cover any ineligible costs and cost overruns beyond budgeted contingencies. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. Also see the “Evidence of Secured Funds” and “Council/Board Resolution” sections under Section 6.

5.2.3 Not-For-Profit Recipients

Not-for-Profit applicants are eligible to receive 100% funding towards eligible costs.

The applicant must demonstrate that their share of funding has been secured and that a plan is in place to cover any ineligible costs and cost overruns beyond budgeted contingencies. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application by submitting a financial statement. Also see the “Business Financial Plan”, “Evidence of Secured Funds” and “Council/Board Resolution” sections under Section 6.

5.3 SELECTION PROCESS AND CRITERIA

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval. Previous ICIP intakes have been oversubscribed, and not all good applications have been able to be awarded funding.

Applicants must ensure that their application demonstrates how the project will be eligible for funding (Section 3.2), how the project benefits align with one or more of the outcomes (Section 3.1), how the project aligns with program criteria described in the application form and in this guide, and how the project is supported by sustainable management and planning.

In addition to consideration of the required information in Section 5.1 and 5.2, projects will be evaluated regarding the degree to which they meet the following:

- represent good value for money;
- contribute to community objectives and is based on community need for services;
- enhance and protect public health;

- enhance and protect environmental health;
- support sustainability principles;
- are consistent with integrated long-term planning and management;
- demonstrate efficient use of resources throughout the life of the assets created;
- are situated within, and advances, the organization's capital works and financial plans;
- exhibit long-term sustainability, including operational viability, asset management for sustainable service delivery, and environmental sensitivity;
- will be able to be financially supported by the organization over the life of assets created including lifecycle and renewal costs;
- are supported by a high level of planning including identifying appropriate levels of service and demand;
- contribute towards reduction in demand for natural resources;
- consider adaptation and mitigation to climate change; and
- use the best available economically feasible technology, if applicable.

Projects that support the key actions identified as part of British Columbia's commitments under the [*Pan-Canadian Framework on Clean Growth and Climate Change*](#) may also be given additional priority.

The internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

6. APPLICATION PROCESS

All applicants must complete and submit an online application form via the LGIS. A Business BCeID is required to set up access in LGIS; this can take up to 15 business days. New users are encouraged to start the process of requesting a Business BCeID as early as possible. See the **Accessing the Online Application document** on the [ICIP CVRIS website](#) for more details.

A statement by a Financial Approver and Project Manager certifying that the information contained in the application is correct and complete will be required as part of the online application submission.

As part of project eligibility, the following criteria will need to be confirmed as met. Documentation that is not required as a mandatory upload at submission must be available and may be requested by the Province at any time including: during the application process, approval process, construction, and on/after completion of the project.

This information includes:

- a) The project supports public infrastructure, defined as tangible capital assets, primarily for public use and/or benefit, with the possible exceptions of temporary infrastructure related to pandemic response.
- b) The completed asset will be owned and operated by the funding recipient for the duration of the Asset Disposal Period (five years after a project is complete) with the possible exceptions of temporary infrastructure related to pandemic response.
- c) Project contracts will be awarded through a public tender process in a way that is fair, transparent, competitive and consistent with value for money principles.
- d) The project will meet or exceed applicable energy efficiency standards for buildings where a building is constructed.
- e) All required permits will be obtained when necessary.
- f) The project will consider climate change in the design and will include materials that will increase energy efficiency when applicable.
- g) The project will consider climate related risks and will have mitigation measures for these risks.
- h) Does the applicant have a Council/Board/Band Council/other appropriate governing body resolution authorizing the project to proceed and committing the applicant's share? This must be available upon request.
- i) The completed works will meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.
- j) For publicly accessible building(s), the completed works will meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial building codes and relevant local government bylaws;
- k) The project will ensure that the principles underlining the federal government's policies to promote linguistic duality and promote the development of official language minority communities are reflected.

6.1 MANDATORY DOCUMENTS

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be reviewed unless all necessary information has been submitted.

The following mandatory documents (15 MB limit per document) must be clearly labeled and will be required to be uploaded at time of submission to LGIS as part of your online application. Types of mandatory documentation may vary by applicant type. The documents include, but are not limited to:

- Project Location: .KML file (see directions on the ICIP CVRIS website)
- Detailed Cost Estimate (Must use the template on the ICIP CVRIS website)
- Site Plan/Map
- Partnership/Memorandum of Understanding (MOU) agreement (if more than one entity is involved in the project)
- Hazardous Risk Vulnerability Assessment or Risk Study (for Disaster Mitigation and Adaptation projects)
- For Not-for-Profit applicants: Business financial plan including working capital and income sources

Attached supporting documents should be clearly labelled, succinct and submitted in a searchable format where possible, including where an attachment is large, ensuring specific sections are highlighted for reference.

The following documents may be used to support the application; however, the relevant information should be referenced within the application:

- Partnership agreement/Letter of Support/Memorandum of Understanding (MOU) between project partners (if applicable)
- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support*
- Asset Management Plan

*Letters of support, partnership agreements, or MOUs from the other partners are recommended for projects done in partnership with others or that will have joint ownership. Letters from health officers are useful for projects that support public health objectives.

6.2 PROJECT LOCATION - .KML FILE

The project location must be submitted in the form of a .KML file. Please see the instructions for creating a .KML file on the [ICIP CVRIS website](#).

6.3 COUNCIL/BOARD/BAND COUNCIL RESOLUTION

A resolution or bylaw endorsing the project must be approved by the appropriate authorized governing body of the applicant, such as a council, board or band/tribal council and must be submitted within one month of the program closing date. The resolution or bylaw will commit the proponent to contributing its share of the eligible costs, ineligible costs and potential overruns related to the project. An example of the resolution can be found on the [ICIP CVRIS website](#).

The resolution/bylaw must identify the source of the proponent's share of the project costs. The resolution should show support for the project from a Municipality's Council, a regional district Board, Not-for-Profit organization's Board or an Indigenous applicant's band council (or other appropriate authorized body).

Projects not supported by an appropriate resolution will not be reviewed. In the application, you will be asked to attest that you have a resolution for your project.

6.4 DETAILED COST ESTIMATE

A Detailed Cost Estimate Template has been provided on the [ICIP CVRIS website](#) and submission of a completed cost estimate* is mandatory. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, date, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns, as well as whether the costs are eligible or ineligible and to state the class of confidence level of cost estimates (e.g. class B or C**).

*The preference is that submitted projects are planned to the degree that required works are identified.

**Class C (representing +/- 25 to 40% variability in costs) or better (Class A or B).

IMPORTANT: It is necessary to provide **up-to-date, detailed, and complete cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates***. It is important to plan your project to start following final project approvals.

Projects where design remains preliminary in nature should ensure that plans are in place to cover potential cost overruns and that adequate contingencies are included within the cost estimate. Otherwise, there may be additional risk linked to the proposed project given the potential cost uncertainties.

It is important to note that projects will be reviewed in the context of the [Impact Assessment Act](#) (IAA), 2019 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct an Impact Assessment study.

6.5 EVIDENCE OF SECURED FUNDS

Applicants must provide how and where funding will come from to pay for any ineligible costs and overages that may occur during the project. Please answer the appropriate question in the application.

6.6 BUSINESS FINANCIAL PLAN

Not-for-Profit applicants will need to supply evidence that it is in good financial standing by supplying a financial statement that includes working capital and income sources.

Please upload:

- An internally prepared financial statement for projects with eligible costs up to \$500,000 or,
- A statement reviewed by an independent public accountant for projects with eligible costs \$500,001 and above.

The applicant will be prompted for required documents through the LGIS online application process.

6.7 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

6.8 HAZARDOUS RISK VULNERABILITY ASSESSMENT (DISASTER MITIGATION AND ADAPTATION PROJECTS)

Projects that are submitted to the Adaptation, Resilience and Disaster outcome require that a Hazardous Risk Vulnerability Assessment (HVRA) be completed. If you do not have one completed prior to the intake closure, please contact the Ministry. The purpose of the HVRA is to identify potential hazards to the community through an evaluation of the likelihood and severity of the potential hazard including impacts on residents, infrastructure and environment. The assessment provides information on the resiliency of the community and provides mitigation and response strategies.

For an example of a Hazardous Risk Vulnerability Assessment please see:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/local-emergency-programs/hazard-risk-and-vulnerability-analysis>

6.9 CONTACT INFORMATION

Applications and mandatory documents will be submitted through the LGIS online application. Questions can be directed to:

Ministry of Municipal Affairs

Phone: 250-387-4060

Email: infra@gov.bc.ca

7. IMPACT ASSESSMENT ACT, 2019 Requirements

The [Impact Assessment Act](#), 2019 (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency decides to allow the proposed project to proceed.

Detailed information on the [Impact Assessment Act](#), 2019 and regulations can be found at the Impact Assessment Agency's website: www.canada.ca/en/impact-assessment-agency.html.

All projects that receive funding through the Agreement must comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

7.1 HOW TO DETERMINE IF AN IMPACT ASSESSMENT/FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

A FEA will be required under [Impact Assessment Act](#) 2019 if the project meets the definition of a designated project and or it is located on federal lands.

7.1.1 Is it a designated project?

The Project List (Also known as the *Physical Activities Regulation*) identifies types of projects that may require an assessment under the Act: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>.

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Impact

Assessment Agency of Canada a description of their proposed project to initiate the process.

7.1.2 Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet the [*Impact Assessment Act*](#), 2019. For more information refer to the Impact Assessment Process Overview available at:

<https://www.canada.ca/en/impact-assessment-agency/services/policy-guidance/impact-assessment-process-overview.html>

7.2 TIME AND COST CONSIDERATIONS

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/Indigenous interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment and Climate Change Strategy). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts, necessary mitigation measures, and permitting requirements.

IMPORTANT NOTE:

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the federal Impact Assessment Act with a satisfactory outcome.
- Where necessary, initiating provincial and, or federal environmental assessments early in the planning of a project will assist provincial and federal governments determine the legal duty to consult and, if appropriate, accommodate Indigenous peoples when the Crown contemplates conduct that might adversely impact established or potential Indigenous or Treaty rights.

- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the Ministry program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

7.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards including consultation with Indigenous nations. Where a project is excluded from a review under federal or provincial environmental assessment legislation it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to Ministry of Municipal Affairs program staff on whether the project will be subject to BC Environmental Assessment. Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

**2nd Floor 836 Yates Street
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
Email: eaoinfo@gov.bc.ca**

8. INDIGENOUS CONSULTATION

It is the responsibility of the Proponent to determine whether the project requires consultation with Indigenous groups. Information must be provided to program staff on whether the project will be subject to Indigenous Consultation.

If required, Canada must be satisfied that for each Project:

- Indigenous groups have been notified and, if applicable, consulted;

- Where an Indigenous Ultimate Recipient is the applicant, members of the benefitting community/Nation have been notified of the project;
- If applicable, a summary of consultation or engagement activities has been provided, including a list of Indigenous groups consulted, concerns raised, and how each of the concerns have been addressed or not, with accompanying explanation;
- Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and,
- Any other provided information that Canada may deem appropriate.

Please note:

No site preparation, vegetation removal or construction will occur for a Project and Canada has no obligation to pay any Eligible Expenditures that are capital costs, as determined by Canada, until Canada is satisfied that any legal duty to consult, or other federal consultation requirement, and where appropriate, to accommodate Indigenous groups has been met and continues to be met.

For more information on British Columbia's consultation resources and consultation policy:

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BEBE782E>

9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

The Province of British Columbia will provide a Shared Cost Agreement* to those proponents approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. Funding is conditional upon the recipient signing a Shared Cost Agreement with the Province.

Shared Cost Agreements will be prepared only after the requirements described in Section 5.4 have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement.

Shared Cost Agreement or Ultimate Recipient Agreement^{*}
is an agreement between British Columbia and the Ultimate Recipient under the ICIP.*

***“Ultimate Recipient” is an entity identified under sections A.1 a) of Schedule A in Canada – British Columbia ICIP Integrated Bilateral Agreement and identified within this guide as an eligible applicant.*

9.1 ASSETS

9.1.1 Disposal of Assets

Within the Shared Cost Agreement, ultimate recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except when the asset is transferred to Canada, British Columbia or a local or regional government, and with Canada and the Province’s consent.

9.2 SHARED COST AGREEMENT

“Shared Cost Agreement” means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

9.3 CONTRACT PROCEDURES AND PROVISIONS

“Contract” means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

All contracts will be awarded in a way that is fair, transparent, competitive and consistent with value for money principles.

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability:

- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;

- contracts are awarded in accordance with the Canadian Free Trade Agreement and international trade agreements if applicable; and,
- acquisitions are managed consistent with the policy of the Province of British Columbia. The Province of British Columbia's Policies can be accessed at:
<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/procurement>

Proponents are responsible for:

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for works associated with projects that are approved for funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.

The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- 1) The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and procedures. For further information about MMCD access its website at: <https://www.mmcd.net/>
- 2) BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: <https://www.bcbid.gov.bc.ca/open.dll/welcome>.

9.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented, they must be approved by the Ministry. Changes that require written approval are those that deviate from the Shared Cost Agreement, generally project description/scope or project completion date. Costs that are outside of the current terms of the contract may not be able to be reimbursed.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

9.5 COST OVERRUNS

The Program will be fully allocated and oversubscribed. Recipients of grant funding will be responsible for managing project risks, including cost increases, as the Program is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

9.6 REPORTING

A Periodic Progress Report will be required quarterly, and a Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

These reports must be completed and submitted online using the LGIS.

Conditions will be included in the Shared Cost Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. These will be tied to the payment of interim and final claims.

Examples of condition requirements that have been included in past programs include*:

- proof of completion of Indigenous Consultation, as deemed required by Canada
- confirmation that required permits have been received and/or that the design and construction meet associated regulatory requirements;
- a list of energy efficient features and equipment used in the project;
- a summary of the state of asset management practice within the organization in reference to the Asset Management BC Roadmap and/or AssetSMART 2.0;

- confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%;
- an asset renewal profile for the asset group related to the project.

Applicants may be required to report on the following federal targets if applicable to the project:

- contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
- ensure one hundred percent (100%) of federally funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion.

* This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province.

9.7 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

Claims must be completed and submitted online using the LGIS. The online claim form requires summary of expenditures information, including name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS and technical conditions must be met for claim reimbursement. All projects are subject to site visits and audits at any time during the project and up to the end date of the IBA for ICIP between Canada and BC or up to three years after the final settlement of accounts.

9.8 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the

project. Applicants must retain accounting records for a minimum of six years after the end date of the IBA for ICIP between Canada and BC.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

9.9 COMMUNICATIONS

9.9.1 Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A communications protocol will be set out within the Shared Cost Agreement. Signage recognizing funding contributions will also be required.

9.9.2 Timeline for Public Events

Please contact the Ministry at least **15 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

APPENDIX A – PROJECT EXAMPLES

| Category 1: Retrofits, repairs and upgrades for local government and indigenous buildings, health infrastructure and education infrastructure; | |
|---|--|
| Eligible Asset Sub-Category | Examples of project types |
| Local and Regional Governments and Indigenous Government buildings | <ul style="list-style-type: none"> • Administrative buildings • Fire halls • Police stations • Public works buildings • Maintenance facilities • Physical Plants • Food safety infrastructure (community freezers, greenhouses etc.) • Any other municipal (local government) and indigenous government buildings that deliver or provide services or programming. |
| Health infrastructure | <ul style="list-style-type: none"> • Nursing homes and senior citizen homes • Long-term care facilities • Wellness centres • Paramedic Services facility • Health centres, clinics and other health care buildings • Community interest facility e.g. mental health and addiction centres • Rehabilitation centres • Youth services facilities |
| Educational Infrastructure | <ul style="list-style-type: none"> • Day care facilities • Adult education facilities • Playgrounds • Sports facilities • Computer labs and web infrastructure • Libraries • Performing arts centres • Research centres • Agricultural education infrastructure (barns, green houses, etc.) |

| Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing; | |
|--|---|
| Eligible Asset Sub-Category | Examples of project types |
| Any public infrastructure asset* where the purpose of the project is to build, modify and, or reconfigure the asset to respond to the Covid-19 pandemic, this includes temporary infrastructure. | <ul style="list-style-type: none"> • Safety retrofits for public buildings • Safety retrofits for rolling stock • New builds, retrofits, repairs or rebuilds of social housing, long-term care facilities, seniors' homes or temporary housing (shelters) to support new safety measures or physical distancing • Expand single rooms within existing hospitals • Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities) • Modular field hospitals, mobile ICU units or other equipment to facilitate rapid expansion of intensive care capacity • Renovate public facilities to serve as designated hospital overflow sites • Barriers • Passenger safety improvements • Driver safety improvements (barriers etc.) • Video screens and PA systems for announcements • Automatic vehicle location technology • Security enhancements • Food security infrastructure |
| Category 3: Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and | |
| Eligible Asset Sub-Category | Examples of project types |
| Active transportation infrastructure | <ul style="list-style-type: none"> • Parks trails and multi-use paths • Bike and pedestrian lanes on existing or new roads or highways • Sidewalks • Footpaths and foot bridges • Active transportation support facility (e.g. bike parking/storage) • Street and park furniture (e.g. benches, shade areas, planters) • Playground infrastructure within parks (e.g., tennis courts, swimming pools) |

| Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure. | |
|---|---|
| Eligible Asset Sub-Category | Examples of project types |
| <p>Any public infrastructure asset* including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather events.</p> <ul style="list-style-type: none"> Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC | <p>Natural:</p> <ul style="list-style-type: none"> Forest Firebreaks Shoreline vegetation Green Roofs Bioswales/rain gardens Aquifer Wetland restoration <p>Structural:</p> <ul style="list-style-type: none"> Man-made wetlands Retaining walls and other shoreline protection such as rock revetment Seawalls and breakwaters |
| <p>Any public infrastructure asset* including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against fires.</p> <ul style="list-style-type: none"> Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC | <ul style="list-style-type: none"> Drainage canals Man-made wetlands Retaining walls and other shoreline protection such as rock revetment Seawalls and breakwaters Weirs |
| Assets associated with afforestation and reforestation | <ul style="list-style-type: none"> Tree planting projects Coordination or distribution centres Nurseries Greenhouses |

*public infrastructure includes Not-for-Profit infrastructure projects where the project is for public use and/or benefit.

APPENDIX B - DEFINITIONS

Indigenous Governing Body— means a council, government or other entity that is authorized to act on behalf of an Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the Constitution Act, 1982. “Indigenous peoples of Canada” has the meaning assigned by the definition of aboriginal peoples of Canada in subsection 35(2) of the Constitution Act, 1982.

Construction Start - means the performance of physical activities on the property which results in changes which are visible to any person inspecting the site and are recognizable as the initial steps for the preparation of the land or the installation of improvements of fixtures, unless otherwise approved by Canada.

Access – a geographical area that does not have year-round road, rail, or water connections, and relies entirely on bush aviation. If it does have access part of the year on ice roads, it can only be reached by gravel road.

Accessibility – taking appropriate measures to ensure persons with disabilities have access, on an equal basis with others, to the physical environment, to transportation, and to other facilities and services open and provided to the public.

Asset Disposal Period - unless otherwise agreed to by Canada, means the period ending five (5) years after a Project is Substantially Completed for any Asset other than land purchased or acquired, in whole or in part, by the Ultimate Recipient with contribution funding provided by Canada under the terms and conditions of this Agreement. For any Asset that is land purchased or acquired, in whole or in part, by the Ultimate Recipient with contribution funding provided by Canada under the terms and conditions of this Agreement, it means the period ending forty (40) years after a Project is Substantially Completed.

BCeID – an online user authentication services that makes it possible for you to use a single user ID and password to sign in securely to participate in BC Government Online Services. Applicants must register and obtain a Business BCeID in order to be able to log in to the Local Government Information System (LGIS) system.

Contract — a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

Food Security – exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life. Household food security is the application of this concept to the family level, with individuals within households as the focus of concern.

Impact assessment – means an assessment of the effects of a designated project that is conducted in accordance with the [Impact Assessment Act](#), 2019.

Local Government Information System (LGIS) – online tool for applicants to apply, report and submit claims for infrastructure programs within the Investing in Canada Infrastructure Program.

Mitigation measures – means measures to eliminate, reduce, control or offset the adverse effects of a project or designated project, and includes restitution for any damage caused by those effects through replacement, restoration, compensation or any other means.

Shared Cost Agreement – an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

Substantial Completion or Substantially Completed - when referring to a Project, that the Project can be used for the purpose for which it was intended

Third Party – means any person or legal entity, other than a Party or Recipient, who participates in the implementation of a Project by means of a Contract.

Vulnerable Populations – families or individuals who would likely have to spend a substantially larger share of their income than average on the necessities of food, shelter and clothing and thus would be living in a difficult circumstance.

Natural Infrastructure - the use of naturally occurring resources or the engineered use of natural resources to provide adaptation or mitigation services to the gradual and/or sudden impacts of climate change or natural hazards.

Remote Community or Remote Communities - means a permanent community with a population less than 10,000 that is approximately greater than 4 hours ground travel under normal conditions from an urban service centre, with limited access, whether by road, air, or water, resulting in unreliable or lack of year-round service delivery of internet and telecommunications, grid-tied electricity or natural gas, contributing to increased costs or delay of goods and services, such as healthcare, fuel, food, and construction materials. Urban service centres include Prince George, Fort. St. John, Dawson Creek, Kamloops, Kelowna, Nanaimo, Capital Regional District, and Lower Mainland. Please contact Ministry Staff to discuss if you are a Remote Community

Regional Government - means a regional district that has been established by or under a provincial statute, or the electoral area within a regional district that:

- a) Provides local services and acts as a general local government to unincorporated communities; or,
- b) Provides regional services.

APPENDIX C – Examples of Eligible Costs and Ineligible Costs

Please note: The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.12 for contact information)

General

| ELIGIBLE | INELIGIBLE |
|--|---|
| <ul style="list-style-type: none"> Costs paid under contract for goods or services considered to be direct and necessary to implement the project | <ul style="list-style-type: none"> Any unpaid costs including invoices or holdbacks Accrued costs Any goods or services costs which are received through donations or in kind |
| <ul style="list-style-type: none"> Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred | <ul style="list-style-type: none"> Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of Aboriginal Consultation) |
| <ul style="list-style-type: none"> Capital costs as defined by GAAP (except capital costs included in INELIGIBLE COSTS) | <ul style="list-style-type: none"> Services or works normally provided by the Recipient, including: <ul style="list-style-type: none"> overhead costs salaries and other employment benefits of any employees of the Recipient <u>unless pre-approved by the Ministry and specifically related to the project</u> leasing of equipment except that directly related to the construction of the project purchasing equipment accounting fees incurred in the normal course of operation auditing fees incurred in the normal course of operation operating expenses and regularly scheduled maintenance |
| | <ul style="list-style-type: none"> Land acquisition and real estate fees: <ul style="list-style-type: none"> leasing land, buildings and other facilities and related costs |

| ELIGIBLE | INELIGIBLE |
|----------|---|
| | <ul style="list-style-type: none"> Financing charges, loan interest payments legal fees (including those related to easements) |
| | <ul style="list-style-type: none"> Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates |

Impact Assessment/Indigenous Consultation Costs

| ELIGIBLE | INELIGIBLE |
|---|------------|
| <ul style="list-style-type: none"> Environmental reviews Environmental costs Remedial activities Mitigation measures Indigenous consultation | |

Design / Engineering Costs

| ELIGIBLE | INELIGIBLE |
|--|---|
| <ul style="list-style-type: none"> Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project | |
| <ul style="list-style-type: none"> Accommodation costs included in consulting fees or disbursement for out of town/province professionals | <ul style="list-style-type: none"> Any legal fees including those for land transfers (easements, Right of Way) |

Construction/Materials Costs

| ELIGIBLE | INELIGIBLE |
|--|--|
| | <ul style="list-style-type: none"> • Cost of purchasing land and associated real estate and other fees • Value of donated land • Interim financing and interest costs • Appraisal fees • Land title fees • Leasing of land or facilities |
| | <ul style="list-style-type: none"> • Building permit charged by proponent to itself • Development cost charges |
| <ul style="list-style-type: none"> • Insurance related to construction | <ul style="list-style-type: none"> • Liability insurance for directors |
| <ul style="list-style-type: none"> • Project management fees | |
| <ul style="list-style-type: none"> • Material testing necessary to prove suitability of soils and specified structural elements | |
| <ul style="list-style-type: none"> • Fencing for the construction site • Permanent fencing | |
| <ul style="list-style-type: none"> • Towing heavy equipment to and from the construction site | <ul style="list-style-type: none"> • Towing vehicles |
| <ul style="list-style-type: none"> • Security guard & First Aid attendant (contracted for construction project) | <ul style="list-style-type: none"> • Ambulance for workplace accidents • First aid courses |
| <ul style="list-style-type: none"> • Furniture and/or equipment essential for operation of the project | <ul style="list-style-type: none"> • Tools (e.g. hammer, saw, shovel, rakes, gloves) • Furnishing and non-fixed assets which are not essential for the operation of the asset/project |
| <ul style="list-style-type: none"> • Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line | <ul style="list-style-type: none"> • General repairs and maintenance of a project and related structures |
| <ul style="list-style-type: none"> • Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.) | |
| <ul style="list-style-type: none"> • Fire protection equipment as required by the fire department | |
| <ul style="list-style-type: none"> • Third party (contractor) rental of a trailer/site office | |
| <ul style="list-style-type: none"> • Permanently installed 2-way radios, phone system for facility | <ul style="list-style-type: none"> • Monthly bills for utilities and phone/internet |
| | <ul style="list-style-type: none"> • Contributions in kind |
| <ul style="list-style-type: none"> • Fuel costs for rental equipment | <ul style="list-style-type: none"> • Vehicle maintenance and fuel costs |

| ELIGIBLE | INELIGIBLE |
|---|--|
| <ul style="list-style-type: none"> Temporary construction or permanent signage, specific to the project | <ul style="list-style-type: none"> General construction signs (e.g. detour, street closed) |
| <ul style="list-style-type: none"> Relocation/renovation kiosk signs for public information | <ul style="list-style-type: none"> Temporary “Hours of Business” signs |
| <ul style="list-style-type: none"> Surveys necessary to determine the site’s suitability for the intended purpose | <ul style="list-style-type: none"> Any other surveys except to determine the site’s suitability |
| <ul style="list-style-type: none"> Demolition of unwanted structures from the site | |
| <ul style="list-style-type: none"> Landscaping to restore construction site to original state following construction Installation of landscaping | <ul style="list-style-type: none"> Maintaining landscaping |
| <ul style="list-style-type: none"> Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project | |
| <ul style="list-style-type: none"> Printing and distribution costs for public information materials regarding the project | |
| <ul style="list-style-type: none"> Printing costs for preparing contract documents or tenders, blueprints, plans/drawings | |
| <ul style="list-style-type: none"> Courier services, specific to project e.g. delivering drawings/designs | |
| <ul style="list-style-type: none"> Paving of access and curb cuts | |

Communication Activities Costs

| ELIGIBLE | INELIGIBLE |
|--|---|
| <ul style="list-style-type: none"> Any costs reasonably incurred to undertake joint federal and provincial communication activities, such as, but not limited to: <ul style="list-style-type: none"> - federal or provincial funding recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography | <ul style="list-style-type: none"> Media consultant Event planners Gifts Hospitality costs, such as, but not limited to: <ul style="list-style-type: none"> - food/beverages - liquor - entertainment |