



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, August 18, 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 August 18, 2021 instead of 7:00 pm.

The Cultus Lake Park Board Regular Meeting will be open to the first 10 members of the public by registration. Please email Rachel.litchfield@cultuslake.bc.ca by Noon on August 18, 2021.

Or 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://us06web.zoom.us/j/84887151807?pwd=RVo2OGZuK0kvWUo2UjNzS3V6YmUyZz09>

Meeting ID: 848 8715 1807

Passcode: 016751

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/

Please feel free to email questions for the Public Question Period no later than Tuesday, August 17, 2021 by 4:30 pm to Rachel.litchfield@cultuslake.bc.ca



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, AUGUST 18, 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 (4:15 PM)

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

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

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

(3) RECONVENE

(4) APPROVAL OF AGENDA

- (a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of August 18, 2021; and

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

(5) ADOPTION OF MINUTES

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held July 21, 2021.

(6) ADOPTION OF COMMITTEE MINUTES

- (a) **THAT** the Cultus Lake Park Board receive the May 21, 2021 Village Center Planning and Development Committee Minutes.

- (b) **THAT** the Cultus Lake Park Board receive the June 8, 2021 Foreshore Fundraising and Improvement Committee Minutes.

- (c) **THAT** the Cultus Lake Park Board receive the July 19, 2021 Community Events and Engagement Committee Minutes.

- (d) **THAT** the Cultus Lake Park Board receive the July 29, 2021 Community Events and Engagement Committee Minutes.

(7) CORRESPONDENCE

(a) Development Variance Referral – 40 Lakeshore Drive

- Referral information for Development Variance Permit # 2021 – 15, 40 Lakeshore Drive

Option 1

***THAT** the Cultus Lake Park Board supports the Development Variance Permit #2021 – 15, 40 Lakeshore Drive to vary the definition of height in the Zoning Bylaw 1375 from two stories plus basement and roof to three stories plus basement and roof; and*

***THAT** the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 40 Lakeshore Drive.*

Option 2

***THAT** the Cultus Lake Park Board is not in favor of support of varying the definition of height in the Zoning Bylaw 1375 for Development Variance Permit #2021 – 15, 40 Lakeshore Drive from two stories plus basement and roof to three stories plus basement and roof; and*

***THAT** the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 40 Lakeshore Drive.*

(b) Parking Allowance Request

- Email dated August 3, 2021 from Tom and Shawn Windt regarding parking for residents along First and Second Avenue

***THAT** the Cultus Lake Park Board continue to use the area adjacent to 212 First Avenue and 112 First Avenue as designated greenspace lots as outlined in the 2016 Cultus Lake Park Plan Bylaw No. 1080, 2016.*

***THAT** the Cultus Lake Park Board receive the email from Tom and for information and provide the staff with direction regarding the use of the area adjacent to 212 First Avenue and 112 First Avenue.*

(c) Investing in Canada Infrastructure Program (ICIP) – Environmental Quality (EQ) Program, Project #G0329 – Cultus Lake North Wastewater Treatment Plant

- Letter dated July 8, 2021, from Brian Bedford, Executive Director, Local Government Infrastructure and Finance

***THAT** the Cultus Lake Park Board release the letter to the public from Brian Bedford, Executive Director, Local Government Infrastructure and Finance with respect to Sewer Project #G0329 – Cultus Lake North Wastewater Treatment Plant.*

(8) BYLAWS

**(a) Main Beach Dock Capital Reserve Fund No. 1194, 2021
Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021**

- Main Beach Dock Capital Reserve Fund No. 1194, 2021
- Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021

THAT the Cultus Lake Park Board give Final reading to Main Beach Dock Reserve Fund Bylaw No. 1194, 2021.

THAT the Cultus Lake Park Board give Final reading to the Tree Replacement Reserve Fund Amendment Bylaw No. 1195, 2021.

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(b) **Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021**

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- Report dated August 18, 2021 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021

THAT the Cultus Lake Park Board give First, Second and Third Readings to the Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021.

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(c) **Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021**

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- Report dated August 18, 2021 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021

THAT the Cultus Lake Park Board give First, Second and Third Readings to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.

(9) CONSENT AGENDA

Pages 61-88

(a) 2021 Second Quarter Reports

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

THAT the Cultus Lake Park Board receive the 2021 Second Quarter reports for information.

(10) REPORTS BY STAFF

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(a) **Media Releases and Staff Contact with the Media Policy**

- Report dated August 18, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the Cultus Lake Park Board approve the Administrative Policy, Media Releases and Staff Contact with the Media and that it replace with the 2018 Cultus Lake Media Policy.

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(b) **Star Days Days Event**

- Report dated August 18, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

THAT the Cultus Lake Park Board approve the Star Days Days Special Event on Friday September 24th, Saturday September 25th, and Sunday September 26th, 2021.

THAT the parking fees in Lot A (Main Beach) for the duration of the Star Days Days Special Event, September 24th to September 26th, 2021, be waived;

THAT the Star Days Days Special Event organizers be permitted to collect parking fees at Lot A (Main Beach) for profit for the duration of the event, September 24th to September 26th, 2021;

THAT the Special Event Application fee of \$100 for the 2021 Star Days Days Special Event be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the 2021 Star Days Days Special Event be waived and

THAT participants of the 2021 Star Days Days be permitted to camp at Main Beach in designated areas.

(c) **Cultus Lake Community Cleanup**

- Report dated August 18, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

THAT the Cultus Lake Park Board approve the Cultus Lake Park Community Cleanup on September 18th, 2021; and

THAT the Cultus Lake Park Board approve waiving the \$100 application fee.

(11) REPORTS BY COMMISSIONERS

(a) **Recommendations from the Community Events and Engagement Committee**

- Report dated August 18, 2021 from Kirk Dzaman, Chair, Community Events and Engagement Committee

THAT the Cultus Lake Community Events and Engagement Committee requests the Cultus Lake Park Board allow any funds that are raised, above the cost to hold Blanc on the Beach Event, will be allocated to the Foreshore Reserve Fund.

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on August 18, 2021 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, July 21, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present

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

Staff

Chief Administrative Officer – J. Lamb
Manager of Finance – E. Lee
Manager of Park Operations – D. Driediger
Communications, Media and Event Coordinator – A. Nadeau
Manager of Corporate Services / Corporate Officer – R. Litchfield
Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer

(1) CALL TO ORDER

The Chair called the meeting to order at 4:00 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), (c) labour relations or other employee relations; and
Section 90 (1), (d) the security of the property of the Municipality.*

(3) RECONVENE

The meeting reconvened at 5:02 pm.

(4) APPROVAL OF AGENDA

4816-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of July 21, 2021 update resolution 7, (a), Correspondence, Yellow Iris Removal; and

Items 9, Staff Reports, to remove and replace Item (c), Annual Munroe Ave. Block Party; and

Items 9, Staff Reports, to remove and replace Item (e), Blanc on the Beach; and

Items 9, Staff Reports, to remove and replace Item (f), ILWU Local Pensioners Picnic; and

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

received.

CARRIED

(5) ADOPTION OF MINUTES

4817-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held July 21, 2021.

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

4819-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the April 28, 2021 Community Events and Engagement Committee Minutes.

CARRIED

4820-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the June 1, 2021 Commercial Leaseholder Committee Minutes.

CARRIED

4821-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the June 23, 2021 Community Events and Engagement Committee Minutes.

CARRIED

4822-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the July 12, 2021 Community Events and Engagement Committee Minutes.

CARRIED

(7) CORRESPONDENCE

(a) **Yellow Iris Removal**

- Email dated July 8, 2021 from Commissioner, Darcy Bauer on behalf of Fraser Valley Invasive Species

4823-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the information on the removal of the Yellow Iris's seed pods located along the banks of Swelter Creek; and

***THAT** the Cultus Lake Park Board acknowledge that the removal was completed by volunteers from Cultus Lake Aquatic Stewardship Society and member of the Environmental and Public Areas Planning Committee on July 21, 2021.*

CARRIED

(8) BYLAWS

(a) **Main Beach Dock Capital Reserve Fund No. 1194, 2021**
Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021

- Report dated July 21, 2021 from Erica Lee, Chief Financial Officer regarding Main Beach Dock and Tree Replacement Reserve Funds
- Main Beach Dock Capital Reserve Fund No. 1194, 2021
- Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021
- Tree Replacement Reserve Fund Bylaw No. 1031-12

4824-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Main Beach Dock Reserve Fund Bylaw No. 1194, 2021; and*

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Tree Replacement Reserve Fund Amendment Bylaw No. 1195, 2021.*

CARRIED

(9) REPORTS BY STAFF

(a) **2021-2022 Insurance Policy Renewal**

- Report dated July 21, 2021 from Erica Lee, Chief Financial Officer

4825-21 Moved by: Commissioner Payer Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board received the report from the Chief Financial Officer regarding the 2021-2022 Insurance Policy Renewal.*

CARRIED

(b) **Parking Lot B Completion**

- Report dated July 21, 2021 from Dave Driediger, Manager of Park Operations

4826-21 Moved by: Commissioner Payer Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the Parking Lot B Completion report for information.*

CARRIED

(c) **Annual Munroe Ave. Block Party**

- Report dated July 21, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

Chair Renwick excused himself from the meeting at 5:16 pm due to a conflict of interest as the proposed event is his personal request.

4827-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the Annual Munroe Ave. Block Party on Saturday, August 14, 2021; and

THAT the Cultus Lake Park Board approve the partial road closure at the top of Munroe Ave. on Saturday, August 14, 2021 between 10:00am to 8:00pm.

CARRIED

Chair Renwick returned to the meeting at 5:18 pm.

(d) **Fraser Valley British Motor Club Picnic**

- Report dated July 21, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

4828-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board approve the Fraser Valley British Motor Club Picnic on Sunday, September 12, 2021.

CARRIED

(e) **Blanc on the Beach**

- Report dated July 21, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

4829-21 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Blanc on the Beach event, to be held on September 11, 2021, at Main Beach; and

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve that parking fees be waived for paid attendees and volunteers in Lot A.

CARRIED

(f) **Special Event: ILWU Local 502 Pensioner's Picnic**

- Report dated July 21, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

4829-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve the ILWU Local 502 Pensioner's Picnic on Wednesday, August 11, 2021.

CARRIED

(12) COMMISSIONERS REPORTS

(13) COMMUNITY ASSOCIATION

Question:

Colleen Rogozinski inquired as to where the Board is at with the legal process with the sewer and the Fraser Valley Regional District? She also noted that the Fraser Valley Regional District was not successful in getting any grant and inquired what the next steps may be moving forward. She also inquired if the Board would be sharing the grant information with the community. She further inquired on the status of the sewer system and noted that there was a pipe failure in Sunnyside and noted that there was a resident that had on occasion, the smell of sewer and had wondered if there is something that they need to be concerned about? She noted that the resident was told they would have to live with the odor as is.

Ernie Vance also noted that the response to the smell, from FVRD, was that the pump station was overloaded and could not keep up. He inquired for a resident, if we are close to being at failure state or is this a weekend kind of thing and noted this is ongoing and some days worse than others.

Answer:

Chair Renwick stated that there has been no change with respect to the litigation. It is still on going, in pre discovery and in the process of exchange of documents with respect to the notice. Chair Renwick noted that we had just been advised of the decision that the grant was not successful and are in the process of going back to the FVRD and the representatives from the province to find out what the plan is moving forward and to have some answers as to why the application was not successful.

Chief Administrative Officer, Joe Lamb noted that the Sunnyside pipe issue is not related to Fraser Valley Regional District sewer system and noted that the upper part of Sunnyside to tie into the top part in to avoid and overload. That issue is related to a distribution box to our septic field for the seasonal campers and the washrooms and is now resolved. He noted that if anyone is having issues or concerns that they contact FVRD as they are not sharing information with the Board and staff at this time. He noted that once the Board has as any new information on the letter received and the status of the sewer odor, we will make this available to the public on the August meeting. He further encourages all resident to contact the FVRD, MLA, Taryn Dixon as well as the Chair of FVRD to report concerns and to also copy the Chief Administrative Officer to be aware of the concerns being addressed. He noted that this can add to discussion with FVRD.

(14) PUBLIC QUESTION PERIOD

Question:

Rick Williamson, resident wished to reiterate his concern via email and Blanc on the Beach was respect to users not contributing to the Foreshore Reserve and noted that this was handled and thanked the Board for this.

Question:

Ernie Vance inquired with respect to the donations for Main Beach and transfer to the reserve fund, requested the amount that has been placed in the fund at this time. He further noted that those people that did donate, will they be notified?

Answer:

Chief Administrative Officer noted that the reserve fund that was created is specific to the replacement of the Main Beach docks and once that is fully funded the funds will come back out and this will be put on hold temporarily as the sewer matter is top priority

(15) ADJOURNMENT

4830-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Regular Meeting of the Cultus Lake Park Board held on July 21, 2021 be adjourned at 5:39 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held July 21, 2021.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

FRIDAY, MAY 21, 2021

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

Present	Commissioner K. Dzaman – Chair Commissioner D. Bauer – Vice-Chair
Committee Members	B. Vandenbrink C. Elstak – Via Zoom B. Shirly – Via Zoom E. Vance – Via Zoom P. Vander Helm – Via Zoom G. Senft – Via Zoom C. Rogozinski – Via Zoom K. Renwick
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communications, Media and Events Coordinator – A. Nadeau
Member of the Public	N/A
Regrets	N/A

(1) CALL TO ORDER

The Chair called the meeting to order at 9:03 am.

(2) APPROVAL OF AGENDA

Moved by: D. Bauer Seconded by: B. Vandenbrink

***THAT** the agenda for the May 21, 2021 Village Center Planning and Development Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: B. Shirly Seconded by: D. Bauer

***THAT** the minutes of the April 23, 2021 Village Center Planning and Development Committee be approved.*

(4) SURVEY QUESTION FOR REVIEW

The committee reviewed the survey questions.

- Remove low rise and change it to multiple story mixed use buildings in the Village Center.
- Elderly care would not be appropriate as we are too far from emergency response, should change the wording to Independent Senior Housing
- To add an additional pay parking for visitors' question to the survey
- Add where do you reside to the survey
- Add a date to complete the survey by

The survey to be sent out through multiple mediums to target CLP residents, City of Chilliwack and Electoral H.

Staff to make the changes and send to the committee for approval. Then it will be sent to the Board for final approval prior to release.

(5) STAFF UPDATES

- Hydroelectric capabilities and utilities
 - Staff reached out to hydro and have given general parameters. They will follow up with staff when they have some information.
- Traffic Study – See attached
- RFP – C. Dzaman has reached out for help with the RFP or an expression of interest RFP and will follow up and find out a time frame when this work can be completed.

(6) CRITICAL PATH

- There was a discussion had regarding the critical path and if there is anything missing.
- A committee member suggested a conversation with the school district regarding more families moving into the community. Staff to review the lease. Add discussion with the school district to the critical path.
- Staff continues to reach out to Soowhalie
- Suggestion to try to move up the starting of the rezoning processes. Staff to discuss with the FVRD the specifics on the timeline regarding the rezoning of the proposed Village Center area.
- What is the environmental impact of having more residents within the Park? Adding to the list; a Park Capacity Study and an Environmental Impact Study.

(7) NEW BUSINESS

- Staff looking into the school lease
- Park Capacity Study and an Environmental Impact Study

(8) PUBLIC QUESTION PERIOD

No public at this meeting

(9) NEXT MEETING DATE AND TIME

July 16, 2021 at 9:00 am

(10) ADJOURNMENT

Moved by: E. Vance Seconded by: D. Bauer

THAT the Village Center Planning and Development Committee meeting held on May 21, 2021 be adjourned at 10:10 pm.

CARRIED



FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE MEETING MINUTES

TUESDAY JUNE 8, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner C. Smit – Chair

Committee Members G. Senft – Via Zoom
B. Dyck – Via Zoom
N. McKenzie – Via Zoom

Staff Chief Administrative Officer – J. Lamb
Lease Administrator – K. Craig
Communications, Media and Events Coordinator – A. Nadeau

Regrets Commissioner L. Payeur – Vice Chair
C. Elstak

(1) CALL TO ORDER

The Chair called the meeting to order at 9:05 am.

(2) APPROVAL OF AGENDA

Moved by: N. McKenzie Seconded by: B. Dyck

***THAT** the agenda for the June 8, 2021 Foreshore Fundraising and Improvement Committee be approved.*

CARRIED

(3) ADOPTION OF MINUTES

Moved by: B. Dyck Seconded by: G. Senft

***THAT** the minutes for the May 11, 2021 Foreshore Fundraising and Improvement Committee be approved.*

(4) NEW BUSINESS

Verbal update from the CAO regarding grants:

- Federal Grant – The Park does not qualify
- Provincial Grant – Did not get approved as we did not lose money
- Grant in aid from the FVRD – The Main Beach Dock Project does not qualify for COVID relief funds.

Update on the donor page that will be a part of the Cultus Lake Park website; It will be ready to go on the website once we have more than one donor.

Media – Is there any way to get information about the state of the docks and the fundraising options in the news? CAO is waiting for the Provincial Health Orders outside numbers to be increased and the Park will then be working on the grand opening of Parking Lot B. This will include a significant section about the Park not received and outside funds and this will include the parking lot fees and the state of the docks and the fundraising.

The primary message will be that the Park receives no funds and this is the reason for the parking lot fees and project, residential leases, commercial leases and the reason for the need for fundraising for the dock upgrade.

The story of the Park and how it runs and works needs to be bigger than local, it needs to be provincial, ex: Global news or CTV.

(5) PUBLIC QUESTION PERIOD

No public at the meeting

(6) NEXT MEETING DATE AND TIME

July 12, 2021 9:00 am

(7) ADJOURNMENT

Moved by: N. McKenzie Seconded. by: N. McKenzie

THAT the Foreshore Fundraising and Improvement Committee meeting held on June 8, 2021 be adjourned at 9:30 am.

CARRIED



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY JULY 19, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner K. Dzaman – Chair
Committee Members	P. McEwan S. Lamb D. Seeley E. Jartved K. Brauer
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communication, Media, and Event Coordinator – A. Nadeau
Regrets	N/A
Members of the public	N/A

(1) CALL TO ORDER

The Vice Chair called the meeting to order at 6:06 pm.

(2) APPROVAL OF AGENDA

Moved by: S. Lamb Seconded by: K. Brauer

***THAT** the agenda for the July 19, 2021 Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: S. Lamb Seconded by: P. McEwan

***THAT** the minutes for July 12, 2021 Community Events and Engagement Committee were approved via email.*

(4) UPDATES FOR BLANC ON THE BEACH

FOOD

- Lakeside Beach Club – P. McEwen has message them and has received no updates.
- She asked for – 200 people, bussing tables, appetizers to pick from, dessert and coffee and they must supply a prep table and wash station.
- The committee discussed other options for food without having a confirmation from Lakeside Beach Club.
- Frankie's, and Farmhouse are interested.

- Chair Dzaman spoke with the Cultus Lake Golf Course, they are willing to provide food for the event or not, but would like to be involved in the event.
- The committee also discussed the amount of food, should there be more than just appetizers? Yes, more food.
- The event is very soon and the food needs to be confirmed. Chair Dzaman to reach out to LBC one more time.

WINE AND BEER

- The Communication, Media, and Event Coordinator reached out to Vino Veritas and they are unavailable for the event. They suggested purchasing cases of wine through them, but the committee would need to have people to pour. Hiring a professional to pour the wine, not a volunteer. S. Lamb to look for people to hire.
- The committee agreed to go this way.
- The Communication, Media, and Event Coordinator reached out to local breweries and hasn't received any information back and will follow up tomorrow. The committee would like to see two breweries.

LOCATION/MAP

- Needs to include a wash station.
- Jazz band in the gazebo and the other bands will be in the tent. Music and dance floor to be close to the gazebo.
- The committee discussed different tent rental options and site layout.
- The Communication, Media, and Event Coordinator has meetings with tent rental companies and will report back to the committee.
- The committee requested more low seating with chairs, seating for 130+ and less higher/standing tables.

BUDGET

- The committee discussed how ambitious the event should be for the first year and what are the most important priorities.
- The committee needs to fill in the gaps in the budget, ie: audio and lighting, décor, food and security, finalize the budget and see if things need to be scaled back.
- The committee discussed whether or not the event needs a photographer. A small budget was set for this. Committee to report back on options.
- Fencing is included in the budget
- \$500 to be included in the budget for staff. Wine pourers, alcohol ticket sales etc.
- Staff to create a flow budget for the next meeting.

ENTERTAINMENT

- E. Jartved to get an act to play from 8-10 pm and to find out if they provide their own audio equipment.
- Jazz band set to play 2-3 sets, with stock music in between for breaks.
- \$1500 budget set for entertainment.
- The Communication, Media, and Event Coordinator reached out to Go Audio. The committee discussed what they want and she will go back to them for a quote.
- \$1200 budget set for AV equipment

DECOR

- White lanterns with battery operated candles. Decorating the tent, not just the tables, green and white colors, white lights, chandeliers.
- The Communication, Media, and Event Coordinator to look into renting décor.
- Table clothes will need clips/weights to be able to withstand the wind.

SECURITY

- The CAO hasn't received a quote back from Griffen Security

VOLUNTEERS

- Committee to detail out the tasks that need to be done on each day. Friday, Saturday, Sunday.
- The Communication, Media, and Event Coordinator to find out about table and chair set up to be through the rental company instead of volunteers and what the costs are.

LIQUOR LICENCE

- S. Lamb required the number of servings for the license.

GIFT BAGS

- To be placed in miscellaneous in the budget
- Wine glass to be in gift bag. Ken to design a logo.
- P. McEwan to contact Maars Burger Bar to see if they want to donate to the gift bags.

MISCELLANEOUS

- Art tent – one tent required, at least 3 local artists are interested. They will be there from 5-7 pm to showcase their work.
- The Cultus Lake Golf course would like participate in the event. A suggestion was a putting green.
- Photo booth to be an option if the budget allows for it.

***THAT** the Cultus Lake Community Events and Engagement Committee requests the Cultus Lake Park Board allow any funds that are raised, above the cost to hold the Blanc on the Beach Event, will be allocated to the Foreshore Reserve Fund.*

Moved by: D. Seely Seconded by: P. McEwan

CARRIED

(6) PUBLIC QUESTION PERIOD

No public at meeting

(7) NEXT MEETING DATE AND TIME

Thursday July 29, 2021 at 6:00 pm

(8) ADJOURNMENT

Moved by: P. McEwan Seconded by: S. Lamb

***THAT** the Community Events and Engagement Committee meeting held on July 19, 2021 be adjourned at 8:02 pm.*

CARRIED



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY JULY 29, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner K. Dzaman – Chair
Committee Members	P. McEwan S. Lamb D. Seeley E. Jartved
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communication, Media, and Event Coordinator – A. Nadeau
Regrets	K. Brauer
Members of the public	K. Renwick

(1) CALL TO ORDER

The Chair called the meeting to order at 6:03 pm.

(2) APPROVAL OF AGENDA

Moved by: P. McEwan Seconded by: E. Jartved

***THAT** the agenda for the July 29, 2021 Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: P. McEwan Seconded by: S. Lamb

***THAT** the minutes for July 19, 2021 Community Events and Engagement Committee be approved.*

(4) UPDATES FOR BLANC ON THE BEACH

FOOD

- P. McEwan updated the committee on the menu options and services from the Lakeside Beach Club.
- The committee liked the idea of having tables served by chefs.

***THAT** the Community Events and Engagement Committee agrees to use the Lakeside Beach Club and committee members to work with them to refine the menu, price and timeline.*

Moved by: S. Lamb Seconded: E. Jartved

CARRIED

LIQUOR LICENCE

- Will be \$350

WINE AND BEER

- The committee confirmed the amount of wine to be ordered.
- Fieldhouse and Mountainview Brewery to supply beer and have their own pouring stations with staff.

LOCATION/MAP/DECOR

- K. Renwick presented a design, décor, lighting and tent layout option for the event.
- The committee discussed what they like and the practicality of the options.

ENTERTAINMENT

- Jazz band confirmed
- E. Jartved updated the committee on the entertainment options. She suggested instead of a solo artist, a duo would be more upbeat and better to dance to.
- D. Seely to take care of canned music
- 4:30 – 5:15 Jazz
- 5:30 – 6:15 Jazz
- 6:30 – 7:15 Jazz
- 8:00 – 8:45 Duo
- 9:00 – 9:45 Duo

SECURITY

- Discussion regarding the amount of security required.

VOLUNTEERS

- Saturday 9:00 am – 2:00 pm volunteers
- Sunday 9:00 am until clean-up is complete
- Between 10 - 20 people – two hour shifts

GIFT BAGS

- Committee decided against the gift bags and personalized glasses

BUDGET

- The committee updated the preliminary budget with actual figures from quotes and inquiries from staff and members.
- The committee finalized the budget.
- A discussion was had regarding corporate sponsorships, donations and tax receipts.

STAFF

- To mock up a press release to advertise the event to the community and bring it back to the committee.
- To look into the use of the online portal for ticket purchase.

(6) PUBLIC QUESTION PERIOD

No public at meeting

(7) NEXT MEETING DATE AND TIME

Tuesday August 3, 2021 at 6:00 pm

(8) ADJOURNMENT

Moved by: P. McEwen Seconded by: S. Lamb

***THAT** the Community Events and Engagement Committee meeting held on July 29, 2021 be adjourned at 8:10 pm.*

CARRIED

From: [Joe Lamb](#)
To: [Rachel Litchfield](#)
Subject: FW: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H
Date: August 10, 2021 9:53:23 AM



From: Amy Hsieh <ahsieh@fvrd.ca>
Date: Monday, August 9, 2021 at 4:18 PM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>
Subject: RE: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Good afternoon Joe,

We have conducted a preliminary review into site plans for the above DVP application. With respect to the northern side wall, we've determined that it will not be permitted as it does not meet the regulations of the Zoning Bylaw.

Per the Section 5.3.4.2 of the Zoning Bylaw, decks and balconies shall have no enclosing walls. Staff considers the northern side wall as an enclosing wall so the current design would not meet this regulation. The designs also appear to extend slightly into the 3m rear setback line.

I have contacted the property owner regarding the above and also informed them of Cultus Lake Park Board's concerns.

I also wanted to know if the Board would give resolution on this variance subject to removal of the northern wall extension and/or changes to its design at the upcoming meeting. Or if a decision will wait until the designs have been revised.

If you have any follow up questions or comments, please do not hesitate to contact me.

Kind regards,

[Amy Hsieh](#)

Planning Technician

Fraser Valley Regional District
1-45950 Cheam Avenue, Chilliwack, BC V2P 1N6
604-702-5074 | fvrd.ca

From: Natalie Pullman <npullman@fvrd.ca>
Sent: August 4, 2021 11:21 AM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>
Cc: Amy Hsieh <ahsieh@fvrd.ca>

Subject: RE: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Hi Joe,

My apologies for not getting back to you. Amy Hsieh (cc'd) is the file manager for this application. She will call you to discuss.

Regards,
Natalie

From: Joe Lamb <joe.lamb@cultuslake.bc.ca>

Sent: July 27, 2021 12:09 PM

To: Natalie Pullman <npullman@fvrld.ca>

Subject: Re: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Natalie, Members of the board have asked that I Inquire about some elements of this design in relation to the current Zoning bylaw.



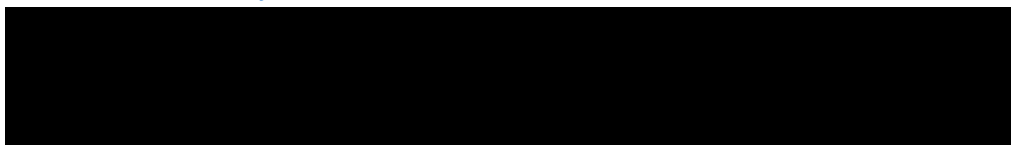
Regards,

Joe Lamb
CAO – Cultus Lake Park

From: Natalie Pullman <npullman@fvrld.ca>

Date: Thursday, July 22, 2021 at 10:50 AM

To: Joe Lamb <joe.lamb@cultuslake.bc.ca>



Subject: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Good morning Joe,

Please find attached the referral for a development variance permit for 40 Lakeshore Dr. The variance is to vary the definition of height in the Zoning Bylaw 1375 from *two stories plus basement and roof to three stories plus basement and roof*. They would meet the 22 feet height maximum.

Please let me know if you have any further questions.

Best regards,

Natalie Pullman (she/her)

Planning Assistant

Fraser Valley Regional District
1-45950 Cheam Avenue, Chilliwack, BC V2P 1N6
604-702-5042 | fvr.d.ca

From: [Joe Lamb](#)
To: [Rachel Litchfield](#)
Subject: FW: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H
Date: July 26, 2021 12:35:52 PM
Attachments: [Referral LTR to CLP.pdf](#)
[APPLICATION_redacted.pdf](#)
[Site Plans \(1\).pdf](#)



Joe Lamb
CAO – Cultus Lake Park

From: Natalie Pullman <npullman@fvrd.ca>
Date: Thursday, July 22, 2021 at 10:50 AM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>



Subject: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Good morning Joe,

Please find attached the referral for a development variance permit for 40 Lakeshore Dr. The variance is to vary the definition of height in the Zoning Bylaw 1375 from *two stories plus basement and roof* to *three stories plus basement and roof*. They would meet the 22 feet height maximum.

Please let me know if you have any further questions.

Best regards,

Natalie Pullman (she/her)
Planning Assistant

Fraser Valley Regional District
1-45950 Cheam Avenue, Chilliwack, BC V2P 1N6
604-702-5042 | fvrd.ca

File Number: 3090-20 2021-15

July 22, 2021

Joe Lamb
Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5
Delivered via Email: joe.lamb@cultuslake.bc.ca

RE: REFERRAL FOR DEVELOPMENT VARIANCE PERMIT 2021-15

The Fraser Valley Regional District has received a Development Variance Permit for the property located at 40 Lakeshore Drive. We are inviting you to provide comments on the enclosed application.

It would be appreciated if you would examine this application from the viewpoint of Cultus Lake Park bylaws, regulations, policies and operations.

This referral to Cultus Lake Park does not replace or duplicate the public notification process. All neighbours within 30.0 metres of the subject property will receive a notice in the mail describing the application and providing details of when the application will be considered by the Fraser Valley Regional District Board. Neighbours should submit their comments directly to FVRD.

In order to expedite the processing of the application, Cultus Lake Park's response is appreciated by August 23, 2021. After this date, the application will be considered by the Fraser Valley Regional District Board.

If you require any additional information or require an extension to the above timeline, please feel free to contact me at 604-702-5042 or npullman@fvrd.ca.

Yours sincerely,

Natalie Pullman
Planning Assistant

cc: Mark & Charlotte Debruyn
Taryn Dixon, Electoral Area Director, Area H

Attachment: Application

SCHEDULE A-4

Permit Application

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

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit

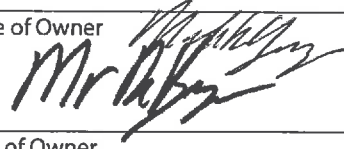

A **non-refundable** application fee in the amount of \$ 1300 as stipulated in FVRD Application Fees Bylaw No. 1560, 2019 must be paid upon submission of this application.

Civic Address 40 LAKESHORE DRIVE Cultus Lake BC
V2R 5A1 PID _____

Legal Description Lot 40W Block 13 Section 25 Township 22 Range _____ Plan _____

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

Owner's
Declaration

Name of Owner (print) MARCUS DEBRUYN	Signature of Owner 	Date JULY 20, 2021
Name of Owner (print) CHARLOTTE DEBRUYN	Signature of Owner 	Date JULY 20, 2021

Owner's
Contact
Information

Address 40 LAKESHORE DRIVE		City CULTUS LAKE
Email [REDACTED]		Postal Code V2R5A1
Phone [REDACTED]	Cell [REDACTED]	Fax [REDACTED]

Office Use Only	Date	File No.
	Received By	Folio No.
	Receipt No.	Fees Paid: \$

Agent

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

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

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

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

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

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

Development Details

Property Size 0.072 ACRES Present Zoning _____

Existing Use RESIDENTIAL 2 STORY HOME

Proposed Development RESIDENTIAL 4 STORY HOME

Proposed Variation / Supplement 4 STORY CONSTRUCTION STAYING WITHIN THE HEIGHT RESTRICTIONS

(use separate sheet if necessary)

Reasons in Support of Application TO MAKE IT LOOK LIKE OTHER HOMES IN THE AREA. TO HAVE EASY LAKE ACCESS.

We would like the 4th story to close the gap of the ~~existed~~ elevation difference. The house is currently designed to slope into the 4th story. Fits the look and feel of the neighborhood as others have built with the variance being accepted. We will be providing 2 extra parking spaces on the road side.

Page 2 of 4

**Riparian
Areas
Regulation**

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

yes
☐

no
☒

30 metres of the high water mark of any water body

yes
☐

no
☒

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

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

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

**Contaminated
Sites Profile**

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

yes
☐

no
☒

the property has been used for commercial or industrial purposes.

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

**Archaeological
Resources**

Are there archaeological sites or resources on the subject property?

yes
☐

no
☒

I don't know

☐

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

Required Information

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

	Required	Received	Details
Location Map		x	Showing the parcel (s) to which this application pertains and uses on adjacent parcels
Site Plan At a scale of: 1: 50 _____		x	Reduced sets of metric plans
		x	North arrow and scale
		x	Dimensions of property lines, rights-of-ways, easements
		x	Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
		x	Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
		x	Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
		x	Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
		x	Natural & finished grades of site, at buildings & retaining walls
		x	Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
Floor Plans		x	Uses of spaces & building dimensions
			Other:
Landscape Plan Same scale as site plan			Location, quantity, size & species of existing & proposed plants, trees & turf
			Contour information (_____ metre contour intervals)
			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
Reports			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

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



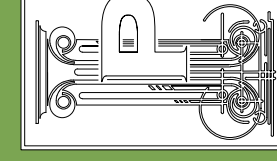
The Mark + Charlotte DeBruyn Lakehouse

40W Lakeshore Drive, Cultus Lake, B.C.

Project: PN3913

June 25, 2021

3.45953 Airport Rd
Chilliwack
British Columbia
V2P 1A3
t. 604.792.0826

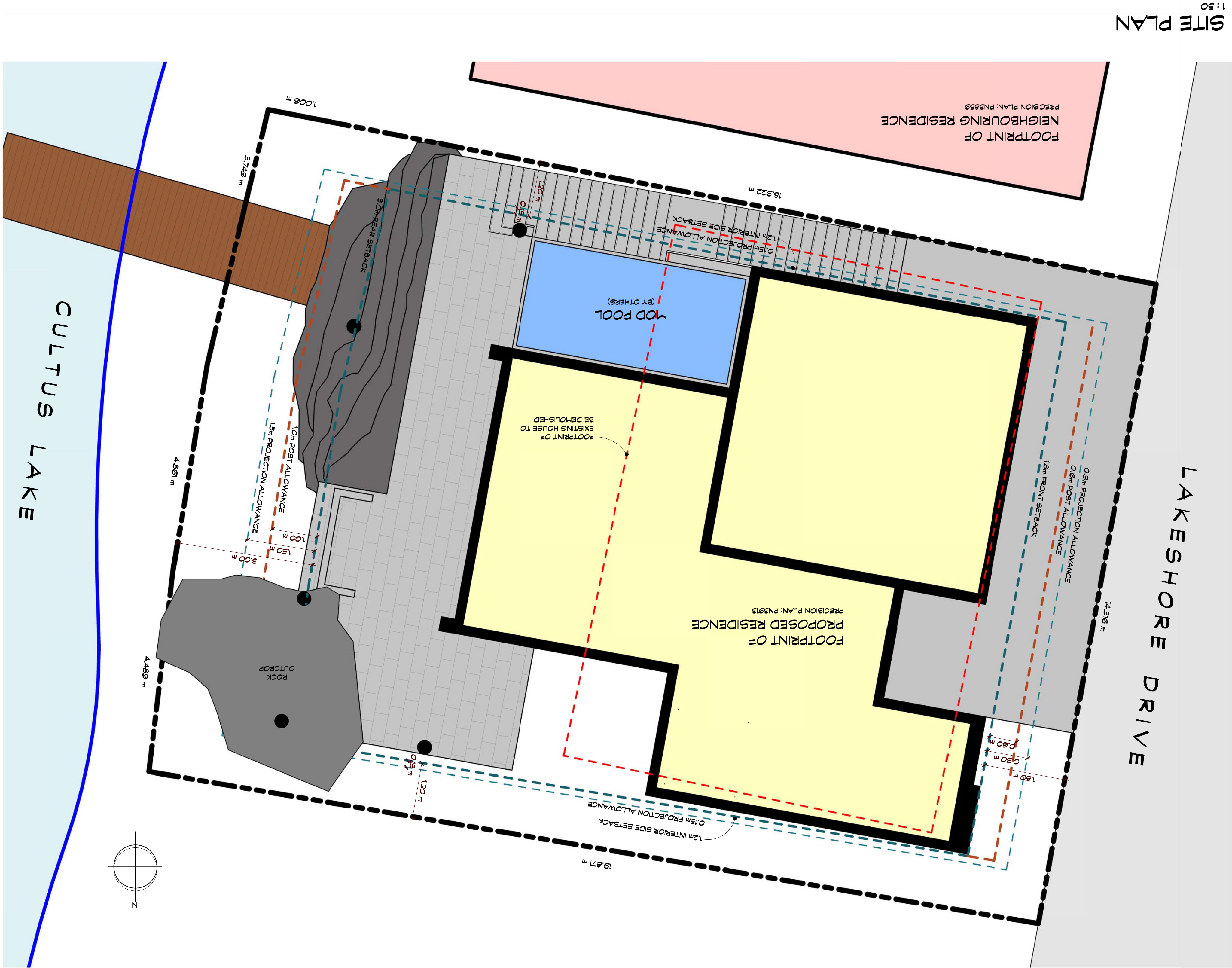


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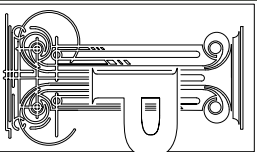
building design associates ltd.

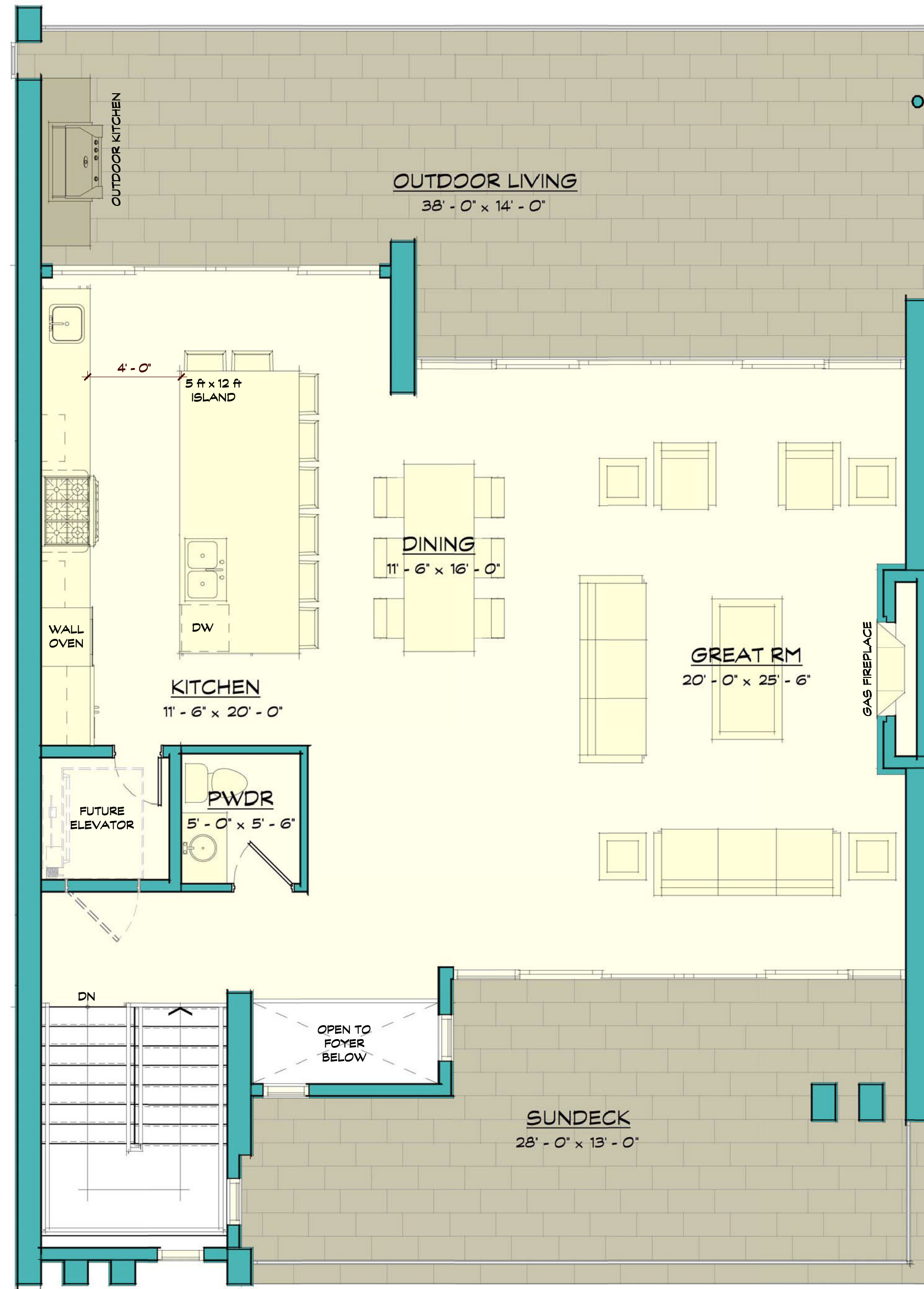
got questions?





ZONING ANALYSIS (R-3)		
EXISTING ZONE	R-3	
OCF DESIGNATION		
DESCRIPTION		
WATERFRONT RESIDENTIAL		
PERMITTED USES		
SINGLE DETACHED DWELLING		
LOT SIZE		
LOT SIZE (m²)	PROP. 292.76	MIN. N/A
LOT DIMENSIONS		
LOT WIDTH (m)	PROP. 14.36	MIN. 9.144
LOT DEPTH (m)	PROP. 16.922	MIN. N/A
DENSITY		
LOT COVERAGE	PROP. 47.81%	MAX. 60.00%
FLOOR AREA RATIO		
FLOOR AREA RATIO (%)	PROP. N/A	MAX. N/A
SETBACKS		
FRONT SETBACK (m)	PROP. 1.8	MIN. 1.8
REAR SETBACK (m)	PROP. 1.8	MIN. 1.8
SIDE SETBACK (m)	PROP. 3	MIN. 3
ESLL SETBACK (m)	PROP. 1.2	MIN. 1.2
RAILWAY SETBACK (m)	PROP. 0.6	MIN. 0.6
TRANS-CANADA SETBACK (m)	PROP. N/A	MIN. N/A
SUPPLEMENTARY SETBACK (m)	PROP. N/A	MIN. N/A
WATERCOURSES (m)	PROP. N/A	MIN. N/A
SITING		
SITING HEIGHT (m)	PROP. N/A	MIN. N/A
PARKING	PROP. 6.55	MAX. 6.7
OFF STREET PARKING	PROP. 5 SPACES	MIN. 2 SPACES
OFF STREET LOADING	PROP. N/A	MIN. N/A
AMENITY AREA	PROP. N/A	MIN. N/A
FENCING/SCREENING/LANDSCAPING	PROP. N/A	MIN. N/A
SIGNS	PROP. N/A	MIN. N/A
SPECIAL REGULATIONS	PROP. N/A	MIN. N/A
MISC. NOTES		
VARIANCE REQUESTS		



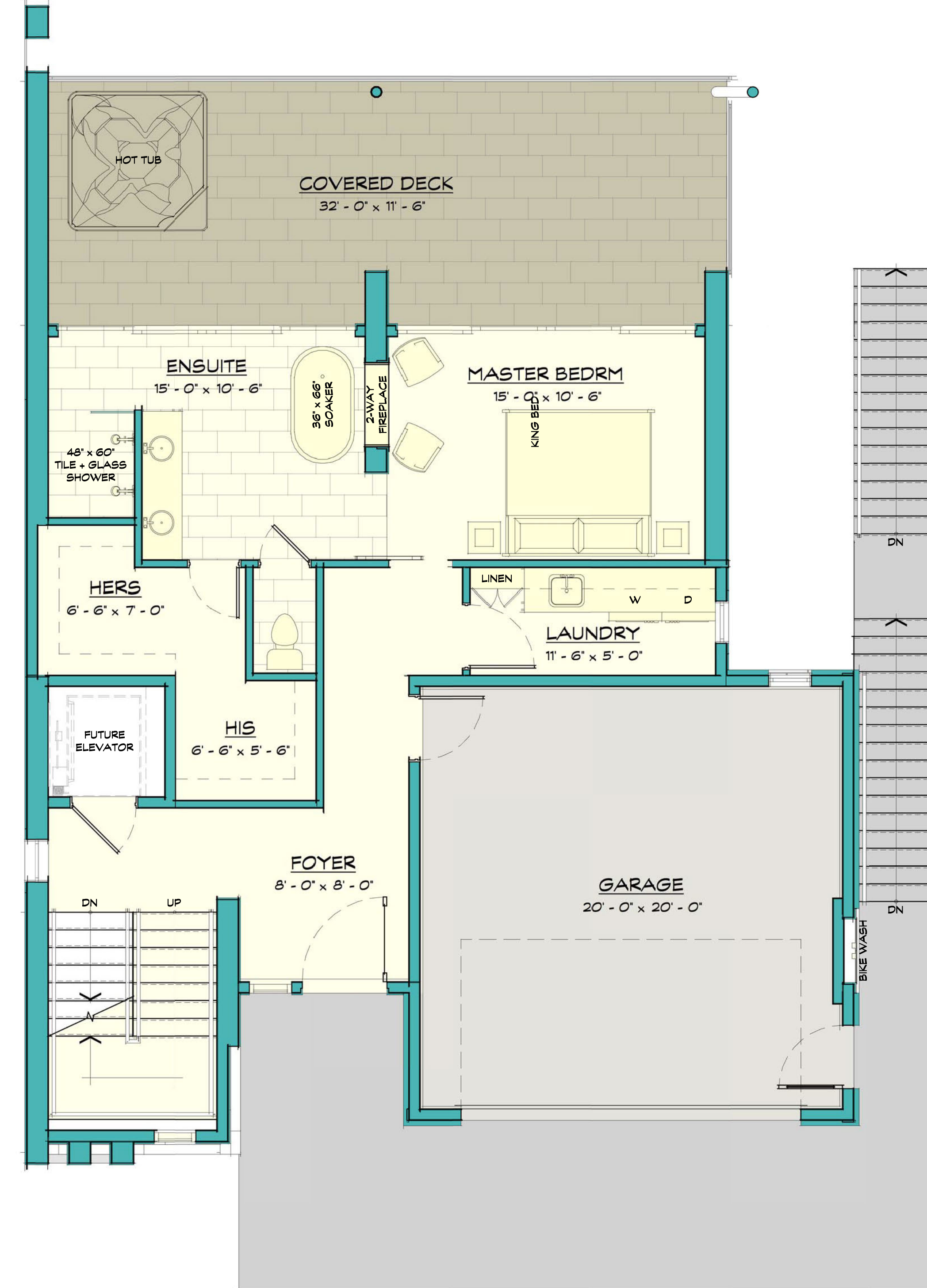


UPPER FLOOR PLAN

1/4" = 1'-0"

- | | |
|-----------|--|
| 1,090 ft² | • FINISHED UPPER FLOOR AREA (EXCLUDING STAIRS & ELEVATOR) |
| 870 ft² | • FINISHED MAIN FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR & GARAGE) |
| 870 ft² | • FINISHED LOWER FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR) |
| 670 ft² | • FINISHED BASEMENT FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR) |
| 3,500 ft² | • TOTAL FINISHED FLOOR AREA |

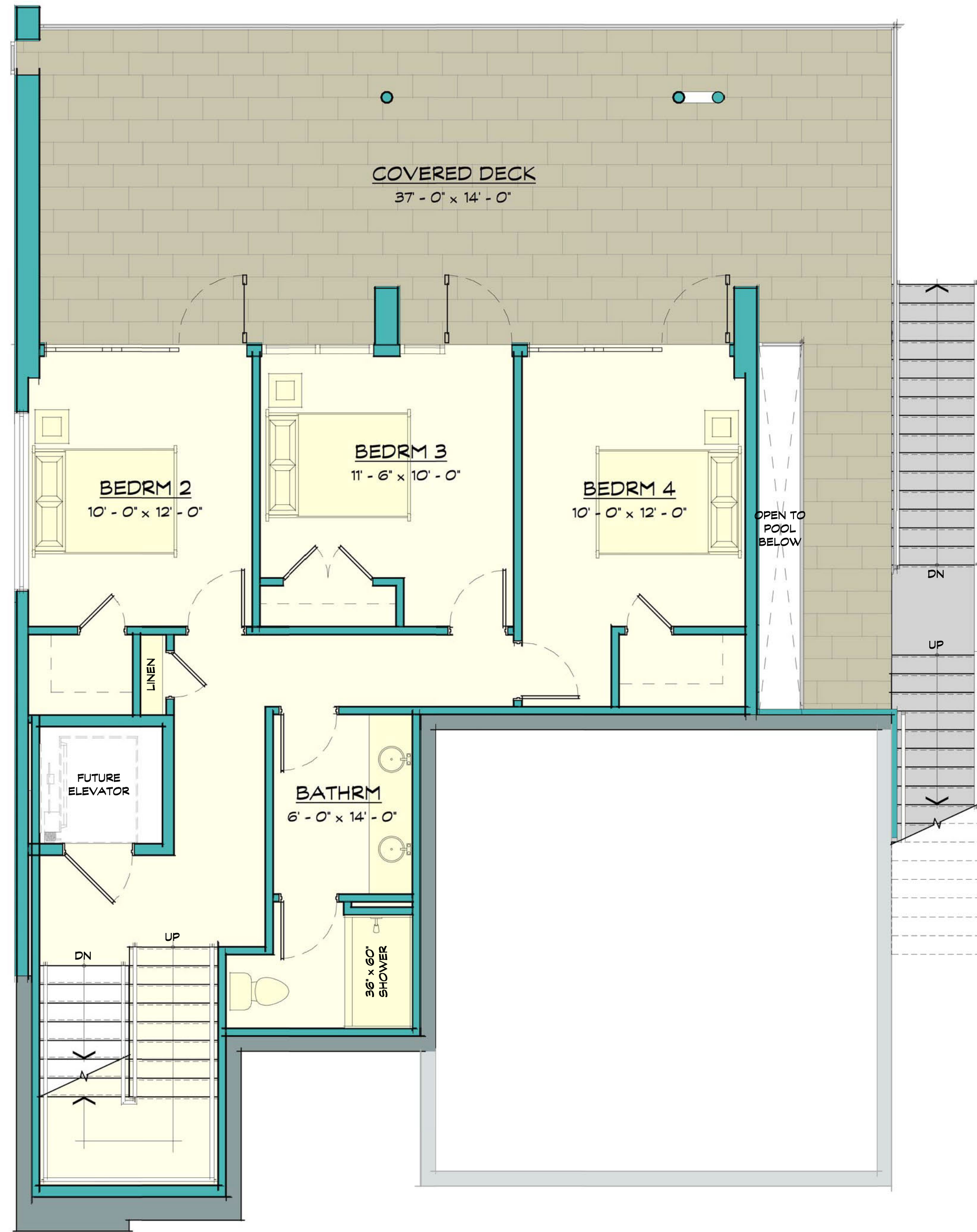
- | | |
|---------|------------------|
| 480 ft² | • OUTDOOR LIVING |
| 330 ft² | • SUNDECK |



MAIN FLOOR PLAN

1/4" = 1'-0"

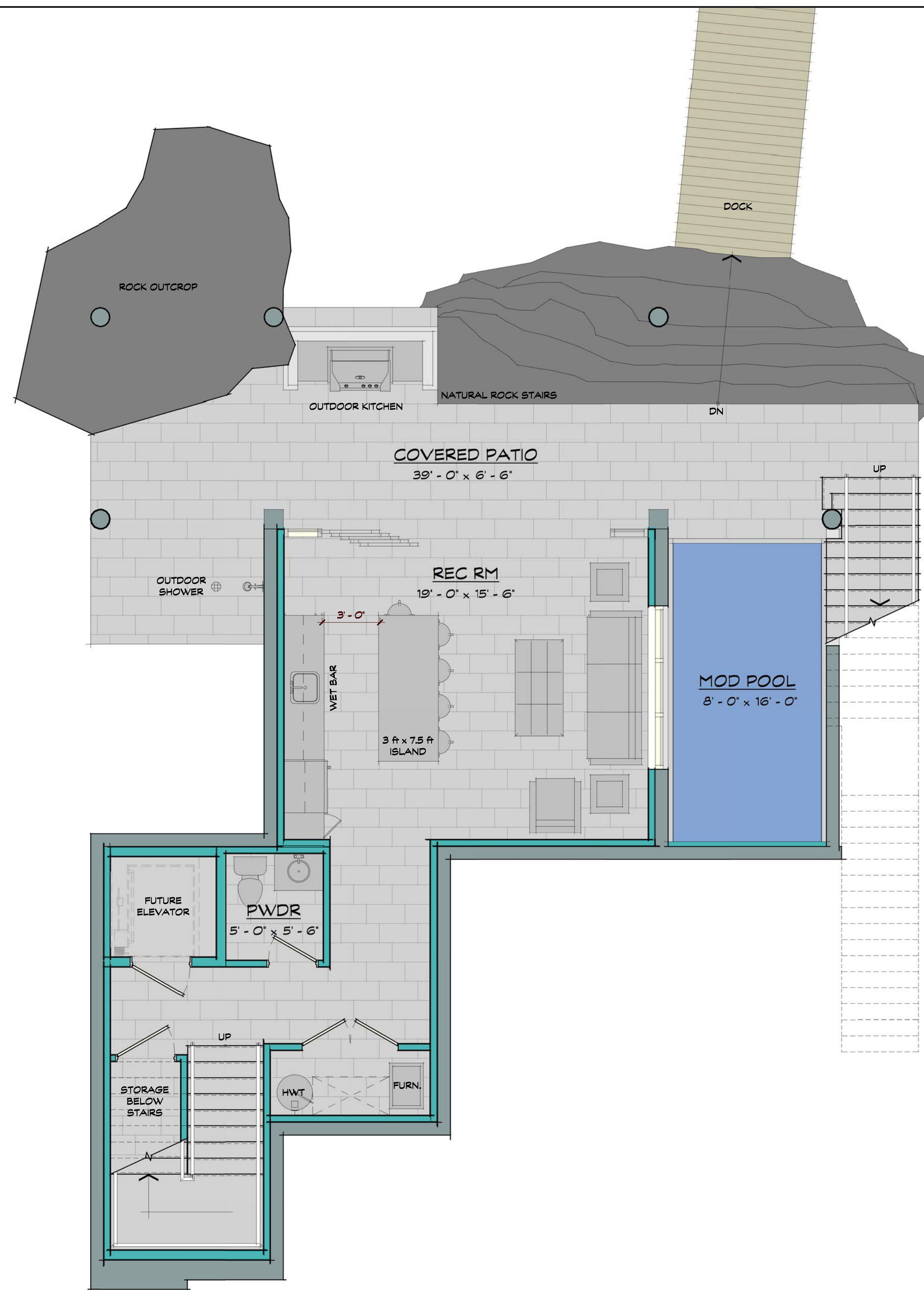
- | | |
|---------|--|
| 870 ft² | • FINISHED MAIN FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR & GARAGE) |
| 400 ft² | • GARAGE FLOOR AREA |
| 380 ft² | • COVERED DECK |



LOWER FLOOR PLAN

1/4" = 1'-0"

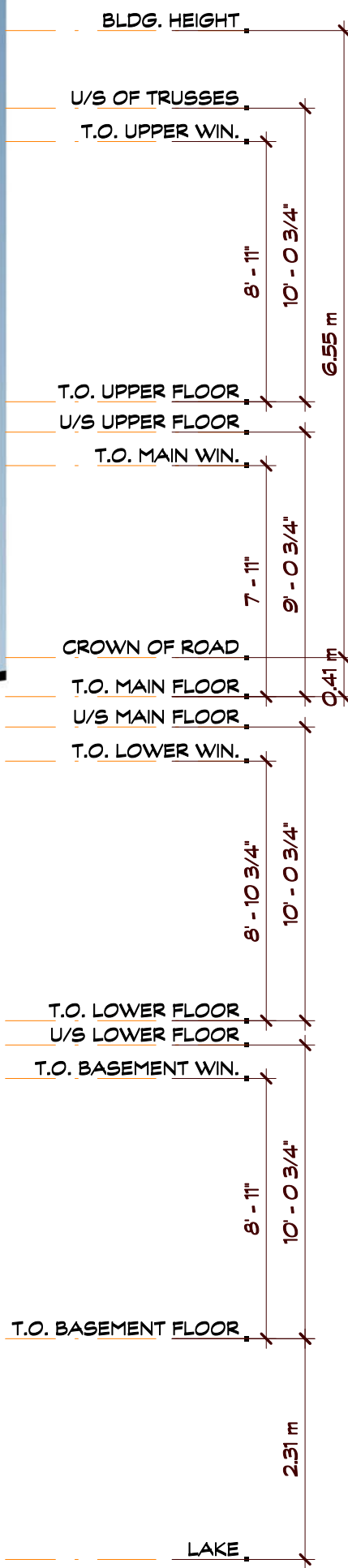
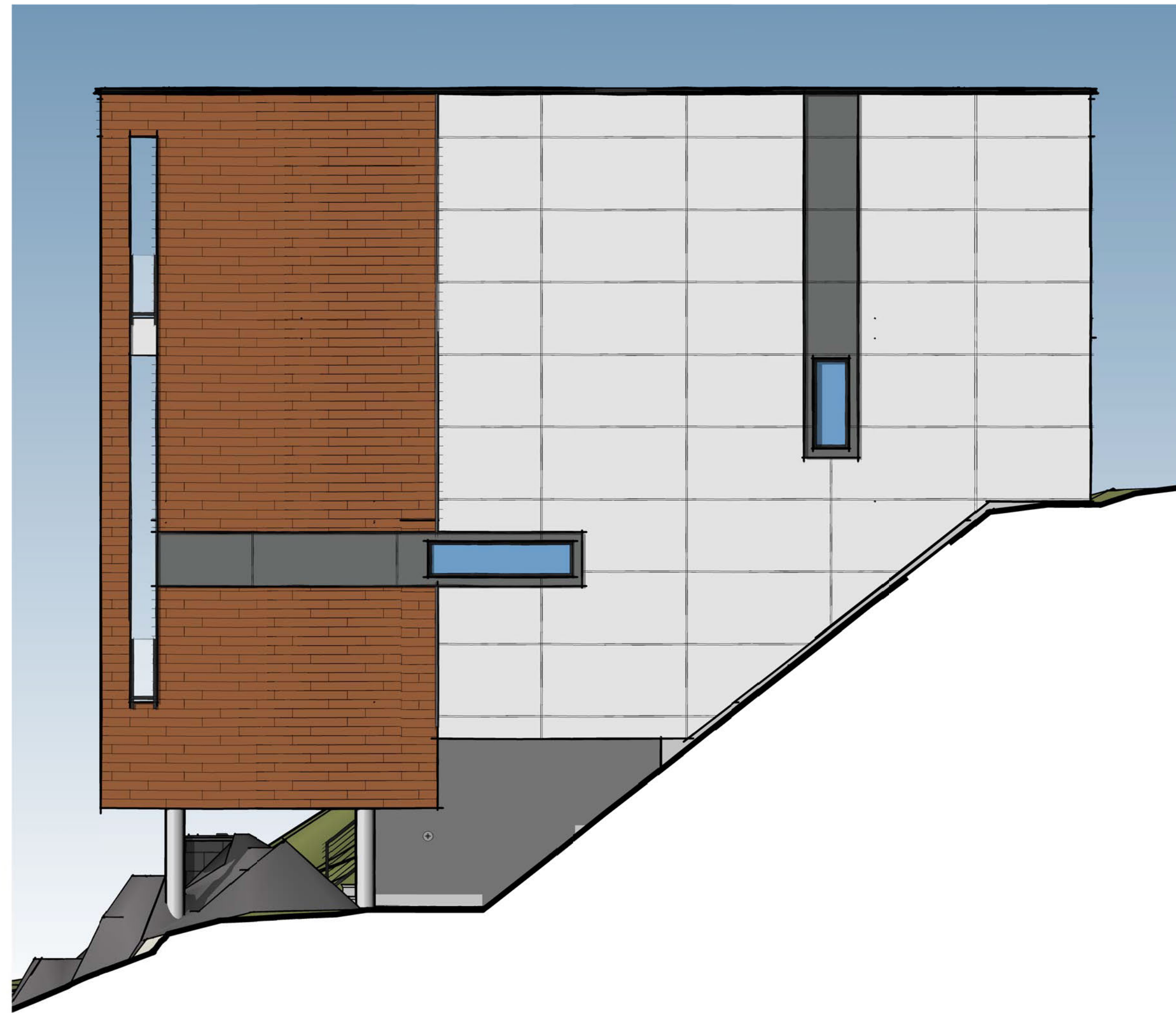
- 870 ft² • FINISHED LOWER FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR)
- 610 ft² • COVERED DECK FLOOR AREA



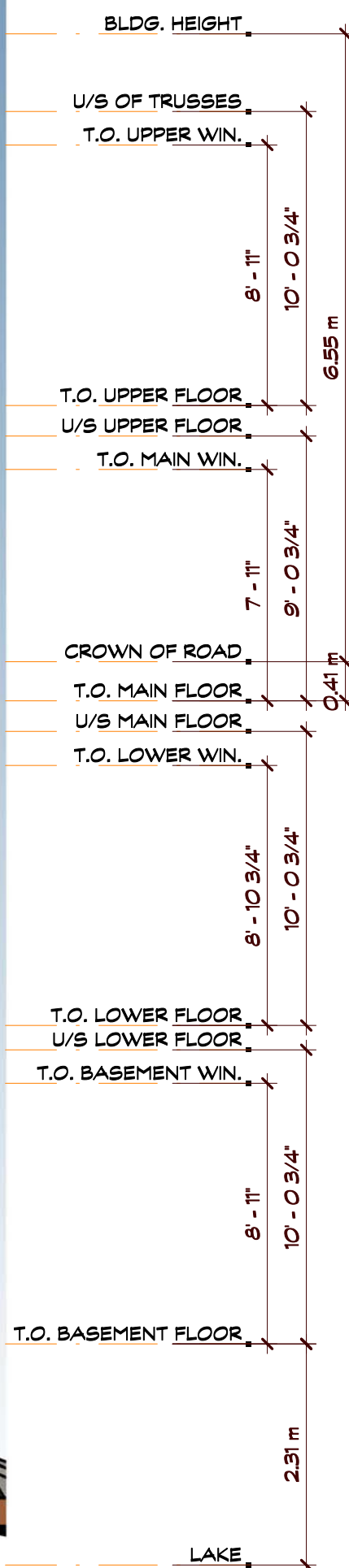
BASEMENT FLOOR PLAN

1/4" = 1'-0"

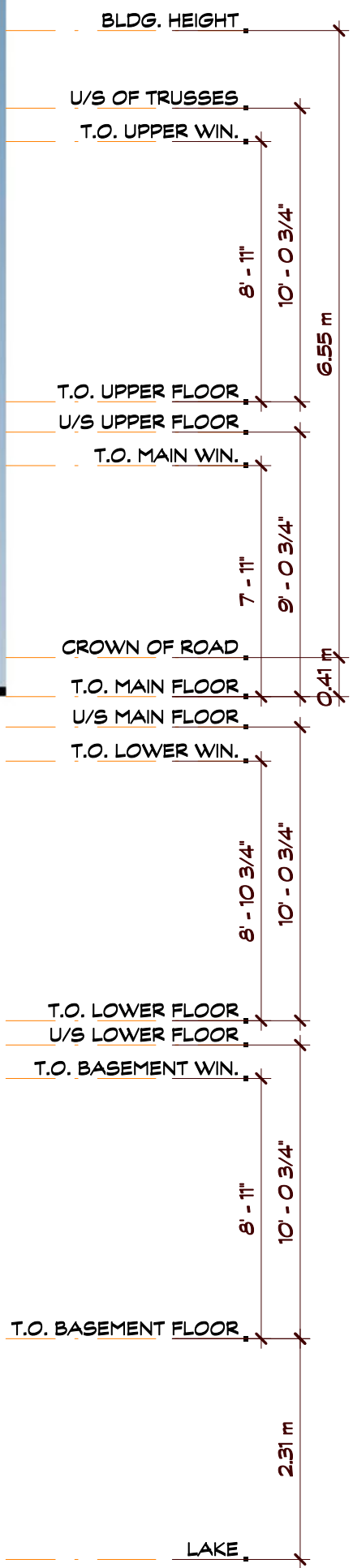
- 670 ft² • FINISHED BASEMENT FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR)
- 370 ft² • COVERED PATIO



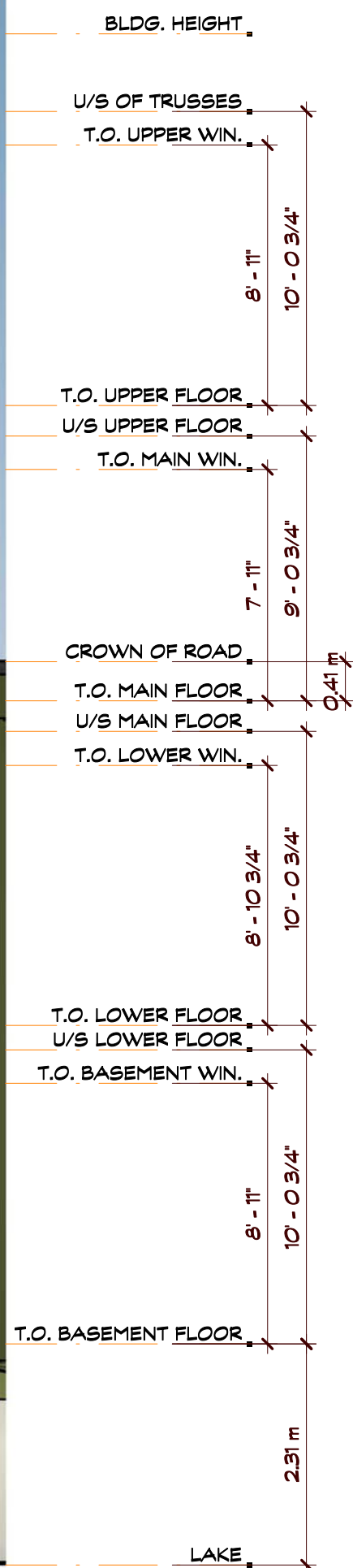
LH SIDE ELEVATION
3/16" = 1'-0"



RH SIDE ELEVATION
3/16" = 1'-0"



FRONT ELEVATION
3/16" = 1'-0"



REAR ELEVATION
3/16" = 1'-0"

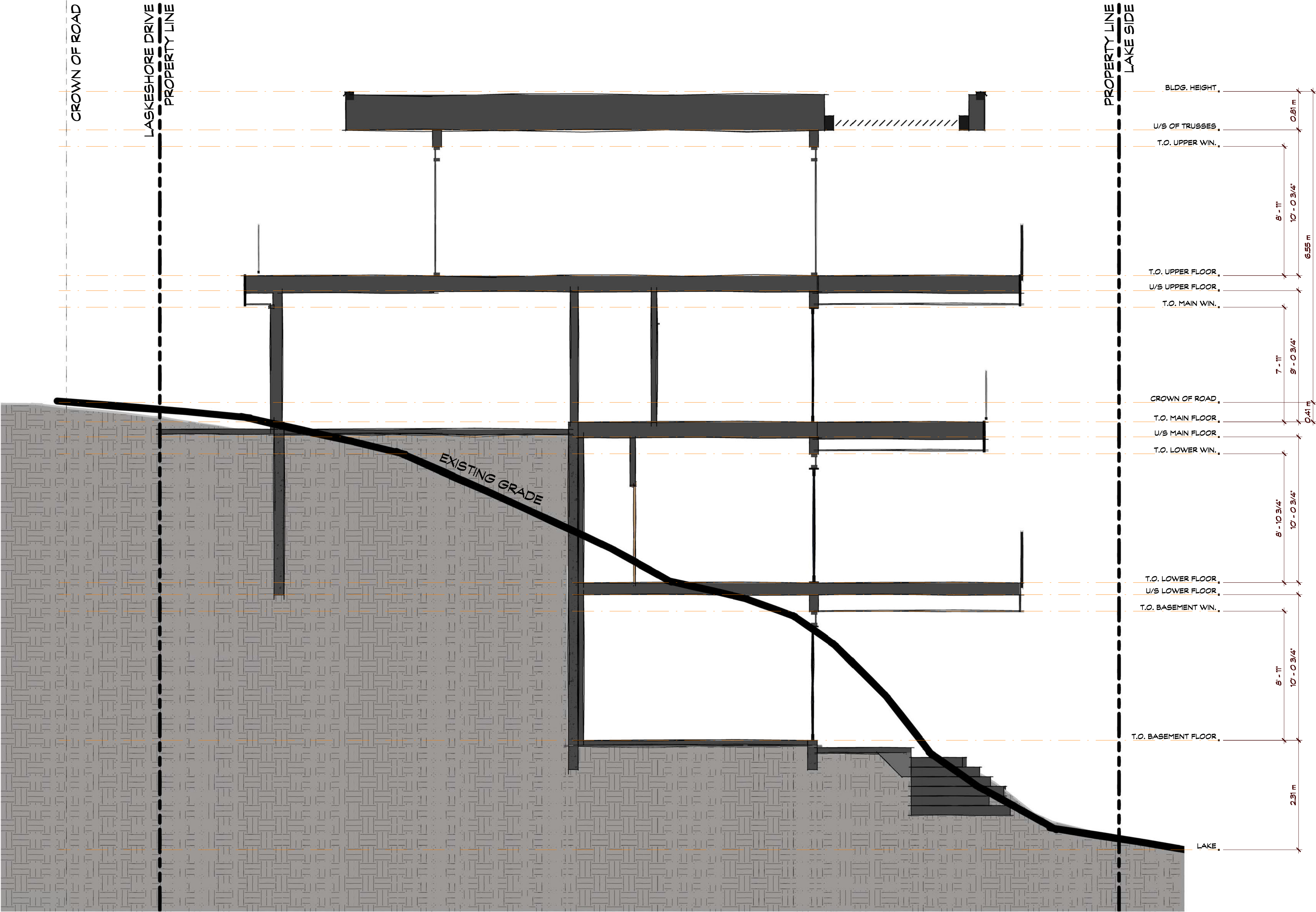


PRECISION
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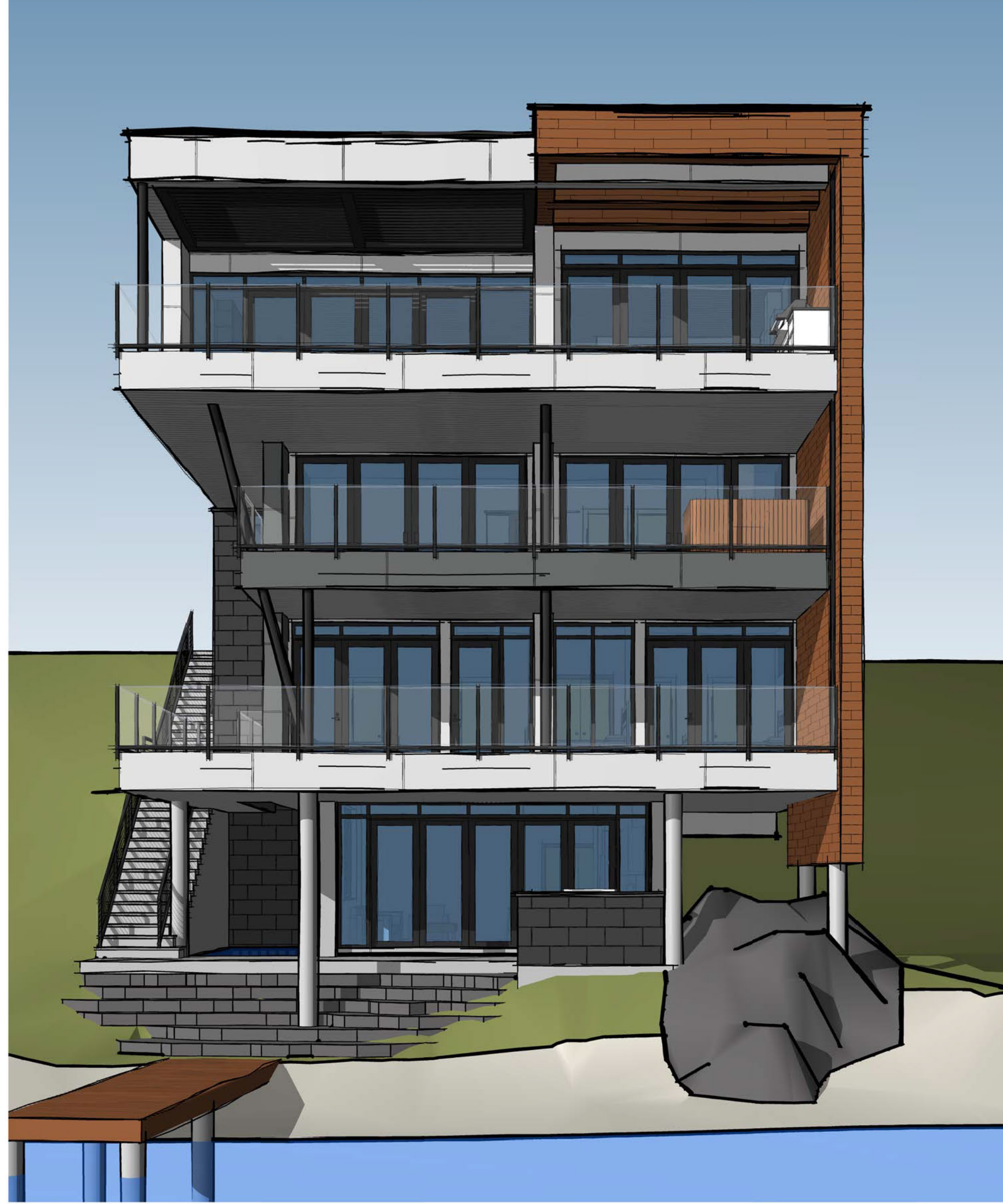
The Mark + Charlotte DeBruyn Lakehouse

40W Lakeshore Drive, Cultus Lake, B.C.
Project: PN3913
June 25, 2021



SITE CROSS SECTION

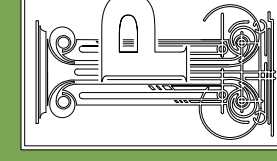
1/4" = 1'-0"



The Mark + Charlotte DeBruyn Lakehouse

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 June 25, 2021

3.45953 Airport Rd
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PRECISION
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got questions?



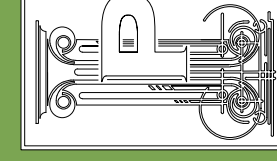
The Mark + Charlotte DeBruyn Lakehouse

40W Lakeshore Drive, Cultus Lake, B.C.

Project: PN3913

June 25, 2021

3.45953 Airport Rd
Chilliwack
British Columbia
V2P 1A3
t. 604.792.0826



PRECISION

building design associates ltd.

got questions?



Rachel Litchfield

From: Joe Lamb
Sent: August 3, 2021 9:34 AM
To: Rachel Litchfield
Subject: August meeting

Regards,

Joe Lamb
CAO – Cultus Lake Park

On 2021-08-02, 3:45 PM, 'shaun windt' wrote:

Dear CAO Lamb,

Please accept this letter as a request to allow parking adjacent to the park lands formerly known as 212 First Avenue. The First and Second Avenue frontages have been used for overflow parking for many years and helped alleviate parking shortages in the area. We are hoping these areas can continue to be used for permit parking, similarly as is done at the park land formerly known as 112 First Avenue, at Birch Street and Oak Street. We believe that with the use of signage and pavement markings, this space could accommodate parking, green space and walkway access for all residents.

Thank you for your consideration.

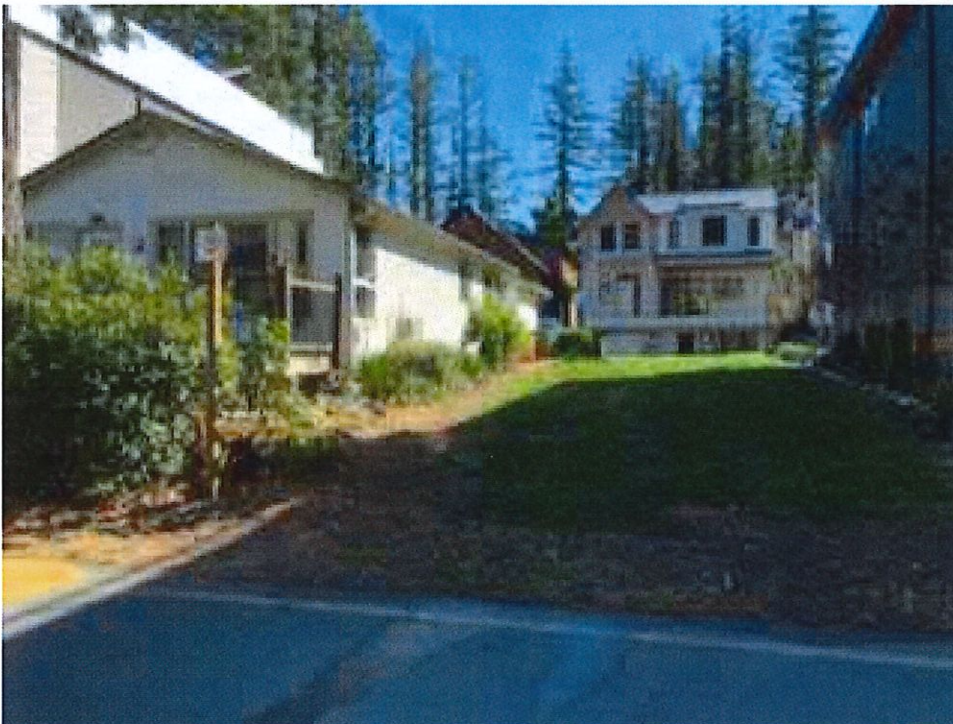
Yours truly,
Tom and Shaun Windt

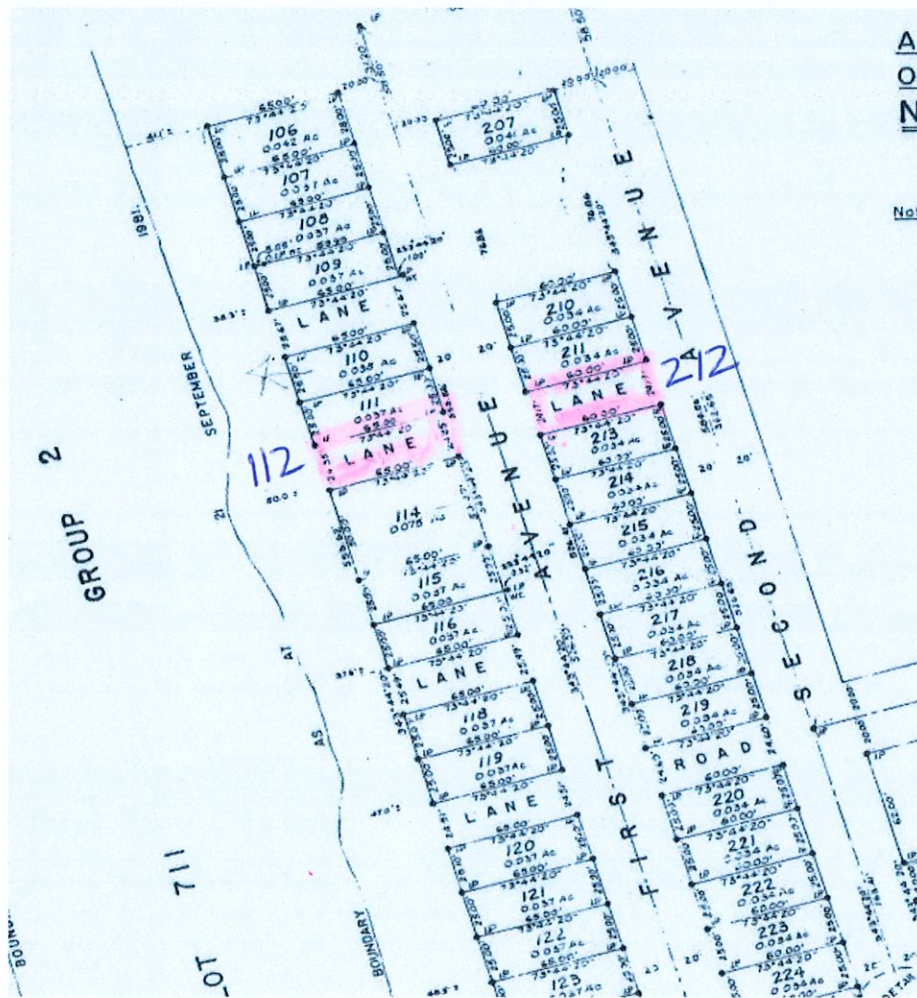
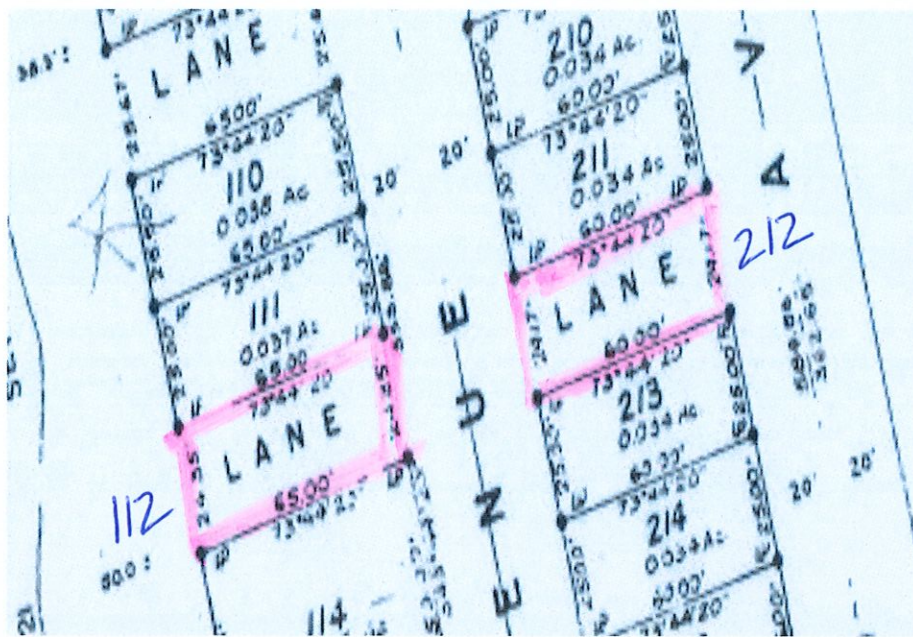
Sent from my iPad

112 First Ave



112 First Ave







July 8, 2021

Ref: 266847

Sterling Chan
Fraser Valley Regional District
Manager of Engineering and Infrastructure
1 - 45950 Cheam Ave
Chilliwack, BC V2P 1N6

Dear Sterling Chan:

Re: Investing in Canada Infrastructure Program (ICIP) – Environmental Quality (EQ) Program
Project # IG0329 - Cultus Lake North Wastewater Treatment Plant

Thank you for your application for funding under the ICIP – Environmental Quality Program (ICIP–EQ).

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP–EQ.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Jyoti Upadhyaya, ICIP–EQ Lead, by email at: Jyoti.Upadhyaya@gov.bc.ca.

Additional program information can be found at the Investing in Canada Infrastructure Program website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. Should future funding become available, staff are pleased to provide advice on preparing an application.

...2

Thank you for your interest in the ICIP–EQ. We wish you every success with your community project.

Best regards,

A handwritten signature in blue ink, appearing to read "Bedford", enclosed within a blue oval.

Brian Bedford
Executive Director, Local Government Infrastructure and Finance



Cultus Lake Park

Main Beach Dock Capital Reserve Fund No. 1194, 2021

A Bylaw to set up a Main Beach Dock Reserve Fund

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments thereto) enables the Cultus Lake Park Board to make Bylaws;

Section 194 of the *Community Charter* enables the Cultus Lake Park Board to establish fees;

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as "Main Beach Dock Capital Reserve Fund Bylaw No. 1194, 2021 "

2. GENERAL REGULATIONS

- 2.1 Funds donated to Cultus Lake Park Board for the Main Beach Dock shall be deposited into this reserve. The Cultus Lake Park Board may also from time to time deposit additional funds to this reserve.
- 2.2 Funds in this reserve fund, and the interest earned on it, must only be used for the replacement or improvement of the Main Beach Dock.

3. EFFECTIVE DATE

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

READ A FIRST TIME this 21st day of July, 2021

READ A SECOND TIME this 21st day of July, 2021

READ A THIRD TIME this 21st day of July, 2021

ADOPTED this XX day of XXX, 2021

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
Main Beach Dock Capital Reserve Fund Bylaw No. 1194, 2021.

Joe Lamb
Chief Administrative Officer



Cultus Lake Park

Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021

A Bylaw to amend the Tree Replacement Reserve Fund Bylaw No. 1031-12

The Board for Cultus Lake Park did enact a bylaw cited as “Tree Replacement Reserve Fund Bylaw No. 1031-12”.

The Board for Cultus Lake Park deems it advisable to amend said bylaw;

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as the “Tree Replacement Reserve Fund Amendment Bylaw No. 1195, 2021 ”

2. AMENDMENTS

- 2.1 Amend Section 3 of Tree Replacement Reserve Fund Bylaw 1031-12 so it reads:
3. All funds from fees collected for approved tree removal and donations to the Cultus Lake Tree Canopy Fund shall be deposited to this reserve. The Cultus Lake Park Board may also from time to time deposit additional funds to this reserve.

3. EFFECTIVE DATE

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

READ A FIRST TIME this 21st day of July, 2021

READ A SECOND TIME this 21st day of July, 2021

READ A THIRD TIME this 21st day of July, 2021

ADOPTED this XX day of XXX, 2021

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
Tree Replacement Reserve Fund
Amendment Bylaw No. 1195, 2021

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 Amendment Bylaw No. 1196, 2021

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 Amendment Bylaw No. 1196, 2021.*

DISCUSSION:

The current Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 states in Section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property overnight. From a Bylaw enforcement perspective this contravention is too vague, and staff felt it was necessary for this section to be rewritten with definitive parameters to strengthen the ability to enforce.

The proposed amendment of Section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property, including the foreshore, between the hours of 7:00 pm and 11:00 am, will provide Cultus Lake Park Bylaw Compliance and Enforcement Officers with a contravention that is clearer and enforceable.

Staff has also prepared a bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 to add the updated contravention to the corresponding schedule.

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

BOATING AND FORESHORE BYLAW NO. 1179, 2020

Amendment Bylaw No. 1196, 2021

A Bylaw to amend the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020*;

The Board for Cultus Lake Park deems it advisable to amend said bylaw;

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

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 Amendment Bylaw No. 1196, 2021.

2. AMENDMENTS

- 2.1 Delete Section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property overnight.
- 2.2 Add Section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property, including the foreshore, between the hours of 7:00 pm and 11:00 am.

3. EFFECTIVE DATE

READ A FIRST TIME this 18th day of August, 2021

READ A SECOND TIME this 18th day of August, 2021

READ A THIRD TIME this 18th day of August, 2021

ADOPTED this XX day of XXXXX, 202X

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 Boating
and Foreshore Bylaw No. 1179, 2020 Amendment
Bylaw No. 1196, 2021

Chief Administrative Officer



CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment Bylaw No. 1197, 2021

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1192, 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.*

DISCUSSION:

Staff proposed a bylaw amendment to the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 to remove section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property overnight and replace it with section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property, including the foreshore, between the hours of 7:00 pm and 11:00 am.

As this changes the corresponding contravention description in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Schedule A-3, this amendment is required to ensure consistency and enforceability.


Staff took the opportunity of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021 to correct a clerical discrepancy in Schedule A-14 and removed section 12.1, Park over designated parking lines and replaced it with 12.10, Park over delineated parking lines.

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

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1197, 2021

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

The Board for Cultus Lake Park did enact a bylaw cited as *"Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2021."*

The Board for Cultus Lake Park deems it advisable to amend said bylaw;

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

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.

2. AMENDMENTS

- 2.1 From Schedule A-3, Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020, delete section 3.3 (m) Store boat on Park property overnight and replace with 3.3 (m) Store boat on Park property, including foreshore, from 7:00 pm and 11:00 am. Fines stay the same.
- 2.2 From Schedule A-14, Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, delete section 12.1 Park over designated parking lines and replace with 12.10 Park over delineated parking lines. Fines stay the same.

3. EFFECTIVE DATE

READ A FIRST TIME this 18th day of August, 2021

READ A SECOND TIME this 18th day of August, 2021

READ A THIRD TIME this 18th day of August, 2021

ADOPTED this XX day of XXXXX, 202X

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 Bylaw Notice
Enforcement Bylaw No. 1140, 2019 Amendment
Bylaw No. 1197, 2021.

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:**

SUBMITTED BY: Erica Lee, Manager of Finance

SUBJECT: 2021 Second Quarter Financial Report

PURPOSE:

To provide the Board with an update on the financial results for the Second Quarter of 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2021 Second Quarter financial report for information.

DISCUSSION:

The financial results for the second quarter of 2021 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liabilities of Cultus Lake Park, a consolidated income statement and income statements for each business unit with comparative figures for 2020. The income statements provide additional information for variances noted as significant or that may be of general interest to readers of this information.

With the close of the second quarter, Cultus Lake Park is currently in an overall positive surplus position of \$1,166,663 as a result of residential lease fee collection, strong parking revenue's & seasonal and overnight Sunnyside Campground fees received along with more limited operating expenditures. These operating expenditures will increase over the summer months as the seasonal staffing compliment is increased to complete work duties within the busy park. In addition, budgeted transfers to capital reserves will also be completed closer to the end of the year.

The surplus of \$1,166,663 is larger than usual for the second quarter, these strong results are mostly due to very strong parking revenue and campground revenue's being recorded for June.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:

Erica Lee, CPA, CA
Chief Financial Officer

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550-70
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: 2021 Second Quarter Parking Report

PURPOSE:

To provide the Board with an overview of Parking Revenue for the Second Quarter of 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2021 Second Quarter Parking Report for information.*

DISCUSSION:

Parking revenue, net of GST, for the Second Quarter of 2021 totaled \$276,648. This is up approximately \$203,845 from parking revenue for the Second Quarter of 2020 and up \$129,194 from parking revenue for the Second Quarter of 2019. Parking data from 2019 is a more suitable comparable because in 2020 due to Covid-19 the parking lots were closed for a considerable portion of the Second Quarter.

In the Second Quarter, as seen in Table 1, parking revenue totaled \$276,647 and net parking revenue after parking expenses totaled \$221,067. This is an increase of over \$162,000 net parking revenue for the Second Quarter of 2020 and a net increase of over \$93,600 in 2019. Expenses for the Second Quarter of 2021 were \$55,580, which is \$41,200 higher than in 2020's Second Quarter and \$35,535 higher than in 2019's Second Quarter. Expenses were higher than normal as there were additional expenses related to the Park taking over the management of the parking meters and expenses related to getting the meters all in working order. These expenses were for things like changing the locks in the meters, getting the meters reprogrammed to work with our new parking software, having a training session on the meters, updating all the batteries in the meters and updating some of the key pads in the meters.

Year to date parking revenue, net of GST totals \$289,832 which is an increase of \$208,524 or a 256% increase from 2020 and a \$122,220 or a 73% increase from 2019. The parking revenue budget year to date, up to the end of June, is \$184,400, therefore revenue is currently in surplus position of over \$105,000.

Additionally, in 2021 a \$1 infrastructure fee was implemented on each parking transaction with the funds being placed into reserves to deal with infrastructure needs in public areas and in the foreshore. Therefore, for 2021 we have also collected an additional \$24,600 through the parking meters as infrastructure fees to be allocated to the applicable reserves.

The tables attached show the Second Quarter Revenue (1), Expenses (2) and Net Revenue (3).

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

Table 1 -

Parking Revenue				
Month	Revenue 2018	Revenue 2019	Revenue 2020	Revenue 2021
Jan	1,110.95	3,731.95	977.00	2,292.62
Feb	2,296.43	1,269.33	2,483.19	2,477.90
Mar	6,026.48	15,158.29	5,045.90	8,414.29
Apr	13,218.10	12,342.52	0.00	17,879.90
May	44,200.05	40,942.76	21,066.33	68,042.10
Jun	56,233.48	94,167.54	51,735.29	190,725.22
Jul	202,286.76	174,980.69	178,871.81	0.00
Aug	141,261.00	208,401.33	191,850.19	0.00
Sep	33,376.52	39,104.43	56,447.76	0.00
Oct	5,764.57	4,283.76	5,194.02	0.00
Nov	2,266.57	1,978.62	2,735.52	0.00
Dec	1,705.71	1,792.38	1,816.76	0.00
Total	509,746.63	598,153.60	518,223.77	289,832.03

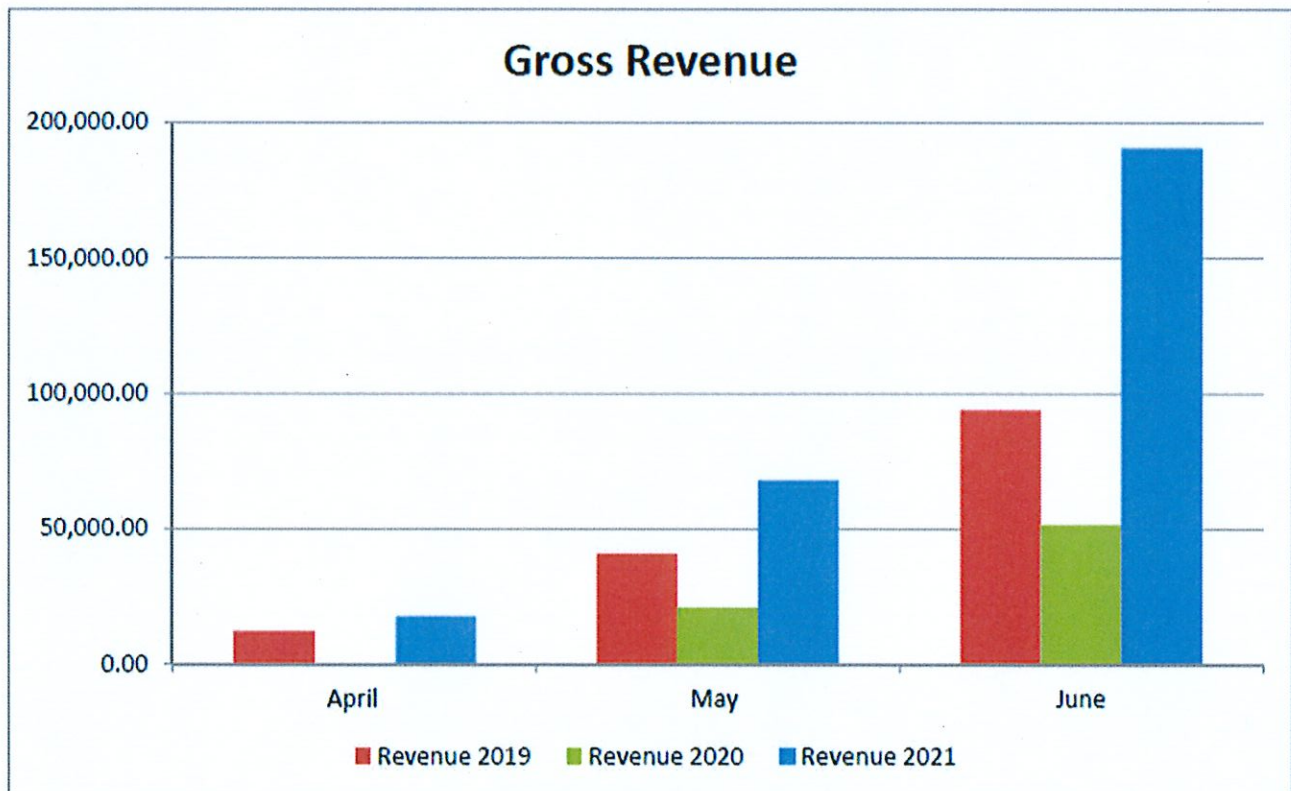


Table 2 -

Parking Expenses				
Month	Expense 2018	Expense 2019	Expense 2020	Expense 2021
Jan	2,059.81	2,590.95	2,426.76	2,866.70
Feb	2,135.41	2,573.33	2,496.64	3,134.19
Mar	2,417.24	3,326.11	2,857.83	7,328.65
Apr	3,328.30	4,344.56	2,469.63	5,985.43
May	5,031.72	6,080.67	3,672.57	4,911.41
Jun	6,577.45	9,620.09	8,227.19	44,683.26
Jul	19,781.56	14,445.12	14,569.52	0.00
Aug	18,188.59	19,244.06	17,500.97	0.00
Sep	8,676.12	10,398.74	10,513.22	0.00
Oct	4,002.23	4,089.52	4,859.70	0.00
Nov	2,661.24	2,567.19	3,213.73	0.00
Dec	2474.83	2477.87	2807.38	0
Total	77,334.50	81,758.21	75,615.14	68,909.64

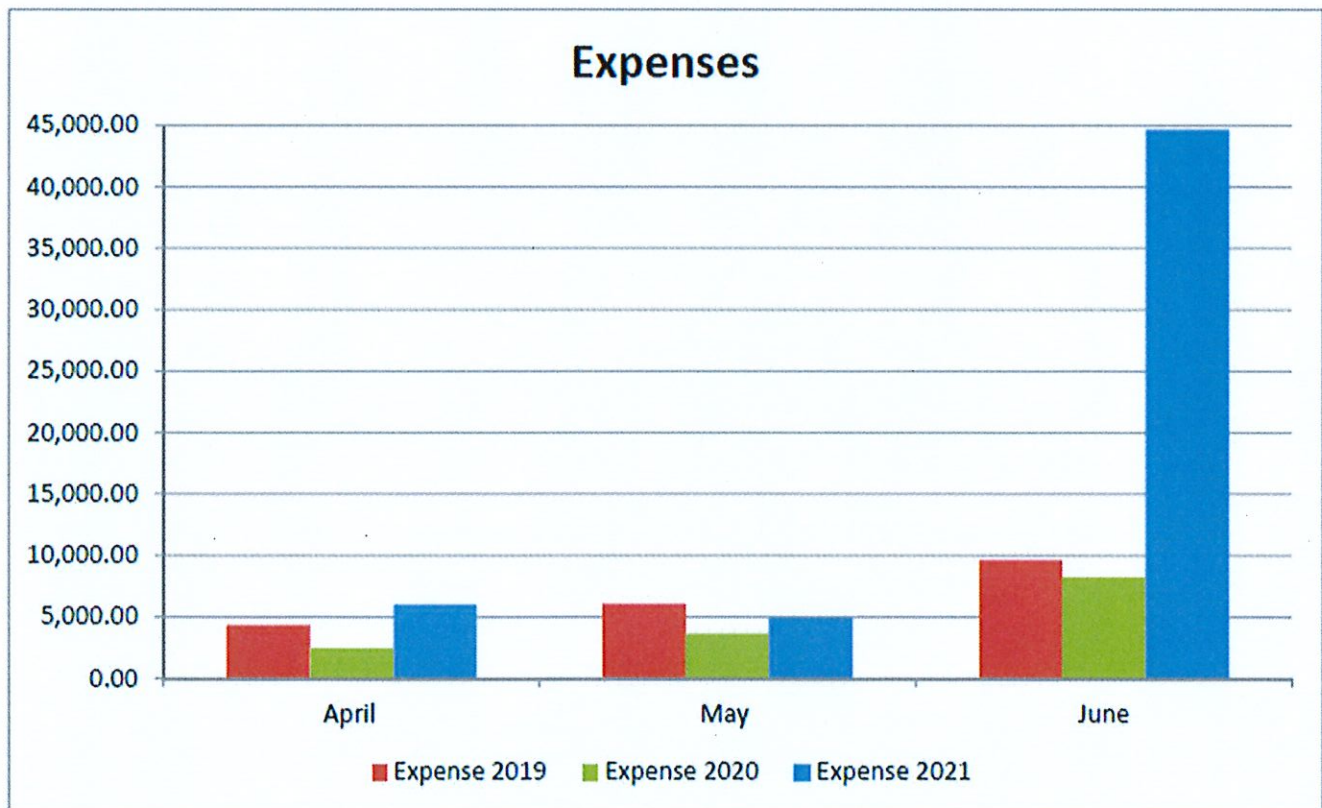
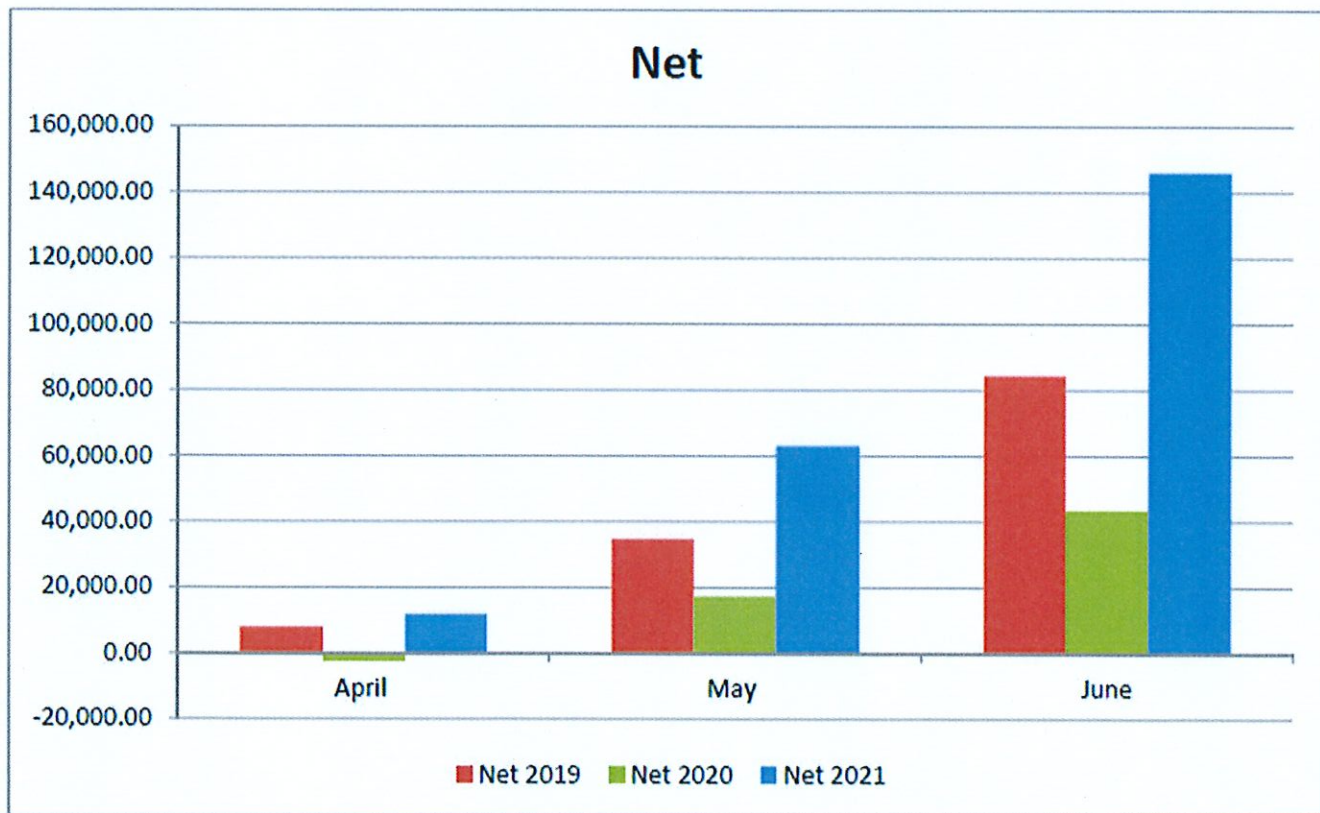


Table 3 -

Net Parking Revenue				
Month	Net 2018	Net 2019	Net 2020	Net 2021
Jan	-948.86	1,141.00	-1,449.76	-574.08
Feb	161.02	-1,304.00	-13.45	-656.29
Mar	3,609.24	11,832.18	2,188.07	1,085.64
Apr	9,889.80	7,997.96	-2,469.63	11,894.47
May	39,168.33	34,862.09	17,393.76	63,130.69
Jun	49,656.03	84,547.45	43,508.10	146,041.96
Jul	182,505.20	160,535.57	164,302.29	0.00
Aug	123,072.41	189,157.27	174,349.22	0.00
Sep	24,700.40	28,705.69	45,934.54	0.00
Oct	1,762.34	194.24	334.32	0.00
Nov	-394.67	-588.57	-478.21	0.00
Dec	-769.12	-685.49	-990.62	0.00
Total	432,412.12	516,395.39	442,608.63	220,922.39





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger,
Manager of Park Operations

SUBJECT: Public Works 2021 Second Quarter Report

PURPOSE:

To provide the Board with an update on Public Works tasks and projects completed during the second quarter of 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Public Works 2021 Second Quarter Report for information.*

DISCUSSION:

The following list summarizes various tasks and projects completed by Public Works staff during the second quarter of 2021.

Commercial Leases:

- Building and grounds maintenance - 4 days labour
- Garbage collection and janitorial service - 36 days labour
- Parking lot maintenance - 5 days labour

Community Hall:

- Building and grounds maintenance - 2 days labour
- Janitorial service and rental set up - 2 days labour

Environmental and Public Areas Planning Committee Work:

- Parking Lot B/Main Beach - 32 days labour

Fire Hall:

- Building and equipment maintenance - 2 days labour
- Emergency response and administration - 2 days labour

Foreshore:

- Buoy/swim line maintenance - 17 days labour
- Debris clean-up - 5 days labour
- Wharf/weir maintenance - 34 days labour

Park Office:

- Building and grounds maintenance - 9 days labour

Public Areas:

- Building and structure maintenance - 34 days labour
- Daily parking lot opening - 5 days labour
- Garbage collection and inspections - 55 days labour
- Grounds maintenance - 129 days labour
- Janitorial service - 74 days labour
- Roads and parking lot maintenance - 25 days labour
- Tree maintenance - 2 days labour

Public Works:

- Administration - 31 days labour
- Fleet and equipment maintenance - 2 days labour
- Janitorial service - 6 days labour
- Yard and building maintenance - 5 days labour

Residential Leases:

- Grounds and tree maintenance - 2 days labour
- Road maintenance and drainage - 8 days labour

Sunnyside Campground:

- Building maintenance - 20 days labour
- Equipment maintenance - 3 days labour
- Grounds and tree maintenance - 22 days labour
- Janitorial service - 2 days labour
- Roads and parking maintenance - 2 days labour
- Site maintenance - 7 days labour
- Water and sewer maintenance - 17 days labour

Visitor Services/Cabins:

- Building maintenance - 14 days labour
- Grounds maintenance - 4 day labour
- Janitorial service - 5 days labour

STRATEGIC PLAN:

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

Prepared by:



Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

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

SUBJECT: 2021 Sunnyside Campground and Cabins Second Quarter Report

PURPOSE:

To provide the Board with an update on Sunnyside Campground and the Cultus Lake Cabins for the second quarter of 2021.

RECOMMENDATION:

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

DISCUSSION:

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the second quarter of 2021.

Sunnyside Campground:

The Campground cleanup commenced on March 1 and opened on schedule April 1, 2021. COVID-19 Operational Plan was once again implemented to order to keep staff, the guests, and the community safe.

Washrooms #2 & #9 were renovated.

A portion of Beach Drive and the campground works yard was paved.

Minor renovations to the staff room were completed and an outdoor staff shelter was constructed.

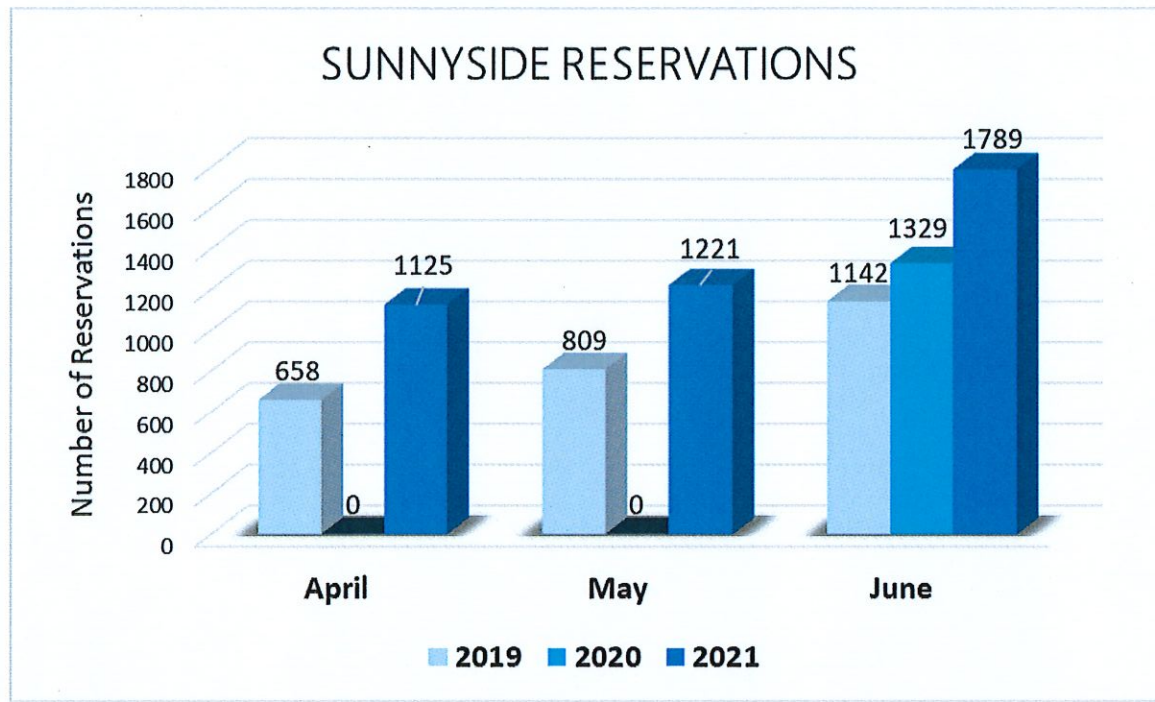
Seasonal Move-In took place on April 10 & 11, 2021.

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

The Sunnyside Store opened the long weekend in May.

As of the end of June 2021, Sunnyside was approximately \$1,053,421 higher in revenue compared to the same time in 2020. This is due to the campground being open 2 months longer in 2021 than in 2020 due to COVID-19, and a much busier Spring.

Sunnyside Reservation Statistics



Cultus Lake Cabins:

Cabin revenue for April – June 2021 was \$37,651 higher than then the same time last year. This was due to the Cabins being closed for April & May 2020 due to COVID-19.

New windows were installed in Twin Alder Cabin this Spring as well as a new sidewalk and landscaping completed at Lakeview Cabin.

STRATEGIC PLAN:

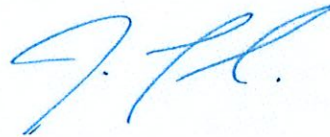
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Jacquie Spencer
Manager of Visitor Services,
Accommodations & Bylaw Enforcement

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

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

SUBJECT: 2021 Bylaw Compliance & Enforcement Second Quarter Report

PURPOSE:

To provide the Board with an update on Bylaw Compliance & Enforcement Operations for the months of April through June, 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2021 Bylaw Compliance & Enforcement Second Quarter report for information.

DISCUSSION:

The following is a breakdown of statistics relating to bylaw compliance and enforcement and security activities for the second quarter of 2021 in comparison to 2020.

Zone 1 – Sunnyside Campground gatehouse area, full hook-up, seasonal sites and group sites
Zone 2 – Sunnyside Campground overnight tenting and Sunnyside Campground beach
Zone 3 – Residential areas, Commercial areas, Park Office, Columbia Valley Highway
Zone 4 – Main Beach, Cabins, Community Hall, Parmenter Road

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

2021 Statistics	<u>Zones 1 & 2</u>	<u>Zone 3 & 4</u>	<u>Total</u>
Verbal Warnings	176	317	493
Written Warnings	65	47	112
Fines	3	1826	1829
Verbal Evictions	14	8	22
Written Evictions	0	0	0
RCMP	1	0	1
Emergency Medical Services	0	4	4
Totals	242	2202	2444

2021 Statistics		
Bylaw Number	Section	Total Tickets Issued
1146	Management of Public Areas	6
1149	Property Maintenance	1
1190	Parking and Traffic	1819
1188	Sunnyside Campground	3
Totals		1829

The statistics shown above for 2020 were collected from Cultus Lake Park full time Compliance & Bylaw Officer and Griffin Security who commenced on May 20, 2021, providing two staff, seven days per week until the September Labour Day weekend.

Griffin Security started patrols in Sunnyside Campground on April 1, 2021 and will be on site until campground closure on October 11, 2021.

The Community Policing team started at Cultus Lake on May 20, 2021 and will be patrolling on a regular basis until September Labour Day weekend.

Three full time and two part-time Parking Enforcement Officers commenced employment with Cultus Lake Park on May 15, 2021 and will work throughout the summer months.

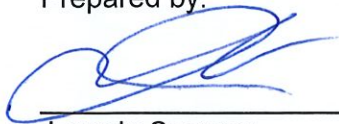
Staff reviewed and amended Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1192, 2021.

As of the end of June 2021, 34 leaseholders have applied for their Short-Term Rental Permit.

STRATEGIC PLAN:

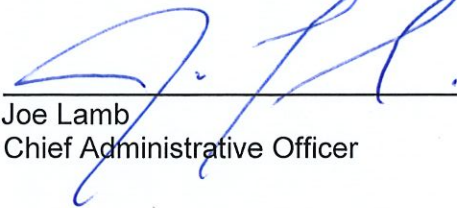
This report does not impact the Board's Strategic Plan Initiative.

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

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 7200

SUBMITTED BY: Warren Mazuren,
Fire Chief

SUBJECT: 2021 Fire Department Second Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of April, May and June 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2021 Fire Department Second Quarter report for information.*

BACKGROUND:

The Second Quarter of 2021 was well above average in call volume compared to last year's Second Quarter.

There were nine (9) calls in April, fifteen (15) calls in May, and twenty-one (21) calls in June of 2021. Twenty (20) calls were in Cultus Lake Park, seven (7) calls were in Soowhalie, and eighteen (18) calls were in the Electoral Area H of the Fraser Valley Regional District.

Total calls for the 2021 Second Quarter were forty-five (45) compared to thirty-three (33) in the Second Quarter of 2020. Although there were no major fires of note, Cultus Lake Fire Volunteer Fire Department (CLVFD) did attend and suppress two minor brush fires in this Quarter.

The CLVFD put into service the rescue boat that the community fund raised for. It was quickly utilized for burning complaints, potential rescue situations, as well as training. The CLVFD also had six members complete the in-house rescue swimmer course.

The CLVFD welcomed the most generous donation of \$22,000 dollars from the Lions Club of Chilliwack. The proceeds will be put towards a golf cart, a litter wheel, and portable generator.

Engine 1 and Engine 2 had the annual pump servicing completed, as well as the annual testing for the ladders completed.

The CLVFD received and put into service and new set of Rescue Jaws in late June.

Every home should have an emergency plan as well as a “to go bag” for each member of the family in the event of an emergency. If your family does not consider making one today!

STRATEGIC PLAN:

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

Prepared by:



Warren Mazuren
Fire Chief

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0870

SUBMITTED BY: Katrina Craig, Lease Administrator

SUBJECT: Lease Assignments | Second Quarter 2021

PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of April through June 2021.

DISCUSSION:

During the second quarter of 2021, the Park processed the following: (6) family assignment and (20) residential assignments: lease transfers totaling (26) for the quarter; and

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

(11) Mortgage Refinances/Filing Mortgages; and (5) Mortgage Discharges.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2021 Lease Assignments Second Quarter report for information.

DATE OF ASSIGNMENT: **APRIL 1, 2021**

PROPERTY: **207 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **\$549,900**

DATE OF ASSIGNMENT: **APRIL 1, 2021**

PROPERTY: **510 PARK DRIVE, CULTUS LAKE BC V2R 4Z5**

SALE PRICE: **\$1,252,000**

DATE OF ASSIGNMENT: **APRIL 16, 2021**
PROPERTY: **240 FIRST AVENUE, CULTUS LAKE BC, V2R 4Y9**
SALE PRICE: **N/A – FAMILY TRANSFER**

DATE OF ASSIGNMENT: **APRIL 19, 2021**
PROPERTY: **299 HEMLOCK STREET, CULTUS LAKE BC V2R 4Y7**
SALE PRICE: **\$635,000**

DATE OF ASSIGNMENT: **APRIL 23, 2021**
PROPERTY: **354 PINE STREET, CULTUS LAKE BC V2R 4Y9**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **APRIL 23, 2021**
PROPERTY: **289 HEMLOCK STREET, CULTUS LAKE, BC V2R 4Y7**
SALE PRICE: **\$650,000**

DATE OF ASSIGNMENT: **APRIL 29, 2021**
PROPERTY: **374 CEDAR STREET, CULTUS LAKE BC V2R 4Z1**
SALE PRICE: **\$1,150,000**

DATE OF ASSIGNMENT: **APRIL 29, 2021**
PROPERTY: **395 ALDER STREET, CULTUS LAKE BC V2R**
SALE PRICE: **\$730,000**

DATE OF ASSIGNMENT: **APRIL 30, 2021**
PROPERTY: **358 PINE STREET, CULTUS LAKE BC V2R 4Y9**
SALE PRICE: **\$1,299,900**

DATE OF ASSIGNMENT: **MAY 3, 2021**
PROPERTY: **40 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**
SALE PRICE: **\$1,325,000**

DATE OF ASSIGNMENT: **MAY 7, 2021**
PROPERTY: **292 HEMLOCK STREET, CULTUS LAKE, BC, V2R 4Y7**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **MAY 13, 2021**
PROPERTY: **107 FIRST STREET, CULTUS LAKE, BC, V2R 4Y4**
SALE PRICE: **\$1,150,500**

DATE OF ASSIGNMENT: **MAY 13, 2021**
PROPERTY: **520 PARK DRIVE, CULTUS LAKE BC V2R 4Z8**
SALE PRICE: **\$1,685,000**

DATE OF ASSIGNMENT: **MAY 13, 2021**
PROPERTY: **392 ALDER STREET, CULTUS LAKE, BC V2R 4Z1**
SALE PRICE: **\$1,200,000**

DATE OF ASSIGNMENT: **MAY 20, 2021**
PROPERTY: **417 MAPLE STREET, CULTUS LAKE BC V2R 4Z3**
SALE PRICE: **\$730,000**

DATE OF ASSIGNMENT: **MAY 25, 2021**
PROPERTY: **372 CEDAR STREET, CULTUS LAKE BC V2R 4Z1**
SALE PRICE: **\$950,000**

DATE OF ASSIGNMENT: **MAY 26, 2021**
PROPERTY: **426 WILLOW STREET, CULTUS LAKE BC V2R 4Z4**
SALE PRICE: **\$1,500,000**

DATE OF ASSIGNMENT: **MAY 27, 2021**
PROPERTY: **413 MAPLE STREET, CULTUS LAKE BC V2R 4Z3**
SALE PRICE: **\$770,000**

DATE OF ASSIGNMENT: **MAY 31, 2021**
PROPERTY: **394 ALDER STREET, CULTUS LAKE BC V2R 4Z8**
SALE PRICE: **\$697,500**

DATE OF ASSIGNMENT: **JUNE 4, 2021**
PROPERTY: **419 MAPLE STREET, CULTUS LAKE, BC V2R 4Z3**
SALE PRICE: **\$749,000**

DATE OF ASSIGNMENT: **JUNE 4, 2021**
PROPERTY: **654 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z6**
SALE PRICE: **\$707,000**

DATE OF ASSIGNMENT: **JUNE 15, 2021**
PROPERTY: **404 BIRCH STREET, CULTUS LAKE BC V2R 4Y8**
SALE PRICE: **\$700,000**

DATE OF ASSIGNMENT: **JUNE 16, 2021**
PROPERTY: **298 HEMLOCK STREET, CULTUS LAKE, BC, V2R 4Y7**
SALE PRICE: **N/A – FAMILY TRANSFER**

DATE OF ASSIGNMENT: **JUNE 17, 2021**

PROPERTY: **312 MUNROE AVENUE, CULTUS LAKE BC V2R 5A2**

SALE PRICE: **\$699,000.00**

DATE OF ASSIGNMENT: **JUNE 29, 2021**

PROPERTY: **512 PARK DRIVE, CULTUS LAKE BC V2R 4Z5**

SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **JUNE 30, 2021**

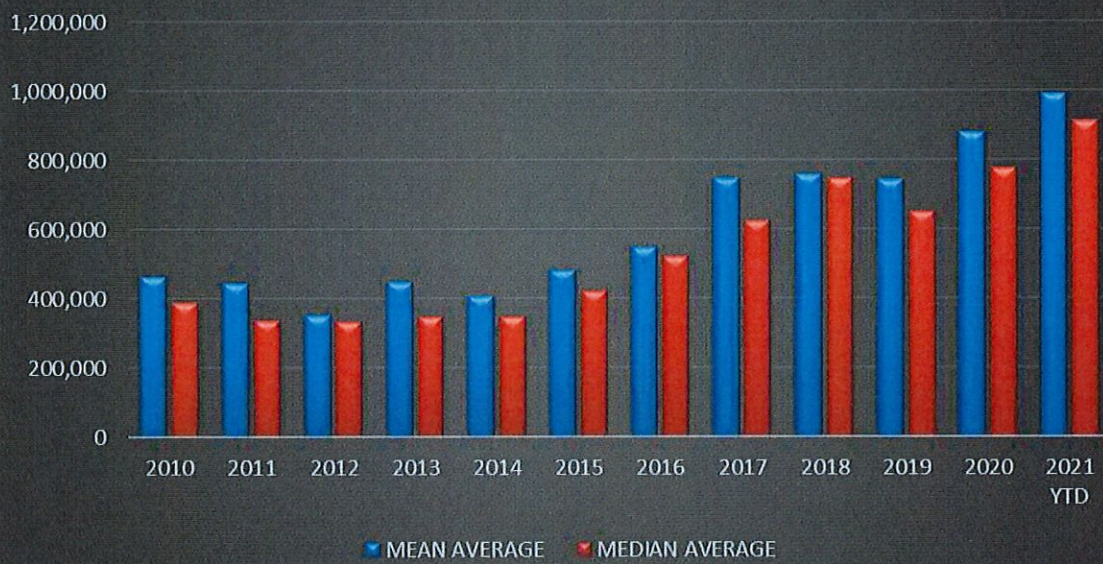
PROPERTY: **217 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **N/A FAMILY TRANSFER**

RESIDENTIAL UNIT SALES



RESIDENTIAL AVERAGE PRICE



STRATEGIC PLAN:

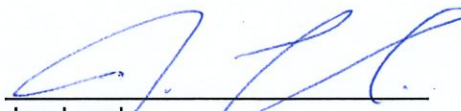
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Katrina Craig
Lease Administrator

Approved for submission to the Board:



Joe Lamb,
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0110

SUBMITTED BY: Rachel Litchfield,
Manager of Corporate Services / Corporate Officer

SUBJECT: Administrative Policy – Media Releases and Staff Contact with the Media

PURPOSE:

The purpose of the report is to provide the Board with an updated Administrative Policy for Media Releases and Staff Contact with the media.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Administrative Policy, Media Releases and Staff Contact with the Media and that it replace with the 2018 Cultus Lake Media Policy.

DISCUSSION:

In 2018 staff presented the attached Draft Cultus Lake Park Media Policy that outlined procedures and process for the Board and staff to follow with respect to the designated spokespersons to effectively prepare and respond to media questions and inquiries.

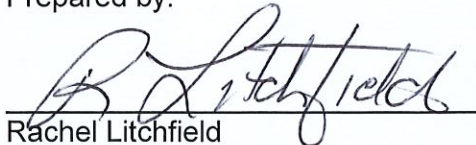
The policy spoke to the Park's contracted staff (journalist). In early 2021 the Park hired an in-house staff member to fill the position of Communications, Media and Events Coordinator who will liaise with the Board Chair and Chief Administrative Officer to respond and coordinate media releases and/or conferences when required.

Staff will provide the Board Commissioners with the relevant information as well as provide the community, and those reflected in an open and transparent manner.

STRATEGIC PLAN:

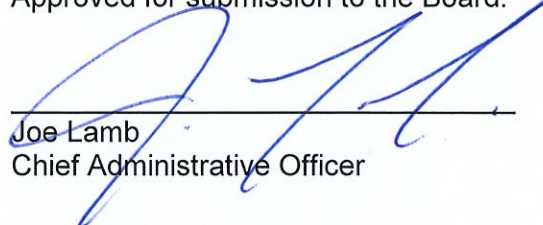
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

Administrative Policy

Section:	
Sub-Section:	
Title:	MEDIA RELEASES AND STAFF CONTACT WITH THE MEDIA

APPROVALS

Approval Date:	Approved by:
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

1. POLICY STATEMENT

To ensure that the public is provided with consistent and accurate information, media releases and staff contact with the media will be in accordance with this policy.

Cultus Lake Park Board and staff are committed to provide accurate and current information to ensure good relations with community members in a transparent manner.

2. PROCEDURES

All requests from the media shall go through the Board Chair or Chief Administrative Officer unless otherwise directed. He or she will ascertain the nature and details of the request and gather the pertinent information in order to respond.

2.1 Media Releases from Staff

- (i) All media releases proposed by Management staff will be submitted to the Chief Administrative Officer. If approved, the media release information will be forwarded to the Communications, Media and Special Events Coordinator to prepare a release. The Chief Administrative Officer or designate shall obtain approval to release from the Board Chair depending on the issue.

2.2 Media Releases from the Board

- (i) All media release requests from the Board shall be directed from the Board Chair and prepared under the direction of the Chief Administrative Officer or designate prior to publication.

2.3 Media Requests to Staff

- (i) All requests from the media to staff for comments will be directed to the Chief Administrative Officer or designate. Staff will ensure that information on the matter will remain confidential and will not be released or relayed unless directed to do so.
- (ii) In the event that the request is technical in nature, the Chief Administrative Officer or designate may consult with the appropriate staff person.

2.4 Media Conferences

- (i) Media Conferences may be organized by the Communications, Media and Events Coordinator under the direction of the Chief Administrative Officer and/or designate as directed by the Board Chair. Members of the Board and appropriate staff may be invited to attend the conference.

2.5 Release

- (i) Information given to the media will be provided to all Commissioners and appropriate staff and will be posted on the Park website.



Cultus Lake Park Media Policy

Draft: February 23, 2018

Purpose

- To ensure that only the designated spokespersons speak with reporters and that the appointed spokespersons are effectively prepared to respond to media questions.

Cultus Lake Park and its Board are committed to transparency and in building and maintaining a strong relationship with its community. To do this, it is crucial that when the appointed spokesperson speaks to a journalist, they are well-prepared and provide relevant, useful and timely information on the topic that the journalist asks about.

Policy

Only the CLP CAO and the Board Chair are authorized to act as spokespersons for Cultus Lake Park.

Should the CAO or Board Chair be unavailable for any reason, a CLP senior staff member will be appointed as acting spokesperson for a defined time frame. This person will be identified and notified in advance that their assistance may be needed in this capacity.

The CLP spokespersons are not available for interviews that have not been scheduled in advance through the CLP communications consultant.

Responding to Media Calls or Requests

All media calls are to be treated as a priority.

It is crucial that the CLP responds immediately to any requests for information or interviews by a journalist.

- The journalist should be provided with the contact information of the CLP communications consultant Ruth Atherley (e-mail: ruth@ahacreative.com, cell: 604-787-7379) or you can take the journalist's contact details and send them to Ruth.
- Ruth will then identify the needs of the journalist and coordinate, as necessary, with the CAO.

Journalists Visiting the CLP Office

Should a reporter come by the CLP office, the response should be the same as if they called the office:

- Provide Ruth's contact information to them and/or get their information. Ruth will immediately contact them to define their needs and to manage the process.

Reporters who drop by the CLP office should NOT be given the opportunity to meet or interview the CAO or the Board Chair at that time. They must go through Ruth to set up a meeting or an interview.

This media policy has been put in place to ensure that Cultus Lake Park is accurately represented in the media.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Special Event: Star Days Days

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the Star Days Days Special Event application.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Star Days Days Special Event on Friday September 24th, Saturday September 25th, and Sunday September 26th, 2021.

THAT the parking fees in Lot A (Main Beach) for the duration of the Star Days Days Special Event, September 24th to September 26th, 2021, be waived;

THAT the Star Days Days Special Event organizers be permitted to collect parking fees at Lot A (Main Beach) for profit for the duration of the event, September 24th to September 26th, 2021;

THAT the Special Event Application fee of \$100 for the 2021 Star Days Days Special Event be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the 2021 Star Days Days Special Event be waived and

THAT participants of the 2021 Star Days Days be permitted to camp at Main Beach in designated areas.

DISCUSSION:

Star Days Days event organizers Star Nation Canoe Club are requesting Board approval for the Star Days Days on Friday September 24th to Sunday September 26th, 2021.

The race will involve eleven and six-man teams, competing in a variety of swim races. This is a public event that will be held on Cultus Lake, with use of a portion of the Main Beach docks for racers to access the Lake. Participants will arrive on Friday September 24th, to setup campsites at designated areas at Main Beach, for their families and storage of their canoes. Staff outlined specific areas for Recreational Vehicles and tents to be placed overnight, to avoid and protect irrigation systems at Main Beach. See map attached.

The race begins at Main Beach near the Main Beach docks on Saturday September 25th, from 8:00 am to 6:00 pm. The estimated number of participants is 330 and the event will welcome 200 spectators and 40 volunteers.

The event organizers have requested a waiving of the parking fees in Lot A only and permission to collect parking revenue during the event, as the fees help offset their expenses.

During the event, the Park provides washroom maintenance, garbage removal, the use of all three gazebos, access to power supply at the gazebos, an access key for the lower Main Beach gate, the temporary removal of swim lines, and the promotion of the event on the Cultus Lake Park website.

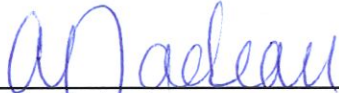
The event organizers are committed to monitoring the parking gate and the lower Main Beach gate (access limited to vehicles carrying canoes). They will provide security guards, and safety boats. The RCMP and Cultus Lake Fire Department will be notified of this event.

The organizer will be required to provide Comprehensive General Liability Insurance of not less than \$5,000,000 and have provided a map of the event. Red Cross will be on site for the duration of the event providing First Aid support.

STRATEGIC PLAN:

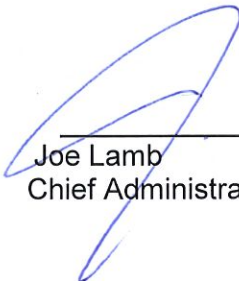
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Amanda Nadeau
Communication,
Media and Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: August 3, 2021 *\$100 Application Fee must be received with your application.

Name of Event: Star Days Days

Name of Organization: Star Nation Canoe Club

Contact Name(s): Gwen Point and Á'a:líya Warbus

Mailing Address: [REDACTED]

Postal Code: V2R 4L9 [REDACTED]

Alt. Phone: 778-222-6866 [REDACTED] E-Mail: grpoint@shaw.ca

Alternate Contact: Christine Seymour [REDACTED]

Public Contact Info: starnationcanoecub@gmail.com

Would you like your event posted on our website? Yes If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: September 24, 25, 26 Hours of Use: Friday 12pm-10pm, Saturday 8am-6pm, Sunday 8am-12pm

Event Type: ☐ Private Event ☒ Free Public Event ☐ Ticketed Event

Location Type: ☒ Park/Trail ☐ Roadway ☒ Public Facility ☒ Main Beach ☒ Parking Area

Event Category: ☒ Race/Walk/Cycle ☒ Festival/Celebration ☐ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Non-profit ☐ Exhibits Other ()

Estimated # of Participants: 330

Estimated # of Staff or Volunteers: 40

Estimated # of Spectators: 200

Event Details: 1.5 day race involving 11 man teams, 6 man teams, double/single races on the water at main beach, access to the dock and potential shut down of that portion of the lake with local authorities assistance

Road Closure Required? _____ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ **Phone:** _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): We would access the main dock off main beach near the rental hut and set up the organizers tent to the right facing the beach

Garbage Cleanup Plan: Volunteer team will be responsible to clean up any leftover garbage or recycling

First Aid Details (if applicable) Copy of contract to be provided: Red Cross to be on site, will forward contract details

ADDITIONAL REQUESTS:

Washrooms opened early? YES **Porta Potties?** YES **Swim line removal?** YES

Access to water? YES **Community Hall Rental:** NO **Gate Access?** YES

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): YES

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): NO

(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: NO

Other/Additional Information: Will be contacting local authorities for support boats and water safety, we will have our own support boats that will be judging the race as well.

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: _____ **Date:** _____

Office Use Only:

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: That the half of the lake we are using is not open to the public during race times and closed off to any recreational boaters and jet skis, monitored by the RCMP.

Notes/Concerns for CAO: Race begins at Main Beach docks. PA system to announce race. Tents set up near docks for sign in and registration of participants. Canoe and camping overnight Friday to Sunday (roughly 300 people). Request for parking payments collected by organizers to offset fees to run the event.

Approved By CAO: _____

Date: _____

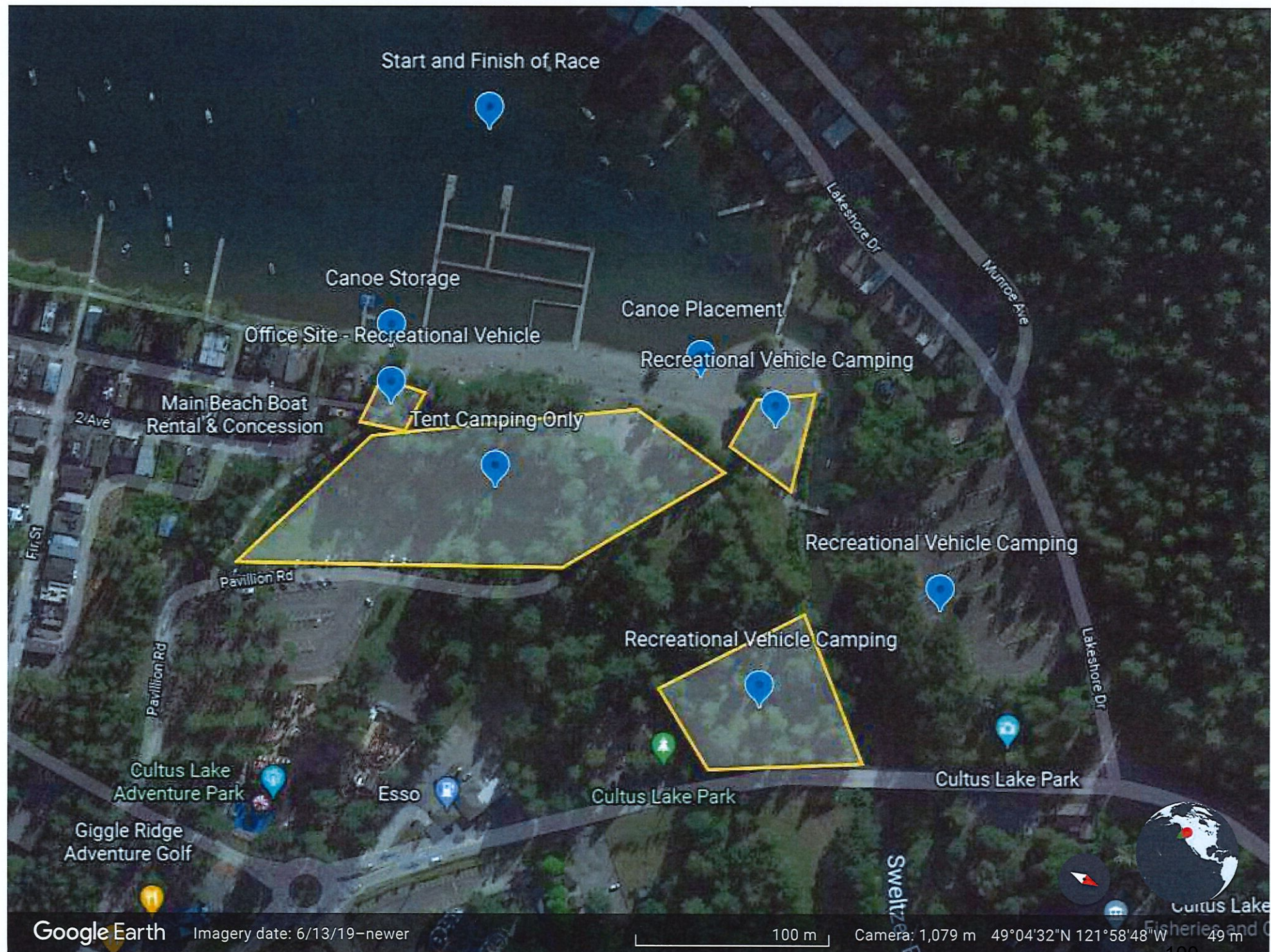
Cost of Rental: _____

Rental Fee/s: _____ **Due by:** _____

Fee/s Paid:

Date: _____

Notes for Public Works:





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Special Event: Cultus Lake Park Community Cleanup

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the Cultus Lake Park Community Cleanup on September 18th, 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Community Cleanup on September 18th, 2021 and*

***THAT** the Cultus Lake Park Board approve waiving the \$100 application fee.*

DISCUSSION:

Cultus Lake Park Community Cleanup event organizers, "Ladies of the Lake" are requesting approval from the Board to hold the Cultus Lake Park Community Cleanup on Saturday, September 18th, 2021, from 10:00am to 12:00pm.

Volunteers will gather to cleanup waste in the community around Mountain View Drive, Park Drive and Sunnyside Campground, with potential to focus on Main Beach pending total volunteers. The organizers aim to have 40 volunteers for this initiative.

The Park will offer to dispose of all waste collected throughout the Park. Organizers will supply safety vests and appropriate Personal Protective Equipment for all volunteers.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:


Amanda Nadeau
Communication,
Media and Events Coordinator


Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: August 10, 2021

*\$100 Application Fee must be received with your application.

Name of Event: Cultus Lake Park Community Cleanup

Name of Organization: Ladies of the Lake

Contact Name(s): Jennifer Hewlett

Mailing Address: [REDACTED]

Postal Code V2R4Z6 Phone: [REDACTED]

Alt. Phone: [REDACTED]

Alternate Contact: _____ Phone: _____

Public Contact Info: _____

Would you like your event posted on our website? yes If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: Saturday Sept 18th, 2021 Hours of Use: 10am to 12pm

Event Type: _____ Private Event _____ Free Public Event _____ Ticketed Event

Location Type: X Park/Trail _____ Roadway _____ Public Facility X Main Beach _____
Parking Area _____ Gazebo Rental

Event Category: _____ Race/Walk/Cycle _____ Festival/Celebration _____ Private Event

_____ Outdoor Market _____ Parade _____ Concert/Performance

X Charity/Volunteer/Non-profit _____ Exhibits _____ Filming

Other (_____)

Estimated # of Participants: _____ Estimated # of Staff or Volunteers: 40

Estimated # of Spectators: _____ Event Details: volunteers collecting waste around
Mountain View Drive, Park Drive and Sunnyside Campground. Potential to move to Main Beach
pending total number of volunteers **103**

Road Closure Required? ____ No ____ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: ____ No ____ Phone: ____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: _____

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): ____ Porta Potties: ____ Swim line removal: ____

Access to water: ____ Community Hall Rental: ____ Gate Access: ____

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: _____ Date: _____



SPECIAL EVENT APPLICATION

Office Use Only:

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: _____

Notes/Concerns for CAO: _____

Approved By CAO: _____

Date: _____

Cost of Rental: _____

Rental Fee/s: _____ Due by: _____

Fee/s Paid:

Date: _____

Special Event Bylaw Fees

Application fee	Non-Refundable	\$100.00
Early Set-up Fee	Day of Event	\$75.00
Late Take Down Fee	Day of Event	\$75.00
Swim Line Removal and Replacement Fee		\$500.00
Garbage Bin Fee	Current Rental Rate	+\$50.00 admin fee
Beverage Garden Fee	If Approved	\$300.00 per day
Food Vendor Fee	If Approved	\$100.00 per vendor per day
Rental Fee 0-100 people		\$100 per day
Rental Fee 101-200 people		\$250 per day
Rental Fee 200+		\$500.00 per day
Security Deposit	Refundable	\$1000.00
Other Areas within the Park		TBD upon application

Rental fees include washroom facilities and electricity at Gazebo(s)

0-100 use of Gazebo A

101-200 use of Gazebos A & B or A & C

200+ use of all Gazebos



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0540-360

SUBMITTED BY: Kirk Dzaman,
Chair, Community Events and Engagement Committee

SUBJECT: Recommendations from the Community Events and Engagement Committee

PURPOSE:

The purpose of this report is to provide the recommendation from the July 19, 2021 meeting of the Community Events and Engagement Committee.

RECOMMENDATIONS:

THAT the Cultus Lake Community Events and Engagement Committee requests the Cultus Lake Park Board allow any funds that are raised, above the cost to hold Blanc on the Beach Event, will be allocated to the Foreshore Reserve Fund.

DISCUSSION:

At the July 19, 2021, meeting of the Community Events and Engagement Committee a discussion was had regarding the allocation of profits, above the cost to hold Blanc on the Beach Event on September 11, 2021.

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

Prepared by:

Kirk Dzaman,
Chair, Community Events and
Engagement Committee

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer