



## CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, October 20, 2021

5:00 PM

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

Time Change Notice - Cultus Lake Park Board Regular Meeting will be held at 5:00 pm on October 20, 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](mailto:Rachel.litchfield@cultuslake.bc.ca) by Noon on October 19, 2021.

Members of the public that wish to attend the meeting are required to show proof Vaccination Card.

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/85456569705?pwd=SlIVnZTRjZVZzNmblp4MzBLd2grUT09>

Meeting ID: 854 5656 9705

Passcode: 838556

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/](http://www.cultuslake.bc.ca/board-meeting-videos/)

Please feel free to email questions for the Public Question Period no later than Tuesday, October 19, 2021 by 4:30 pm to [Rachel.litchfield@cultuslake.bc.ca](mailto:Rachel.litchfield@cultuslake.bc.ca)



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, OCTOBER 20, 2021

5:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

### (1) CALL TO ORDER

### (2) RESOLUTION TO PROCEED TO CLOSED MEETING (4:30 PM)

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

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

*Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 20, 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 September 15, 2021.*

### (6) ADOPTION OF COMMITTEE MINUTES

- (a) ***THAT** the Cultus Lake Park Board receive the September 20, 2021 Community Events and Engagement Committee Minutes.*

### (7) CORRESPONDENCE

#### Short-term Rental CLCA Survey

- Short-term Rental CLCA Survey dated October 10, 2021 provided by the Cultus Lake Community Association

***THAT** the Cultus Lake Park Board receive the Short-term Rental CLCA Survey for information.*

**(8) BYLAWS**

**(a) Draft Short-term Rental Bylaw No. XXXX**

- Page 17  
Page 21  
Page 27
- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
  - Draft Short-term Rental Bylaw No. XXXX, 2021
  - Draft Short-term Rental Administrative Policy

***THAT the Cultus Lake Park Board approve the draft version of the Short-term Rental Bylaw No. XXXX;***

***THAT the Cultus Lake Park Board approve the draft version of the Short-term Rental Policy;***

***THAT the Cultus Lake Park Board request that staff bring back the Short-term Rental Bylaw No. XXXX and Short-term Rental Policy to the Board at the November 17, 2021 Board Meeting for First, Second, and Third Readings; and***

***THAT the Cultus Lake Park Board approve staff's recommendation to not pursue placing a cap on the Short-term Rentals.***

**(b) Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021**

- Page 33  
Page 35
- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
  - Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021

***THAT the Cultus Lake Park Board give First, Second and Third readings Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.***

**(9) REPORTS BY STAFF**

**(a) Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP**

- Page 41
- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

***THAT the Cultus Lake Park Board receive the Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP report for information.***

**(10) REPORTS BY COMMISSIONERS**

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

- Page 47
- Report dated October 20, 2021 from Kirk Dzaman, Chair, Community Events and Engagement Committee

***THAT the Cultus Lake Community Events and Engagement Committee is seeking Board approval for a Covid friendly, "Light up Cultus" event, on Saturday, November 27, 2021 from 5:30 pm – 8:30 pm. The event will kick off the light display at Main Beach and is planned to include hot chocolate, fire pits and the potential for a house decorating competition to promote community engagement during the holiday season.***

**(11) COMMUNITY ASSOCIATION**

**(12) PUBLIC QUESTION PERIOD**

**(13) ADJOURNMENT**

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







## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, September 15, 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 Corporate Services / Corporate Officer – R. Litchfield  
Manager of Park Operations – D. Driediger  
Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer  
Communications, Media and Event Coordinator – A. Nadeau

### (1) CALL TO ORDER

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

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

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

*Section 90 (1), (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 4:03 pm.

### (4) APPROVAL OF AGENDA

**4836-21** Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of September 15, 2021; and*

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

**CARRIED**

### (5) ADOPTION OF MINUTES

4837-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 18, 2021.***

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

4838-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board receive the July 16, Village Center Planning and Development Committee Minutes.***

**CARRIED**

4839-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board receive the August 20, Village Center Planning and Development Committee Minutes.***

**CARRIED**

**(7) CORRESPONDENCE**

- (a) **Cultus Lake Sewer Complaint**

- Email dated August 24, 2021 from resident, Brenda Cosgrove

4840-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board receive the email from resident, Brenda Cosgrove.***

**CARRIED**

**(8) BYLAWS**

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

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

4841-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board give Final Reading to the Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021.***

**CARRIED**

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

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

4842-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board give Final Reading to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.***

**CARRIED**

**(9) REPORTS BY STAFF**

(a) **Parking Options for Greenspace/Fire Lane Usage**

- Report dated September 15, 2021 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement

4843-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board continue to designate Area #4, #5, #7, #8, #9, #12, and #13 as Fire Lanes, and further, to direct staff to proceed with the development of "No Parking" signage for these areas.***

**CARRIED**

4844-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board direct staff to develop Area #1 as a designated fire lane between 109 and 110/111 with one parking stall on the side of 110 First Avenue.***

**MOTION DEFEATED**

Chair Renwick noted that this area should remain a designated fire lane. Commissioner Bauer supported the comment.

Commissioner Smit voted in favor of the resolution.

4845-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board direct staff to develop Area #1 as a designated fire lane between 109 and 110/111 on the side of 110 First Avenue.***

**CARRIED**

Commissioner Smit voted in opposition.

4846-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board direct staff to develop Area #2 by adding four (4) parking stalls with a public access pathway between 211 First Avenue and 213 First Avenue.***

**CARRIED**

Chief Administrative Officer, Joe Lamb noted that this area will be enhanced with new trees in front of the stalls as well as blocks or fencing to ensure vehicles will not pass through the area.

4847-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board direct staff to arrange to have a land survey completed regarding Area #3, between 116 First Avenue and 118 First Avenue to confirm space availability for two parking stalls and a public access pathway.*

**CARRIED**

Chief Administrative Officer, Joe Lamb noted that this area will be used for either one (1) or two (2) stalls with a public walkway to the lake.

4848-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

Chief Administrative Officer, Joe Lamb noted that this area is signed as a fire lane however, in keeping with the order of designated fire lanes, this is technically not a fire lane by our definition and does not meet the requirement. He noted that there is a fire lane two lots away on either side.

Chair Renwick inquired if the parking stall would be to the right of the sign. Chief Administrative Officer, Joe Lamb noted that the parking stall option would be on the left side. He further noted that the yellow lines would be moved out to approx. 2.5 feet towards the center of the road.

***THAT** the Cultus Lake Park Board direct staff to develop Area #6 as a designated fire lane between 132 First Avenue and 134 First Avenue, with option for one parking stall on the side of 134 First Avenue.*

**MOTION DEFEATED**

4849-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board direct staff to develop Area #6 between 132 First Avenue and 134 First Avenue with the option for one parking stall on the side of 134 First Avenue.*

**CARRIED**

Commissioner Payeur voted in opposition.

4850-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board direct staff to extend Area #10 & Area #11, Birch Street Park, by arranging to have the Mailbox relocated to add one additional parking stall.*

**CARRIED**

Commissioner Payeur voted in opposition.

4851-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board direct staff to develop Area #14 between 232 First Avenue and 234 First Avenue by adding four (4) parking stalls, two off Second Avenue and two off First Avenue including a public access pathway.*

**CARRIED UNANIMOUSLY**

4852-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board direct staff to develop Area #15, 212 First Avenue, by adding two parking stalls and a public access pathway.***

**CARRIED**

Chief Administrative Officer, Joe Lamb noted that the pathways would remain grass and the gravel area would be used for the parking areas. This project is on the staffs work plan for April of 2022 and staff will also be relocating the yellow line on First Avenue at the same time. These projects are set to be done for next season. Staff noted that with these changes the parking allotment will increase to fourteen stalls for the east side residential/guest registered parking.

(b) **Around the Lake Give 'R Take 30 Special Event**

- Report dated September 15, 2021, Amanda Nadeau, Communications, Media and Events Coordinator

4853-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board approve the Around the Lake Give 'R Take 30 Trail Race from 6:00 am to 2:00 pm on October 16<sup>th</sup>, 2021 and***

***THAT the Cultus Lake Park Board waives parking fees for up to 50 race volunteer vehicles in Parking Lot B for Around the Lake Give 'R Take 30 from 6:00 am to 2:00 pm on October 16, 2021.***

**CARRIED**

(c) **Sandhu Wedding Ceremony Event**

- Report dated September 15, 2021, from Amanda Nadeau, Communications, Media and Events Coordinator

4854-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board approve the Sandhu Wedding Ceremony on October 23, 2021, with use of Dock 12.***

**CARRIED**

Commissioner Bauer voted in opposition.

**(10) COMMISSIONERS REPORTS**

(a) **Recommendation from the Village Center Planning and Development Committee**

- Report dated September 15, 2021 from Kirk Dzaman, Chair, Village Center Planning and Development Committee

4855-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT*** the Village Center Planning and Development Committee request the Cultus Lake Park Board consider funding for professional consultation regarding the planning and re development of the Village Center during the 2022 budget process.

**CARRIED**

**(11) COMMUNITY ASSOCIATION**

Question:

Colleen Rogozinski inquired on the closing times of the parking lots. She noted that the Community Association had conducted a review of different nearby municipalities and Provincial Park and noted that they all close at 10:00 pm. She noted that the parks lots are closing at 11:00 pm in the summer months and wondered why we are not closing at 10:00 pm like the others. She noted that Main Beach Boat Rentals close at 9:00 pm and the Adventure Park closes at 9:30 pm, which would give the businesses time to get the patrons out of the parking lots.

She commented that some people have noticed people leaving the Provincial Park and coming here however, they may not necessarily be leaving at 11:00 pm. She also noted that the gates do not get closed at the appointed time.

Answer:

Chief Administrative Officer noted that the bylaw had existed in the park for several years. Though the times has changed slightly in the past, but we require set times to advise people of when they would need to leave the park. We also have local businesses that operate in the park.

Commissioner Dzaman inquired if there was a reason, they would like it closed at 10:00 pm?

Chief Administrative Officer, Joe Lamb noted that this is the first that they have heard of a concern with the gate closures and noted that security locks the gates would not be able to lock them simultaneously, and this may take a few minutes to get from gate to gate. This would require a larger review to make any recommendations.

**(12) PUBLIC QUESTION PERIOD**

- Q: Rick Williamson requested clarification on the additional parking spots on access ways. The report referenced registered residential/guest parking only? Is this guest or residents that can parkin in these areas?
- A: Chief Administrative Officer noted that anyone that registers through the online parking system can register to park in those stalls.

**(13) ADJOURNMENT**

**4856-21** Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Regular Meeting of the Cultus Lake Park Board held on September 15, 2021 be adjourned at 5:41 pm.*

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held September 15, 2021.

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David Renwick  
Chair

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Joe Lamb  
Chief Administrative Officer







## COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY SEPTEMBER 20, 2021  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner K. Dzaman – Chair

**Committee  
Members**

P. McEwan  
D. Seeley  
K. Brauer  
S. Lamb  
E. Jartved

**Staff** Chief Administrative Officer – J. Lamb  
Lease Administrator – K. Craig  
Communication, Media, and Event Coordinator – A. Nadeau

**Regrets**

**Members of  
the public**

### (1) CALL TO ORDER

The Chair called the meeting to order at 6:33 pm.

### (2) APPROVAL OF AGENDA

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

***THAT*** the agenda for the September 20, 2021 Community Events and Engagement Committee be approved.

**CARRIED**

### (3) APPROVAL OF THE MINUTES

Moved by: K. Brauer    Seconded by: P. McEwan

***THAT*** the minutes for August 23, 2021 Community Events and Engagement Committee are approved.

### (4) COVID-19 UPDATE

- Staff updated the committee on the Provincial Health Orders concerning indoor/outdoor gatherings.
- The committee had a discussion regarding what the restrictions are and how they impact the planning of events.

**(5) CHRISTMAS LIGHTS AND MARKET**

- The committee discussed how previous Christmas Markets had been set up and planned.
- The committee decided due to the Provincial Health Orders they will not organize a Christmas Market this year.
- The committee discussed other Covid friendly options that could be possible for the 2021 holiday season.
- Staff to reach out to the community to see if there is any interest in a Christmas house decorating event.
- The committee discussed having a “launch” of the lights that would be the first day the lights are on and the beginning of the potential light decorating contest. This could include hot chocolate by donation, fire pits and marshmallows.
- Staff to reach out to the Fire Department and see if they will be available to volunteer.
- Committee to reach out the Main Beach Boat Rentals to see if that location can be used for hot chocolate.

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

***THAT** the Cultus Lake Community Events and Engagement Committee is seeking Board approval for a Covid friendly, “Light up Cultus” event, on Saturday, November 27, 2021 from 5:30 pm – 8:30 pm. The event will kick off the light display at Main Beach and is planned to include hot chocolate, fire pits and the potential for a house decorating competition to promote community engagement during the holiday season.*

**CARRIED**

**(6) PUBLIC QUESTION PERIOD**

No public at meeting

**(7) NEXT MEETING DATE AND TIME**

October 21, 2021 at 6:00 pm

**(8) ADJOURNMENT**

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

***THAT** the Community Events and Engagement Committee meeting held on September 20, 2021 be adjourned at 7:20 pm.*

**CARRIED**

## Rachel Litchfield

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**From:** CLCA Community Association  
**Sent:** October 10, 2021 12:06 PM  
**To:** \_\_\_\_\_ nb  
**Cc:** \_\_\_\_\_ ,n  
**Subject:** Re: Regarding: Short term Rentals CLCA survey

Gentlemen,

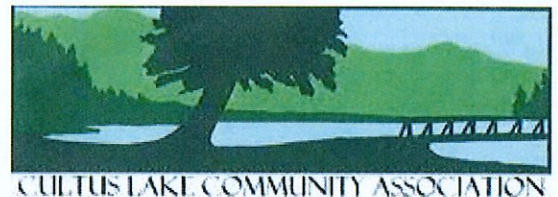
Someone pointed out that we accidentally reversed the 2nd question percentages in our summary to you.

It should say 58% are in Favour and 42% are Not in Favour.

Sorry about that.

thanks  
Ernie & Colleen

On Sun, Oct 10, 2021 at 9:37 AM CLCA Community Association <[cultuslakeca@gmail.com](mailto:cultuslakeca@gmail.com)> wrote:



**To:** Cultus Lake Park Board Commissioners and CAO

**Regarding:** Short term Rentals CLCA survey

The Cultus Lake Community Association (CLCA) became aware that the by-laws for Short Term Rentals (STR's) are being reviewed by the Park Board Commissioners soon. In response we sent a survey out to our members to seek their input and wish to share with you our results as you move forward.

The survey was sent to 223 CLCA members (members are defined as leaseholders or long-term renters) 163 responded which is a respond rate of 73%. As anticipated, there are both positives and negative opinions associated with STR's.

58% of response are not in favour of having STR's in the park while 42% are. Many respondents commented on having negative experiences with renters this included excessive noise, disrespectful behaviour, large amounts of garbage, parking issues and the loss of community. Others commented on how renters have enriched their lives through the meeting of new people from around the world. STR's also allowed others to experience and share the beauty of the lake; support Cultus Lake businesses and how it can assist families with the cost of properties at the lake.

There is no by-law stopping STR's within the Park and as such the community will continue to have STR's as part of the makeup of living here. Therefore, moving forward it is important to manage any negative impact on the community. Based on the results of this survey, and a previous survey done in 2020, and the initial consultation done with the community when the by-laws were first being drafted, the following recommendations are being put forward for consideration:



1. Limit the number of Short-Term Rentals within the community. Results show that 41% of respondents are in favour of a cap of 0-5% of homes (24 properties), 13% in favour of a cap at 5-10% of homes (up to 48 properties), and 12% in favour of a 10-15% of homes (up to 73). But 27% of respondents were in favour of no cap.
2. Limit the number of occupants within a rental. 81% of respondents are in favour of this restriction, while 19% support no limit.
3. Establish a minimum number of days for a short-term rental. 58% supported 4 or more days. Noting that 29% of respondents supported no minimum.
4. The Park Board should strengthen the by-laws in regards to how issues with renters are dealt with. Currently only 16% of residents are satisfied with the by-laws while 49% are not.

Short term rentals are a part of our community and as such we must balance the rights of those operating the STR's and their guests with those who live within the community. Currently there are 40 STR's within Cultus Lake Park but these STR's are not distributed evenly throughout the Park. The majority of STR's (and complaints) are primarily on the tree streets with only one reported STR on the west side. As a result, this puts a higher density of STR's in certain areas and has a greater affect of the residents in that area. The CLCA has heard from several residents that some tree streets have 4-5 STR's.

Many respondents in our survey spoke to limiting the number of guests directly to the number of bedrooms in a home. This would cut down on large groups coming into our community taxing our sewer system, garbage collections and other resources. Many commented that renters often have several additional day time and evening guests. Respondents would like to see a minimum stay to cut down on weekend partiers. Those who live next to STR's are frustrated with lack of security/bylaws when problems occur in the evening hours.

The CLCA primarily objective is to advocate for maintaining a strong and healthy community for all to enjoy. This can be achieved by finding the balance between the residents who live here year-round, seasonally and those operating an STR.

Attached you will find the results of the survey and comments for your review.

Respectfully,

Colleen Rogozinski  
CLCA Chair



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** October 20, 2021 **FILE:** 6440-90

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

**SUBJECT:** Cultus Lake Park Short-term Rental Bylaw, Policy and Procedures

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#### PURPOSE:

The purpose of the report is to provide the Board with an update on the status Short-term Rental Bylaw, Policy and Process and review of Cap on Short-term Rentals.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board approve the draft version of the Short-term Rental Bylaw No. XXXX.; and

**THAT** the Cultus Lake Park Board approve the draft version of the Short-term Rental Policy;

**THAT** the Cultus Lake Park Board request that staff bring back the Short-term Rental Bylaw No. XXXX and Short-term Rental Policy to the Board at the November 17, 2021 Board Meeting for First, Second, and Third Readings; and

**THAT** the Cultus Lake Park Board approve staff's recommendation to not pursue placing a cap on the Short-term Rentals.

#### DISCUSSION:

At a recent Board meeting a member of the public inquired on whether the Board has considered capping the number of Short-term Rentals (STR) in the Community. At that meeting the Board requested that staff provide an update on the status of Short-term Rentals.

To provide a background on the implementation of the Short-term Rentals, in August of 2018 the Board requested community feedback with respect to the review of a consultant's report on the community input that followed. The results of the of the survey and input session identified that 75% of the public were in favour of properties being managed and permitted for Short-term Rentals. At the April 15, 2020 Board Meeting the Board approved the Short-term Rental Bylaw, policies and process in order to proceed with the required permitting.

To date, staff have approved and processed forty (40) Short-term Rental applications throughout Cultus Lake Park. Prior to the implementation of managing the STR's and with review of 2018, 2019 Bylaw Compliance & Enforcement quarterly reports and statistics, staff noted a decline in complaints related to the operation of Short-term Rentals. Staff also note that many complaints received were related to noise, parking and garbage and generally most operations complied when requested. We



identified one problem STR operation and the operating permit was to be revoked however, prior to doing so, the leaseholder had sold the property and the issues did not continue.

As the Board requested an overall review of the STR's, staff also took the opportunity to review the current process and procedure. Staff are presenting recommended changes to the bylaw and implementation of a policy to separate the enforcement aspects from process to better manage the bylaw and implement a higher level of operational standards.

## **PROPOSED BYLAW CHANGES:**

**(Attachment #1)**

In **2.2 DEFINITION OF TERMS** add a definition - "**Area**" means a self-contained space, used for a Short-term Rental, within a residence.

In **4. ADVERTISING AND ONLINE BOOKING PLATFORM REGULATIONS** add section **4.1 (e)** must not include provisions that were not on the approved application form.

Section **5. FEES AND FINES** replace to allow for fees to be updated, when necessary, without having to amend the bylaw.

- 5.1** All Persons are subject and will pay the types of fees as listed in Schedule A of this Bylaw and the provisions and fines set out in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, as amended from time to time.
- 5.2** The amounts of all fees listed in Schedule A of this Bylaw are determined and set from time to time as follow:
  - (a) The Board hereby delegates to the Chief Financial Officer all of the powers, duties and functions of the Board under Sections 14(a.1) and 14(f.1) of the *Act* to determine and publish, on an annual basis, the amount of each fee;
  - (b) by March 31 of each calendar year, the Chief Financial Officer will determine and publish, or cause to be published, a notice (the "Fee Notice") in the Cultus Lake Park Office stating the amount of each fee, and such Fee Notice will remain published in the Cultus Lake Park Office until such fee amounts are no longer in effect;
  - (c) all fee amounts go into effect the later of (i) 14 days after the applicable Fee Notice is published, or (ii) such other date specified in the Fee Notice, and supersede any prior Fee Notices and fee amounts;
  - (d) in determining any fee amounts pursuant to this Section 5.2, the Chief Financial Officer will consider, acting reasonably, all of the following factors:
    - (i) all costs to the Board of enforcing this Bylaw;
    - (ii) all costs to the Board in managing and maintaining the Short-term Rental permitting process, including administration and security;
    - (iii) the most recently passed budget of the Board;
    - (iv) the financial circumstances of the Board;
    - (v) the best interests of the Board; and
    - (vi) the mandate of the Board;
  - (e) the amount for each type of fee determined pursuant to Section 5.2 will not increase more than 20% year-over-year;
  - (f) the Chief Financial Officer may publish copies of the Fee Notice at locations that



- (g) are in addition to the Cultus Lake Park Office, but in the event of a conflict or inconsistency between the Fee Notice published in the Cultus Lake Park Office and any other notice, the Fee Notice published in the Cultus Lake Park Office will prevail and govern; and
- (h) if no Fee Notice is published by the Chief Financial Officer by the deadline set out in Section 5.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

**5.3** Each occurrence or day that a contravention of a provision of this Bylaw exists or is permitted to exist will constitute a separate offence.

#### **PROPOSED ADMINISTRATIVE POLICY CHANGES:**

**(Attachment # 2)**

In section **1. GENERAL RULES** add to section **1.3** Fees will only be prorated if an application is submitted by a new leaseholder.

Add sections:

**1.5** Short-term Rental permits are only transferable to a new leaseholder in the case of a lease transfer, and

**1.8** All Short-term Rental related contraventions that Cultus Lake Park Bylaw staff or security respond to, or substantiated complaints that are received will be dealt with as required, and the registered leaseholders will be notified of the infraction.

In section **2. APPLICATION PROCEDURE** add:

**2.8** Once the permit is approved/renewed and the fee is paid, prior to advertising or commencing rentals, the Permittee must have a meeting, with the CAO or delegate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park;

**2.9** Within 30 days of approval, Permittees must provide the Park office with a link, or a screen shot of any online advertisements they have placed. Failure to do so may result in the revocation of the Short-term Rental Permit; and

**2.10** The CAO or delegate will hold an annual meeting with all Short-term Rental Permittees to discuss issues and concerns throughout the season.

In section **3. RENEWAL PROCEDURE** add section **3.3 (c)** consider not renewing the permit, if there are Park records that show there were any contraventions, which resulted in a Bylaw Notice or a warning, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaw.

In addition to these recommended changes, staff also acquired a legal opinion surrounding the option of whether or not Cultus Lake Park Board would consider imposing a cap on the number of STR rentals in the community and what considerations the Board may want to consider in doing so.

The opinion notes that Cultus Lake Park is a unique government body that manages and acts as a landlord of the properties and in the two roles the park may be liable to claims (not mentioned) should the Board decide to cap the number of Short-term Rentals. It also notes that as manager and landlord of the potentially affected property, consideration on whether the Board were to enact capping on short term rentals may also affect property values, or tenant interest in the property and could be a possibility that a tenant may bring a claim which the Board may be forced to take a position and defend.



Given the information above, staff recommend that the Board not pursue placing a cap on the Short-term Rentals.

**STRATEGIC PLAN:**

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Short-term rentals.

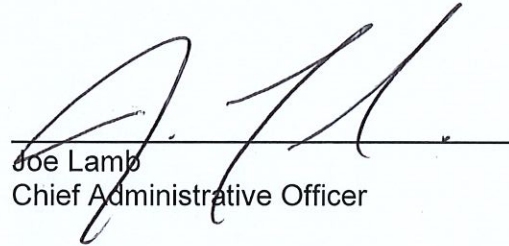
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Prepared by:



Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:



Joe Lamb  
Chief Administrative Officer



# Cultus Lake Park

## SHORT-TERM RENTAL BYLAW

### Bylaw No. XXXX, 2021

A Bylaw to regulate Short-term Rentals.

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

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

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

#### 1. TITLE

- 1.1 This Bylaw may be cited as “Cultus Lake Park Short-term Rental Bylaw No. XXXX, 2021”.

#### 2. INTERPRETATION

- 2.1 Words or phrases defined in the *Cultus Lake Park Act* (British Columbia), the *Interpretation Act* (British Columbia), the *Motor Vehicle Act* (British Columbia), the *Transportation Act* (British Columbia), the *Local Government Act* (British Columbia), the *Community Charter* (British Columbia) or any successor legislation to any of them, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

#### 2.2 DEFINITIONS OF TERMS

“Act” means the *Cultus Lake Park Act* (British Columbia).

“Area” means a self-contained space, used for a Short-term Rental, within a residence.



**“Board”** means the Cultus Lake Park Board.

**“Bylaw Compliance and Enforcement Officer”** means a person acting as a Cultus Lake Park Bylaw Compliance and Enforcement Officer, or any other person acting in another capacity on behalf of the Cultus Lake Park Board.

**“Bylaw Notice”** means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

**“Emergency”** means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards, or pandemics.

**“Fee Notice”** has the meaning ascribed to that term in Section 5.2(b) of this Bylaw.

**“Leased Lot”** means real property, with or without improvements, that is located within the Park and that is used for residential and/or commercial purposes.

**“Leaseholder”** means (a) a Person having a current and valid lease with the Board; or (b) a Person (i) renting a residence in the Park from a Person having a current and valid lease with the Board, and (ii) the address of that residence is the Person’s permanent address.

**“Park”** means the area within the Park boundaries as outlined in the *Cultus Lake Park Act, 1932*, and the foreshore assigned to the Park by the Province of British Columbia.

**“Park Staff”** means any person employed by the Park.

**“Post/Posted”** means keeping continuously displayed in a conspicuous area of the home.

**“Short-term Rental”** means the rental of all or an area of the residence, used to provide accommodation, for a period of less than thirty (30) days.

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

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

### **3. GENERAL REGULATIONS**

**3.1** No leaseholder will operate a Short-term Rental within Cultus Lake Park:

- (a) Without a valid Short-term Rental permit issued from Cultus Lake Park;
- (b) with more than one (1) area used for the purpose of the Short-term Rental permit.
- (c) without providing guests with adequate parking spaces and valid parking permits registered with the Park, as per the current Cultus Lake Park Parking and Traffic Bylaw and all amendments;



- (d) without all garbage, recycling and green waste bins secured, as per the current Cultus Lake Park Property Maintenance Bylaw and all amendments;
  - (e) without having all garbage, recycling and green waste bins roadside only during pick up time, as per the current Cultus Lake Park Property Maintenance Bylaw and all amendments;
  - (f) without responding to Short-term Rental Bylaw issues within two hours of being notified of any issue;
  - (g) without posting a copy of the permit posted in a conspicuous place in the premises; and
  - (h) if the Cultus Lake Park Board has suspended Short-term Rental permits due to an emergency.
- 3.2** Weekly Short-term Rental permits will be valid for the date specific weeks applied and paid for.
- 3.3** No person may obstruct a Bylaw Compliance and Enforcement Officer in the fulfilment of his or her duties under this Bylaw.

#### **4. ADVERTISING AND ONLINE BOOKING PLATFORM REGULATIONS**

- 4.1** Every online advertisement for a permitted Short-term Rental must disclose:
- (a) The valid permit number;
  - (b) the maximum number of parking spaces available to guests at the residence;
  - (c) the location of parking available for permits issued that may exceed allowable parking spaces at the residence;
  - (d) the maximum permitted guest-occupancy applicable to the Short-term Rental; and
  - (e) must not include provisions that were not on the approved application form.
- 4.2** No advertising signs will be placed on the leased lot or on Park property.

#### **5. FEES AND FINES**

- 5.1** All Persons are subject and will pay the types of fees as listed in Schedule A of this Bylaw and the provisions and fines set out in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, as amended from time to time.
- 5.2** The amounts of all fees listed in Schedule A of this Bylaw are determined and set from time to time as follows:
- (a) The Board hereby delegates to the Chief Financial Officer all of the powers, duties and functions of the Board under Sections 14(a.1) and 14(f.1) of the Act to determine and publish, on an annual basis, the amount of each fee;



- (b) by March 31 of each calendar year, the Chief Financial Officer will determine and publish, or cause to be published, a notice (the "Fee Notice") in the Cultus Lake Park Office stating the amount of each fee, and such Fee Notice will remain published in the Cultus Lake Park Office until such fee amounts are no longer in effect;
- (c) all fee amounts go into effect the later of (i) 14 days after the applicable Fee Notice is published, or (ii) such other date specified in the Fee Notice, and supersede any prior Fee Notices and fee amounts;
- (d) in determining any fee amounts pursuant to this Section 5.2, the Chief Financial Officer will consider, acting reasonably, all of the following factors:
  - (i) all costs to the Board of enforcing this Bylaw;
  - (ii) all costs to the Board in managing and maintaining the Short-term Rental permitting process, including administration and security;
  - (iii) the most recently passed budget of the Board;
  - (iv) the financial circumstances of the Board;
  - (v) the best interests of the Board; and
  - (vi) the mandate of the Board;
- (e) the amount for each type of fee determined pursuant to Section 5.2 will not increase more than 20% year-over-year;
- (f) the Chief Financial Officer may publish copies of the Fee Notice at locations that are in addition to the Cultus Lake Park Office, but in the event of a conflict or inconsistency between the Fee Notice published in the Cultus Lake Park Office and any other notice, the Fee Notice published in the Cultus Lake Park Office will prevail and govern; and
- (g) if no Fee Notice is published by the Chief Financial Officer by the deadline set out in Section 5.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

**5.3** Each occurrence or day that a contravention of a provision of this Bylaw exists or is permitted to exist will constitute a separate offence.

## **6. SEVERABILITY**

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

## **7. REPEAL**

The Cultus Lake Park Short-term Rental Bylaw No 1174, 2020 and all amendments are repealed upon adoption of Cultus Lake Park Short-term Rental Bylaw No. 1198, 2021.

**8. EFFECTIVE DATE**

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

READ A FIRST TIME this XX day of XXX, 2021

READ A SECOND TIME this XX day of XXX, 2021

READ A THIRD TIME this XX day of XXX, 2021

ADOPTED this XX 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 Short-term  
Rental Bylaw No. XXXX, 2021

\_\_\_\_\_  
Chief Administrative Officer



## SCHEDULE A: FEES

All Short-term Rentals are subject to the types of fees set out in Table 1 below. The amount of each type of fee will be determined from time to time in accordance with Section 5.2 of this Bylaw.

TABLE 1 of SCHEDULE A		
No.	Fee Type	Fee Sub-types
1.	Non-refundable application fee	Not applicable.
2.	Annual permit fee	Not applicable.
3.	Weekly permit fee	Not applicable.
4.	Annual renewal fee	Not applicable.



## CULTUS LAKE PARK

### Short-term Rental Administrative Policy

Section:		
Sub-Section:		
Title:	Short-term Rental Administrative Policy	

#### APPROVALS

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



## PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff and applicants regarding the Short-term Rental Bylaw permitting process.

## DEFINITIONS

**“Applicant”** means the leaseholder that is applying for a Short-term Rental permit.

**“Area”** means a self-contained space, used for a Short-term Rental, within a residence.

**“Bylaw Notice”** means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

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

**“Emergency”** means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards, or pandemics.

**“Leaseholder”** means (a) a Person having a current and valid lease with the Board; or (b) a Person (i) renting a residence in the Park from a Person having a current and valid lease with the Board, and (ii) the address of that residence is the Person’s permanent address.

**“Permittee”** means a leaseholder who holds a valid permit from Cultus Lake Park to operate a Short-term rental.

**“Short-term Rental”** means the rental of all or a portion of the residence, used to provide accommodation, for a period of less than thirty (30) days.

**“Substantiated”** means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation.

## 1. GENERAL RULES

- 1.1 Prior to any leaseholder applying for a Short-term Rental permit they must ensure that all outstanding fines, fees, and encumbrances are removed, via payment or compliance, from title.
- 1.2 For a Leaseholder to be eligible to apply for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for such use.
- 1.3 Annual Short-term Rental permits will be valid for one (1) year, to commence on January 1 and to terminated on December 31 of each year. Fees will only be prorated if an application is submitted by a new leaseholder.
- 1.4 Permittees must contact the Cultus Lake Park office, no less than seven (7) business days prior to receiving and paying for a weekly permit.



- 1.5 Short-term Rental permits are only transferable to a new leaseholder in the case of a lease transfer.
- 1.6 Short-term Rental permits are nonrefundable.
- 1.7 All Short-term Rental Applicants must provide contact information for one (1) local contact, other than the Applicant, who is available on a 24/7 basis, during the use of Short-Term Rental by a guest, to respond within two (2) hours to any telephone enquiries regarding the Short-term Rental, and who have consented to the Applicant to allow their contact information to be made available to the Cultus Lake Park staff.
- 1.8 All Short-term Rental related contraventions that Cultus Lake Park Bylaw staff or security respond to, or substantiated complaints that are received will be dealt with as required, and the registered leaseholders will be notified of the infraction.
- 1.9 All Short-term Rental permits can be suspended in the case of an Emergency. This is at the sole discretion of the Board.

## 2. APPLICATION PROCEDURE

- 2.1 Applicants must submit a completed application form, along with all supporting documentation required as noted on the application, to the Cultus Lake Park office. Payment of the nonrefundable application fee is required at this time.
- 2.2 All leaseholders registered on title must sign the application form.
- 2.3 All Short-term Rental permits are valid for one rental Area per leased lot.
- 2.4 All Short-term permit applications will be reviewed and approved or denied by the CAO.
- 2.5 The Applicant will be notified on the status of the application.
- 2.6 If approved, the Applicant will be required to pay the Short-term Rental permit fee.
- 2.7 Once the Short-term Rental permit fee has been received, the Applicant will receive a Short-term Rental permit and permit number.
- 2.8 Once the permit is approved/renewed and the fee is paid, prior to advertising or commencing rentals, the Permittee must have a meeting, with the CAO or delegate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park.
- 2.9 Within 30 days of approval, Permittees must provide the Park office with a link, or a screen shot of any online advertisements they have placed. Failure to do so may result in the revocation of the Short-term Rental Permit.
- 2.10 The CAO or delegate will hold an annual meeting with all Short-term Rental Permittees to discuss issues and concerns throughout the season.



### 3. RENEWAL PROCEDURE

- 3.1 Annual Short-term Rental permit renewal form and invoice will be mailed from the Cultus Lake Park office to the Short-term Rental Permittee no later than thirty (30) days prior to the expiration date of December 31, of each year. If payment is not received by the due date a new application and application fee will need to be processed.
- 3.2 Weekly Short-term Rental permits will be subject to a new application and application fee every three (3) years.
- 3.3 Upon submission of a renewal for a Short-term Rental permit, Park staff will review Park records to determine if there any concerns with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may;
  - (a) consider whether a Short-Term Rental permit held by the Applicant has been revoked in the preceding two (2) permit periods;
  - (b) consider not renewing the permit, if there are Park records that show there were more than three Substantiated reports of any Cultus Lake Bylaw violation occurring at the residence while it was rented out;
  - (c) consider not renewing the permit, if there are Park records that show there were any contraventions, which resulted in a Bylaw Notice or a warning, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaw; or
  - (d) withhold approval of a permit if an Applicant has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.
- 3.4 Once the renewal process is complete and the Applicant has their new permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in this Bylaw and pay the renewal fee.

### 4. REVOKING CANCELLATION OR REFUSAL OF PERMIT

- 4.1 Revoking, cancellation or refusal of a Short-term Rental permit will be at the sole discretion of the CAO in consultation with staff.
- 4.2 Where the application for a Short-term Rental permit is refused, or a Short-term Rental permit is cancelled or revoked, notice will be provided to the Applicant or Permittee who is subject to the decision. The Applicant or Permittee is entitled to have the Board reconsider the matter.
- 4.3 A notice under Section 4.2 of this Policy, will be issued to the Applicant or Permittee or delivered by registered mail to the address given by the Applicant or Permittee on the application for the permit within 14 days.
- 4.4 An Applicant or Permittee who wishes to have the Board reconsider the refusal, revocation or cancellation of a Short-term Rental permit will give written notice of their

request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be made within 28 days of the date on the letter noted in Section 4.3 of this Policy. Where the request for reconsideration has not been received within the time specified, the Applicant will have lost the right for reconsideration.

- 4.5 Upon receipt of a written notice under Section 4.4 of this Policy, CAO will respond within 28 days.

DRAFT







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

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

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

**SUBJECT:** Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

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#### PURPOSE:

The purpose of the report is to provide the Board with information with respect to the potential amendment of the Cultus Lake Park Board Procedures Bylaw 1125, 2018.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third Reading to the Cultus Lake Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.*

#### DISCUSSION:

On June 1, 2021. Bill 10 *Municipal Affairs Statutes Amendments Act* (Attachment #1) was passed. The Community Charter has recently been amended to allow electronic participation by members of Cultus Lake Park Board as well as by the public and to provide for the authority to choose, by bylaw, whether to conduct regular and committee meetings electronically in addition to special meetings already authorized under the Community Charter.

There may be times when members of the public would like to participate in a regular meeting of the Board and may be unable to attend in person. In order to accommodate this, staff are recommending the Procedural Bylaw be amended to allow for the public to participate electronically at the discretion of the Board Chair and Chief Administrative Officer, on an as-needed basis.

To be open and transparent the Board must not amend, repeal, or replace its procedure bylaw without first giving public notice of the intended changes. The notice must describe the proposed changes in general terms and be posted in the public notice posting places and published at least once each week for two consecutive weeks in a newspaper that is distributed at least weekly in the municipality.

The Electronic Meetings procedure will remain the same as outlined in Section 3.9 Advance Public Notice of Board and Committee Meetings of the current procedure bylaw:

- 3.9.1 At least three (3) days before a Regular meeting or Closed meeting of the Board; or its Standing or Select Committees, the person responsible for corporate administration under the *Act* must give public notice of the date, place, and time of the meeting by way of a notice posted on the website.



3.9.2 At least 72 hours before a Regular meeting of the Board the person responsible for corporate administration must give further public notice by:

- a) making a copy of the full agenda package available for public inspection at the reception counter at the Cultus Lake Park Administration office; and
- b) posting a copy of the full agenda package on the website.

3.9.3 Except where notice of a special meeting of the Board is waived by unanimous vote of the full Board, the person responsible for corporate administration must give advance public notice of the date, hour, and place of the meeting on the website.

Staff have added the following Sections (including all relevant definitions) to the bylaw, (See amendment):

- Section 3.12, Electronic Meetings
- Section 3.13, Electronic Participation at Hybrid Meetings – Board Members
- Section 3.14, Electronic Participation at Hybrid Meetings – The Public
- Section 3.15, Electronic Participation at Hybrid Meetings – Delegations

Further to the above updates, we have also added the Sections below to the Bylaw, Reinstating the Public Question Period to follow proper procedure.

- 14.11.1 The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.
- 14.11.2 Questions relevant to the Agenda will be given first priority.
- 14.11.3 Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.
- 14.11.4 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee Board meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.
- 14.11.5 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

Staff also took this opportunity to amend Section 14.10 to replace the word receive with approved (see attached).

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

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Prepared by:

  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer



# Cultus Lake Park

## BOARD PROCEDURES BYLAW NO. 1125, 2018

### Amendment Bylaw No. 1198, 2021

A Bylaw to amend The Cultus Lake Park Board Procedures Bylaw No. 1125, 2018

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Board Procedures Bylaw No. 1125, 2018*".

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 Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

#### 2. AMENDMENTS

The Cultus Lake Park Board Procedures Bylaw 1125, 2018 is amended as follows:

##### 2.1 In section 2. DEFINITIONS add

**"CAO"** means the Chief Administrative Officer; a position appointed by the Board.

**"Electronic Meeting"** means a meeting where all attendees participate electronically.

**"Electronic Participation"** means the electronic participation of one or more attendees at an in-person meeting.

**"Hybrid Meeting"** means a meeting where some members are attending in-person and some members are attending electronically.

**"Mailed"** means the distribution of information through the traditional postal system, electronic mail, or any other means of delivery required by the recipient

**2.2** Delete section 14.10 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

**2.3** Add section 14.10 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been approved by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter



will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

**2.4** Add sections:

**3.12 Electronic Meetings**

3.12.1 A regular, closed, or special Board meeting, or other Board committee meetings may be conducted by electronic means.

3.12.2 Electronic Meetings will follow the rules established by the *Community Charter* and Board policies pertaining to Electronic Meetings.

3.12.3 Advance public notice of

(a) the way in which the Electronic Meeting will be conducted, and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in the bylaw for giving notice in section **3.9 Advance Public Notice of Board and Committee Meetings**.

**3.13 Electronic Participation at Hybrid Meetings – Board Members**

3.13.1 A member of the Board may attend an in-person regular, closed, or special Board meeting, or other Board committee meeting by electronic means or other communication facilities, as available.

3.13.2 The following rules apply to Electronic Participation referred to in subsection 3.13.1:

(a) A member who wishes to attend an in-person meeting via electronic means must provide notice to the CAO and/or the Corporate Officer no less than forty- eight (48) hours prior to the meeting;

(b) electronic participants will be noted in the meeting minutes as having participated electronically;

(c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during the meeting will be noted in the minutes as having left the meeting;

(d) if a member must be recused due to a conflict of interest, section **11 CONFLICT OF INTEREST** of this bylaw will be followed and they will temporarily be disconnected or place in a "waiting room" if possible;

(e) electronic participants will abide by the rules and procedures established in this bylaw.

### **3.14 Electronic Participation at Hybrid Meetings – The Public**

3.14.1 A member of the Public may attend an in-person regular, special regular Board meeting, or other Board committee meetings by electronic means or other communication facilities, as available.

3.14.2 The following rules apply to Electronic Participation referred to in subsection 3.14.1:

(a) The opportunity for public engagement will be provided at every regular, special regular Board meeting, or other Board committee meetings during each Public Question Period; and

(b) electronic participants will abide by the rules and procedures established in this bylaw.

### **3.15 Electronic Participation at Hybrid Meetings – Delegations**

3.15.1 A delegation may attend an in-person regular, regular, closed (if deemed necessary), or special Board meeting or Board committee meetings by electronic means or other communication facilities, as available.

3.15.2 The following rules apply to Electronic Participation referred to in subsection 3.15.1:

(a) **Section 15. DELEGATIONS**, as set out in this bylaw will be followed; and

(b) electronic participants will abide by the rules and procedures established in this bylaw.

**14.11.1** The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.

**14.11.2** Questions relevant to the Agenda will be given first priority.

**14.11.3** Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.

**14.11.4** Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee Board meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.

**14.11.5** Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.



**3 EFFECTIVE DATE**

READ A FIRST TIME this XX day of XXXX, 202X

READ A SECOND TIME this XX day of XXXX, 202X

READ A THIRD TIME this XX day of XXXXX 202X

ADOPTED this XX day of XXXX, 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 Board Procedures  
Bylaw No. 1125, 2018 Amendment Bylaw No. 1198, 2021

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Chief Administrative Officer

## Attachment # 1

BILL 10 – 2021 MUNICIPAL AFFAIRS STATUTES AMENDMENT ACT/ 2021 HER MAJESTY/ by and with the advice and consent of the Legislative Assembly of the Province of British Columbia/ enacts as follows:

Community Charter 1 Section 124 (2) of the Community Charter, S-B-C 2003, c. 26, is amended by repealing paragraph (d) and substituting the following:

(d) provide for advance public notice respecting the time and date and/ if applicable/ the place of council committee meetings and establish the procedures for giving that notice;

2 Section 128 is repealed and the following substituted:

Electronic regular council meetings, 128 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met/ regular council meetings may be conducted by means of electronic or other communication facilities. (2) The following rules apply in relation to a regular council meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw; (b) in the procedure bylaw/ a council must (i) provide for advance public notice or the following:

(A) the way in which the meeting is to be conducted by means of electronic or other communication facilities; (B) the place where the public may attend to hear or watch and hear the proceedings that are open to the public and (ii) establish the procedures for giving that notice;

(c) the facilities must (i) enable the meeting's participants to hear, or watch and hear the meeting (ii) except for any part of the meeting that is closed to the public enable the public to hear or watch and hear the meeting and (iii) except for any part of the meeting that is closed to the public, enable the public to hear or watch and hear, the meeting at the specified place/ and a designated municipal officer must be in attendance at the specified place.

(3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

3 The following sections are added:

Electronic special council meetings

128 .1 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met special council meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a special council meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) the notice under section 127 (2) must include notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear or watch and hear, the proceedings that are open to the public;

(c) the facilities must

(i) enable the meeting's participants to hear or watch and hear, the meeting, and

(ii) except for any part of the meeting that is closed to the public enable the public to hear/ or watch and hear, the meeting at the specified place and a designated municipal officer must be in attendance at the specified place.

(3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.



Electronic council committee meetings

128 . 2 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met/ council committee meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a council committee meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) in the procedure bylaw, a council must provide for advance public notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and establish the procedures for giving that notice;

(c) the facilities must enable the meeting's participants to hear/ or watch and hear/ the meeting;

(d) except for any part of the meeting that is closed to the public/ the facilities must enable the public to hear/ or watch and hear/ the meeting.

(3) Members of a council committee who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

Electronic participation by members in council and council committee meetings

128 . 3 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met/ a member of council or a council committee who is unable to attend in person at a regular council meeting/ a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.

(2) The following rules apply in relation to a meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) the facilities must enable the meeting's participants to hear/ or watch and hear/ the participation of the member;

(c) except for any part of the meeting that is closed to the public/ the facilities must enable the public to hear/ or watch and hear/ the participation of the member.

(3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** October 20, 2021 **FILE:** 7010

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

**SUBJECT:** Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP

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#### PURPOSE:

The purpose of the report is to provide the Board with updated stats for the Fire Department, Security & Bylaw Compliance & Enforcement and RCMP. This information has been requested by the Cultus Lake Community Association to share with the community at their upcoming Annual General Meeting.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP report for information.*

#### DISCUSSION:

The Cultus Lake Community Association has requested that staff provide an update on the status of the preceding quarterly reports. The Association has requested an update on information with respect to the Fire Department, Bylaw Compliance & Enforcement as well as an overview on the RCMP stats for the summer months. The Cultus Lake Community association request this information in to share with the community at their upcoming Annual General Meeting.

#### Cultus Lake Fire Department

The Cultus Lake Fire Department received the following calls for the months of July, August and September:

- 31 calls in Cultus Lake Park
- 8 calls on Soowahlie First Nations area
- 34 calls reported under the Fraser Valley Regional Districts jurisdiction

#### Security, Bylaw Compliance & Enforcement

Security, Bylaw Compliance & Enforcement reported the following stats under the applicable areas:

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



Provided by Griffin Security

<b>2021 Statistics</b>	<b>Zones 1 &amp; 2</b>	<b>Zone 3 &amp; 4</b>	<b>Total</b>
Verbal Warnings	61	126	187
Written Warnings	40	14	54
Fines	14	2744	2758
Verbal Evictions	0	5	5
Written Evictions	1	0	1
RCMP			
Emergency Medical Services	3	2	5
Totals	119	2891	3010

Further information

<b>Section</b>	<b>Total Tickets Issued</b>
Animal Control	1
Management of Public Areas	2
Noise Regulations	3
Property Maintenance	0
Parking and Traffic	2738
Sunnyside Campground	14
	2758

**2021 Seasonal Policing – After Action Update**

Provided by the RCMP

This year the seasonal policing team and members were provided through our Policing Agreement. The contract required approximately 2087 hours of policing. Below is a table of the policing hours provided to Cultus Lake this summer.

<b>Month</b>	<b>Hours</b>	<b>Foot/Vehicle Patrols</b>	<b>Liquor Dumps</b>	<b>Boat Patrols</b>	<b>Files</b>
<b>May</b>	<b>390.75</b>	<b>45</b>	<b>9</b>	<b>4</b>	<b>21</b>
<b>June</b>	<b>639</b>	<b>89</b>	<b>51</b>	<b>2</b>	<b>84</b>
<b>July</b>	<b>836.5</b>	<b>92</b>	<b>193</b>	<b>7</b>	<b>95</b>
<b>August</b>	<b>332.5</b>	<b>141</b>	<b>30</b>	<b>2</b>	<b>40</b>
<b>September</b>	<b>105</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>TOTAL:</b>	<b>2303.75</b>	<b>390</b>	<b>283</b>	<b>15</b>	<b>251</b>

Overtime - Long Weekends

This summer 25 UFVRD members and 16 members from outside the UFVRD were afforded the opportunity to work with the Seasonal Policing team. In addition to enhancement on long weekends when crowds were expected to be larger in the area, overtime shifts were also

required due to Fire deployments in August that drew from existing resources. Overtime coverage for the long weekends was dispersed as follows;

### May Long Weekend

With COVID travel restrictions in place at the start of the summer, the May long weekend was very busy in Cultus Lake. With beautiful weather and new boats being a hot ticket item for those looking for a new hobby during COVID, the police boat was out on the water throughout the week.

### Canada Day

This year, Canada Day fell on a Thursday. Due to COVID-19 all Canada Day events for the City of Chilliwack and the Cultus Lake area were cancelled. OT members were brought in to bolster foot patrols, calls for service and allow the Police Boat to be on Cultus Lake. Due to rain it was not overly busy.

### August Long Weekend

August long weekend was warm however smoky. The Police Boat was out for day checks, and conducted a joint operation with Transport Canada and Indigenous Policing checking boats at the boat launch and later on the lake.

### Labour Day Long Weekend

Cooler weather brought less people to the area on Labour Day long weekend.

Statistic reports will be provided in the month of November to provide the Board with information.

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Policing.

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Prepared by:

Approved for submission to the Board:



Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer



Joe Lamb  
Chief Administrative Officer







CULTUS LAKE PARK

**REPORT/RECOMMENDATION TO BOARD**

**DATE:** October 20, 2021 **FILE:** 0540-360

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

**SUBJECT:** Recommendations from the Community Events and Engagement Committee

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**PURPOSE:**

The purpose of this report is to provide the recommendation from the September 20, 2021 meeting of the Community Events and Engagement Committee.

**RECOMMENDATIONS:**

***THAT** the Cultus Lake Community Events and Engagement Committee is seeking Board approval for a Covid friendly, "Light up Cultus" event, on Saturday, November 27, 2021 from 5:30 pm – 8:30 pm. The event will kick off the light display at Main Beach and is planned to include hot chocolate, fire pits and the potential for a house decorating competition to promote community engagement during the holiday season.*

**DISCUSSION:**

At the September 20, 2021, meeting of the Community Events and Engagement Committee a discussion was had regarding a winter holiday event for the residents and local community. As a result of these discussions, the above recommendation was put forward to the Cultus Lake Park Board.

Prepared by:

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Kirk Dzaman,  
Chair, Community Events and  
Engagement Committee

Approved for submission to the Board:

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Joe Lamb  
Chief Administrative Officer